

# INSTALLATION MANAGEMENT COMMAND



## FY20 NARRATIVE FUNDING GUIDANCE

Version 1  
30 March 2020

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***“IMCOM integrates and delivers base support to enable readiness for a globally-responsive Army”***

# IMCOM G8 Introduction

G8 Memo will be published at a later date.

//ORIGINAL SIGNED//  
OMUSO D. GEORGE  
Brigadier General, USA  
Director for Resource Management, G8

## Table of Contents

|   |                                     |
|---|-------------------------------------|
| <b>Table of Contents.....</b>   | <b>1</b>                            |
| <b>I. OVERVIEW .....</b>  | <b>5</b>                            |
| A. Mission. ....  | 5                                   |
| B. Initial IMCOM FY20 Funding Levels .....  | 5                                   |
| C. FY20 Funding Program .....   | 5                                   |
| <b>I. POLICIES .....</b>  | <b>6</b>                            |
| A. Installation Agreements (IAs) .....  | 6                                   |
| B. US Army Medical Command (MEDCOM). ....   | 9                                   |
| C. Network Enterprise Command (NETCOM). ....  | 10                                  |
| D. Delegation of Signature Authority: Installation Agreements .....                               | 11                                  |
| E. Award Limitations for Civilian Employees .....   | 12                                  |
| F. Acquisition Directorate Guidance .....   | 13                                  |
| <b>II. GENERAL GUIDANCE.....</b>  | <b>15</b>                           |
| A. ISR Service .....  | 15                                  |
| B. Advances for orders from Non-Federal Partners .....  | 17                                  |
| C. Obligation Plan (OMA and AFHO).....  | 18                                  |
| D. Other Procurement, Army (OPA).....   | 18                                  |
| E. Permanent Change of Station (PCS).....   | 19                                  |
| F. Resource Data Management Tool (RDMT) Database .....  | 20                                  |
| G. Funds Commitment Documents (MODs)/ Journal Vouchers (JVs).....                                 | <b>Error! Bookmark not defined.</b> |
| H. Information Technology Purchases .....   | 20                                  |
| I. Army Portfolio Management System (APMS) and Program Objective Management (POM) Reporting. .... | 28                                  |
| J. Advisory and Assistance Services and Federally Funded Research and .....                       | 29                                  |
| K. Acquisition of Goods and Services from the NAFI .....  | 30                                  |
| L. Overtime and Compensatory Time .....   | 31                                  |
| M. Voluntary Separation and Incentive Pay.....  | 31                                  |
| N. Direct Charge (DRCH) WBS Labor Execution:.....   | 31                                  |
| <b>IV. SERVICE PROGRAM GUIDANCE .....</b>   | <b>32</b>                           |
| 1. Workforce Reshaping Initiatives .....  | 32                                  |
| 2. Position Management and Classification .....   | <b>Error! Bookmark not defined.</b> |
| 3. Workforce Development .....  | <b>Error! Bookmark not defined.</b> |

4. Military Personnel Division Operations (SAG131 / MDEP QPSG/ISR800) ..... **Error! Bookmark not defined.**
  - a. Military Personnel Divisions (MPD). MDEP QPSG, SAG 131, will be used **Error! Bookmark not defined.**
  - b. Maximizing Available Resourcing. Garrison and Senior Commanders. **Error! Bookmark not defined.**
  - c. IPPS-A/Military Pay. .... **Error! Bookmark not defined.**
  - d. PSDR Contract. .... **Error! Bookmark not defined.**
  - e. Local Contracts..... **Error! Bookmark not defined.**
  - f. SBS Contracts. .... **Error! Bookmark not defined.**
  - g. Passport/Visa Operations ..... **Error! Bookmark not defined.**
  - h. Army Retiring Soldier Commendation Program ..... **Error! Bookmark not defined.**
  - i. Installation Voting Assistance ..... **Error! Bookmark not defined.**
  - j. DHR Position Realignment ..... **Error! Bookmark not defined.**
  - k. Student Travel ..... **Error! Bookmark not defined.**
  - l. Emergency Leave Travel ..... **Error! Bookmark not defined.**
  - m. Unfunded Requirements. .... **Error! Bookmark not defined.**
5. German Statutory Accident Insurance (GSAI) (MDEP VINJ/ISR 800) **Error! Bookmark not defined.**
6. Military Burial Honors (SAG 434 / MDEP VMBH / ISR none) ..... **Error! Bookmark not defined.**
7. Transition Assistance Program (MDEP VCAP/Service 800 SSP E)..... **Error! Bookmark not defined.**
8. Army Continuing Education System (ACES)(SAG 333 / MDEP VACE / ISR 803) .. **Error! Bookmark not defined.**
9. Army Substance Abuse Program (ASAP) (MDEP QAAP and VCND) ... **Error! Bookmark not defined.**
10. Sexual Harassment/Assault Response Program (SHARP) ..... **Error! Bookmark not defined.**
11. Administrative Services Division (ASD)(SAG 131 / MDEP QNMG / ISR 113) **Error! Bookmark not defined.**
- B. G3/5/7 .....46**
  1. G-3/5/7-Mission Support Division.....46
  2. National Capital Region-Integrated Air Defense System (NCRIADS) ..... **Error! Bookmark not defined.**
  3. Sustainable Range Program (SRP) (MDEP VSCW/ISR 904, VSRM/ISR 904, TATM/ISR 903, and Ammunition Management (MDEP TSAM))..... **Error! Bookmark not defined.**
  4. Mobilization Support ISR 901 (MDEP QNMG 121012.20)..... **Error! Bookmark not defined.**
  5. DPTMS Operations ISR 902 (MDEP QNMG 121012.10)..... **Error! Bookmark not defined.**
  6. Soldier Training Support Program (STSP), Training Support Center Operations (MDEP TAVI/ISR 905)..... **Error! Bookmark not defined.**
  7. Mission Command Training Support Program (MCSTP) Mission Training Complexes (MDEP: TCSC/ISR 906)..... **Error! Bookmark not defined.**

|  |                                     |
|--|-------------------------------------|
| 8. Combat Training Center Support (Fort Polk - MDEP WCJT).....             | <b>Error! Bookmark not defined.</b> |
| 9. Training Support Systems Management (MDEP: TSAM). ....                  | <b>Error! Bookmark not defined.</b> |
| 10. Ammunition Management .....  | <b>Error! Bookmark not defined.</b> |
| 11. Security Branch (MDEP QSEC/ISR 603) .....                              | <b>Error! Bookmark not defined.</b> |
| 12. Airfield Operations (MDEP QAAF/ISR 900).....                           | <b>Error! Bookmark not defined.</b> |
| 13. Museum Operations (MDEP VMUS/ISR N/A).....                             | <b>Error! Bookmark not defined.</b> |
| 14. Institutional Training (IT) (MDEP TTDY/ISR N/A)....                    | <b>Error! Bookmark not defined.</b> |
| <b>C. G4 Facilities and Logistics .....</b>                                | <b>72</b>                           |
| 1. Logistics (MDEP RJTO, QMNT, QSUP, QLDY, QTRN) .....                     | 72                                  |
| 2. Public Works (MDEPs QDEM, QDEH, QUTS, QMUN, QLEA, QRPA, .....           | 76                                  |
| a. Facilities Sustainment, Restoration, and Modernization:.....            | 76                                  |
| b. Enterprise Municipal Services (MDEP QUTS/QMUN/ISRs 402-511) .....       | 79                                  |
| c. Energy and Utilities (MDEP QUTS, QRPA, and QUTM/ISR 500- .....          | 81                                  |
| d. Real Property, Real Estate, Master Planning, MILCON .....               | 86                                  |
| e. Unaccompanied Housing (UH) Operations and Management,.....              | <b>Error! Bookmark not defined.</b> |
| f. Army Family Housing (AFH) (MDEPs E33H, E34H, E35H, ERCI/ISR ....        | <b>Error! Bookmark not defined.</b> |
| g. IMCOM G4 Environmental Programs (MDEP: VENQ/ ISR: 505, 506, 507) ..     | 96                                  |
| h. Other Engineer Programs .....   | 97                                  |
| i. Furniture, Fixtures and Equipment (FF&E) (MDEPs: DA3G, E3H6, .....      | 104                                 |
| j. National Environmental Policy Act (NEPA) Nose .....                     | 106                                 |
| k. Cemetery Operations and Maintenance (MDEP VANC/ISR 424) .....           | 108                                 |
| <b>D. G5 Plans.....</b>  | <b>109</b>                          |
| 1. Installation Management (MDEP QNMG/ISR 100).....                        | 110                                 |
| 2. Plans, Analysis and Integration Office (PAIO) (MDEP QNMG/ISR 121) ..... | 111                                 |
| <b>E. G6 Information Systems .....</b>                                     | <b>112</b>                          |
| 1. Command, Control, Communications, Computers, and .....                  | 112                                 |
| 2. G6 Information Systems/Information Assurance (IA) (MS4X). ....          | 115                                 |
| <b>G. G8 Resource Management .....</b>                                     | <b>116</b>                          |
| 1. Supplemental Funding Guidance .....                                     | 116                                 |
| a. Overseas Contingency Operations (OCO).....                              | <b>Error! Bookmark not defined.</b> |
| b. OCO TCS .....   | 119                                 |
| <b>H. G9 Family, Morale, Welfare, Recreation Programs.....</b>             | <b>123</b>                          |
| 1. FMWR Regional Fund Commercial Audit Costs .....                         | 123                                 |
| 2. NAFIs Financial Management Operating Guidance .....                     | 123                                 |
| 3. Uniform Funding and Management (UFM).....                               | 123                                 |
| 4. Installation Management Enterprise Tracking System (IMETS) .....        | 125                                 |
| 5. Child and Youth Services (CYS) (MDEP QCYS/ISR 252) .....                | 125                                 |
| 6. Army Community Service (ACS) (MDEP QACS/ISR 251).....                   | 126                                 |
| a. QACS funds are provided for the operation and maintenance of ACS.....   | 126                                 |
| b. Army Family Team Building (AFTB), Army Family Action Plan (AFAP) ....   | 128                                 |

|           |  |                                     |
|-----------|--|-------------------------------------|
| c.        | Wounded and Fallen Division .....  | 128                                 |
| d.        | Soldier and Family Assistance Centers (SFACs) .....  | 130                                 |
| e.        | Exceptional Family Member Program (EFMP)/EFMP System Navigators .....  | 130                                 |
| f.        | Family Advocacy Program (FAP) .....  | 132                                 |
| g.        | Exceptional Family Member Program Respite Care .....   | 134                                 |
| h.        | Family Readiness Group (FRG) Childcare funding (Unit Appropriated) .....   | 134                                 |
| 7.        | Direct Mission & Community Support Activities (MDEP QDPC/ISR 253 & .....   | 135                                 |
| <b>I.</b> | <b>Special Staff Programs .....</b>  | <b>137</b>                          |
| 1.        | Office of the Judge Advocate General (OTJAG) (MDEP QNMG/ISR 102- .....   | 137                                 |
| 2.        | Religious Support Operations (MDEP QNMG/ISR 106) .....   | 138                                 |
| 3.        | Public Affairs (PA) (MDEP QNMG/ISR 107) .....  | 140                                 |
| 4.        | Protocol - Official Representation Funds (ORF) (MDEP QNMG/ISR .....  | 140                                 |
| 5.        | Equal Employment Opportunity (EEO) (MDEP QNMG/ISR 109) .....   | 141                                 |
| 6.        | Internal Review (IR) (MDEP QNMG/ISR 111) .....   | 142                                 |
| 7.        | Safety (MDEP QNMG/ISR 112) .....   | 143                                 |
| 8.        | Command Provost Marshal/Protection Office .....  | 145                                 |
| b.        | Physical Security (MDEP QPSM/ISR 600): Funding for the garrison's .....  | 145                                 |
| c.        | Law Enforcement (MDEP QLPR/ISR 601): Law Enforcement .....   | 147                                 |
| 9.        | Antiterrorism (MDEP VTER/ISR 602) .....  | 151                                 |
| 10.       | Emergency Management (EM) - Emergency Management (EM) – .....  | 153                                 |
| 11.       | Fire and Emergency Services (F&ES): The F&ES Facilities Operation .....  | 155                                 |
| <b>J.</b> | <b>Environmental Programs – Army Environmental Command (AEC) .....</b>   | <b>157</b>                          |
| 1.        | Program Management .....   | 158                                 |
| 2.        | Project Funding .....  | 158                                 |
| <b>K.</b> | <b>Conservation Reimbursable and Fee Collection Programs (CRFCP) – Forestry, Agriculture/Grazing Out leases, &amp; Fish and Wildlife Conservation Fund .....</b> | <b>158</b>                          |
| 1.        | Forestry and Agriculture/Grazing Automatic Reimbursable Authority (ARA) ..   | 159                                 |
| 2.        | <b>DoD Forest Reserve Account (FRA) Funding Authority .....</b>  | <b>159</b>                          |
| 3.        | <b>Fish and Wildlife Conservation Fund (21X5095) .....</b>   | <b>160</b>                          |
|           | <b>APPENDICES: .....</b>   | <b>161</b>                          |
| A.        | IMCOM GFEBS Technical Cost Handbook .....  | 161                                 |
| B.        | IT Processing Guidance .....   | <b>Error! Bookmark not defined.</b> |
| C.        | OCO DoD-EC Cost Template .....   | 161                                 |
| D.        | OCO Program Target Lines & Definitions .....   | 161                                 |
| E.        | OMB OCO Funding Guidance .....   | <b>Error! Bookmark not defined.</b> |
| F.        | Acquisition Planning and Management Program (APMP) Policy .....  | <b>Error! Bookmark not defined.</b> |
| G.        | ENVR Pay Distribution .....  | <b>Error! Bookmark not defined.</b> |

## **I. OVERVIEW**

### **A. Mission.**

The IMCOM mission is to integrate and deliver base support to enable readiness for a globally responsive Army.

### **B. Initial IMCOM FY20 Funding Levels**

|   | (\$M)    |
|---|----------|
| Base Operations Support (BOS)                     | 5,294.6  |
| Sustainment, Restoration & Maintenance            | 4,112.6  |
| Other OMA (OOMA)                                  | 784.2    |
| Overseas Contingency Operations (OCO)             | 292.2    |
| Army Family Housing (AFH)                         | 306.4    |
| Research, Development, Test and Evaluation (RDTE) | 226.6    |
| Total   | 11,016.6 |

Note: Funding levels are subject to change. OCO is current approved target.

### **C. FY20 Funding Program**

1. Initial planning numbers are derived from the FY20 appropriation and subsequent Army command audit trails and Funding Letter adjustments. Funding priorities are (1) civilian pay, (2) utilities and utility privatization contracts, and (3) funding of recurring service contracts through 30 September 2020.

2. Garrisons will not accept additional workload or missions at any level without a corresponding increase in resources. New missions will be coordinated through the IMCOM Directorate to HQ IMCOM and come with resources or an acceptable bill-payer identified.

3. Garrisons will not migrate funds into or out of BOS or Sustainment, Restoration and Modernization (SRM). Migration of these funds by the Garrison could result in an Anti-Deficiency Act (ADA) violation. As mentioned in the G8 Introduction, pay continues to be fenced in FY20. Garrisons can realign funding within Sub Activity Groups (SAGs) among Management Decision Packages (MDEPs) with the exception of Family Program MDEPs (QACS, QCYS and QDPC) and Environmental Restoration Program MDEP (ENVR) as these MDEPs are fenced in FY20. In addition, funds may not be realigned out of the Public Works MDEPs (QDEH, QMUN, and QUTS) in Non-Pay. Non-Pay realignments within these three MDEPs is authorized, and realignments into these three MDEPs from other SAG 131 (non-Family Program) MDEPs is authorized. Civilian Pay is not fenced under QDEH, QMUN and QUTS. Realignments must stay within the same dollar type, meaning pay to pay and non-pay to non-pay. SRM and OCO are exceptions, as Garrisons are required to realign between pay and non-pay (dollar type) within SAG as required to accomplish the mission.

Realignment requests will be submitted/reviewed through the Budget Execution Funding Adjustment Module (BEFAM) in IMCOM On-Line (IOL). Realignment between Training Support Systems (TSS) MDEPs must follow the guidance in Chapter 2 of the Staff Handbook to the CGs ACG.

4. IMCOM Commanders directed to cash flow specific requirements (e.g., approved Training Resources Arbitration Panel (TRAPs), relief operations, etc.) will track costs separately and will use the designated Functional Cost Account (FCA) codes.

5. Contracts should only reflect funded work and not all potential levels of support. Work with your supporting contracting office to determine the best approach to meet changing requirements. Plan to fund recurring BOS service contracts for their respective full period of performance.

6. Presidential, Vice-Presidential, and Other Official Visits and Distinguished Gentlemen Program. The Office of the Administrative Assistant to the Secretary of the Army (OAA) has not provided reimbursement to installations for official visits in many years. Garrisons will fund all costs associated with official dignitary visits within their existing budget. If funding such an event creates a critical shortfall to the mission, Garrisons will be required to notify IMCOM G8 with a detailed record of costs related to hosting such events and provide impact statements clearly explaining the effect of funds not being restored (the residual critical shortfall).

7. Special Installations – FY20 distribution for the Army Materiel Command (AMC) indicator code 1 installations is based on the FY19 distribution. IMCOM will coordinate with AMC to determine any adjustments to the distribution based on the special installations requirements. HQ IMCOM G8 will make every effort to fund to the agreed upon amounts within available funding levels.

## **II. POLICIES**

### **A. Installation Agreements (IAs)**

1. IMCOM Garrisons will provide support to tenants on IMCOM installations IAW AR 5-9 and IMCOM G8 Handbook.

2. The FS Form 7600A and reimbursable MOA will include all reimbursable services provided for the projected length of time not to exceed 9 years and will be reviewed annually for financial impacts; if there are substantial changes in resource requirements, the IA will be reviewed in its entirety and modified or terminated as applicable. If there are no substantial changes requiring review in its entirety the IA will be reviewed at a minimum every 3 years. For example; if the IA has an effective date of 1 Jan 2014 and there where

substantial changes in Mar 2016 the next minimum required review in its entirety is Mar 2019.

a. MOA/MOU (non-reimbursable) will include all support or services provided

for the projected length of time not to exceed 9 years and will be reviewed triennially.

b. In order to provide evidence of reviews, Garrisons will formally document these reviews and maintain as part of the IA file.

c. In the current fiscally constrained environment, it is essential that IMCOM leverage Intergovernmental Support Agreement (IGSA) authorities and opportunities to seek cost-cutting efficiencies, improve service delivery, and improve relationships with state and local governments. The benefits of Public-to-Public partnerships include: Army use of communities' excess capability; community use of the Army's excess capability, increased economies of scale, cost savings and avoidance, and enhanced relationships with our public sector partners. IGSA's have the potential to realize 30% cost reduction in service delivery over traditional acquisition methods. IGSA's are not subject to the rules of the Federal Acquisition Regulation (FAR), are not subject to the Davis-Bacon wage Act, the Contract Services Act, JWOD, or any other provision of law governing the award of Federal government contracts for goods and services. IGSA's can displace 8A, Ability-1, and other special acquisition programs.

Within ten days of the IGSA being signed by both the municipality representative and the Garrison Commander, the Garrison Resource Management Office must record the obligation within the accounting system using the prescribed standard structure as outlined below. The payment method for IGSA's with municipalities will be made via a miscellaneous payment transaction through the General Fund Enterprise Business System (GFEBS). Standard processing time for the payment is thirty days after all required documentation is processed and uploaded in GFEBS. The municipalities will provide their assigned Commercial and Government Entity (CAGE) Code and Electronic Fund Transfer (EFT) information to facilitate payments.

Financial managers will build the unique IGSA number using the following naming convention as prescribed below. Following the structure will allow the records to be traced for future financial and statistical reports. Each IGSA will be given a unique number so that it can be tracked. The numbering convention for IGSA's is as follows:

**UIC > IGSA > Fund Center > FY > Series Number**

Example: W6CGAA – IGSA – A6011 - 20 – 0001

In addition, IMCOM G8 will develop and publish a standard project structure for IGSA's within GFEBS as follows:

IMCOM IGSA Program  
A60XX IMCOM Directorate  
A60XX USAG Garrison  
IGSA 123  
IGSA 456



## PROCESS:

- 1) Funding - No change to existing practices. Budget year funding and execution processes remain unchanged.
- 2) Create Work Breakdown Structure (WBS) – Create child WBS under the Standard Command Structure. The Funded Program on the WBS must be created as shown below:

IGSA >A60XX>\_\_\_\_(the last 4 numbers of the IGSA

Example: IGSA60115678

The above Funded Program naming convention will allow IMCOM to pull Commitment, Obligation, Expense, and Disbursement information from the Enterprise Resource Program environment, reducing need for data calls.

- 3) Funds Obligation – No change to existing practices.
  - a) Obligation Supporting Documentation will be the signed IGSA
  - b) GFEBS steps to process the obligation are as follows:
    - Use FMZ Doc type F9 (Miscellaneous)
    - The Document Header text field will be populated with “State of ###” or “City of ###” or “County of ###” of the municipality (example: City of Fayetteville)
    - The Line Item text field will be populated as follows:  
UIC-IGSA-Fund Center-FY-Sequence number of the IGSA (IGSA Number)
- 4) Receiving/Invoicing –The municipality will send the invoice to the IGSA Technical Representative (IGSA TR), as designated and prescribed in the IGSA.
  - a) Invoice. The municipality (i.e. Service Provider) shall submit a valid invoice (with supporting cost/expense documentation)
  - b) A valid invoice must include:
    - Service Provider’s name and address;
    - Invoice date and number;
    - The IGSA number, project line item number, if applicable, and, if applicable, the order number if issued;
    - Description, quantity, unit of measure, unit price and extended price of the items delivered;
    - Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading (if applicable);
    - Name, title, and phone number of person to notify in event of defective invoice;

- Commercial and Government Entity (CAGE) Code (Note: the CAGE code is a standard method of identifying a legal entity at a specific location. CAGE codes are managed by Defense Logistics Agency through SAM.GOV)
  - Terms of any discount for prompt payment offered (if applicable);
  - Name and address of official to whom payment is to be sent;
  - Any discount rates (if applicable).
  - Payment method instructions.
- c) The IGSA TR will review invoice and acknowledge satisfactory receipt of all services and annotate date received on the invoice and forward the invoice to the IGSAM.
  - d) The IGSA Manager (IGSAM) will review invoice and authorize payment if all billed services have been satisfactorily completed.
  - e) Invoice will be entered into GFEBS against the funded IGSA FMZ document by the Resource Management Office, who will certify invoice to Defense Finance and Accounting Service (DFAS) authorizing issuance of payment to the Service Provider
  - f) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C 3903) and Office of Management and Budget (OMB) prompt payment regulations at 4 CFR part 1315.

Reconciliation. Garrisons will perform periodic reconciliation of the IGSA to ensure execution is in alignment with supporting documentation. If either Party becomes aware of unrecorded financing or invoiced activities all parties will take immediate corrective action to remedy the transaction.

The Service Provider may issue a demand for payment to the Service Receiver upon discovery of a debt due under the IGSA.

Payment dispute will be processed IAW the signed IGSA.

Commitment Item Detail: HQ IMCOM IGSA Program Office will provide a schedule of GFEBS commitment items for IGSA payments at a later date.

G8 POC: Manpower, Ana Reyes, [ana.l.reyes.civ@mail.mil](mailto:ana.l.reyes.civ@mail.mil), 210-466-0747

G4 IGSA POC: Arthur Douglas, [arthur.d.douglas.civ@mail.mil](mailto:arthur.d.douglas.civ@mail.mil), 210-466-0560

## **B. US Army Medical Command (MEDCOM).**

1. MEDCOM provides Defense Health Program (DHP) sustainment and operations funding for medical facilities supporting core medical operations and providing healthcare services to Army beneficiaries. MEDCOM will sustain and operate medical, medical support and medical RDT&E buildings for most TDA organizations, but generally not for Table of Organization and Equipment (TOE) missions. The TOE hospitals, or go-to-war hospitals, are not considered fixed/permanent facilities and are supported with DHP funding by their non-MEDCOM parent organization.

a. MEDCOM generally resources for facility operations and SRM cost for CAT 500 (military treatment facilities or clinics) and CAT 300 (medical research and development/real property) type Medical Facilities with Defense Health Program (DHP).

b. IMCOM funds for the facility operations and sustainment of MEDCOM's Non- CAT 300/500. The restoration and modernization of MEDCOM's non-CAT 300/500 facilities may be executed with Operations and Maintenance Army (OMA) funding or DHP based on determination by MEDCOM G8 Resource Management.

G8 POC: Manpower, Ana Reyes, ana.l.reyes.civ@mail.mil, 210-466-0640

G4 POC: Jeff Michels, jeffrey.a.michels.civ@mail.mil, 210-466-0896

### **C. Network Enterprise Command (NETCOM).**

1. Reference <https://www.itmetrics.hua.army.mil/>, C4IM Services List.

2. Common-user baseline services are those non-mission specific services provided to all individuals on a Garrison, regardless of ACOM, ASCC, or DRU chain of command. NETCOM funds common-user baseline services. The C4IM Services List defines information technology services and standards of delivery/performance provided on an installation, and identifies the resourcing responsibilities of NETCOM and mission organizations. In CONUS, 7<sup>th</sup> Signal Command has directed that any IT service contract that requires contractors to have elevated privileges in order to operate and maintain mission systems must be executed as a NEC contract funded by IMCOM, otherwise the NEC will deny the contractors elevated privileges.

NOTE: System Owner's mission funding is responsible for the Operation and Maintenance (O&M) of Mission systems, to include. Cybersecurity (CS) requirements such as the Risk Management Framework (RMF) assessment and authorization.

3. NETCOM provided IT Services:

a. Automation - Provide electronic messaging, software development and maintenance, database support, automation training, administration and policy support, network support, and COOP development. IMCOM Garrisons are responsible for contracting, management and funding of copier/multifunction device equipment purchase/leasing and services directly using Army-wide blanket purchase agreements established by NETCOM for support of IMCOM only, not tenant activities. NETCOM is only responsible for connecting copiers and multifunction devices to the LandWarNet.

b. Communications Systems and System Support - Provide the cable infrastructure, internal and external networks necessary to deliver electronic information to, from, and among customers. This is for support of the fixed-voice, Non-Tactical Trunked

Radio (Land Mobile Radio infrastructure), NIPRNET, and SIPRNET networks under the control of the NEC. It does not include end-user devices like radios or computers, or Mission-specific networks not under NEC control. The NEC maintains and operates Common user VTC rooms - one per installation. Any additional VTC rooms or systems above those supported by the NEC are IMCOM mission requirements and IMCOM must fund the procurement, operation and maintenance costs for these VTC systems.

c. Cyber Security - Provide necessary infrastructure and management services to protect networks, information and information systems from unauthorized access and to protect the data within systems. NETCOM's specific responsibilities include being the cybersecurity service provider (CSSP) for the Army, and to provide review and guidance on completing RMF assessment documents prior to submission for IMCOM mission systems.

d. IMCOM HQ G-Staff will coordinate all Garrison IT service requirements through the IMCOM Directorates, provide management oversight of resource allocations, manage centrally funded initiatives, and serve as the interface to the HQDA MDEP managers MU1M and other MDEPs that fund information technology requirements. MDEP QOIM is not applicable to IMCOM. Only NETCOM executes QOIM funding. IMCOM Directorates will work with Garrisons to identify and assist in solving funding issues. Garrison S6/IMOs, DPTMS, and ASDs will coordinate with their Garrison RMs to develop proposed solution sets to resolve funding issues, and elevate issues and proposed solutions to the IMCOM Directorates. IMCOM Directorates will then coordinate with appropriate HQ IMCOM POCs prior to executing any solution that requires HQ IMCOM approval. Report critical shortfalls to IMCOM G1, G3/5/7, G6, and G8 as appropriate.

G6 POC: Quinlan Thigpen, [quinlan.thigpen.civ@mail.mil](mailto:quinlan.thigpen.civ@mail.mil), 210-466-0066

#### **D. Delegation of Signature Authority: Installation Agreements**

1. This further defines IMCOM implementation of AR 5-9 Installation Agreements (IA). In this context "IA" refers to the Interagency Agreement (IAA) Fiscal Service (FS) Form 7600A, MOA's, and MOU's or equivalent federal document.

2. All IAs must conform to applicable laws and regulations, including those governing the proper use of appropriated funds and resources. The authority to establish an IA is not the same authority authorizing expenditure of resources.

3. Garrison Commanders, Garrison Managers, the Army Environmental Command Commander, IMCOM Directors (IDs), HQ IMCOM Staff Directors, IMCOM Executive Director, IMCOM Deputy Commanding General (DCG) and IMCOM Commanding General are the only delegated signature authorities (according to assigned areas of responsibility) for agreements IAs. Deputy Commanders, Deputy Managers, and Deputy Directors may sign when the primary is unavailable for 15-days or longer.

4. Any IA involving the permanent transfer of resources (manpower, funding, and/or equipment), must be signed by the IMCOM CG or the IMCOM DCG. As such proper staff work is a prerequisite. See the HQ IMCOM G8 Agreements SharePoint Portal for the IA template. Staff IAs through the appropriate ID IAW established processes. IDs will review and seek HQ IMCOM functional assistance (as needed) in order to support the ID decision-making process. Forward complete packages to the HQ IMCOM directorate (responsible for the transferring resources) which will complete HQ staffing and obtain DCG/CG approval.

5. HQ IMCOM Directorates/Functional POCs will staff all IAs originating at HQ IMCOM through IMCOM G8 for review prior to signature. A signed copy will be provided to IMCOM G8 Agreements for accountability.

G8 POC: Manpower, Ana Reyes, ana.l.reyes.civ@mail.mil, 210-466-0747.

## **E. Award Limitations for Civilian Employees**

### **1. References:**

a. Deputy Assistant Secretary of the Army Memorandum, 14 December 2015, subject: Supplemental Guidance on Award Limitations for the Department of Defense Civilian Employees.

b. Deputy Assistant Secretary of the Army (Civilian Personnel) Memorandum, 17 December 2014, subject: Supplemental Guidance on Award Limitations for Department of the Army Civilian Employees, Fiscal Year (FY) 2015.

2. Continuing in FY20 and until further guidance is issued, it is critical that performance awards are managed in a manner that is cost effective and leads to increased employee performance and organizational results. IMCOM will support the Secretary of the Army guidance in regards to award limitations for appropriated and non- appropriated fund civilian employees.

a. On-the-spot Cash Awards amount range from \$50 to \$500.

b. Limits spending for individual monetary awards only, which includes rating-based performance awards and individual contribution (e.g. special act and On-the-Spot) awards. The spending level may not exceed 1.5 percent of the aggregate salaries of all employees at the end of the previous fiscal year on the combination of (1) individual performance awards for non-SES/SL/ST employees and (2) individual contributions awards (e.g. special act awards and on-the-spot) for all employees.

c. The use of quality step increases (QSI) may not exceed the FY 2010 spending level. Note, Title 5 of the Code of Federal Regulations, limits only one QSI in any 52-week period per employee; thus, if an employee receives a FY 2014 QSI with an effective date in FY15, it may affect the employee's ability for a QSI based on the FY 2015

rating/performance cycle.

d. The 1.5 percent funding level is not applicable to recruitment, relocation, and retention incentives. Spending on these incentives for calendar year 2020 may not exceed calendar year 2010 levels. Other awards and incentives such as group awards, referral bonuses, or suggestion/invention awards remain at FY 2010 spending levels, except travel savings and foreign language awards.

e. Time-off awards are not included in the 0.96 percent spending level. However, activities should continue to use time-off awards judiciously as they represent a cost to the agency.

f. All honorary awards are authorized. Continue to consider the full range of honorary awards authorized to recognize employee performance excellence. Recognition in any form should be public to maximize awareness of good performance and solid contributions.

G1 POC: Gwendolyn Kimmich, 210-466-0416 (DSN450), [gwendolyn.h.kimmich.civ@mail.mil](mailto:gwendolyn.h.kimmich.civ@mail.mil). For all non- appropriated funds (NAF) related questions, Anita Jannsen, 210-466-1482 (DSN450), [anita.l.jannsen.naf@mail.mil](mailto:anita.l.jannsen.naf@mail.mil).

## **F. Acquisition Directorate Guidance**

### **1. General**

a. Enter all IMCOM acquisitions/contracts with the highest ethical behavior and integrity. Ensure that all source selections are fair and competed in accordance with the Source Selection Evaluation Plan. Do not conduct any acquisitions with a specific vendor in mind for award. All IMCOM acquisitions will provide a fair opportunity to all vendors.

b. Recommend inclusion of your local contracting office representative or Staff Judge Advocate in any discussions with vendors who desire an office call to discuss their capabilities. Contractor capability demonstrations have led to unauthorized commitments in the past, due to inappropriate or misinterpreted discussions. It is important to remember that only a warranted Contracting Officer can obligate funds on behalf of the Federal Government. Unauthorized commitment of Government funds can lead to personal liability and/or disciplinary action that could lead to removal for such actions.

c. All IMCOM acquisitions will occur in accordance within the guidelines of the IMCOM Acquisition Planning and Management Program (APMP). The APMP applies to all IMCOM garrisons utilizing appropriated funds to obtain contracted services. IMCOM personnel involved in planning for, managing and overseeing contract services, regardless of contracting activity, will comply with the APMP. See Appendix F for more information.

d. The Army Contracting Command or Mission and Installation Contracting Command (ACC/MICC) provides primary contracting support to CONUS-based IMCOM

activities (Army General Order 2009-20). Accordingly, and IAW AR 70-13, paragraph 3- 1, all recurring service contracts will be coordinated with the MICC. Such coordination is an ongoing obligation. For non-planned and non-recurring service contracts, the requirement owner must consider using the MICC first before utilizing a secondary non-designated contracting office.

e. In accordance with AFARS 5107.503, garrison commanders or equivalents in the grade of O6/GS15 have the authority to submit one SCA form for facility contracts (a contract using a Product and Service Code beginning with Y or Z) in conjunction with the

garrison's annual work plan for a given year. The garrison commander is authorized to sign one Service Contract Approval (SCA) Form for the Garrison's Annual Work Plan.

Construction projects using Military Construction Army funds are not considered services and do not require an SCA Form. However, repairs, maintenance, construction, and demolition projects using Operations and Maintenance Army funds require the SCA Form.

f. All IMCOM packages for service contract requirements will include the Request for Services Contract Approval. This RSCA consolidates statutes, regulations, and policies that govern total force management decisions into one, centralized location.

(1) The Commander, Installation Management Command (IMCOM) may delegate RSCA approval authority for actions not to exceed \$1M to O6/GS-15 level Garrison Commanders who have completed the Garrison Pre Command Course. Contracting officers shall document the contract file with a copy of the delegation before accepting a service contract approval that has a signature below the general officer/senior executive level. See attached Appendix G for all delegated RSCA authorities.

(2) An RSCA form is not required when exercising options on definite quantity contracts for services in support of IMCOM, provided there are no changes in the terms, conditions, scope of work or level of effort.

## 2. Acquisition Planning

a. All IMCOM garrisons who anticipate working on and awarding a contract will have face-to-face meetings with your local contracting activity within the first 30 days of the fiscal year to discuss their requirements. Coordination with the appropriate contracting activity to include the small business specialist. This allows the contracting activity the opportunity to offer advice on various acquisition alternatives, consolidate requirements, offer the most beneficial acquisition strategy, and reduce acquisition lead time.

b. Within 60 days of the beginning of the fiscal year, the expectation is IMCOM garrisons will develop a 1-N list of the garrison's planned requirements with the local contracting activity for the fiscal year. The garrison Contract Management Support Officer (CMSO) will work with the Contracting Specialist/Contracting Officer to ensure the 1-N list is entered into the Virtual Contract Enterprise (VCE) IMCOM Contracting Workload.

c. All IMCOM garrisons will make their acquisition package Submission deadlines established by ACC. See Appendix H..

d. All IMCOM garrisons will work acquisition packages with their supported contracting command early in the fiscal year, even when funding may occur late in the fiscal year. Having complete acquisition packages awaiting funding, is key to the execution of IMCOM's acquisition strategy. This strategy allows the supporting contracting activities to execute contracts quickly later in the fiscal year if funds become available.

e. Poor acquisition planning causes, short, expensive bridging contracts. This ensures no break in support on a contract occurs. Avoid awarding expensive, non-optimal sole source contracts. A pre-planned effort will result in higher quality procurements, provide optimum choice of sources, and at the same time allow for better visibility of inherent opportunities and/or constraints for each procurement.

### 3. Socio-Economic Contracting Considerations

a. In accordance with the Federal Acquisition Regulation (FAR Part 6), The Defense Federal Acquisition Regulation (DFAR Part 206) and the Competition in Contracting Act (CICA), IMCOM will compete contracts at every given opportunity.

b. We will embrace every opportunity to compete our contracts with small businesses in support of the small business goals. We will embrace every opportunity to compete our contracts with the socio-economic small business categories of Service-Disabled Veteran-Owned Small Businesses (SDVOSBs), 8(a) Small Disadvantaged Businesses, Historically Underutilized Business Zones (HUBZONES), and Women Owned Small Businesses (WOSB or EDWOSB).

ASD POC: Charlie Garcia, [Charles.a.garcia20.civ@mail.mil](mailto:Charles.a.garcia20.civ@mail.mil) 466-0742.

## III. GENERAL GUIDANCE

### A. ISR Service

1. Cost Methodology, ISR Service, and Point Account. As GFEBS continues to develop the system's capabilities, we anticipate the cost model and reporting to become more robust and to offer new methodologies where IMCOM can better utilize allocation processes to obtain more accurate cost metrics and standards. For example, IMCOM is currently working with Headquarters Army regarding the data structures for new/revised MDEPs and point accounts. For FY20, IMCOM Cost Centers could begin Phase II of the federated conversion process. Please reference Appendix A, the IMCOM GFEBS Technical Cost Handbook for an overview of the federated conversion process. IMCOM Cost Centers currently have a default ISR service designation assigned in Attribute 2 to capture residual cost left from ATAAPS labor and other allocation processes. In Accordance With (IAW) the IMCOM FY20 GFEBS



Technical Cost Handbook, Fund Holders will execute at lower levels within the GFEBS cost hierarchy using Work Breakdown Structures (WBS) and Internal Orders (IOs) to capture ISR Services and Point Accounts accurately. Do not use Cost Centers for execution level transactions (i.e., account assignment in document line of accounting) as the primary cost collector unless provided an applicable DPW exception in accordance with the IMCOM GFEBS FY20 Technical Cost Handbook. Reference Appendix A for specific requirements and conditions applicable for the appropriate use of WBS elements and Internal Orders to capture requirements.

2. For FY20, IMCOM will continue to record accounting transactions IAW the Installation Status Report (ISR) three-digit service code assigned to Army Management Structure Codes in the ISR/AMSCO Crosswalk. Capture the Point Account code in the Attribute 1 field of WBS elements and Internal Orders, as applicable, based upon the Army Program Element (APE). IAW the Defense Finance and Accounting Service (DFAS) 37-100-20 manual (only point account codes supported in the GFEBS Attribute validation check table will be recognized in the system for reporting) and the ACSIM ISR/PA/AMSCO Crosswalk. Capture the ISR Service code in the Attribute 2 field of WBS elements and Internal Orders where applicable. IMCOM is not capturing CLS Service Support Programs (SSPs) level of detail in GFEBS for FY20 operations. The integration and implementation of the CLS configuration and business process to GFEBS is currently under development. GFEBS does not support CLS configuration and business process. Efforts are underway to incorporate the process in the future.

3. In GFEBS, for capturing OCO expenditures, the Program Target Line (PTL) established for FY20 should be assigned; the Attribute 3 field (in place of the ISR code) for all cost objects (i.e., Internal Orders (IOs) or WBS). In addition, align all OCO expenditures against the applicable FCA code and include the project description within the cost object. Reference Appendix D, FY20 OCO Program Target Lines.

4. For capturing Joint Basing expenditures in GFEBS, use the attribute three for the requisite Common Output Level Standards (COLS) reporting data for all cost objects (IOs or WBS).

5. Use WBS elements for the following requirements in FY20 (GFEBS Financial System):

- a. Reimbursables
- b. Direct Charges
- c. Environmental Projects
- d. Directorate of Public Works (DPW) Projects (SRM/BOS/OCO)
- e. Special Funded Programs as applicable (e.g., Miscellaneous collections)
- f. Global Combat Support-System Army Supply Requisitions
- g. Other - as approved by IMCOM Headquarters G8 Financial Operations
- h. Reference Appendix A – IMCOM GFEBS Technical Cost Handbook for each

Garrisons FY20 CLS Standard Operating Order (SOO) Project Profile number and the associated guidance regarding the proper use and assignment of costs within the standard SOO project.

6. Fund Centers will submit a detailed package to the IMCOM GFEBS Tier II Direct Support Helpdesk by preparing a GFEBS remedy ticket via email to

Army.GFEBS.Helpdesk@mail.mil or by Self Service at <https://remedyweb.gfebs-erp.army.mil>

for all cost object change requests requiring Deputy Assistant Secretary of the Army, Cost & Economics (DASA-CE) Cost Team action (Internal Orders and Cost Centers). For all internal order changes or new order requests, attach the IMCOM Internal Order Template with the remedy ticket for pre-validation and review by the IMCOM GFEBS Tier II Helpdesk. The Fund Center will continue to manage and maintain WBS elements. For all Cost Center changes, updates, or requests for new cost centers, submit a detailed package, using the IMCOM Cost Center Template, to the IMCOM HQ GFEBS Tier II Helpdesk for pre-validation and review. IMCOM HQ Remedy team will submit all cost object requests and changes to the DASA-CE Cost Team upon verification that all elements are complete and accurate. Please allow for 7 to 10 business days upon receipt of your remedy ticket for all processing actions to occur in the system, but note this process may take longer depending upon the volume of requests received and capacity to process the tickets at a particular time during the fiscal year. For current versions of templates go to the IMCOM GFEBS AKO site at; <https://www.us.army.mil/suite/files/41534791>.

Reference Appendix A – FY20 IMCOM GFEBS Technical Cost Handbook G8

POC is Terri Cass, [terri.l.cass.civ@mail.mil](mailto:terri.l.cass.civ@mail.mil), 210-466-0944.

## **B. Advances for orders from Non-Federal Partners**

1. Comply with Office of Management and Budget (OMB) Circular A-11. IAW the DoD Financial Management Regulation and audit readiness requirements; advance payment is required prior to providing services on orders from public, non-Federal customers. When a public customer, and under the reimbursement definitions this includes NAF Instrumentalities (NAFI) and the Army, Air Force Exchange Service (AAFES), places an order with a performing activity funded with appropriated funds, such as IMCOM, the performing activity cannot recognize the amount on the order as a budgetary resource against its apportioned reimbursable authority. Therefore, until you receive cash, do not to create or increase a Sales Order. The Garrison will have to create a manual bill in order to receive the reimbursement. Failure to require the advance from a non-federal customer places IMCOM in the position of using direct appropriated funds for the work performed, which causes a loss in purchasing power for IMCOM until the collection is received and or could cause an ADA violation (time/purpose/amount).

2. In support of ongoing effort to obtain AAFES advance payments for utilities expenditures, HQ IMCOM continues to coordinate a short-term and long-term solution with

Headquarters, Department of Army and AAFES. Garrison is responsible for continuing to request advances from your AAFES customers, billing monthly for AAFES portion of the utilities within five days of receipt of installation bill, and reporting to G8 Financial Operations Division any issues and/or delays associated with billing or the receipt of payment for AAFES utilities.

### 3. Residential Communities Initiative (RCI) and Privatization of Army Lodging (PAL)

partnerships shall be billed/reimbursed in accordance with ASA-IEE Utility and Services Reimbursement Policy for RCI and PAL partnerships – Policy Memorandum #5 dated Nov 26 2012. This policy exempts RCI and PAL from paying an advance. RCI and PAL payment is due after the Army provides subject services or utilities. This policy however, does not provide authority to the Garrison to create budget authority by realizing the cash before receiving the check. A reminder, that upon receipt of the collection, the reimbursement shall be applied to current year funding available at the time of receipt in accordance with 10 USC 2872a.

4. MWR Only: Effective 1 October 2011 and continuing through FY20, funding for MWR Appropriated Fund (APF) personnel will be distributed directly to the Garrison RMs, eliminating the NAF civilian payroll reimbursement process altogether. This process significantly reduces the reimbursable program with MWR, as well as G9's dependence on accelerated funds distribution.

G8 POC: Roland Anyachebelu, [roland.c.anyachebelu.civ@mail.mil](mailto:roland.c.anyachebelu.civ@mail.mil), 210-466-0773.

## C. Obligation Plan (OMA and AFHO)

1. Army Material Command (AMC) and IMCOM G8 use obligation plans for execution Review and fund distribution. Obligation plans must be aggressive and obtainable. OMA, AFH and FAP obligation plans are to achieve an 85% obligation rate by 31 July 2020. Garrisons are required to submit their obligation plans via the Obligation Plan Module available in IMCOM On Line (IOL). Garrison obligation plans must balance to their PBG listed in the Budget Execution Funding Adjustment Module (BEFAM) in IOL. Make updates to obligation plans within 5 days of an approved BEFAM adjustment from HQ IMCOM G8. When PBG changes occur, the Garrison needs to adjust the current month and future month's data; prior months posted numbers will remain status quo. Execution that is not within a 5% variance of the monthly target must be fully justified to HQ IMCOM G8.

POC: Carmen Zuniga-Ferguson, [carmen.n.zuniga-ferguson.civ@mail.mil](mailto:carmen.n.zuniga-ferguson.civ@mail.mil), 210-466-2875

## D. Other Procurement, Army (OPA)

1. OPA categories: Non-Tactical Vehicles (OPA-1), Base Support Communications (OPA-2) and Base Level Commercial Equipment (OPA-3)

2. The term "procurement" includes activities related to the procurement, production, and modification of Army equipment assets.

3. The procurement appropriations are normally available for obligation for 3 years

4. Examples of the various items purchased with OPA are:

a. OPA-1: OPA-1: Passenger Carrying, General Purpose and Special Purpose Vehicles (i.e. Sedans, Trucks, Sludge Trucks, NTV Fire Trucks LIN X44701, X44718, X44737 and X45095)

b. OPA-2: E911 system, C3 systems, Base Communications, Automation, Audio Visual Systems

c. OPA-3: Dozer, Grader, Scraper

5. Garrison OPA-1 & 3 requirements are collected annually in accordance with the IMCOM Annual Command Guidance (OPORD 18-001), Appendix 1 to Annex S. Submit OPA-2 Base Level Commercial Equipment requirements via instruction contained in the Resource formulation Guide to the HQ IMCOM G6 POC. In all cases, we capture requirements in this manner for inclusion in the current Program Objective Memorandum (POM).

6. HQ IMCOM G4 submits OPA-1 & 3 requirements to ACSIM. HQ IMCOM G6 submit OPA-2 requirements to HQDA CIO/G6.

7. All year of execution (emerging) requests will be submitted to HQ IMCOM by the first week in January to be considered for inclusion in the HQDA OPA UFR portal. All requests will compete with other Army OPA UFRs and will be prioritized for funding. All efforts will be taken to support year of execution OPA requirements, however, there is no guarantee of success in obtaining funding.

OPA-1: G4 POC Carlos Lavadero, [carlos.f.lavadero.civ@mail.mil](mailto:carlos.f.lavadero.civ@mail.mil), 210-466-0452

OPA-2: G6 POC Quinlan Thigpen, [quinlan.thigpen.civ@mail.mil](mailto:quinlan.thigpen.civ@mail.mil), 210-466-0063

OPA-3: G4 POC Michael Nosalik, [michael.j.nosalik.civ@mail.mil](mailto:michael.j.nosalik.civ@mail.mil), 210-466-0451

OPA1/2/3: G8 POC Lloyd Walker, [lloyd.a.walker12.civ@mail.mil](mailto:lloyd.a.walker12.civ@mail.mil), 210-466-0816

## **E. Permanent Change of Station (PCS)**

1. Reference: Commander of US Army Installation Management Command Memorandum, 5 Aug 2015, subject: US Army Installation Management Command Policy Memorandum 690-20, IMCOM Permanent Change of Station (PCS).

2. Approving officials must obtain confirmation of funds availability before authorizing PCS in job announcements. RMs must be cognizant of the various PCS cost and benefits and advise approving officials of the funding impact.

3. Conduct a review of recruitment actions and grant only the necessary PCS authorizations. Pay PCS costs out of Garrison existing pay and non-pay funds consistent with the commitment items used to process the obligation. Garrisons may submit a BEFAM action to realign within pay and within non-pay to cover these expenses.

POC: Travis Reid, [travis.w.reid.civ@mail.mil](mailto:travis.w.reid.civ@mail.mil); 210-466-0773

## **F. Resource Data Management Tool (RDMT) Database**

1. HQ IMCOM uses the Resource Data Management Tool (RDMT) database to track all non-pay requirements, to include service and sustainment contract requirements (which includes MIPRs provided to reimburse activities delivering IMCOM services) and/or issuing IMCOM contracts. All services including utilities (UP, ESPC, commodities), leases and sustainment contracts, will be included in RDMT utilizing the correct line of accounting (LOA), i.e. Fiscal Year, APPN, SAG, APE, MDEP, commitment item (formally EOR, refer to DFAS 37-100) and the appropriate Installation Status Report (ISR) code. Exclude Restoration and Modernization (R&M) and environmental project contracts from RDMT. Reporting of any other “one-time” contracts is desirable, but not required. RDMT is NOT a tool for reporting critical one-time requirement shortfalls.

2. Garrisons are required to conduct a line item review of all RDMT data to add/delete/update all information and ensure only contracts eligible for FY20 funding are included. Garrisons are also required to update RDMT monthly, particularly to reflect changes in PBG, obligation and commitment by the 10<sup>th</sup> of each month. We do use the RDMT database to track critical shortfalls of routine and recurring service contracts.

3. In order to ensure the number of records in the RDMT database does not exceed its limit, do not add the following requirements: SAG 132 Projects, VENQ Class 0&1 Projects that exceed your level of funding, non FY20 requirements.

POC: Lloyd Walker, [lloyd.a.walker12.civ@mail.mil](mailto:lloyd.a.walker12.civ@mail.mil), 210-466-0816 (Overall) Paul Minarovic, [paul.minarovic.civ@mail.mil](mailto:paul.minarovic.civ@mail.mil) 210-466-0754 (Admin Access)

## **G. Miscellaneous Obligation Documents (MODs)**

1. The purpose of a Miscellaneous Obligation Documents (MODs) is to reserve funding (1) during the period of availability for valid obligations that will not post to the accounting system before funds expire and /or (2) within 30 calendar days of receipt of documentation. MODs are used to record a temporary obligation for a BONAFIDE need, till the proper supporting documentation is received. A MOD is not meant to be a

permanent solution and cannot be utilized to make disbursements. All MOD's must be properly justified and approved by the Resource Manager or Budget Officer. The Resource Manager or Budget Officer will sign and date the supporting documentation (DD Form 2406) as evidence of this review, ensuring the temporary obligation is drawn down within 60 days of the creation date or upon recording of the actual obligation, whichever occurs first. In addition a higher level of approval at the Command level will be required for MOD amounts that exceed \$300,000.00. For this approval the Garrison will submit all supporting documentation to their assigned Budget and Financial Operations POC at HQ for review and approval. The DD Form 2406 will be used to support

the MOD and will include the following: a document number, date, vendor name and address, actual or estimated amount, quantity and description of item or service, a complete line of accounting, proof of authorizing signature, and a statement indicating when the actual obligation document will be complete. In addition, include the methodology and/or the basis used to calculate the obligation amount. All MODs will be reviewed and validated quarterly during the Joint Review Program reporting process. Starting in FY19 all MODs must be recorded in the General Fund Enterprise Business System using the ZI FMZ Document Type. The MOD business process is the only business process authorized to use the ZI document type. The MOD number should follow the below construct for Legacy Standard Document Number and Enterprise Resource Planning System FMZ Document Text Field. All MODs number follow this format. See Below:

|                    |  |
|--------------------|--|
| POSITION           |  |
| POS 1-3            | MOD                                      |
| POS 4-5            | Fiscal Year                              |
| POS 6              | Calendar Month MOD was input (See Below) |
| POS 7-14           | Contract Unique Sequential Number        |
| POS 7-14           | MOD Unique System Sequential Number      |
| MONTH ALPHA CODES: |  |
| October            | A  |
| November           | B  |
| December           | C  |
| January            | D  |
| February           | E  |

|           |   |
|-----------|---|
| March     | F |
| April     | G |
| May       | H |
| June      | I |
| July      | J |
| August    | K |
| September | L |

Examples:

MOD19LDTS12345  
MOD19LFCM12345  
MOD19DW58RGZ04D0027

2. FMZ's Document type F9 are Miscellaneous Obligation/Miscellaneous Payment documents used to record obligations such as Utility Payments, Uniform Allowance, etc. All obligations utilizing document type F9 will be built utilizing the following coding:

For F9 Document type the document text (Doc.txt) will be built as follows:

\*MISC PAY\*Purpose\*-\*Fiscal Year\*MISC Pay Category\*

Sample of acceptable purpose:

\*MISC Pay\*Utility -Water\*FY19\*UTIV\*

When recording MISC Obligation/MISC Payments in GFEBS you must have proper supporting documentation, therefore a completed DD2406 with a wet or digital signature of the Budget Officer and or Resource Manager must be attached to the FMZ.

All other F9, i.e. miscellaneous payment obligations MUST have one of the following the Fiscal Year document header:

| <b>Abbreviation</b> | <b>Miscellaneous Pay Category</b>                 |
|---------------------|---|
| AAFES               | Payments made to AAFES                            |
| ACSI                | Acquisition Cross-Service Agreements              |
| ADPE                | Adoption Fees                                     |
| AGVN                | Agents (when disbursement vouchers are processed  |
| AMBV                | Awards made to Bid Protesters                     |
| ARCV                | Apprehension Reimbursements and Confinement Costs |
| ARWV                | Apprehension Rewards                              |

|      |  |
|------|--|
| ATTV | Attorney Fees (including Judgments & Settlements pd to Attorney) |
| BLLE | Billeting  |
| CHCV | Child Care (Non-Contractual)                                     |
| CLTV | Civilian Clothing Allowance                                      |
| CONV | Contingency Funds for Entertaining Dignitaries                   |
| DEMV | Demurrage  |
| DMPI | Damages to GSA Motor Pool Vehicles                               |
| DSSV | Contingency Funds for Investigative Expenses                     |
| EEOE | Employment Related Judgments and Settlements                     |
| FIMV | Funeral, Internment and Mortuary Expenses                        |
| FLPI | Intra Governmental Fees, Licenses, Permits                       |
| FLPV | Fees, Licenses, Permits  |
| GFTV | Gifts and Speaker Fees   |
| GRNV | Grants   |
| HSPV | Hospital Accreditation   |
| LGLV | Legal Claims   |
| MEDV | Medical Services provided by Civilian Non-Federal Sources        |
| MISV | Miscellaneous Payment-Vendor                                     |
| MTSV | Military Training Support  |
| MWRV | Morale, Welfare, Recreation and General Entertainment Expenses   |
| NTSV | Non-Temporary Storage (NTS) of Household Goods (not on F1 Doc)   |
| PATV | Patents, Copyright and Designs                                   |
| POLV | Charges Associated with Fuel Cards                               |
| POSV | Purchased of Metered Mail  |
| PRLV | Professional Liability Insurance                                 |
| PSBV | Purchase and Transportation of Special Items (Blood)             |
| PSWW | Purchase of Special Items (drinking water)                       |
| REFE | Referral Bonus   |
| RELE | Religious Services   |
| RENV | Lease and Rental Agreements                                      |
| REPE | Reimbursements: Fees, Licenses, Permits                          |
| RERE | Reimbursements: Room & Board Dependent Children                  |
| REUE | Utility Reconnection Fees  |
| RLPV | Rewards for Recovery of Lost DoD Property                        |
| RSPE | Respite Care (Non Contractual)                                   |
| SUGE | Award for Suggestion   |
| TELV | Telecommunications   |
| THHE | Local Dity Moves   |
| THHV | Transportation for Local Move                                    |
| TOPE | Transportation Top Vouchers                                      |
| TRAE | Transportation Incentive Program (Carpooling/Metro)              |



|      |   |
|------|---|
| TRNI | Training and Educations Expenses (Pd to Federal Government) |
| TRNV | Training and Educations Expenses (Pd to Non-Federal Entity) |
| UTIV | Utility Payments  |
| VETV | Veterinary Service for Contingency                          |
| WITV | Witness Fees  |

3. When creating FMZ's you need to utilize the proper document type, F9 is not always the correct document type. (i.e. Non DTS Travel, which encompasses Civilian PCS Moves should be obligated utilizing Document Type F1)

**Common FMZ Document Types are listed below:**

F1 IATS Obligations F2 FAS  
Obligations  
F6 Powertrack Obligations F9  
Miscellaneous Obligations  
L2 German Travel  
L3 Japanese Travel  
M2 FCM OBL  
M3 GSA OBL  
P1 DCPS Payroll (only use to make adjustments) P2  
Korean Payroll  
P3 Italian Payroll P4  
Belgian Payroll P5 Dutch  
Payroll

4. Garrisons must record commitment details, i.e. by month/quarter, as a separate line item and use DD Form 2406 to list line item details. Attach the DD Form 2406 to the FMZ in GFEBS. For Utilities, garrisons will create a separate FMZ for each vendor and commodity. Record each month on a separate line within the FMZ, i.e. FMZ for electric commodity should have 12 lines representing each month of the year. DO NOT create a separate FMZ document when paying monthly bill/invoice, as it must be paid against the corresponding FMZ line item on the utility FMZ. DO NOT use MODs to reserve funds intended for contracts. Contracts must be reserved on a Purchase Requisition (PR) and obligated on a Purchase Order (PO). Hazardous waste and fuel obligations will be recorded through the Funds Control Module (FCM), not on a manual FMZ.

5. All Journal Vouchers that require HQ IMCOM approval must be submitted by the Garrisons NLT the 27<sup>th</sup> of each month.

6. In order to standardize processes and allow visibility for comprehensive reporting; All Inter-Governmental Agreements (IGSA's) will be numbered as follows:  
DoDAAC-FY-FC-IGSA Number Execution of funding for IGSA's will be done utilizing a Work

Breakdown Structure (WBS). A WBS is required to capture proper point accounts and Installation Services Reporting (ISR). The WBS utilized for execution of obligations and disbursements must carry a specifically named Funded Program.

The Funded program for all IGSA WBS's will be built as follows:

IGSA Fund Center FY IGSA Number (IGSAA2ABF1901)

For obligation purposes the Earmarked Funds Document (FMZ) should be created using a document type F9. On the FMZ the Document Header Text should be populated as follows:

IGSA-State of ##### or City of ##### or County of ##### (this field is required)

Line item text field must be populated using the following

DoDAAC-IGSA-Fund Center-FY-IGSA Number

All Agreements for IGSA's must be attached to WBS and or FMZ.

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## H. Information Technology Purchases

1. Information Technology Purchases- IAW AR 25-1, Army Knowledge Management and Information Technology, and AFARS 5139.101 (s-90), Project Director, Computer Hardware Enterprise Software and Solutions (PD CHEAD) is the mandatory source for commercial IT hardware and software purchases. Organizations purchasing commercial hardware and software must utilize PD CHEAD contracts and/or DoD Enterprise Software Agreements regardless of dollar value. An Information Technology Approval System (ITAS) approval letter is required to execute commercial IT purchases outside of CHEAD contracts.

a. The latest processes and procedures for requesting approvals from ITAS Are located at: [https://army.deps.mil/army/cmds/imcom\\_HQ/G6/SitePages/ITAS.aspx](https://army.deps.mil/army/cmds/imcom_HQ/G6/SitePages/ITAS.aspx)

b. POC is Brian Gibson, [brian.e.gibson4.civ@mail.mil](mailto:brian.e.gibson4.civ@mail.mil), 210-466-0015.

2. In FY 2014, the CIO/G6, with the assistance of ASA(FM&C), restructured the IT related Commitment Items (CIs) in GFEBS. Execute all information technology purchases using the correct CI provided in the **"Desk SOP for GFEBS CI & Legacy EOR Restructure Supporting (IT) Purposes"**. See Appendix B.

3. In alignment with AR 25-1, the IMCOM G6 Directorate will develop, coordinate, and manage the IMCOM's IT capital planning and investment management strategy and program.

4. IAW with AR 25-1, Register all Army IT, including computing infrastructure, hardware, software, services, initiatives, prototypes, and investments, regardless of funding

source or amount, as an individual record, or account for IT as a component of another record, in the Army Portfolio Management Solution (APMS) with complete, accurate information.

5. To comply with the requirements in AR 25-1, Submit all requests for new information technology tools, systems, applications, and services in IMCOM, regardless of source of funds, through the Information Technology Approval System (ITAS). Approval of complete requests is by IMCOM G6, IMCOM Information Technology Governance Board (ITGB), Army CIO/G6, or DoD CIO depending on the details in the request.

6. Resource Management Offices (APF and NAF) at all levels will not provide a fund cite to any purchase request for information technology tools, systems, applications, or services, regardless of MDEP or source of funds, until the requestor presents an ITAS approval letter.

7. IAW ISO of DODD 8115.01, Manage IT investments as portfolios to ensure IT investments support the Army's vision, mission, and goals; ensure efficient and effective delivery of capabilities to the warfighter; and maximize return on investment to the IMCOM.

8. Army regulation still require Army and DoD certification of defense business systems costing over \$1M over the current FYDP years. 10 USC 2222 requires DoD Certification for defense business systems costing over \$50M over the current FYDP years prior to obligating any funds and to complete a BPR before selecting the final system/solution.

9. IAW Army and DoD policies, IMCOM will take all required actions to prevent and eliminate excess and duplicative information systems and technology and will ensure new information systems and IT are not duplicative of capabilities already existing in the IMCOM, Army, or DoD. Do not procure unnecessarily redundant solutions.

10. IMCOM will leverage Army and DoD enterprise applications, systems, licenses and tools to satisfy identified capability gaps within the IMCOM IT portfolio to the maximum extent possible in order to prevent duplicative systems and unnecessary expenses. Likewise, the IMCOM will consolidate current individual IT tools, systems and applications into IMCOM-wide solutions that replace individual solutions and their associated expenses.

11. IMCOM resources (human and financial resources) will not be used to perform or fund baseline IT services which are the responsibility of NETCOM and the local NECs which are already funded through the C4IM Services List approved by the II PEG.

12. Installations that contract with their local NECs to perform above baseline IT services will report such contracts to the IMCOM G6. Submit to the G6 through the ITAS. Note that these contracts are also subject to APMS registration.

13. All proposed new information systems in the IMCOM will go through the IMCOM governance process and comply with Army, DoD and federal information systems acquisition

requirements.

14. Do not make IT purchases, intentionally or unintentionally, using contracts that were not originally and explicitly intended or approved to include IT. Similarly, IT-related purchases will be openly and prominently described in any contract they are a part of.

15. Procurement of IT using the Government Purchase Card (GPC) will comply with all DoD and Army directed policies and procedures. GPC purchases are subject to ITGB, APMS, ITAS and cybersecurity requirements and compliance.

16. Using the wrong appropriation ("color of money") for procuring information technology potentially constitutes a violation of the Anti-Deficiency Act.

17. Large scale contracts for installation management related mission support and services that include any specified IT hardware, software or IT services within the performance work statement or statement of work must account for these IT investments within the appropriate APMS record and receive an ITAS approval.

18. Excerpts from paragraph 010212, DoD FMR (DoD 7000.14R), Vol 2A, Chapter 1:

a. RDT&E appropriations: Use RDT&E funds to develop major upgrades increasing the performance envelope of existing systems, purchase test articles, and conduct developmental testing and/or initial operational test and evaluation prior to system acceptance. In general, all developmental activities involved in bringing a program to its objective system are to be budgeted in RDT&E.

b. Commercial-off-the-shelf (COTS) systems that require engineering design, integration, test, and evaluation to achieve the objective performance will be budgeted in RDT&E.

c. Procurement appropriations: Acquiring and deploying a complete system with a cost of \$250,000 or more is an investment. Such investments should be budgeted in a Procurement appropriation. Complete system cost is the aggregate cost of all components, e.g., equipment, integration, engineering support and software) that are part of, and function together, as a system to meet an approved documented requirement. For modification efforts, only the cost of the upgrade (e.g., new software, hardware, and technical assistance) counts towards the investment threshold. Do not consider the total cumulative cost of the system when deciding what appropriation to use to fund modernization.

d. Proprietary software carries a copyright from the vendor that prohibits duplication or modification. Essentially, the purchaser is buying a license from the vendor to use the software on a particular system. Proprietary software is an investment, subject to the

expense-investment criteria, unless financed on an "annual fee" basis. In the latter case, it is an expense item properly financed in RDT&E or O&M.

e. O&M appropriations: Expenses incurred in continuing operations and current services are budgeted in the O&M appropriations. Modernization costs under \$250,000 are expenses, as are one-time projects such as developing planning documents and studies.

f. Software releases categorized as iterations on the basic release and not involving significant performance improvements or extensive testing are a maintenance effort. Minor improvements in software functionality accomplished during routine maintenance, may also be O&M funded.

g. Items, which can be used without modification (e.g., COTS and non-developmental items) and are purchased from a commercial source will be funded in either the Procurement or the O&M appropriations, as determined by the expense and investment criterion.

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## **I. Army Portfolio Management System (APMS) and Program Objective Management (POM) Reporting.**

1. All garrison and HQ, IMCOM IT requirements/support costs must be captured in APMS.

a. At the garrison, when IT systems are authorized APF support as part of the programs they must be budgeted (included in the annual POM submission) in the appropriate MDEP (i.e. Libraries would be in QDPC, Youth Centers in QCYS). At IMCOM HQ G9, the FAPC MDEP would contain specific "Enterprise" IT requirements/procurements; the garrisons will not use the FAPC MDEP.

b. To identify the correct funding source (APF or NAF), AR 215-1, Appendix D (APF and NAF Funding Authorizations), Table D-1 (Funding Authorizations) should be utilized. Once APF is confirmed to be authorized, the correct MDEP must be identified based on the type of activity as we would with any other requirement IAW DoDI 1015.10.

c. The garrisons will POM for their APF IT system requirements for each MDEP and annotate this in APMS for the out years (See AR 25-1 for the definition of IT and IT systems).

(1) When (if) APF funding is received, it will be process it through the Uniform Funding and Management (UFM) process and deposit into the AMWRF. From that point forward it will be executed as NAF. Therefore, in APMS the year of execution and prior years will be recorded as NAF, while the out-years will be programmed as APF.

(2) For instance, if the internet service provider (ISP) is for the library, the garrison would POM for the ISP in QDPC for FY18-23 and execute as NAF for FY17.

(3) If the ISP is for the CAT C bowling center it would not be authorized APF funding and all APMS entries would be NAF. However, this is where AR 215-1, Table D comes in, if it is a CAT B bowling center it would be authorized APF and POM'ed for within the QDPC MDEP.

d. Most garrison ISP contracts are for one connection which is then provisioned among the various activities (done through the local infrastructure of the garrison). When this is the case, the FM will charge a percentage of the overall cost (based on usage) against the provisioned activities.

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#### **J. Advisory and Assistance Services and Federally Funded Research and Development Centers (FFRDCs) Element of Resource (EOR) codes 251A, 251B, & 251C.**

1. Do not use EORs 251A, 251B, and 251C for any other purpose than detailed below. If in question, contact the IMCOM G8 POC.

2. Acquire Advisory and Assistance Services (A&AS) by contract from non-governmental activities including Federally Funded Research and Development Centers (FFRDCs), foreign governments, state and local governments, tribes and other non-profit organizations. A&AS are acquired to support or improve organization policy development, decision-making, management and administration; support program and/or project management and administration; provide management and support services for research and development (R&D) activities; provide engineering and technical support services; or improve the effectiveness of management processes. The products of A&AS may include data development, analyses, evaluations, recommendations, training or technical support.

3. A&AS are grouped into three categories:

a. Category I - Management and Professional Support Services. These are contractual services to provide engineering or technical support, assistance, advice or training for the efficient and effective management and operation of organizations, activities or systems. These services are closely related to the organization's basic responsibilities and mission. These services include efforts that support program management, logistics management, project monitoring and reporting, data collection, budgeting, accounting, auditing and administrative/technical support for training programs. Identify obligations for this category with the EOR code 251A.

b. Category II - Studies, Analyses, and Evaluations (SAE). These are contractual services to provide structured, analytic assessments to understand or evaluate

complex issues to improve policy development, decision-making, management or administration and result in documents leading to findings, conclusions or recommendations. These services may include models and simulations, database design, methodologies and related software. Examples include cost benefit or effectiveness, analyses of concepts, plans, tactics, forces, systems, policies, personnel management methods and programs. Other possibilities are: studies specifying the application of information technology to support missions and objectives; technology assessments and management and operations research

studies in support of Research, Development, Test, & Evaluation (RDTE) objectives; evaluations of foreign force and equipment capabilities, foreign threats, net assessments and geopolitical subjects; and analyses of materiel, personnel, logistics and management systems. Use EOR code 251B to identify obligations for services within this category. Report all SAE in this category with the exception of studies resourced under Defense Environmental Restoration Act funds.

c. Category III - Engineering and Technical Services. These are contractual services in the form of advice, assistance or training necessary to maintain and operate fielded weapon systems, equipment and components (including software) at design or required levels of effectiveness. Report obligations for these services in EOR code 251C.

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## **K. Acquisition of Goods and Services from the NAFI**

1. For many years, the military services interpreted 10 USC §2492 to authorize obtaining goods and services from the NAFI using an MOA, which precluded competition and the requirement to follow the Federal Acquisition Regulation (FAR). This led to a streamlined process that excluded the MICC or other supporting contracting office. IMCOM HQ and installations used the process extensively. This process amounts to acquiring goods and services on a sole-source basis from the NAFI.

2. On August 28, 2012, the US Comptroller General issued the first of two decisions in *Asiel Enterprises, Inc.* (B-406780, B-406836; B-408315.2) in which it held that 10 USC §2492 did not authorize acquiring goods and services on a sole-source basis from the NAFI. The Comptroller General held that 10 USC §2492 authorized the NAFI to compete for appropriated fund contracts as a commercial vendor, thereby providing goods and services as authorized by the statute.

3. The *Asiel* decision effectively restricted the ability to obtain goods and services on a sole-source basis from the NAFI in the absence of a basis for other than full and open competition (i.e., sole source) as outlined in the FAR Part 6.

4. There are still some installations that may have agreements with the NAFI under 10 USC §2492. Any such agreements should not be renewed at expiration and should be migrated to a FAR-based competitive procurement through the supporting contracting office if they don't meet the criteria for other than full and open competition found in FAR Part 6.

5. OPORD 17-001, Annex I, Prohibits local UFM MOAs using IMCOM APF funding sources to fund MWR baseline services normally funded in MDEPs QCYS and QDPC. Submit requests for exceptions to HQ IMCOM G8/G9 approval prior to execution. MOAs that support self-service initiatives (such as custodial or grounds maintenance work provided by MWR for MWR but funded by DPW) may be approved and executed locally. The support MOA must

demonstrate a mutual cost benefit. Employ the same technical steps locally as are used for central transfer of funds. Garrisons will not create an unfinanced requirement on the APF side to support a requirement on the NAF side.

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## **L. Overtime and Compensatory Time**

1. Restrict compensatory and overtime hours to those mission critical operations that would fail if overtime is not authorized.

2. Do not provide funding for overtime to the Mission Installation Contracting Command (MICC) or Army Contracting Command (ACC).

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## **M. Voluntary Separation and Incentive Pay**

1. Reference.

a. IMCOM Policy Memorandum 690-14-5, 5 Aug 2015, subject: Delegation of Authority for Approval of Voluntary Early Retirement Authority (VERA) and Voluntary Separation and Incentive Pay (VSIP).

b. IMCOM G8 Memorandum, 14 March 2016, subject: Funding Directive for VERA/VSIP at Garrisons.

2. Pay costs associated with VSIP will come out of garrison existing pay funding. On average, five months of payroll savings is required to sufficiently fund VSIP related costs. Region and garrison leadership must ensure approved employee separation dates allow generation of payroll savings to cover VSIP costs. Basis for approval of VSIP must result in the abolishment and/or restructuring of a position or the saving of a surplus employee.

## **N. Direct Charge (DRCH) WBS Labor Execution:**



All WBS's created for DRCH purposes will be looked at for Indirect Labor execution. Process funds sent out as a DRCH using Non Pay PBG and Labor can be charged to the WBS that reflects on the Labor execution side against Pay PBG. Pay PBG is provided for Authorized positions and CG Approved Over hires. It is the Garrison's responsibility to provide monthly input to the G8 MDEP Analyst POC of these charges. Garrisons will process a BEFAM to move PBG from Non Pay to Pay; BEFAM comment will be "Indirect Labor Charge's due to the DRCH Process."

#### **O. ASA Black Sea: Mikhail Kogalniceanu (MK) Airbase, Romania/Novo Selo (NS) Training Area, Bulgaria:**

USAG Ansbach has the mission to provide resource management support to ASA Black Sea (MK and NS). Funds for MK/NS will be distributed to fund center A601I. IMCOM HQs will establish a parent WBS for MK and NS. USAG Ansbach will execute utilizing the established WBS structure for both MK/NS. USAG Ansbach must create a child WBS under the parent for each MDEP executed at MK and NS. The parent WBS will be provided to USAG. The IMCOM CG has approved IOC, with 36 authorizations to operate MK/NS with IMCOM support from 1 Jun 16 until NLT 30 Sep 18. In FY17, ID-Europe provided a minimum of \$1,632.0K from within the Europe Garrisons to support the cost, while HQs provided at most \$1,674.0K. The costs in FY20 are not to exceed \$10,877.0K without HQs approval.

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### **IV. SERVICE PROGRAM GUIDANCE**

#### **A. G1 Personnel**

##### **1. Workforce Reshaping Initiatives**

IMCOM Commanders will continue to work towards approved end-strength. Commanders should work closely with their servicing Civilian Personnel Advisory Center (CPAC) when planning their reshaping efforts. Use all available HR tools to mitigate the impact of involuntary measures. Available HR tools are Voluntary Separation Incentive Pay/Voluntary Early Retirement Authority (VSIP/VERA); upon HQ IMCOM approval, internal realignments/reassignments, modify/waive qualifications to facilitate placement, work with local commands for potential placement opportunities, restricted hiring and other voluntary measures. The application and use of these authorities must be tied directly to workforce restructuring/reshaping.

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##### **2. Position Management and Classification**

It is imperative that supervisors at all levels employ good management to identify ways to streamline and reduce costs while ensuring essential services are provided within available resources. While the TDA annotates position information, it does not dictate the classification of positions' titles, series, or grades. Good position management results in a carefully designed position structure which blends the skills and assignments of employees with the goal of successfully carrying out the organization's mission. It has a positive effect on an organization's productivity and its product or service delivery cost by structuring positions to achieve maximum economy and effectiveness within established resource levels. Position management is linked to the classification (title, series, and grade) of a position. The grade of a position determines an employee's rate of basic pay and results in an increased cost to the command on a permanent basis. It is imperative you consider carefully the long-term cost implications. When planning work, supervisors must balance sound organizational structures against fair compensation for assigned work. There are other methods for rewarding superior work. Managers are bound by principles and concepts of classification and managers with delegated authority are bound by law and Office of Personnel Management (OPM) guidance when exercising their authority. Comparison to other positions, employee qualifications, work load or how well the work is completed is not considered when classifying a position. Specific guidance on the execution of position management and classification will be disseminated through the Civilian Human Resource channels.

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### **3. Workforce Development**

The HQ's IMCOM Workforce Development programs will be centrally funded and support IMCOM as a whole. Programs include the Developmental Assignment Program (DAP) and HQ IMCOM Centralized Mentoring Program (HCMP). Funding will also support attendance in leadership programs such as Harvard Senior Executive Fellows Program, the Federal Executive Institute, Senior Managers Course for National Security, Army Congressional Fellowship Program, and Training with Industry when the approved participant is nominated through HQ IMCOM. Garrisons shall fund training listed on their employee's approved Individual Development Plan (IDP) as funds are available.

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G1 DAP program manager: Audrey Tucker, audrey.l.tucker.civ@mail.mil, 210-466-0402

### **4. Military Personnel Division Operations (SAG131 / MDEP QPSG/ISR 800)**

Military Personnel Divisions (MPD). MDEP QPSG, SAG 131, will be used for the management and functions of MPD services and support. Key functional areas of support include identification cards/tags, in/out-processing, reassignment processing, Soldier separations,

retirement services, military personnel file management, retirement services, military orders, promotions, Casualty Assistance Center (CAC) operations, voting assistance, sponsorship, deployment cycle support (Soldier Readiness Processing (SRP)/Reverse SRP), passports/Visa, Soldier separations, Army Human Resource Systems management and other MILPER functions. Funding is primarily civilian pay. Contracts, supplies, equipment, training, travel, and printing are resourced through non-pay dollars. QPSG funding will not be used to support the following –

- (1) Soldier for Life-Transition Assistance Program (SFL-TAP), is resourced through SAG 434 MDEP VCAP.
- (2) Postal services which is resourced through SAG 131 MDEP QNMG.
- (3) Soldier Outreach Services (SOS) provided through Army Community Services, resourced through SAG 131 MDEP QACS.
- (4) Talent Management. FY19 will continue with resourcing challenges. Director of Human Resources (DHR) will actively work to control and reduce costs. All QPSG expenses will be captured in the General Funds Enterprise Business System (GFEBS) utilizing the correct Commitment Item (CI), Functional Area (FA) 131034 and MDEP QPSG. Failure to capture all expenditures within the correct FA may result in a reduction to future year funding amounts due to the inability to capture cost requirements.

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a. Maximizing Available Resourcing. Garrison and Senior Commanders (SCs) face difficult decisions in prioritization of missions and resourcing. Maintaining a standard level of service is may be difficult to achieve based on funding and manpower levels. Part of the solution includes local innovation and experimentation by DHRs to perform the work in the most effective and efficient manner to achieve final service deliverables. This includes increased use of technology to reduce dependence on the physical delivery of services, and the streamlining and/or elimination of manual processes and procedures which no longer make sense and waste valuable resources. Specialization must give way to cross-training of employees to become truly multi-functional, while improved cooperation and coordination with supported units and the expanded use of Soldiers/S3U/BMM where possible.

Civilian pay is based on the number of QPSG authorizations and CG approved over-hires, and is distributed to garrisons by IMCOM G8. QPSG non-pay is used to fund contracts, supplies, equipment, travel, printing and all other non-pay requirements. HQ IMCOM G-1 determines distribution of QPSG non-pay to IDs and garrisons. Contracts are a must-fund non-pay item and will be resourced before all other non-pay dollars are distributed. The

remaining non-pay is generally distributed based upon historical garrison QPSG execution and availability of remaining funds.

The budget process begins three years out from the year of execution and begins with the Program Objective Memorandum (POM) submission to the ACSIM Installation Program Evaluation Group (PEG). For example, the POM submission made in December 2018 is for fiscal years 21-25. New requirements that cannot be identified in time for inclusion in the POM compete with all other requirements for funds received that year. If there is insufficient resourcing available for the HQ IMCOM program manager to make distribution, the garrison will include the requirement as a Critical Unfunded Requirement through RM/G8 channels. If validated, most UFRs compete with other MDEPS as an “opportunity buy” based on availability of funds by G8. Past examples of requirements that generally compete as an “opportunity buy” are furniture purchases, office moves, and large equipment purchases.

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b. IPPS-A/Military Pay. Army G1 development of the Integrated Personnel and Pay System-Army continues to progress with Increment II/Release 3 (Personnel System) scheduled for release in 2019 and Release 4 (One-Pay System) scheduled for 2020. Release 4 will effectively transition the Army’s MILPAY mission from the Finance Corps to Army HR Professionals and provide Military pay service capabilities triggered by HR events. In this context, MilPay refers to anything that is related to Soldier pay, allowances and deductions that affects Soldier compensation. It does not include accounting, disbursing, and travel pay – all of which remain responsibilities specific to the financial management mission. The resourcing impact on Unit S- 1s, garrison DHRs, local Defense Military Pay Offices (DMPO), and other HR organizations is under review. In light of the certainty of IPPS-A implementation, it is in the best interest of garrison DHRs to establish increased relationship and cooperation with their servicing local DMPO and/or Military Finance Company. More information can be found on the Army’s IPPS-A website at <https://www.ipps-a.army.mil>.

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c. PSDR Contract. As a result of the Adjutant General's (AG) Corps Modularity under the title “Personnel Services Delivery Redesign” (PSDR), and incomplete conversion of military to civilian “Mil-to-Civ” authorizations which occurred in 2004/2005, many IMCOM MPDs experienced severe personnel shortages and were unable to provide adequate military personnel support to their supported populations. As a result, the Vice Chief of Staff, Army (VCSA) provided funding to provide augmentation support to MPDs under a centrally-managed IMCOM G1 contract to designated garrisons. The PSDR contract is centrally funded and managed by IMCOM G-1. Local PSDR Assistant Contracting Officer Technical Representatives (ACOTRs) must ensure PSDR contractors are performing only those functions contained in the Performance Work Statement (PWS) and will validate monthly contractor workload. ACOTRs must ensure contractors do not perform work outside the scope of the contract.

The PSDR contract cannot be expanded without additional resourcing. DHRs that wish to increase or start contract support must be willing to provide the associated resourcing for a minimum of three years to allow time for the requirement to be validated and added to the POM. If the DHR does have funding, they must request funds from (in order) the garrison and then the HQS. If funding is not available either at the DHR, garrison or HQS, the DHR must submit the requirement as a critical unfunded requirement. No expansion of the contract will be begun without a funding source. Any expansion of the contract must be accompanied by the Army directive which requires the work. Contractor restrictions per para 8d apply. Once contract work has begun, if resourcing becomes unavailable at a later date, the contract may be de-scoped.

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d. Local Contracts. DHRs with locally contracted MPDs will review contracts to ensure the Army is obtaining low- cost, technically acceptable delivery of services. DHRs must strive to reduce costs while maintaining minimal standards of service delivery. IMCOM Directorates (ID) and garrisons will de-scope contracts based on workload reductions, a reduction in supported Soldier populations and/or mission and workload. Re-competition should be considered to spur competition as opposed to automatically exercising option years. A reduction in available resourcing is cause for re-scope and/or re-competition of the contract. In re-competing contracts, DHRs must not assume that an increase in available funding is automatic.

The Contracting Officer Representative (COR) in charge of overseeing the contract will ensure contract information is entered into the Contractor Manpower Reporting Application (CMRA) not later than 31 October of each year. Failure to do so may result in a loss of contractor funding by the Panel for Documentation of Contractors (PDC). The COR/COTR in charge of overseeing the contract should review the contact data, and location data elements made by a contractor. The COR/COTR should also edit any incorrect data as necessary.

Section 2461 of Title 10, United States Code, prohibits converting work currently performed (or designated for performance) by civilian personnel to contract performance without first conducting a public-private competition. Law prohibits having contractors perform work that is outside the approved PWS, or perform work previously done by civilian employees.

DHRs will ensure labor contracts are severable in order to allow incremental funding.

DHRs with contracted MPDs should consider utilizing HR Solutions, part of PEO/EIS to provide their contract acquisition and management services. HR Solutions is an Army agency that provides the full range of pre- and post-award contract management support services ranging from preparation of performance work statements, government costs estimates, source selection, contract modifications and payment processing activities.

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d. SBS Contracts. BASOPS requirements for Mob/Demob operations previously resourced through OCO funds are managed by IMCOM G5 and not the G-1 QPSG MDEP manager.

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e. Passport/Visa Operations. As a result of the 2010 IMCOM transfer of Logistics to Army Material Command (AMC), personnel and funding for Passport operations will continue as status quo with garrison DHRs and AMC Logistical Readiness Centers performing the work. Garrisons will not accept responsibility for, ownership of garrison passport operations without notification and/or coordination with the IMCOM G1 service owner. Funding for IMCOM garrison passport operations is based on this agreement. Passport operations transferred because of local decisions will not receive additional resourcing. CONUS installation passport offices are only authorized to process official (no-fee) passports, and will not process fee (tourist) passports. Installations without the capability to produce passport photos will direct customers to local commercial passport photo business. Soldiers may claim reimbursement of passport photos for official (no-fee) passports on their travel vouchers.

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f. Army Retiring Soldier Commendation Program. IMCOM G-1 centrally funds the Active Component Army Retiring Soldier Commendation Package (ARSCP) using a contract vehicle for centralized purchasing and decentralized disbursement. The ARSCP consists of a US Flag, Retire Pin, Soldier for Life decal and a letter signed by the Secretary of the Army, Chief of Staff of the Army and the Sergeant major of the Army. Upon retirement, all Soldiers regardless of component are entitled to receive the ARSCP. Army National Guard and US Army Reserve are included in the ARSCP contract but fund their own components through separate Contract Line Item Numbers (CLINs) within the contract.

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g. Installation Voting Assistance. Establishment of IVAOs was directed by the 2010 National Defense Authorization Act (NDAA), section 575 – Military and Overseas Voter Empowerment Act. It was further directed by Under Secretary of Defense (Personnel and Readiness), Directive-type Memorandum (DTM) 10-021 “Guidance in Implementing Installation Voting Assistance Offices.”

Forty-seven CG-approved over-hire Term positions were approved and funded till the end of December 2018 at select garrisons. CG IMCOM has directed that IVAO term appointments will not exceed 31 Dec 2018. In the absence of a full-time Term IVAO, the work will revert to an

additional duty. Courses of action are being developed to provide commanders with prescribed minimum service standards and maximum flexibility in accomplishing this mission.

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h. DHR Position Realignment. In FY16, the garrison DHR position was realigned from MDEP QNMG to QPSG. This only affected the DHR position itself. All other DHR support positions and operating expenses were to have continued under SAG 131, MDEP QNMG, ISR 100. A review of current garrison DHR staffing documents continue to show DHR support positions being resourced by QPSG. These include positions such as Workforce Development, Training Coordinators (workforce development), Building Coordinators, Supply Specialists, Knowledge Management, and others not actually performing Military Personnel Services work. DHRs who utilize QPSG authorizations to perform non-MILPER work must consider the cost/risk/benefit as no additional MILPER resourcing can be expected or will be provided as a result of such a decision.

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g. Student Travel. IDs outside the Continental United States (OCONUS) will ensure that funding for student travel is borne by supported Army Commands per AR 55-46, para 4-8, which states, "ACOMs, ASCCs, or DRUs will fund student travel." IMCOM may manage the student travel program, but each command must fund their own student travel either directly or on a reimbursable basis. IMCOM will only fund student travel for qualified IMCOM Familymembers.

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h. Emergency Leave Travel. The Soldier's parent unit is responsible for issuing emergency leave orders and applicable travel authorizations per para 7-3, AR 55-46. Commercial travel (when authorize) will be resourced by unit travel funds.

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i. Unfunded Requirements. DHRs have an annual requirement to submit critical unfunded requirements through their garrison Resource Managers to HQ IMCOM G8. Requirements must support the MDEP for which it is requested. For example: Postal is funded by MDEP QNMG and not QPSG. It is essential that DHR critical requirements be fully explained and justified. If not clearly explained, HQs functionals will be unable to validate and will return the request to G8, which will require garrisons to provide clear justification. Though MDEP functionals may validate a shortfall, funding remains contingent upon availability of funds. DHRs who experience funding shortfalls to the point where it threatens the viability of services should contact their Resource Management office – not their MDEP functional at IMCOM G1. Garrison RMs have the ability to realign funds within SAG131 MDEPs, RMs can contact IMCOM G8 when they reach a point where they are unable to realign funds.

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## **5. German Statutory Accident Insurance (GSAI) (MDEP VINJ/ISR 800)**

In FY16, the GSAI transferred from the II PEG MDEP QPSG to the OO PEG under MDEP VINJ (Civilian Injury and Illness Compensation), SAG 436. GSAI covers German worker's compensation, long-term pension claims and occupational health injuries. The German Status of Forces Agreement requires the United States to pay the insurance. The Army is the payer for all U.S. Forces and organizations in Germany to include the Air force, Army Air Force Exchange Service (AAFES), Department of Defense Education Activity (DODEA), Defense Commissary Agency (DECA) and others. Maintain local agreements with other organizations to ensure that the Army funds only its portion, with all other organizations funding their portion on a reimbursable basis.

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## **6. Military Burial Honors (SAG 434 / MDEP VMBH / ISR none)**

The Military Burial Honors (VMBH) is a Department of the Army Operations and Maintenance, Army (O&MA) fund programmed and supervised by the Casualty Mortuary Affairs Operation Division (CMAOD), Army Human Resources Command (HRC) and managed by IMCOM.

This MDEP provides funding for expenses directly related to providing Military Funeral Honors (MFH) support at interment services of Medal of Honor recipients, Veterans and Retired Veterans as authorized by statute. It also includes expenses for supporting MFH at the interments and plane-side honors of deceased Active Duty Soldiers, and operational supplies and equipment during contingency and military operations. IMCOM, in coordination with CMAOD, is in the process of refining the use of VMBH for costs associated with burial honors details to include MFH travel expenses, Veteran Service Organization (VSO) reimbursement, MFH related equipment, and travel in support of MFHs missions. Any usage outside the parameters noted in this document may result in decreased funding during the out years.

Garrison Commanders (GCs) are not authorized to use VMBH funds outside the scope of casualty operations. There are three categories for which VMBH may be used by IMCOM CACs: the Authorized Provider Partnership Program (AP3), which includes retiree stipend; MFH equipment and supplies; and travel and per diem expenses.

AP3 utilizes individuals or groups recognized by the Secretary of the Army, who are not members of the armed forces or employees of the United States, to augment the uniformed members of an MFH detail. Authorized providers may include, but are not limited to, Veterans Service Organizations, members of the Reserve Officer Training Corps and other appropriate individuals and organizations that support the rendering of military funeral honors. Expenses



should be limited to the Veteran Service Organization and authorized provider stipends, and travel for MFH training certification of AP3 providers. Pay Buglers through Buglers Across America via AP3 program.

1. Equipment in support of military funeral honors includes church carts, digital bugles as well as parts and accessories.

2. Training equipment includes training caskets and training flags.

- c. Travel and per diem for peacetime (non-OCO) MFH within the CAC's Area of Responsibility (AOR) for Active Duty, Retirees, and Veterans. Currently, plane-side honors for peacetime (non-OCO) are funded by VMBH.

Under no circumstances should VMBH funds be used for travel outside of the CAC AOR, unless the responsible CAC cannot support the mission and receive approval from the CMAOD.

CMAOD provides funding to USAR Command (USARC) and the National Guard Bureau (NGB) to execute the Military Funeral Honors in the CAC's AOR. If the USARC and/or NGB is unable/unwilling to support, the CAC must notify CMAOD for further assistance and guidance.

CMAOD completes IMCOM's Program Objective Memorandum (POM) requirements based on updated projections from actual MFH missions conducted and using Active Component (AC), Reserve Component (RC), retiree, and Department of Veterans Affairs veteran death projections. Funding will be distributed proportionately according to anticipated manpower requirements and past execution of funds. This method will be refined in the out years and integrated into POM submission as garrisons may have increased requirements as a result of the number and cost of funeral honors they provide in their respective AOR.

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## **7. Transition Assistance Program (MDEP VCAP/Service 800 SSP E)**

The Veterans Opportunity to Work (VOW) to Hire Heroes Act, Public Law 12- 56, dtd 21 Nov 11 and Army Regulation 600-81, Soldier for Life – Transition Assistance Program directed the Armed Services to implement the Transition Assistance Program (TAP). Participation in SFL-TAP is mandatory for all active duty Soldiers who are separating after serving 180 days on active duty or retiring. Individuals are encouraged to start using SFL-TAP services no later than (NLT) 12 months before their separation date. SFL-TAP assists Soldiers make critical career and transition decisions. SFL-TAP provides transition services to Soldiers, Department of the Army (DA) civilians (DACs), retirees, and their Family Members. RC personnel are also eligible to receive SFL-TAP services upon serving a minimum of 180 consecutive days of active duty immediately prior to separation.

VCAP Pay funds will be distributed directly to the garrisons by IMCOM G8 for each authorized government General Schedule (GS) Transition Services Manager (TSM) and each Term

Transition Services Specialist (TSS) at the garrisons. The GS Regional Term Career Skills Program (CSP) Coordinators will be distributed directly to garrisons by IMCOM G8.

VCAP non-pay funding will also be distributed directly to garrisons to support the SFL-TAP Liaison Officers and Financial Counselors. IMCOM G1 will centrally fund contracts supporting the Career Skills Program. Garrison RMs are provided funds for procurement of the following types of non-pay requirements, inclusive of garrison funded Career Skills Program (CSP) requirements;

1. Classroom equipment and supplies
2. Copiers and printing
3. Promotional items supporting rebranding of SFL-TAP.

4. Information Technology (IT) requirements (equipment and touch labor support). IT requirements will be requisitioned using the Army Portfolio Management Solution (APMS) – Army Information Technology Repository (AITS) Code DA306032 (SFL-TAP IT). Contracts for internet connectivity via commercial internet service provider systems will continue to be scrutinized for validity and cost. All SFL-TAP Centers and classrooms must connect to the Non Classified Internet Protocol Router (NIPR) unless the garrison does not use NIPR. Support service contracts to increase or supplement the NEC are not encouraged and funding may not be available.

5. TDY in support of TSM/TSS Training. TDY travel for TSMs, TSS, and CSP Coordinators will be managed centrally funded and managed from HQ IMCOM G1. Travelers will submit a request IAW the IMCOM G1 Transition Services Division TDY Standard Operating Procedures (SOP) via a cross org in the Defense Travel System (DTS) at least 30 days prior to the TDY. Travel for TSMs/TSSs who perform inspections of satellite SFL-TAP Offices can be funded centrally from HQ IMCOM G1 on a case by case basis and trip report must be provided to HQ IMCOM G1 within 5 working days of completion of travel. IMCOM G1 will centrally fund training for TSMs and TSSs when needed. GS TSMs and TSSs have been migrated to Career Program (CP) 50 and are encouraged to seek training via the CP 50 program.

All funding for SFL-TAP services at non- Army led joint bases is the responsibility of the supporting service.

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## **8. Army Continuing Education System (ACES) (SAG 333 / MDEP VACE / ISR 803)**

SAG 333, VACE funding is to be used only for Army Education Center operations to cover

civilian salaries, contracts, supplies and equipment. Funding for equipment and supplies is maintained separate from the civilian pay funding. Civilian pay is centrally managed at HQs IMCOM. Upon request, garrison RMs will make VACE hire lag dollars available to HQ IMCOM ACES to be equitably distributed across IMCOM, on an as needed basis. VACE will not be used to fund local contracts that duplicate the ACES Centralized Support Services Contract (for ACES program/service delivery). Civilian professional training requirements and associated TDY costs should be funded through the ACTEDS program for 1740 professional development in the CP31 career field.

VCAP funding is also used by HQ IMCOM G1 ACES to centrally fund the Army Career Skills Program contractors and Term Region Career Skills Coordinators (CG Directed Term Over Hires), supplies, equipment and associated TDY costs/training.

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## **9. Army Substance Abuse Program (ASAP) (MDEP QAAP and VCND)**

a. IMCOM MDEP QAAP (SAG 131) and VCND (SAG 434, limitation CNP0) fund the Army Substance Abuse Programs (ASAP) at Army garrisons. HQDA G1, SHARP Ready and Resilient (SR2) Directorate funds ASAP activities at special installations/AMC sites. QAAP is the only source of ASAP funding that is authorized to pay for alcohol-related substance abuse services for Soldiers and Civilians.

b. IAW AR 600-85, the ASAP is authorized to purchase promotional items in support of substance abuse prevention campaigns. These items may be used to support local or Army-sponsored prevention campaigns. The promotional products should not indicate the Army endorses a particular product or organization. When purchasing, ensure these products are critical to supporting the mission.

c. QAAP funds will be used to cover the costs of drug abuse-related services when DoD Counter-narcotics (VCND) funds are insufficient or have been exhausted. However, garrisons must verify with IMCOM G8 that there are no available VCND funds before utilizing QAAP. IMCOM MDEP QAAP also funds the Army Suicide Prevention Program (ASPP). There is no separate APE/MDEP for the execution of ASPP vice ASAP. Therefore, please be clear in the text when budgeting requirements as to whether it is for the purposes of suicide prevention. The requirements that are within the scope of IMCOM's mission include training and promotional items that can be procured with a GPC. Due to the nature of these items a local SJA review might be required.

d. VCND funds are contained in the counter-narcotics (CNP0) appropriation for drug demand reduction. As such, they are fenced funds with Congressional oversight and reporting requirements. No VCND funds can be expended on alcohol abuse-related services or any other similar service.

e. APE for VCND is 434789. OSD and DA G1 guidance is that all VCND execution

for normal operations of the drug testing mission will be captured in GFEBS as follows: Functional Area: 434789VCND, Funded Program: CNP0, Functional Cost (FCA) Y8260, Attribute 1: 8260, Attribute 2: DDR. There is no execution allowed against FCA 8264, drug prevention mission, unless the funds have been explicitly reprogrammed and distributed for that purpose. Instructions for execution will be sent when funds are distributed. As of FY19, G8 will create all WBSs for CNP0 non-pay execution and provide the information to the Garrison RM. All pay executes against the cost center.

f. All TDA positions will be charged against the proper MDEP, QAAP or VCND. All positions that are not charged against the proper MDEP must be corrected. IMCOM will provide either VCND or QAAP funding for drug testing personnel authorized on the Table of Distribution and Allowances (TDA). Local National (LN) personnel occupying an authorized VCND position on the TDA will be paid with VCND dollars. No other ASAP personnel may be funded with VCND dollars

g. Garrison ASAPs are not funded or staffed to accomplish 100% Exodus Initial Entry Training Drug Testing. Garrisons will coordinate directly with TRADOC schools to secure reimbursement for exodus testing prior to conducting any testing beyond funded levels.

h. Assign all costs to the appropriate MDEP.

i. Official Mail Managers will maintain separate mail meter postage accounts to track postage expenditures for shipping drug testing specimens. As of 1 March 2017, all shipping of specimens' postage costs will be paid by using VCND funds. OMMs will provide a monthly expenditure report to the local Resource Manager and coordinate reimbursement of postage costs.

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## **10. Sexual Harassment/Assault Response Program (SHARP) MDEP VSHP/ISR N/A)**

a. The National Defense Authorization Act (NDAA), 2012, mandated that the SHARP Program have one (1) full-time Sexual Assault Response Coordinator (SARC) and one (1) full-time Sexual Assault Victim Advocate (VA) at brigade or equivalent-sized units. VSHP funding is based on all authorized garrison SHARP positions on the current TDA and can only be used for an authorized SARC or Victim Advocates. VSHP funds cannot be used for collateral SARCs or Victim Advocates (collateral personnel must be funded by their unit training funds-this includes all IMCOM collateral SARCs and Victim Advocates). have one (1) full-time Sexual Assault Response Coordinator (SARC) and one (1) full-time Sexual Assault Victim Advocate (VA) at brigade or equivalent-sized units. VSHP funding is based on all authorized garrison SHARP positions on the current TDA and can only be used for an authorized SARC or Victim Advocates. VSHP funds cannot be used for collateral SARCs or Victim Advocates (collateral personnel must be funded by their unit training funds-this includes all IMCOM

collateral SARC and Victim Advocates).

b. Resourcing the IMCOM SHARP Program reinforces the Army's commitment to eliminate incidents of sexual harassment/assault by focusing on awareness and prevention, training, education, victim advocacy, response, reporting and accountability. SHARP promotes sensitive care and confidential reporting for victims of sexual assault and creates a climate that encourages victims to report incidents of sexual harassment without fear of reprisal.

c. Execute SHARP in functional area 434738VSHP. Four garrisons use OMAR (Army Reserve) funding for their SHARP program (Buchanan, McCoy, Hunter Liggett and ASA Dix). Garrisons will not execute in excess of PBG provided. Funding for shortfalls or emerging requirements must be coordinated with the HQ, G8 MDEP Analyst and the MDEP POC (IMCOM SHARP Program Manager) prior to commitment or obligation. Periodic quarterly assessments will be done to provide funds to garrisons that provide a solid justification.

d. Authorized SHARP promotional items such as posters, brochures and booklets are available and should be ordered from the SHARP Knowledge Center at <https://www.ako1.us.army.mil/suite/files/29954520>. You can use / reprint the official materials located on this site. Garrisons may order other items from outside suppliers but items must fall within policy for the use of OMA funds. OMA authorized expenditures are items that have little intrinsic value, and are the best method to convey SHARP information. Use the official HQDA or local SHARP website address and/or DOD SAFE Helpline on awareness products. Supply items for SHARP programs must include the DoD Safe Help Line number 1-877-995-5247 and also their local SHARP garrison Hot Line. Legal review of promotional items is recommended prior to purchase.

e. Neither rental cars nor other contracted transportation may be used to transport SARCs, VAs or victims as this is not an authorized expense.

f. Should a garrison choose to offer Permanent Change of Station (PCS), hiring or relocation bonuses, the garrison must fund internally with VSHP funds and should be part of the budget estimated requirements for the year. Funding of PCS will not result in a shortfall.

g. The following are recommended for SHARP certification and training: National Organization for Victim Assistance (NOVA), National Sexual Assault Training Conference and International Training Conference on sexual assault, domestic violence, and campus responses.

h. The IMCOM SHARP Program Manager will coordinate SHARP personnel attendance at all NOVA and Army G1 Program Improvement Forum conferences for consolidation and approval from IMCOM CG. Coordination will start in January each year by the IMCOM SHARP Program Manager.

i. Neither OSD Family Advocacy Program (FAP) funds nor OMA Army Community Services (MDEP QACS) funds will be used for SHARP requirements and vice versa.

j. A SHARP budget should be planned throughout the year by the garrison SARC culminating with obligating 85% of VSHP funds NLT EOM July. Requirements will be broken down in 3 major categories (Supply, Training or Travel). Budget requests should be broken down by either a requirement (immediate need) or an opportunity buy (when funds become available).

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## **11. Administrative Services Division (ASD) (SAG 131 / MDEP QNMG / ISR 113)**

a. The Open Government Act of 2007, an update to the Privacy Act, makes the agency that loses a Freedom of Information Act (FOIA) lawsuit accountable for recovery of attorney fees and litigation costs instead of the Claims and Judgment Fund of the United States Treasury. This means the agency must pay its own fees. To avoid fees and costs for violation of the FOIA and to avoid litigation where possible, GC will ensure that FOIA officers are appointed, trained and executing a viable program.

b. Freedom of Information Act and Privacy Act officers must charge FOIA requestors for search and duplication costs, as appropriate, according to procedures provided in AR 25-55, para 6-102. Fees collected must be paid to the DFAS DNO'IN Collection Branch or Department of Treasury (AF) and Custodian-AMWRF (NAF).

c. GC will centrally manage the installation official mail program to receive, process, dispatch and deliver incoming and outgoing official mail and distribution. The official mail and distribution center must provide official mail support to all DoD and Army tenant activities as a common service and budget, fund and execute the official mail program for the installation and all tenant activities. Tenant activities are responsible for paying all postage and fees in accordance with DODI 4000.19 (Inter-service and Intragovernmental Support) paras 4.6 and E61.4.31, as well as AR 25-51 para 1-4 (i) (6). Suppliers (i.e., resource managers and directors of human resources) may waive reimbursement in cases where expense of billing and disbursing funds exceeds the supplier's costs. Installation official mail managers will continue to ensure that the most cost effective means are being utilized when metering mail. (Reimbursables should be reconciled and collected in a timely manner to ensure accurate funding remains available - suggested on a quarterly basis). Official Mail Managers, in coordination with their RMs, will maintain records for all postage reimbursements received. For funding and tracking purposes, all requirements must be executed under the appropriate ISR and commitment item. Ensure all postage is executed under EOR 233Y.

d. Official Mail Managers will maintain separate mail meter postage accounts to track postage expenditures for shipping drug testing specimens. As of 1 March 2017, all shipping of specimens postage costs will be paid by using VCND funds. OMMs will provide a monthly expenditure report to the local Resource Manager and coordinate reimbursement of postage costs.

e. OCONUS Postal Seasonal Hires: 1 November through 31 January. Seasonal hires are not permanent employees and will not stay onboard more than 90 days. Garrisons will submit requests for seasonal hires through the ID point of contact. The ID POC will validate requirements and submit requests to MDEP POC. HQ MDEP POC will review requirements and will approve or disapprove as necessary. Approval is dependent on funds availability.

f. GC will supervise the procurement and production activities relating to all internal agency or command printing and reproduction. This supervision will cover tenant and satellite activities. Develop and establish printing procurement contracts through the appropriate Defense Logistics Agency Document Services (DLADS). Ensure that all agency and command requirements for printing are essential. Act as review authority for all printing, publishing and reproduction. Review annual funding requirements for printing within their agency or command and coordinate this review with resource managers. These requirements must include funds to procure printing requirements through DLADS contract sources.

g. In GFEBS, use FA 131034QNMG, attribute 1 - A34Y1000, attribute 2 – 113, cost collector description - Administrative Services.

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## **A. G3/5/7**

### **1. G-3/5/7-Mission Support Division**

a. The G3/5/7 Mission Support Division is responsible for the execution of operations supporting eleven (11) functions on IMCOM managed installations. These functions are funded via three Program Execution Groups (PEG): Training (TT), and Installation (II) with funding in Sub Activity Groups (SAG): 121, 324, and 115.

(1) The Training Support System (TSS) supports home station training and the Regional Collective Training Capability (RCTC) on IMCOM CONUS installations in accordance with (IAW) Army Regulation (AR) 350-52 (Army Training Support System) and is resourced by Headquarters, Department of the Army (HQDA) G37/TR (Department of the Army Management Office – Simulations Division [DAMO-TRS]).

(2) IMCOM utilizes the Senior Commander Installation Needs and Issues (SCINI) database to automate the AR 350-52 requirement to present Training Needs and Issues during the semi-annual Training Support Management Reviews (TSMR), and to capture Current Year (CY) and Budget Year (BY) executable Unfinanced Requirements (UFR)

(3) TSS Military Construction, Army (MCA), Operation and Maintenance, Army (OMA), Other Procurement, Army (OPA) requirements resourced by TSS Management Decision Execution Packages (MDEP) will be submitted to HQDA G37/TR by Army

Commands, Army Service Component Commands, and Direct Reporting Units (ACOM/ASCC/DRU) for validation and approval with all applicable documents.

b. G3/5/7 Mission Support Division functions are broken out in two categories; Training Support System (TSS) and Training and Mission Support Services whose programs include:

(1) Training Support System (TSS) - Integrated Training Area Management (ITAM) – (Common Level of Support (CLS) 903/MDEP TATM); Range and Training Land Program (RTLTP) – (CLS 904/MDEP VSCW); Range Modernization – (MDEP CLS 904/VSRM); Soldier Training Support Program (STSP) – (CLS 905/MDEP TAVI); Mission Command Training Support Program (MCTSP) – (CLS 906/MDEP TCSC), Training Support Systems Management (MDEP TSAM).

(2) Training and Mission Support Service functions include - Land Force Readiness (MDEP VOPR), Combat Training Center (CTC) program (MDEP WCJT), Installation Ammunition Management (IAM / MDEP TSAM) and Institutional Training Program (MDEP TTDY) and DPTMS Operations (CLS 902/MDEP QNMG) as well as Senior Commander Installation Needs and Issues (SCINI) management.

c. Program Resources: IMCOM Resource Managers (RM) do not have the authority to divert TT PEG, SAG 121 funds (specifically MDEPs: VSCW, VSRM, TATM, TAVI, TCSC, TSAM, and VOPR) to Base Operations Support (BOS) / Sustainment/ Restoration/ Modernization (SRM) requirements, (II PEG MDEPs as defined in Defense Finance and Accounting Service (DFAS) 37-100; and conversely, cannot divert BOS/SRM funding to meet TT PEG shortfalls without coordination with IMCOM G3/5/7-Mission Support Division. Garrison Commanders (GC), with the approval of the Senior Commander (SC), may realign funding within TT PEG/SAG 121 MDEPs to meet local/Installation training priorities. IMCOM Directorates, IMCOM G3/5/7-Mission Support Division, and affected ACOM/ASCC/DRU, must be notified of the realignment(s) by submitting a completed Appendix 1 (Funding Realignment Request) as provided in the FY19 ACG Supplemental Handbook. Garrisons are authorized to realign up to a \$20K threshold among/between the TT PEG SAG 121 MDEPs for Non-Pay OMA without requiring submittal of a Funding Realignment Request to the G3/5/7 Mission Support Division. Senior Commander Approval is not required if realigning within this threshold, but Garrison Commander approval is required. Garrisons will notify the G3/5/7 Mission Support Division of the realignment for funding tracking purposes. Anything above this threshold, garrisons must submit a Funding Realignment Request using the procedures mentioned above. BEFAM submitted in IMCOM Online must state in the Remarks "GC Approved TSS Realignment for (briefly describe what is being funded with the realigned funding).

d. Manpower: Requirements are based on HQDA approved manpower models; authorizations are distributed based on a HQDA affordability analysis. Any/all additional manpower requests must be validated by the SC and forwarded thru HQ, IMCOM and/or DAMO-TRS for approval, per AR 350-52. The Army Budget Office (ABO) policy prevents



resourcing TSS manpower from other than SAG 121 funding. IAW IMCOM Command guidance, garrison TSS over-hires are subject to the availability of funds (SAF) and could result in decrements to the garrison's non-pay funding in order to cover the un-programmed costs.

e. TSS capability gaps affecting the mission commander's ability to train and meet the Sustainable Readiness Model (SRM) requirements are identified by the Director of Plans, Training, Mobilization, and Security (DPTMS), in coordination with mission units, for SC's review, prioritization and approval.

(1) SC training issues and needs are forwarded by the GC to IMCOM G3/5/7 - Mission Support Division for review and arbitration by the Training Support System Enterprise (TSS-E) during the TSMR IAW AR 350-52. All TSS requirements must be submitted within the allotted time via the SCINI database or via the Range Complex Master Planning – Tool (RCMP-T) for presentation at the Training Support Management Review (TSMR) to gain TSS-E validation.

(2) Within the RTLP and ITAM programs, garrisons will submit the Current year (CY-FY19) and the Budget Year (BY-FY20) OMA only SC validated and executable requirements via SCINI; submit the GC approved and SC endorsed out-year requirements with applicable supporting documents in the Range Complex Master Plan – Tool (RCMP-T). Per

general TRADOC Capability Manager – Range (TCM-R) guidance, Training Support Management Review (TSMR) XX-01 (Sep) are reserved for programmatic guidance and CY emerging requirements whereas TSMR XX-02 (Mar) are reserved for out year requirement submissions. Note: All RTLP (MCA and OPA) requirements submitted in SCINI will be automatically closed canceled and will not be presented at the TSMR. The Military Construction Integrated Programming Team (MILCON IPT) is the principal forum responsible to provide the Army Leadership with detailed analysis and strategic program recommendations for Military Construction needs, capabilities, and priorities

(3) All other emerging TSS program requirements occurring during the Current Year (CY) and Budget Year (BY) are considered by the TSS-E on a case-by-case basis as validated in SCINI. IMCOM G3/5/7 - Mission Support Division will work closely with HQDA G37/TR and resource managers throughout the budget year (including Mid-Year and End of Year Reviews) to address TSS-E validated and prioritized critical FY shortfalls. Note: All training issue submissions are subject to validation, approval, and the availability of funding.

f. Attendance is encouraged at critical HQDA G37/TR and/or TSS-E sponsored events/program functions (e.g. Range Officer Professional Development Course (ROPD) as per published TCM-R guidance, TSMR, TSS Workshops, and other professional development workshops). With the exception of ROPD, these events are not centrally funded and subject to the availability of existing TSS non-CIVPAY funding.

g. DPTMS Operations ISR 902/MDEP QNMG (Sub Activity Group [SAG] 121) is in the II PEG and will continue all current battle rhythm requirements (Installation Standard Services [ISS], budget reviews, etc.) The DPTMS Operations Community of Practice (COP)

will be conducted IAW the G3/5/7 Mission Support Division DPTMS COP schedule. Efforts are being made to identify a HQDA proponent for DPTMS.

h. In FY19, per DA EXORD, IMCOM will review and consider all TSS funded contracted services for potential transition to the TRADOC (CAC-T) managed Indefinite Delivery, Indefinite Quantity (IDIQ) Contract Mechanism, as executed through the Army Contracting Command (ACC), Orlando. This is as approved at the Nov 2015 Training General Officer Steering Committee (TGOSC) to achieve Uniformity and Standardization of TSS Contracted Services Requirements and Contract Administration. It is the intent to:

(1) Have a single organization, work with the customer/user, develop and manage the TSS requirements, and have a single Army Contracting Command (ACC) appointed contracting office administer TSS service contracts for administration purposes.

(2) Gain efficiencies by reducing duplicative program management and implementation, many without adequate quality assurance/quality control.

(3) Achieve a common and consistent level of TSS service support.

i. In the event of guidance conflicts between this document, and any other IMCOM publication, the Mission Support to FY19 IMCOM ACG will supersede.

j. IMCOM G3/5/7 Mission Support Division, Service Integration POC: Mr. Herb Flora, herbert.v.flora.civ@mail.mil, work: 210-466-0225.

## **2. National Capital Region-Integrated Air Defense System NCRIADS) (MDEP VIAD, SAG 121, APE 121018000)**

a. Resources the Secretary of Defense (SECDEF) mandated the National Capitol Region Integrated Air Defense System (NCR-IADS) and Deployable Integrated Air Defense System (D-IADS) missions to protect critical national assets, and to respond to National Special Security Events (NSSE) on a nation-wide basis. Includes resources for soldier billeting, ground transportation, Contracted Logistics Support (CLS), system maintenance and sustainment training, Mission Rehearsal Exercises (MRE)/ Culminating Training Exercise (CTE), command data and communications equipment support.

b. IAW HQDA EXORD 215-09, 03 June 2009 (Current), BASOPS Support to NCR-IADS Task Force includes TCS Cost (Per Diem, Household Goods Shipment, and Muster Costs), Billeting (Contract Housing /Govt On Base Housing/Andrews AFB and surge housing during LSR/RSR),Transportation (Vehicle Leases, Transition Transportation during LSR/RSR), Facilities - Site Sustainment & Maintenance (Shooter & Sensor Site - Equipment/Facility Maintenance, Motor Pool/Facility Maintenance, Utilities, Grounds Maintenance, Force Protection, Sites Services), Logistical Support (Class II Durable items, Class III Packaged POL,

and Class IX Repair Parts).

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### **3. Sustainable Range Program (SRP) (MDEP VSCW/ISR 904, VSRM/ISR 904, TATM/ISR 903, and Ammunition Management (MDEP TSAM))**

a. IMCOM Live Training execution is managed by the Live Training Program Manager, IMCOM G-3/5/7 Mission Support and consists of oversight and management of the following:

(1) The RTLP: A core component of the Army's Sustainable Range Program (SRP) that is resourced by DAMO-TRS through the TT PEG via MDEPs: VSCW and VSRM. This program funds the day to day range operations requirements of the Army including civilian pay for range divisions at Active Component (AC) and Reserve Component (RC) garrisons. As resourced, RTLP also provides the funding for day to day range operational expenses including consumable supplies needed to run the range complex (e.g. target materials), as well as local range support contracts, target/instrumentation maintenance contracts, minor construction OMA, operational Unexploded Ordinance (UXO) clearance (per DAMO-TRS validation as part of a centrally managed process), miscellaneous services, and staff training and travel requirements.

(2) The ITAM Program: Provides garrison Range Officers with the capabilities needed to manage and maintain training land by integrating SC training requirements with environmental requirements and sound land management practices. ITAM is the other core program of the SRP and is also resourced by DAMO-TRS. ITAM provides Operations and Maintenance (O&M) funding to ensure the sustainment of the garrison's training lands to support maneuver training requirements. ITAM's primary mission is to ensure that all available training land is sustained, accessible, available and capable of meeting the SC's maneuver training goals and objectives and provides tenant units with realistic training capabilities while integrating sound land use practices with land capability.

(a) Sustaining, operating and maintaining Army training infrastructure involves multiple organizations across the garrison (e.g., Range Control, Department of Public Works (DPW), Environmental Office, etc.), additional guidance can be found in the Army Chief of Staff for Installation Management (ACSIM) memorandum "Sustainable Range Program Environmental Activity Responsibilities Matrix", dated 30 Jun 05 the DAMO-TRS memorandum "Range and Training Land Complex Maintenance", dated 30 Aug 07, and the DAMO-TRS memorandum "Funding Guidance for MDEP TATM, dated 4 Apr 16".

(b) Information regarding definitions of specific facility category codes (CATCDs) can be found in DA PAM 415-28 (Guide to Army Real Property Category Codes). As revisions occur to HQDA regulations eligibility for SRP funding (MDEPs: VSCW, VSRM, or TATM) will be (re)assessed. To identify IMCOM SRP requirements, garrisons prepare and submit their prioritized outyear requirements annually, on the GC-approved and SC-endorsed

Range Operations Work Plan (ROWP), Range Modernization Work Plan (RMWP), and the ITAM Work Plan (IWP). SCINI is used to capture Current Year (CY) and Budget Year (BY) executable Unfinanced Requirements (UFR). Note: All RTLP and ITAM related MCA and OPA requirements submitted in SCINI will be automatically closed canceled and will not be presented at the TSMR. Garrison range manager(s) must ensure their range and training land requirements in the RMWP are integrated and synchronize with the garrison's Real Property Master Plan (RPMP). In the ROWP, the garrison range manager(s) must document all range staff, range operations reoccurring contract requirements, range facility operation costs, and range safety equipment and project costs. In the RMWP, the Garrison Range manager(s) must categorize all range modernization requirements into the respective funding appropriation source (e.g. MCA, OMA, OPA, and OMA/OPA) and upload the associated approved work order (DA Form 4283) providing the work classification and cost estimate for OMA and targetry worksheet for OPA requirements. Requirements not captured on the GC-approved and SC-endorsed RCMP for outyear requirements with supporting documents (e.g. approved work order for OMA and targetry work sheet for OPA), may not receive TSS-E validation nor any funding consideration, in compliance with published guidance.

(c) IAW the above, all SRP related UFRs will be identified using existing TSS Army databases of record (i.e. ROWP, RMWP, IWP, and SCINI). All reoccurring SRP support contracts will be reported through the annual IMCOM G-3/5/7 TSS Contract Data Call, per paragraph 1(e) above, beginning in Aug of the CY in support of the upcoming BY requirements, and cross walked with the G8 Requirements Data Management Tool (RDMT). Only those contracted services identified in the Contract Data Call are considered for TSS resourcing. IMCOM G-3/5/7 Training SRP will adjudicate, validate, and prioritize all executable UFRs and TSS-E validated range modernization requirements for inclusion in the IMCOM TSS 1-N list, IAW published guidance. The G-3/5/7-Mission Support Division will submit the approved and executable IMCOM TSS 1-N list to IMCOM G8 for funding consideration, subject to the availability and ability to execute of funds.

(d) Range Closure Procedures. Per AR 350-19, permanent range closure(s) reduces total Army test and training capacity and carries with it potential risks and response costs. DAMO-TRS is designated the approving authority for closing operational ranges on active installations. IAW AR 25-50 (Preparing and Managing Correspondence), Range closure request(s) are processed as follows: GCs will submit a request to close an operational range via memorandum routed "THRU" the respective SC, their respective IMCOM Directorate, HQ IMCOM (ATTN: G-3/5/7-Mission Support Division), the respective ACOM HQ, "TO" the Chief, Training Support Systems Division (DAMO-TRS). See AR 350-19, para. 4-23 for required submission information.

b. Range Operations (MDEP: VSCW/VSRM, CLS/ISR 904): These MDEPs are resourced by DAMO-TRS and fund the civilian pay requirements and associated operational costs required for managing and operating a garrison's range complex and training lands. These funds are intended for day-to-day range operations, Range Modernization, and associated staffing requirements necessary to safely manage and operate the range complex. However, the following activities or requirements are considered inappropriate for using VSCW or VSRM funding:

(1) Tactical Training Bases: Range Operations resources are not be used in the design, site preparation, construction, maintenance (including erosion control) of Tactical Training Bases (TTBs) used for simulated Forward Operating Bases (FOB), Contingency Operating Locations (COL), Contingency Operating Bases (COB), Combat Outposts (COP), simulated outposts, or other expeditionary type training enablers.

(2) Helicopter Pads: Paved and unpaved Rotary Wing Landing Pads (CATCD 11130 and 11131) are remote from an airport or heliport, and typically 100 by 100 feet square.

(3) Low Water Crossings: Construction and maintenance of low water crossings to traverse streams or wetlands, increase the maneuverability of tactical vehicles, or avoid degradation of the stream or wetland water quality.

(4) Airfields: MDEP VSCW will not be used to construct or sustain Army airfields or to fund operational requirements.

(5) Operational Unexploded Ordnance (UXO) requirements must be identified and documented in the garrison's Range Modernization Work Plan (RMWP) and will compete against all Army UXO requirements. DAMO-TRS will integrate all validated UXO requirements into the DAMO-TRS centrally managed UXO program.

(6) Non-Core Range Activities: Any service provided that exceeds approved programmatic CLS or non-CIVPAY distribution levels, not associated with range operations IAW IMCOM OPORD 18-011: IMCOM Enterprise Base Operations (BASOPS) Performance Work Statement (PWS) Templates, or are associated with other CLS delivery metrics (e.g. performing real property maintenance activities on the range complex/training Area, semi-improved or unimproved grounds maintenance, custodial services, latrine support (Port-a-Potty), or procurement of information technology support contracts replacing garrison provided services, and any other real property sustainment services, etc...) is prohibited. Emerging or unique range requirements will be considered during IMCOM G-3/5/7 - Mission Support Division Mid-Year and End of Year reviews as exceptions. These exceptions must be directly linked to the SC's training priorities prior to SCINI submission and validation and are subject to the availability of funds.

a. Integrated Training Area Management (MDEP: TATM, CLS / ISR 903). Regardless of AMSCO and MDEP definition, all Installation projects for MDEP TATM execution must be validated by the TSS-E and be in the garrison's ITAM Work Plan portion of the RCMP and accepted by IMCOM G-3/5/7-Mission Support Division. ITAM funding is used only for the execution of TSS-E validated and approved Work Plan Activities. For additional clarification and IAW current ITAM funding guidance (Memorandum Funding Guidance for Management Decision Package (MDEP) TATM, dated 4 April 2016), the following is applicable for MDEP TATM funding:

(1) Horizontal/non-permanent construction or repair based preparation and maintenance, including vegetation removal, erosion control, and soil stabilization/hardening.

(2) Vegetation removal through controlled burns, aerial herbicide application, and mechanical processes.

(3) Erosion control (i.e. concrete turn pads, low water crossings, gully plugs, and heavy access trails).

(4) Soil stabilization/hardening as for any project that involves applying aggregate, rock, soil, seed, concrete implements, and/or soil enhancements.

(5) Land Rehabilitation and Maintenance (LRAM) maintenance projects support live fire ranges and training area facilities for the purpose of maintaining tactical movement and maneuver. These projects include dust control, invasive species management, noxious weed management where the plants are inhibiting or restricting training, and using vegetation control removal processes. Weather stations supporting sedimentation and related monitoring equipment as necessary for the support of specific Range and Training Land Assessment (RTLA) and/or LRAM projects.

(6) Repair projects initiated in response to atypical natural events (drought, fire, flooding, ice storms, hurricanes, etc.) that cause Soldier safety issues or conditions that prevent the land from being utilized for required training tasks that are normally mitigated through SRM (MDEP QRPA).

(7) Maneuver and Training Areas: These areas are for Army maneuver and functional/multi-functional forces to practice maneuver, movement, and tactics specific to unit training missions to include ship-to shore operations. This is limited to area with CATCD's of: 17710, Light Maneuver; 17720, Heavy Maneuver; 17711, Amphibious Forces Training Areas 17999, and Field Training Areas.

(8) Tactical Assemblies/Bivouac Sites, Landing Zones/Pickup Zones (LZ/PZ) Artillery Firing Points (AFP), Mortar Firing Points (MFPs), Observation Points (OP) Forward Air Refueling Points (FARP), Land Navigation Courses (CATCD 17998), and Amphibious Launch Sites: Amphibious launch sites are areas located within the maneuver/training area used to train troops tactical ship-to-shore operations.

(9) Tactical use, movement and maneuver trails support tactical training events associated with installation training missions. Trail design and condition requirements are based on specific mission needs. These trails can support mounted and dismounted training exercises. These trails are not designated as real property roads or tank trails with facility category codes. This guidance includes maintenance, repair, reconfiguration of existing or new construction, or conditions that threaten life, safety, health, and/or environmental Notice of Violations (NOV).

(10) LRAM Mitigation and Compliance: Mitigation and compliance actions, such as clean water act permitting, archaeological site capping, and marking threatened and

endangered species sites can be ITAM eligible. Such actions must be conducted in cooperation with the natural resources, cultural resources, and environmental departments located within the Department of Public Works (DPW). LRAM mitigation and compliance actions cannot exceed the following parameters:

(a) Clean Water Act Permitting: Acquiring storm water permits (i.e., NPDES) and developing Best Management Practices (BMPs) required for LRAM repair, maintenance, and reconfiguration projects is ITAM eligible.

(b) Capping Archaeological/Cultural Sites: Capping archaeological/cultural sites for the purpose of providing maneuver, movement, and tactical training is an eligible ITAM project. Design specifications for protective caps need to be made in cooperation with installation Cultural Resources staff to ensure efforts are approved by the State Historic Preservation Office (SHPO), and where applicable, federally recognized Native American Tribes and other groups with vested interests.

(c) Marking of Threatened and Endangered Species (TES) Sites or Habitat, and Cultural Sites: ITAM funds may be used for the purchase of and placement of Seibert Stakes around Threatened and Endangered Species (TES) and archaeological/cultural sites to designate these areas as off limits to training.

(11) Range and Training Land Assessments (RTLA) is used to collect and analyze land condition information for the purpose of ensuring training and testing lands can support training loads. Information gathered through RTLA feeds TRI decision support, and the LRAM project development process. Assessment types and needs are determined locally at the installations and must have a direct correlation with the installation's current training mission requirements and Army approved changes to mission (force structure, and readiness aim point). RTLA assessments are designed to:

(a) Provide information to support land management decisions.

(b) Identify landscape conditions suitable for installation specific training missions.

(c) Providing recommendations on land management strategies required to support unit training tasks.

(d) Identify and report sustainability issues that would impact mission capability.

(12) Provide information to support LRAM projects:

(a) Identify and report a need for soil stabilization and/or vegetation management to attain or maintain conditions suitable for training missions.

(b) Monitor the success of LRAM projects.

(c) RTLA Range and Facility Assessment Parameters: Assessments, as part of TRI, can be conducted in support of identifying suitable landscape conditions for range development. Assessments can also be conducted on live fire ranges and training area facilities to identify tactical movement and maneuver damage that will generate requirements for LRAM repair.

(13) Ammunition Management (MDEP TSAM). Per AR 5-13, the Ammunition Management provides the installation ammunition management and support operations requirements, authorizations, and forecasts. This program ensures that all steps are taken and processes are in place to secure sufficient Class V assets are available at the Ammunition Supply Point to support all IMCOM and tenant Standards of Training Commission (STRAC), Program of Instruction (POI) and Operational requirements and authorizations for Soldiers assigned to garrisons, DAC Police/Guards, MP defacements, Special Reaction Team Explosive Ordnance Disposal, Battlefield Effects Simulators, Salutes, Interment, Force Protection.

(a) Manage IMCOM Regulation (IR) 5-13 (DRAFT), Installation Ammunition Support, and the implementation and execution of all requirements and guidelines at every IMCOM installation. Per AR 5-13, conduct training for Installation Ammunition Managers.

(b) Analyze, identify, and secure HQDA approval for unique and low-density ammunition requirements for IMCOM. Defend IMCOM's annual ammunition authorizations for training and operational load. Attend and defend IMCOM needs at HQDA Ammunition and STRAC conferences, Munitions Steering Committees, Councils of Colonels, and Work Groups.

(c) Coordinate, manage and execute training on the Total Ammunition Management Information System (TAMIS) per AR 5-13 and IR 5-13 (DRAFT) for all IMCOM and Tenant activities.

(d) Manage Requirements. Verify Annual STRAC Authorizations; receive all OPLOAD requirements from ACOM; consolidate all OPLOAD data received; Evaluate/Research requests for additional authorizations.

(e) Manage Authorizations. Submit all OPLOAD Requirements to HQDA; Verify the accuracy of TAMIS generated Training Requirements; Compare all authorizations with initial requirements; Disseminate Training FY authorizations to subordinates; Disseminate OPLOAD FY authorizations to subordinates; evaluate research requests for additional authorizations; Evaluate and research mission priorities; Communicate with ACOM's to receive turn-back data.



(f) Manage Forecasts for IMCOM and Tenants. Analyze total FY authorizations; analyze long and short range training schedules; calculate ammunition requirements for each training event; verify forecast data.

(g) Manage Ammunition Requests for IMCOM and Tenants. Verify that the requested amounts are within authorizations and forecasted; Verify the accuracy of the document (errors, DA 1687, etc.) and input approval data; Identify if there is supply to support the request and communicate with customer to support; Verify that the requested amounts are within authorizations, cross-level forecast, if necessary coordinate additional shipments, coordinate with ACOM; Validate all 581's.

(h) Forecasts/Re-Supply Analysis. Identify mission requirements and coordinate Required Delivery Dates, as well as, determine shortages and coordinate resupply.

(i) Administrative Management Training: Host and teach a comprehensive 1 week TAMIS course to all tenants as required.

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#### **4. Mobilization Support ISR 901 (MDEP QNMG 121012.20)**

a. MDEP QNMG 121012.20 funding provides for the management, administrative functions, planning, coordinating and synchronizing of garrison support to all aspects of Reserve Component Mobilization and Demobilization in support of enduring mobilization and contingency activities at 7 Mobilization Force Generation Installations (MFGI) (Lewis, Bliss, Hood, Knox, Schofield Barracks, Bragg, and Stewart). This capability conducts mobilization planning, preparation, exercises and coordination with installation staff, installation service providers and other mobilization enterprise partners in order to prepare for and then coordinate and manage mobilization support operations. Additionally, this capability allows the installation to be prepared for, then rapidly expand a broad array of MFGI capabilities and surge mobilization support operations to meet Combatant Commander (COCOM) operational timelines during contingency conditions.

Funding supports two positions (Supervisory Mobilization Support Specialist, GS-0301-13 and Mobilization Support Plans / Operations Specialist, GS-0301-12) at nine designated IMCOM managed MFGIs. These eighteen DAC positions will provide permanent capability to improve garrison mobilization/deployment readiness, are essential to surge mobilization support operations to meet COCOM operational timelines, and will be funded by 121012.20 QNMG. Funding priority is civilian pay based on TDA Authorizations and CG approved over-hires. Position titles will remain in line with the most current version of the IMCOM model.

b. QNMG 121012.20 does not provide funding for rent/utilities, medical services, large equipment purchases and maintenance, security cameras, mass emergency notification systems, facilities maintenance and repair, IT contract support, range support and maintenance activities, emergency management or anti-terrorism officers. ISR 901 does not provide funding for DPTMS support. All functions related to DPTMS are funded by ISR 902 under the point account 121012.10.

c. Service 901 Mobilization Support is resourced in SAG 121. Due to audit readiness, all pay must remain in QNMG SAG 121. Garrisons will not cost transfer any pay shortfall to QNMG SAG 131 ISR 901. Identify your pay shortfall and non-pay to the HQ IMCOM G8 MDEP analyst and G3/5/7 ISR 901 POC. HQ IMCOM G8 is aware of potential funding shortfalls in this SAG and is addressing with Army Budget Office (ABO) for midyear review funds and/or an IMCOM reprogramming action. Garrisons have been provided non-pay funds in QNMG SAG 121 ISR 901. Any shortfalls in non-pay will not be cost transferred to ISR 902 SAG 131 because of funding shortfalls in this SAG. All contracts in support of service 901 will be vetted through IMCOM G3/5/7 Readiness Division.

d. Mobilization Support operations service data is captured under ISR Service 901.

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## **5. DPTMS Operations ISR 902 (MDEP QNMG 121012.10)**

a. MDEP QNMG 121012.10 funding provides for the management and administrative functions of the DPTMS Operations for the garrison. Funding supports the positions of the Director, Deputy Director, Management Analyst, Administrative Support Assistant, Plans & Operations Division Chief, Operations Specialist, Plans Specialist, an Force Modernization Specialist. The DPTMS activities include managing the directorate, conducting current operations, managing installation operations center, exercise planning and support, managing DPTMS related programs, force management actions, and the related workforce. Installation Operation Centers are resourced to 8 hour/5 days a week. Additional service level will be reimbursable from the Command requesting the higher level of support. Programs are executed under the supervision of the Director's Office of the DPTMS and are funded by QNMG 121012.10. Funding priority is civilian pay based on TDA Authorizations. Position titles will remain in line with the most current version of the DAMO-FM SGO model for DPTMS.

b. QNMG 121012.10 does not provide funding for rent/utilities, medical services, Mobilization/Deployment Support (901), security cameras, mass emergency notification systems (604), IT contract support (unless vetted through IMCOM G3/5/7), range operations support (903-906) and maintenance activities, Emergency Management (604) or Anti-Terrorism Officers (602), Ammunition Management (TSAM), Visual Information services (702), Security

(603) or Airfields Support (900).

c. Service 902 DPTMS is resourced in SAG 121. Due to audit readiness all pay must remain in QNMG SAG 121. Garrisons will not cost transfer any pay shortfall to QNMG SAG 131 ISR 902 as was past guidance. Identify your pay shortfall and non-pay to the HQ IMCOM G8 MDEP analyst and G3/5/7 ISR 902 POC. HQ IMCOM G8 is aware of potential funding shortfalls in this SAG and is addressing with Army Budget Office (ABO) for midyear review funds and/or an IMCOM reprogramming action. Garrisons have been provided non-pay funds in QNMG SAG 121 ISR 902. Any shortfalls in non-pay will not be cost transferred to ISR 902 SAG 131 due to funding shortfalls in this SAG. All contracts in support of service 902 will be vetted through IMCOM G3/5/7, Mission Support Division.

d. DPTMS operations service data is captured under ISR Service 902. Update the Requirements Data Base on SharePoint to track Unfunded Requirements and out year POM requirements as needed at the following link: [DPTMS Requirements](#).

G3/5/7 ISR 902 POC: Troy Liffbrig, troy.d.liffbrig.civ@mail.mil, 210-466-0364.

G8 MDEP POC: Carol Ferguson, carol.d.ferguson4.civ@mail.mil, 210-466-0772

## **6. Soldier Training Support Program (STSP), Training Support Center Operations (MDEP TAVI/ISR 905)**

Ensures resourcing of Installation Training Support Center (TSC) operating costs for the TSCs that manage Training Aids, Devices, Simulators and Simulations (TADSS), production and fabrication of TADSS, loan and issue of TADSS, and provides TSC Contract Support, TADSS Training Instructors, and Instructor Operators (I/O). MDEP TAVI provides funding for TSC Contract Support and selected Training Aids, Devices, Simulations and Simulators for specific Installations, to include Flight Simulations Instructor/Operator (FS I/O) services. Execution of MDEP TAVI funding for these efforts is within the O&M funding distribution to the Garrison and is a necessary funding requirement.

a. Infrastructure Requirements: Infrastructure requirements generated as a result of Program Manager (PM) device fielding supporting HQDA G-3/5/7 DAMO-TR training initiatives are the resourcing responsibility of the proponent PM, IAW AR 70-1 Army Acquisition Policy, AR 700-127 Integrated Logistic Support, and DA PAM 70-3 Army Acquisition Procedures.

(1) DPTMS will notify IMCOM G-3/5/7 of any infrastructure costs PMs are requesting the Installation to fund in the absence of internal resources.

(2) Once a device is fielded, relocation costs are a GC and/or SC responsibility if a garrison decides to change the location of the device.

b. Program Resources: IMCOM Resource Managers (RM) do not have the authority to divert MDEP TAVI funds (TT PEG, SAG 121) to II PEG Base Operations Support (BOS)/Sustainment/Restoration/Modernization (SRM) requirements without coordination with

IMCOM G-3/5/7 Mission Support Division.

(1) Garrison Commanders (GC), with the approval of the Senior Commander (SC), may realign TAVI funding within TT PEG/SAG 121 MDEPs to meet local training priorities.

(2) IMCOM Directorates (Readiness, Training and Sustainment), IMCOM G-3/5/7, and affected ACOM/ASCC/DRU, must be notified of the realignment(s) by submitting a completed Annual Command Guidance (ACG) Supplemental Handbook Section 2-3 Appendix 1 Funding Realignment Request.

**Note: TSS funds cannot be migrated between garrisons without the prior HQDA G-3/5/7 DAMO-TR approval.**

c. Manpower: Requirements are based on the HQDA approved MDEP TAVI Manpower Model; authorizations are distributed based on HQDA recommendations and availability of TAVI funding.

(1) Any/all additional manpower requests must be validated by the SC and forwarded thru HQ, IMCOM and/or DAMO-TRS for approval, per AR 350-52.

(2) IAW IMCOM Command guidance, garrison MDEP TAVI overhires are subject to CG-Approval and the availability of TAVI funding. Maintaining overhires could result in decrements to the garrison's TAVI Non-Civ Pay funding in order to cover the un-programmed costs.

d. TSC service delivery capability gaps affecting the TSC's ability to support training requirements are identified by the Director of Plans, Training, Mobilization, and Security (DPTMS), in coordination with mission units, for SC's review, prioritization and approval.

(1) SC training issues and needs are forwarded by the GC to IMCOM G3/5/7 STSP via the Senior Commander Installation Needs & Issues (SCINI) for review and arbitration by the Training Support System Enterprise (TSS-E) during the STSP Management Review (MR), IAW AR 350-52.

2) All TSC (MDEP TAVI) requirements must be submitted within the allotted time via the SCINI database for presentation at the STSP MR to gain TSS-E validation.

3) Within the STSP, all other emerging requirements occurring during the Fiscal Year (FY) are considered by the TSS-E on a case-by-case basis.

4) IMCOM G-3/5/7 STSP will work closely with HQDA G-3/5/7 DAMO-TR and IMCOM G8 throughout the budget year (including Mid-Year and End of Year Reviews) to address TSS-E validated and prioritized critical FY shortfalls.

5) Note: Training support issue submissions are subject to validation and prioritization by the TSS Enterprise Management Review Board, and the availability of funds needed to resource requested actions.

e. Unfunded Requirements (UFR). STSP related Unfunded Requirements (UFR) will be identified using the SCINI tool.

(1) Garrison Commanders are authorized to fund local Unfunded Requirements (UFR) up to \$20k without having to submit the UFR for adjudication/prioritization.

(2) For Unfunded Requirements (UFR) above \$20k, IMCOM G-3/5/7 will adjudicate and prioritize UFRs for presentation to G8 IAW published guidance and validated requirements will be placed on the IMCOM G-3/5/7 1-N List for resourcing subject to the availability of funds.

(3) Garrison RM UFR submissions will not be accepted or validated for TSS funding consideration.

f. TSC Service Contracts. EXORD 119-17, Obtaining Common Training Support System (TSS), became effective in February 2017. All IMCOM installations must be in compliance with EXORD 119-17 by FY20. Centralizing common TSS contracted services gains efficiencies by having a single organization develop and manage the TSS requirements, and a single Army Contracting Command (ACC) appointed contracting office administer TSS service contracts. This process requires using organizations to be fully involved to effectively implement the plan.

(1) Installation TSC service contracts are required to be reported through IMCOM G8 via the Requirements Data Management Tool (RDMT).

(2) IMCOM Garrisons and Directorates will coordinate with TRADOC CAC-T TSSO to ensure requirements are captured in contract scope and associated Task Order PWS.

(3) IMCOM Garrisons will prepare contract/task order performance work statements (PWS) in coordination with TRADOC CAC-T TSSO (Training Support Services Office) to ensure that the PWS accurately captures requirement and is validated.

(4) IMCOM Garrisons must keep IMCOM Directorates and IMCOM G-3/5/7 STSP informed on all contract & task order submissions, resubmissions, re-scoping actions and/or revisions in order to properly forecast costs and adjust Period of Performance.

(5) IMCOM will submit acquisition packages to CAC-T, Primary Requiring Activity, for validation and processing

g. Army-wide fabrication. Army-wide/Worldwide fabrication capability produces items that are used by two or more Installations and is defined as those items produced by a TSC that are used across all Army components (AC/NG/AR) or within that TSC's AOR as

described by AR 350-52 (Army Training Support Systems), Annex B.

(1) Army-wide fabrication is funded by MDEP TAVI (manpower and facilities), and also by MDEP TSPU (materials and transportation).

(2) TAVI funding will not be applied to fabricate Army-wide TADSS that are produced and shipped to end users and/or other TSCs, Federal agencies and/or sister services, and are funded by MDEPs other than TAVI.

(3) Once an item is identified for Army-wide/Worldwide production, it is added to TRADOC PAM 350-9 and local fabrication of that item must cease.

h. Local Fabrication. Local fabrication is defined as those items produced by a TSC that are unique to that Installation and remain on that Installation or within that TSC's AOR as described by AR 350-52 (Army Training Support Systems), Annex B.

(1) Local fabrication will continue to be funded (manpower and materials) by MDEP TAVI.

(2) TAVI funding will not be applied to items locally fabricated and shipped to other TSCs.

(3) Local fabrication is not authorized for any items identified for

Army-wide/Worldwide production, and is listed in Training Support System (TSS)-Enterprise Training Aids, Devices, Simulators, and Simulations (TADSS) Index and Catalog. The link is: <https://www.us.army.mil/suite/files/16739524>.

i. Army-wide Fabrication. Army-wide/Worldwide fabrication capability produces items that are used by two or more Installations, and is defined as those items produced by a TSC that are used across all Army components (AC/NG/AR) or within that TSC's AOR as described by AR 350-52 (Army Training Support Systems), Annex B. Army-wide fabrication is funded by MDEP: TAVI (manpower and facilities), and also by MDEP: TSPU (materials and transportation). TAVI funding will not be applied to fabricate Army-wide

TADSS that are produced and shipped to End Users and/or other TSCs, Federal agencies and/or sister services, and are funded by MDEPs other than TAVI. Once an item is identified for Army-wide/Worldwide production, it is added to TSS-Enterprise TADDS Index and Catalog and local fabrication of that item must cease.

j. Local Fabrication. Local fabrication is defined as those items produced by a TSC that are unique to that Installation and remain on that Installation or within that TSC's AOR as described by AR 350-52 (Army Training Support Systems), Annex B. Local fabrication will continue to be funded (manpower and materials) by MDEP: TAVI. TAVI funding will not be applied to items locally fabricated and shipped to other TSCs. Local fabrication must cease for any items identified for Army-wide/Worldwide production, and is listed in TSS-Enterprise TADDS Index and Catalog.

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## **7. Mission Command Training Support Program (MCSTP) Mission Training Complexes (MDEP: TCSC/ISR 906)**

The Fiscal Year FY20 MDEP: TCSC Sub Activity Group (SAG) 121 distribution is based on the Army Synchronization Resourcing Process (ASRP). This allocation will only be used to support the execution of Army G-3/5/7 priorities for Mission Training Complex's mission command training: Support Active Home Station training and Mobilized Reserve Components mission command training. Additionally, FY20 SAG 121 support Mission Command System Integration (MCSI) Event III, Department of the Army Civilian (DAC) salaries, travel, supplies, equipment, contracts, repair parts, immediate training needs, cyber security education, network infrastructure maintenance and shipping costs needed for essential day-to-day Mission Training Complex (MTC) operations. The Mission Command System Training Support Program (MCTSP) funds the civilian pay at the authorized Table of Distribution and Allowances (TDA) level (onboard strength).

a. GCs are authorized to use TCSC funds to hire DACs to fill the following Mission Training Complex (MTC) Standard Garrison Organization (SGO) for FY19, Large - 6 DAC authorizations, Medium - 5 DAC authorizations, and Small 4- DAC authorizations. Garrisons must follow IMCOM Directorate hiring guidance.

(1) Supervisor MTC Specialist (Directors) GS14/13

(2) Modeling & Simulation Specialist (Security) GS12

- (3) General Supply Specialist GS11
- (4) Modeling & Simulation Specialist (OPS) GS13/12
- (5) Modeling & Simulation Specialist (Live, Virtual, Constructive, Gaming (LVCG)) GS12
- (6) Modeling & Simulation Specialist (RMF) GS12

b. Garrison DPTMS will ensure SAG 121 (121018000) MDEP: TCSC funds ARE NOT used to:

- (1) Purchase Army Battle Command Systems (ABCS) (EOR 31\*\*)
- (2) Purchase Software, SMARTNet Enterprise, Solar-Winds Software Licenses, and Virtual Battle Space (VBS2/3 or LVC-IA Contractor Support Computer Systems/Software (EOR 31\*\*)
- (3) Purchase Training Aids, Devices, Simulators and Simulations including ABCS White boxes (EOR 31\*\*)
- (4) Purchase Material Fielding Exceptions (MFEs) in support of ABCS equipment, software or peripherals (EOR 31\*\*/26\*\*)
- (5) Fund Program Executive Office Field Support Representatives (FSRs) (EOR 25\*\*); Fund facility Sustainment/Restoration/Modernization (SRM) requirements or functions that are to be accomplished by DPW (EOR 25\*\*/32\*\*)
- (6) Fund Municipal Services (custodial services, mowing, trimming, other grounds maintenance, and snow removal, including enclosed/fenced Mission Training Complex areas) (EOR 2540)
- (7) Fund infrastructure requirements as a result of fielding initiatives outlined in AR 70-1 Army Acquisition Policy, AR 700-127 Integrated Logistic Support, and DA PAM 70-3 Army Acquisition Procedures (EOR 25\*\*/32\*\*)
- (8) Purchase Replacement Administrative Office Furniture (EOR 26\*\*). Purchase Medical Supplies other than first aid resupply for medical kits (EOR 26\*\*)
- (9) Purchase internal cameras or other photo replacement parts (EOR 25\*\*/31\*\*)

c. Garrison DPTMS must obtain IMCOM G-3/5/7 approval before they purchase the following supplies, equipment, services, and training with SAG 121 MDEP: TCSC funds:



(1) C4IM (Command, Control, Communications, Computers, and Information Management) Services (EOR 26\*\*/31\*\*)

(2) Petroleum Products (fuel/oils) for training events (EOR 26\*\*)

(3) Portable toilets (EOR 25\*\*); Operations and Maintenance of Facilities (EOR 25\*\*)

(4) Installation Commercial Support Transportation-Non Tactical Vehicle Fleet after request has been reviewed by the Vehicle Utilization Review Board and certified/approved by the GC (EOR 22\*\*)

(5) Contractual Services – Non-IT (EOR 25\*\*).

d. Garrison DPTMS' are authorized to use FY19 SAG 121 MDEP: TCSC funds to purchase:

(1) Commercial Television (Satellite/Cable)

(2) Commercial Internet Service

(3) Department of the Army Civilian personnel required Cyber Security training

(4) Support immediate training needs which do not exceed the variable costs distribution

e. Garrison DPTMS (JBLM) is authorized to fund annual lease fees for Yakima Fixed Tactical Internet Towers.

f. GC, in coordination with and approval from the SC, may realign funding within SAG 121 906 (MDEP: TCSC) to meet local/installation training priorities. IMCOM Directorates, HQ, IMCOM G-3/5/7, and affected Mission ACOM, ASCC, or DRU, must be notified that the realignment will occur and for what purpose IAW Appendix 01 (Funding Realignment Request).

g. The DPTMS must submit MCTSP, SAG 121, MDEP: TCSC, Budget Request to HQ, IMCOM G-3/5/7 for validation NLT 1 Jul. (See Chapter 15 (Reports). The

MTC Annual Budget Request template and completion instructions are located

at: [https://army.deps.mil/army/cmds/imcom\\_HQ/G3-5-](https://army.deps.mil/army/cmds/imcom_HQ/G3-5-7/Training/MCTSPLibrary/Forms/AllItems.aspx?RootFolder=%2farmy%2fcmds%2fimcom%5fHQ%2fG3%2d5%2d7%2fTraining%2fMCTSPLibrary%2fFY%2018%20BUDGET&FolderCTID=0x01200093FF9AF995B59041BE013B694135DA42)

[7/Training/MCTSPLibrary/Forms/AllItems.aspx?RootFolder=%2farmy%2fcmds%2fimcom%5fHQ%2fG3%2d5%2d7%2fTraining%2fMCTSPLibrary%2fFY%2018%20BUDGET&FolderCTID=0x01200093FF9AF995B59041BE013B694135DA42](https://army.deps.mil/army/cmds/imcom_HQ/G3-5-7/Training/MCTSPLibrary/Forms/AllItems.aspx?RootFolder=%2farmy%2fcmds%2fimcom%5fHQ%2fG3%2d5%2d7%2fTraining%2fMCTSPLibrary%2fFY%2018%20BUDGET&FolderCTID=0x01200093FF9AF995B59041BE013B694135DA42)

h. The DPTMS must submit MCTSP, SAG 121, MDEP: TCSC, Spend Plans to HQ, IMCOM G7 for validation 30 days after HQ, IMCOM G-3/5/7 provides initial TCSC funding distribution (See Chapter 15 (Reports)). The MTC Spend Plan template and completion instructions are located at:

[https://army.deps.mil/army/cmds/imcom\\_HQ/G3-5-7/Training/MCTSPLibrary/Forms/AllItems.aspx?RootFolder=%2farmy%2fcmds%2fimcom%5fHQ%2fG3%2d5%2d7%2fTraining%2fMCTSPLibrary%2fFY%2018%20BUDGET&FolderCTID=0x01200093FF9AF995B59041BE013B694135DA42](https://army.deps.mil/army/cmds/imcom_HQ/G3-5-7/Training/MCTSPLibrary/Forms/AllItems.aspx?RootFolder=%2farmy%2fcmds%2fimcom%5fHQ%2fG3%2d5%2d7%2fTraining%2fMCTSPLibrary%2fFY%2018%20BUDGET&FolderCTID=0x01200093FF9AF995B59041BE013B694135DA42)

i. DPTMS at USAGs Bliss, Bragg, Campbell, Carson, Drum, Hood, JBLM, JBSA, Riley, Sill and Stewart will submit a Monthly MTC training calendar on the 15th prior to new month (See Chapter 15 (Reports)).—

j. DPTMS at USAGs Bliss, Bragg, Campbell, Carson, Drum, Hood, JBLM, JBSA, Riley, Sill and Stewart will update the Mission Essential Requirements (MER) Report 30 Days before the MCTSP Training Support Management Review (TSMR) (Chapter 15 (Reports)). The MER and user guide is located on <https://tsims.altess.army.mil/>.

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## **8. Combat Training Center Support (Fort Polk - MDEP WCJT)**

Combat Training Center – (MDEP: WCJT) resources the Joint Readiness Training Center (JRTC), Fort Polk, LA. MDEP: WCJT provides funding to Fort Polk, LA for brigade collective training, emphasis on light brigade forces deploying with their brigade slice, Special Operations Forces (SOF), and joint forces for engagements ranging from stability operations to low-to-mid intensity conflict. Training scenarios exercise brigade elements in realistic force-on-force engagements and live-fire exercises. Training is enhanced through instrumentation, a skilled opposing force, and dedicated observer/controllers for operations.

JRTC conducts approximately 10 brigade rotations annually.

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## **9. Training Support Systems Management (MDEP: TSAM).**

MDEP: TSAM resources training support management below Headquarters Department of the Army (HQDA) level for Civilian pay in the following areas: (1) Chiefs of Training and Installation Ammunition Managers within the Directorate of Plans, Training, Mobilization and

Security (DPTMS); (2) Known and identified Training Support Outliers executing the function of Troop School support.

IMCOM G-3/5/7, Training Support Systems Management (MDEP TSAM) POC & MDEP Analyst: Mr. Herb Flora, [herbert.v.flora.civ@mail.mil](mailto:herbert.v.flora.civ@mail.mil), work: 210-466-0225. G8 MDEP Analyst: Ella N. Samuels, [ella.n.samuels.civ@mail.mil](mailto:ella.n.samuels.civ@mail.mil), 210-466-2000.

## **10. Ammunition Management**

Per AR 5-13, Installation Ammunition Management (IAM) is the focal point for the installation concerning ammunition management and support operations in relation to Requirements, Authorizations, and Forecasts. This program ensures that all steps are taken and processes are in place to secure sufficient Class V assets available at the Ammunition Supply Point to support all IMCOM and tenant Standards of Training Commission (STRAC), Program of Instruction (POI) and Operational requirements and authorizations for Soldiers assigned to garrisons, DAC Police/Guards, MP defacements, Special Reaction Team Explosive Ordnance Disposal, Battlefield Effects Simulators, Salutes, Interment, and Force Protection.

a. Manage IMCOM Regulation (IR) 5-13 (DRAFT), Installation Ammunition Support, and the implementation and execution of all requirements and guidelines at every IMCOM installation. Per AR 5-13, conduct training for Installation Ammunition Managers.

b. Analyze, identify, and secure HQDA approval for unique and low-density ammunition requirements for IMCOM. Defend IMCOM's annual ammunition authorizations for training and operational load. Attend and defend IMCOM needs at HQDA Ammunition and STRAC conferences, Munitions Steering Committees, Councils of Colonels, and Work Groups.

c. Coordinate, manage and execute training on the Total Ammunition Management Information System (TAMIS) per AR 5-13 and IR 5-13 (DRAFT) for all IMCOM and Tenant activities.

d. Manage Requirements. Verify Annual STRAC Authorizations; receive all Operational Load (OPLOAD) requirements from ACOM; consolidate all OPLOAD data received; Evaluate/Research requests for additional authorizations.

e. Manage Authorizations. Submit all OPLOAD Requirements to HQDA; Verify the accuracy of TAMIS generated Training Requirements; Compare all authorizations with initial requirements; Disseminate Training FY authorizations to subordinates; Disseminate OPLOAD FY authorizations to subordinates; evaluate research requests for additional authorizations; Evaluate and research mission priorities; Communicate with ACOM's to receive turn-back data.

f. Manage Forecasts for IMCOM and Tenants. Analyze total FY authorizations; analyze long and short range training schedules; calculate ammunition requirements for each training event; verify forecast data.

g. Manage Ammunition Requests for IMCOM and Tenants. Verify that the requested amounts are within authorizations and forecasted; Verify the accuracy of the document (errors, DA 1687, etc.) and input approval data; Identify if there is supply to support the request and communicate with customer to support; Verify that the requested amounts are within authorizations, cross-level forecast, if necessary coordinate additional shipments, coordinate with ACOM; Validate all 581's.

h. Forecasts/Re-Supply Analysis. Identify mission requirements and coordinate Required Delivery Dates, as well as, determine shortages and coordinate resupply.

i. Administrative Management Training: Host and teach a comprehensive 1 week TAMIS course to all tenants as required..

IMCOM G-3/5/7, Installation Ammunition Management Program (IAMP) POC: Mr. Miquel Rosario, miguel.a.rosario.civ@mail.mil, 210-466-0202, and Mr. Daniel L. Smith, daniel.l.smith20.civ@mail.mil, (210) 466-0085.

## **11. Security Branch (MDEP QSEC/ISR 603)**

a. MDEP QSEC (Service 603) funding provides for the management and administration of the Security Programs for the garrison to include support of tenant organizations. Key functional areas of support include Personnel Security (PERSEC), Information Security (INFOSEC), Security Education Training & Awareness (SETA), and Industrial Security (INDUSEC) and their related workforce awareness and training requirements. Programs are executed via the Security Division/Branch of the Directorate of Plans, Training, Mobilization, and Security (DPTMS). QSEC is strictly to fund Defense Civilian Intelligence Personnel System (DCIPS) security specialist (GG not GS) performing the above listed security functions. QSEC cannot be used to fund any antiterrorism, force protection or physical security functions. Every effort will be made to ensure funds are allocated for essential

supplies, equipment, and developmental training and maintenance contracts for maintaining required equipment such as digital fingerprint machines and/or copiers, etc.

b. As a result of the Army Protection Program Board of Directors' decision of 17 July 2017, effective FY20, IMCOM will no longer be a service provider for CLS 603 for tenants at Army installation. IMCOM General Intelligence Security (GIS) personnel will still perform the GIS services for IMCOM entities, however per the APP BoD decision, all other tenants are responsible to self-support for these functions. As a result of this mission transfer, IMCOM transferred 155 authorizations to mission commands. IMCOM retains 96 authorizations to service IMCOM entities at 75 USAGs. MDEP QSEC funding for these authorizations will transfer to mission commands as of 1 Oct 20.

c. Since the publication of Secretary of Army Directive 2014-23 (10 Sep 14) and Commander Designated Entity SOP (25 Mar 16), IMCOM garrison security offices have been supporting the Child Related Background Check mission. With the establishment of the Child Services Suitability Cell (CSSC) at the IMCOM headquarters, many garrisons no longer

maintain local contractor support for this mission. The Garrison Security Office is required to provide fingerprinting services in support of the CSSC. At installations where Background Check Administrator (BCA) contractor support still exists, Security specialists will continue to provide valuable technical guidance, advice, and assistance to the contractors.

d. Awards for DCIPS personnel are not to be accounted for in the Garrison Awards Budget. Awards for these personnel are included in a Bonus Pool as directed by ARMY DCIPS policy. IMCOM DCIPS Bonus Pools are either Command-wide, or Region-wide, based upon employee types. Bonus decisions based upon a pool at Command or Region level will not be counted against or impact any Garrison award budget. ARMY DCIPS policy is specified in; AP-V 2012 Defense Civilian Personnel System Performance-Based Compensation (Aug 2015), which can be found at [http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/AP-V2012\\_08-31-15.pdf](http://www.dami.army.pentagon.mil/site/dcips/docs/Lifecycle/ER/AP-V2012_08-31-15.pdf).

DoD Guidance is specified in; DoDI 1400.25-V2012, DCIPS Performance-Based Compensation (Apr 2012), which can be found at [http://www.dtic.mil/whs/directives/corres/pdf/140025v2012\\_28apr2012.pdf](http://www.dtic.mil/whs/directives/corres/pdf/140025v2012_28apr2012.pdf).

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## **12. Airfield Operations (MDEP QAAF/ISR 900)**

a. Funds within the MDEP QAAF provide resources for airfield operations management, airfield flight operations support, aircraft ground support, Air Traffic Control (ATC) services and ATC maintenance services as outlined in Service 900. Airfield Operations and DFAS-IN Manual 37-100-19.

b. MDEP QAAF program element supports CONUS and OCONUS operations and management of Army Airfield/Heliports (AAF/AHP) functions. Airfield Operations Service 900 supports aviation operations and maintenance at IMCOM managed airfields and heliports in support of Army Senior Commander requirements. Included in this support

is manpower authorizations, contracts, support equipment and associated costs to plan, manage, coordinate and execute airfield operations including, but not limited to, ATC, terminal airspace management, airfield/flight management, navigational aids (NAVAIDS), communication systems maintenance, aircraft support equipment, and transient aircraft services.

c. MDEP QAAF funding increased considerably over the years to help meet validated mission requirements. Airfield Division Chiefs/Managers should maintain regular communication with their resource advisors to monitor Non-Pay funds. In addition, managers must ensure QAAF funds are not used for unauthorized items/contracts, such as mowing, snow removal, markings, airfield infrastructure maintenance or repairs, etc., FY19 funds may

fund necessary updates/upgrade of equipment, tools, electronic equipment, and furniture. If questions arise on what is authorized under QAAF funds or if QAAF funds are programmed to be transferred to another MDEP, call HQ IMCOM G3/5/7 Airfields for assistance.

d. HQ IMCOM G3/5/7 Airfields monitors QAAF funding execution to ensure it is in accordance with QAAF priorities; most critical requirements funded first and remaining funding on authorized items.

QAAF priorities are:

- (1) Civilian pay
- (2) Contracts providing the totality of a service within requirements of Service 900.
- (3) Minimum required scheduled maintenance on minimum required ATC systems.
- (4) Minimum required scheduled maintenance on minimum required airfield equipment.
- (5) Unscheduled maintenance on critical primary ATC systems.
- (6) Unscheduled maintenance on critical primary airfield equipment.
- (7) Minimum office supplies; maintain six months' worth of stock.
- (8) Other(s), based on requirement/justification.

e. HQ IMCOM G3/5/7 Airfields established a suspense fund to pay for ATC maintenance and other training based on remaining funds/requirements: This year, FY19, Airfield Obstruction Survey (AOS) costs will be added to the suspense fund. Airfield Division Chiefs must continue to identify both ATC maintenance training and AOS requirements along with associated costs on POM data sheets and in the Requirements Data Management Tool

(RDMT). Non-Pay ATC maintenance training and AOS funds are initially funded by units and reimbursed through the suspense fund. Suspense fund reimbursement for training is completed after coordination with HQ IMCOM G3/5/7 Airfields when a reservation is verified and a completed Authorization Agreement and Certification of Training form (SF 182) is submitted.

f. The RDMT combines all unit QAAF requirements to include contracts and critical funding/shortfalls into one system. Starting FY19, input into RDMT by units is prior to Non-Pay distribution and allocation of funds is based on the totality of requirements put into RDMT. To ensure QAAF funds are able to meet IMCOM airfield requirements, units must ensure all requirements are input into RDMT.

g. FY19 contracts should be funded for full period of performance. Issues requiring HQ IMCOM G3/5/7 Airfields involvement will be addressed first through the IDs for resolution or guidance.

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IMCOM G3/5/7 Airfield Ops Branch Chief: Arturo Jayme, [arturo.jayme.civ@mail.mil](mailto:arturo.jayme.civ@mail.mil), 210-466-0260  
IMCOM G8 MDEP Budget Analyst POC: Carol Ferguson,  
[carol.d.ferguson4.civ@mail.mil](mailto:carol.d.ferguson4.civ@mail.mil), 210-466-0774.

### **13. Museum Operations (MDEP VMUS/ISR N/A)**

a. IMCOM will fully divest all financial, material, and manpower responsibilities for the museums located in its installations NLT 1 Oct 18. The aforementioned functions will be transferred in full to the Center of Military History (CMH). IMCOM will remain a member of the Army Museum Enterprise (AME) as the POC for baseline facility requirements.

The IMCOM G-3/5/7 POC for legacy issues is Bill Rion at 210-466-0213 or [william.r.rion.civ@mail.mil](mailto:william.r.rion.civ@mail.mil). For all other requirements contact Ephriam Dickson at CMH at

703-805-9794, [ephriam.d.dickson.civ@mail.mil](mailto:ephriam.d.dickson.civ@mail.mil).

### **14. Institutional Training (IT) (MDEP TTDY/ISR N/A)**

a. Temporary Training Duty (TTDY)/Training Requirements Arbitration Panel (TRAP).

(1) Temporary Training Duty (TTDY): TTDY is a Mission Funded Program using Military Training Specific Allotment (MTSA) funds in SAG 324 for DA Directed Training for IMCOM Soldiers.

(2) Funds to support ARNG and USAR students will be issued from the U.S. Army Reserve Command and the Army National Guard utilizing MIPRs and should contain specific instructions regarding the use of funds to support lodging, meals and transportation (if applicable). Funds support students attending resident service schools and staff when institutional training is conducted by Reserve Component Schools at Army training Installations.

(3) MTSA is funded through the MDEP TTDY. MDEP TTDY funds travel and per diem expenses for Soldiers assigned to IMCOM Garrisons. MTSA supports DA directed (mandatory professional development / duty position required training) and, or, training in conjunction with a Permanent Change of Station (PCS). Distributions of funds are based upon historical trend analysis and Soldier population. Soldiers attending school locations will only be authorized per diem on weekends and federal holidays. The IMCOM G3/5/7-Mission Support Division in concert with G8 is accountable and serve as the fiscal stewards for the receipt, review, distribution and proper use of IMCOM MTSA funds. Refer to IMCOM 350-1 for instructions on how to verify MTSA authorized courses using the Army Training Requirements and Resources System (ATRRS). G3/5/7 training travel policy

guidance for applicable training sites is located <https://g357.army.pentagon.mil> Follow G-357 Bolte Portal>DAMO TR>DAMO-TR>Institutional Training Travel Guidance (ITTG) {Top Left of Page}.

(4) Additional funding request procedures: All requests for additional funding above FY19 allocations must be validated and approved by the IMCOM G3/5/7-Mission Support Division Training and Mission Support Services Integration Branch (Institutional Training). For transparency purposes, coordination should be processed from the local training POC in the DPTMS, and forwarded to the Garrison Resource Management Office (RMO). The Garrison RMO will forward through the Directorate to the G3/5/7-Mission Support Division for action. All requests should include a short summary that identifies the purpose of the training, rank of the Soldier, cost (travel & per diem), contact information and ATRRS course information (FY, school code, class #, course title and date).

(5) Per HQDA EXORD 195-18, effective 01 October 2019 Delete all references to MTSA from administrative publications, Course Administrative Data (CAD), and Training Requirements Analysis System (TRAS) documents and substitute with the term TDY.

POC: TTDY and TRAP, G3/5/7, POC: Mr. Stanley Smith, stanley.o.smith1.civ@mail.mil, 210-466-0216, and IMCOM Training Division POC: Mr. Duane Tucker, duane.p.tucker.civ@mail.mil, 210-466-0104. G8 MDEP Analyst: Ella N. Samuels, ella.n.samuels.civ@mail.mil, 210-466-2000.

## **D. G5 Plans**

### **1. Installation Management(MDEP QNMG/ISR100)**

a. Garrison Commanders (GCs) must manage manpower assigned to their garrison in accordance with the most recent approved TDA. Garrisons shall ensure that only the FA 131034QNMG and attribute 1- A34A0000 are used to fund the functions and tasks identified within ISR-S and CLS for Service 100.

b. Funding for the GC to support the mission and readiness of stationed units and care for people is supported by service 100; covers civilian pay and non-pay. Included in non-pay are contracts, supplies, travel & training and equipment.

c. Non-pay requirements will be validated by the G3/5/7 Futures & Assessments Division for approval. Description of the requirements must be prioritized 1-n, detailed with justification and impact statements. The more information that is known about your program the better positioned the HQ in making the right decision to support your garrison management. Overspending does not justify additional funding if the service was not charged correctly.

d. IT requirements (copiers, cell phones, smartphones, hardware and software)



must be charged to the appropriate end user CLS/ISR service from garrison base operations accounts. If a consolidated contract is used under Service 100 then the appropriate program from each supported MDEP must be transferred to Service 100 using the BEFAM process in IMCOM On-Line (IOL).

e. In GFEBS, use FA 131034QNMG, attribute 1 - A34A0000, attribute 2 – 100, cost collector description – installation management.

G3/5/7 MDEP POC: Herbert V. Flora, Jr., [Herbert.v.flora.civ@mail.mil](mailto:Herbert.v.flora.civ@mail.mil) 210-466-0225

G8 MDEP POC: Carol Ferguson, [carol.d.ferguson4.civ@mail.mil](mailto:carol.d.ferguson4.civ@mail.mil), 210-466-0772

## **2. Plans, Analysis and Integration Office (PAIO) (MDEP QNMG/ISR 121)**

a. Funding for the PAIO provides oversight of assigned programs (ISR, Strategic Management System, CLS), analytical reviews, monitoring of Army baseline standards, implementation of best business practices, and integration and optimization use of technology. Service 121 covers civilian pay and non-pay which includes contracts, rents, supplies, and TDYs.

b. Non-pay requirements will be validated by the G3/5/7 Futures & Assessments Division for approval. Description of the requirements must be prioritized 1-n, detailed with justification and impact statements. The more information that is known about your program the better positioned the HQ in making the right decision in supporting your garrison management. Overspending does not justify additional funding if the service was not charged correctly.

a. GFEBS functional area 131034QNMG, attribute 1- A34V1000, attribute 2 – 121, Cost Collector Description - Management Analysis.

G3/5/7 MDEP POC: Herbert V. Flora, Jr., [Herbert.v.flora.civ@mail.mil](mailto:Herbert.v.flora.civ@mail.mil) 210-466-0225

G8 MDEP POC: Carol Ferguson, [carol.d.ferguson4.civ@mail.mil](mailto:carol.d.ferguson4.civ@mail.mil), 210-466-0772

## **C. G4 Facilities and Logistics**

### **1. Logistics (MDEP RJTO, QMNT, QSUP, QLDY, QTRN)**

a. General: The Secretary of the Army approved the transfer of IMCOM Directorates of Logistics (DOLs) from IMCOM to Army Material Command (AMC) effective 1 Oct 2012. GCs/GMs will not accept AMC or Army Sustainment Command (ASC) requests to change a service that was previously funded by the DOL to a reimbursable service without IMCOM

approval. Changes to reimbursable funding will be determined through agreement at the IMCOM and AMC HQ level.

b. USAG-KA DOL (QMNT, QSUP, QLDY, QTRN, and QFOD): The only DOL retained by IMCOM is USAG Kwajalein Atoll (USAG-KA) DOL. The following logistics information and guidance applies only to the USAG-KA DOL.

(1) All logistics operations and services provided by USAG-KA during FY20 are funded using the Research, Development, Test, & Evaluation (RDT&E) Appropriation. However, in anticipation of eventually converting to OMA MDEPs QMNT (Maintenance), QSUP (Supply), QLDY (Laundry), and QTRN (Transportation), QFOD (Food Service) execution of logistics services will be tracked and captured in these distinct service areas.

(2) The GC is granted broad discretion in the resourcing of logistic operations in support of the Senior Commander's mission within available funds via the consolidated USAG-KA Base Support Contract. The USAG-KA GC, ICW the RM, must exercise significant budget control to ensure logistic funding levels are not exceeded.

(3) Consolidated Installation Property Book: The consolidated installation property book will use Global Combat Support System-Army (GCSS-A). The USAG-KA DOL will keep accountability of consolidated installation property book items IAW AR 710-2. The installation property book may contain garrison property for both Mission units and TDA activities. Per AR 710-2 paragraph 2-5 b.

(4) All property not listed in AR 710-2, paragraph 2-5 b (1), regardless of how authorized, is garrison property and will be accounted for accordingly. Garrison property will be procured with unit funds and all receipt documents (DD 250, Material Inspection and Receiving Report, etc.) will be provided to the property book officer for posting to the installation property book and placed on the owning unit's installation property hand receipt. The IMCOM consolidated installation property book officer (PBO) is directly responsible for all on hand property book items not issued on hand receipt.

c. Transportation Account Code (TAC) Administration: The FY20 TAC renewal process starts in August 2019. The garrison RM maintains the garrison's TACs. The IMCOM TAC Administrator must submit the IMCOM TAC renewal requests to HQDA G4 TAC Coordinator Team NLT 18 Sep 2019. This will ensure IMCOM TACs are valid and ready to use by 1 Oct 2019 (NOTE: If the TAC is not required for use during the first part of the FY, it can be renewed later in the FY). TAC Renewal workbooks must be sent to the HQ IMCOM TAC Administrator at: [usarmy.jbsa.imcom-hq.mbx.tac-administrators@mail.mil](mailto:usarmy.jbsa.imcom-hq.mbx.tac-administrators@mail.mil). All TAC request actions for FY20 must have a FY20 Line of Accounting to include a GFEBS FMZ1 number.

d. The financial POC must ensure TACs are properly funded for garrison requirements. The garrison RM must validate the accuracy of the TAC Line of Accounting (LOA) in the TAC renewal workbook prior to submitting the TAC renewal to IMCOM TAC Administrator. TACs for shipping of TDA equipment transfers is centrally funded by HQDA G4 and managed by

IMCOM G4.

The IMCOM TAC Administrator is: Mr. Carlos Lavandero, (210) 466-0452, [carlos.f.lavandero.civ@mail.mil](mailto:carlos.f.lavandero.civ@mail.mil)

e. Base Commercial Equipment (BCE) (RJTO): HQ IMCOM LOG manages the procurement of non-centrally managed BCE using MDEP RJTO. MDEP RJTO funds the procurement of commercial design Non-Tactical Vehicles (NTVs) required to support training, security, force protection, fire and rescue, medical, sanitation, facility maintenance, intelligence, criminal investigation, recruiting and other essential functions at Army activities in both CONUS and OCONUS. The annual BCE data call establishes the IMCOM BCE requirement for the POM and develops the IMCOM Installation Directorate BCE procurement priority list. Garrisons must complete the annual BCE data call in order to compete for scarce BCE funding.

The IMCOM BCE POC is: Mr. Michael Nosalik, (210) 466-0451, [michael.j.nosalik.civ@mail.mil](mailto:michael.j.nosalik.civ@mail.mil)

f. Short Distance Moves (Sometimes known as “Local Moves”) (QTRN): The HQ IMCOM memo dated 22 October 2018, subj: *HQ IMCOM Guidance on Execution of Garrison Local Moves of both Accompanied and Unaccompanied Personnel*; gives specific guidance to Housing Managers on proper procedures to accomplish a Government directed short distance move.

(1) Garrisons will identify costs for the projected number of government-directed moves for both accompanied and unaccompanied personnel by populating the Requirement Data Management Tool (RDMT) using MDEP QTRN.

(2) HQ IMCOM will develop an annual budget and execution plan using these projections for current and out year requirements. Eligibility for a short distance move is prescribed in the JTR, Chap 5-C, sec 0519.

(3) A Service member is entitled to a local move when directed to relocate to or from government quarters, privatized housing, government-controlled quarters, or must vacate private rental housing due to a foreclosure.

(4) Garrison Commanders may delegate approval authority for local moves to the Director, Public Works and the Housing Manager. HQ IMCOM has established two separate Transportation Account Codes (TAC) for short distance moves. TAC (C6CG) will be used for drayage of household goods move. TAC (CNNK) will be used for Non-Temporary Storage (NTS) associated with PCS move only. Housing Managers will provide requested information outlined in the memo on a quarterly basis or as requested.

(5) HQ IMCOM will pay for NTS that is associated with local moves only. HQ IMCOM will not pay for NTS associated with PCS moves or any NTS extensions.

The IMCOM G4 Housing POC is: Ms. Heike Trail, (210) 466-0457, [heike.trail.civ@mail.mil](mailto:heike.trail.civ@mail.mil)

g. Agency Incurred Expenses (AIE): AIE, also known as charge backs related to IMCOM use of U.S. General Services Administration (GSA) Non-Tactical Vehicles (NTV). The GSA Agency Incurred Expense Guide and the Army Sustainment Command's (ASC) Policy #58-1, provide guidance to the field on all charges GSA leased NTV using agencies are responsible for. Specific details can be found in the GSA Expense Guide and ASC's 58-1 paragraph 4.g.. IMCOM is only responsible for those charges listed in these documents that is considered above fair, wear, and tear (FWT). Garrison RMs must review the AIE lists presented by the LRC ITO to ensure FWT charges are not paid. If FWT charges are discovered when the AIE list is reviewed, the garrison RM will notify the LRC ITO which charges will not be paid and why. The MOA between AMC and IMCOM makes it clear that AMC (ASC) are IMCOM's NTV managers. As part of that stewardship AMC/ASC/LRCS are to work with GSA and make sure IMCOM is not getting erroneously billed. The LRC will work with the GSA Fleet Service Representative (FSR) to resolve the dispute. However, as part of the lease agreement with GSA, Army has agreed that GSA Fleet retains the right to issue an AIE for any expenses not covered by its rates, as well as any abuse, neglect or other damages which result in diminished vehicle value. Therefore, if after the dispute process GSA determine that the charge is valid and is not FWT, then IMCOM garrisons will pay the bill.

## **2. Other Procurement, Army (OPA 1, 2, and 3):**

a. OPA categories: Non-Tactical Vehicles (OPA-1), Base Support Communications (OPA-2) and Base Level Commercial Equipment (OPA-3)

b. The term "procurement" includes activities related to the procurement, production, and modification of Army equipment assets. The procurement appropriations are normally available for obligation for 3 years.

c. No equipment will be purchased unless it is authorized via the TDA, CTAs or other pertinent regulatory guidance, ARs, DA G3/5/7 Letter of Authorization. All equipment purchases must be processed through the PBO office for determination of an authorization.

d. Examples of the various items purchased with OPA are:

(1) OPA-1: Passenger Carrying, General Purpose and Special Purpose Vehicles (i.e. Sedans, Trucks, Sludge Trucks, NTV Fire Trucks LIN X44701, X44718, X44737 and X45095)

(2) OPA-2: E911 system, C3 systems, Base Communications, Automation, Audio Visual Systems

(3) OPA-3: Dozer, Grader, Scraper

e. Garrison OPA-1 & 3 requirements are collected annually in accordance with the IMCOM Annual Command Guidance, Chapter 15, G4 Recurring Reports. Submit OPA-2 Base Level Commercial Equipment requirements via instruction contained in the Resource

formulation Guide to the HQ IMCOM G6 POC. In all cases, established requirements are included in the current Program Objective Memorandum (POM).

f. HQ IMCOM G4 submits OPA-1 & 3 requirements to ACSIM. HQ IMCOM G6 submit OPA-2 requirements to HQDA CIO/G6.

g. All year of execution (emerging) requests will be submitted to HQ IMCOM by the first week in January to be considered for inclusion in the HQDA OPA UFR portal. All requests will compete with other Army OPA UFRs and will be prioritized for funding. All efforts will be taken to support year of execution OPA requirements, however, there is no guarantee of success in obtaining funding.

h. The IMCOM OPOA POCs are:

OPA-1: G4 POC Carlos Lavadero, carlos.f.lavadero.civ@mail.mil, 210-466-0452

OPA-2: G6 POC Quinlan Thigpen, quinlan.thigpen.civ@mail.mil, 210-466-0063

OPA-3: G4 POC Michael Nosalik, michael.j.nosalik.civ@mail.mil, 210-466-0451

OPA1/2/3: G8 POC Lloyd Walker, lloyd.a.walker12.civ@mail.mil, 210-466-0816

### **3. Public Works (MDEPs QDEM, QRPA, QUTM, DA3R, DA30, E315, E3H5, E3H8, E4H8, EFPR, EMNR, ERER, EAMF, ERVT, EITR)**

#### **a. Facilities Sustainment, Restoration, and Modernization:**

(1) Funds the following MDEPs: QDEM – Facility Disposal, QRPA – Real Property Maintenance (Sustainment), QUTM – Energy/Utilities Modernization, DA3R – Leadership Initiatives R&M, DA30 – Restructure & Future Force Support, E315 – Minor Construction Program, E3H5 – Operational Readiness Training Complex R&M, E3H8 – Initial Entry Training Barracks R&M, E4H8 – Unaccompanied Housing Permanent Party R&M, EFPR – Force Projection Outload Facility R&M, EMNR – Vehicle Maintenance Facility R&M, ERER – Reserve Component Readiness Facility R&M, EAMF – Facility requirement in support of Army Modernization Forces, ERVT – Recapitalization Deficit, EITR – Installation Training Support Facilities R&M.

(2) Sustainment (S) funds the maintenance and repair activities necessary to keep a typical inventory of facilities in good working order over their expected lives. Garrisons should prioritize their QRPA sustainment funding on the following sustainment tasks: regularly scheduled adjustments, inspections and preventive maintenance, emergency responses and service calls for minor repairs. Regularly scheduled adjustments, inspections and other preventive maintenance activities should account for 30% of sustainment resources. Repairs or replacement of facility components that occur periodically throughout the expected service life are included in the tasks covered by sustainment. DPW is required to perform all Inspections, Testing and Maintenance (ITM) of Installed Building Equipment (IBE), to include fire detection and suppression systems in Army real property facilities and other facilities as

determined by ISSAs, IGSAs, etc. Inspection and testing of a fire suppression system must be performed by a technician certified to perform these functions. Sustainment projects must be in the GFBES cProjects and each project must follow the established business rules. Any project the garrison intends to execute in FY20 must originate in GFEBS cProjects prior to any funds being executed for the project in GFEBS Project Systems

(3) Restoration and Modernization (R&M) projects includes Restoration: repair or replacement work to restore facilities damaged by: inadequate sustainment, excessive age, or natural disaster, fire, accident, or other causes; and Modernization: alteration of facilities to implement new or higher standards or to accommodate new functions. Emphasis for the use of centrally funded R&M projects will be placed on repairs required for facilities that directly support unit readiness to include runways, barracks, maintenance facilities, rail infrastructure as well as extremely high risk dams. Restoration & Modernization projects should be entered in cProjects (GFEBS) and each project must follow the established business rules – Refer to IMCOM Facilities Data Call for FY20-21 Repair/Modernization Priorities and FY22-26 Program Objective Memorandum (POM) Requirements published on 11 FEB 19. For discussion on the purpose of SRM projects refer to DA PAM 420-11 para 1-6e.

(4) If a GC has FY20 sustainment funding available beyond their requirements to meet health, and safety (HS) related work, those funds can be realigned to reduce other critical backlog of demand work orders, preventive maintenance and design effort for IMCOM approved Restoration and Modernization (R&M) projects. Special attention should be given to work that has near-term potential to evolve into a HS issue and where delaying the work will generate a higher future cost at the garrison level. Migration of not more than 5% of the garrison's 132078QRPA/Sustainment PBG for R&M projects to 132076ERVTR&M is authorized without IMCOM G4 approval. Migration into other MDEPs is not authorized without IMCOM G4 approval. Migration is restricted to repairs associated with existing infrastructure and is intended to support work classification requirements; where new work or construction is an integral part of life, health, and safety sustainment or repair project. Centrally funded R&M projects funds are not included as a part of the 5 percent migration target. Bid savings from IMCOM G4 approved and centrally funded projects are not the garrisons to manage. All bid savings realized as a result of low bids will be returned to IMCOM G4 to fund other IMCOM priorities. Contingency will not be funded at time of award for any R&M project and this will be left to the garrison to fund if required. IMCOM will not provide funding for design greater than 7% of the construction cost. **Only SAG 132 funds may be used to fund facility designs.**

(5) Military Interdepartmental Purchase Requests (MIPRs) and/or WBS may be accepted from other appropriations (i.e., Research, Development, Test & Evaluation (RDT&E)), Army Family Housing (AFH), etc.) to perform work on the facilities that generate a sustainment requirement via the Facilities Sustainment Model (FSM) in those respective appropriations.

(6) NAF funding can be accepted to perform SRM work on Family, Morale, Welfare, and Recreation (FMWR) facilities IAW AR 215-1, Military FMWR Programs and NAFI. Advance funding via a check from the FMWR organization is required as outlined in Section III.B. paragraph 1. Only authorized if APF funds are not available and the

Garrison Commander approves the use in writing and using a DA 4283 with work classification approved by the DPW.

(7) OMA BOS tails for furniture and IT to S, R&M major restoration projects must be coordinated with the appropriate garrison/tenant organization and NETCOM. For funding on guidance, furniture, fixtures and equipment refer to section IV.C.i.2). S, R&M funds will not be used to purchase Mission Unique Equipment (MUE) such as IT equipment, furniture or equipment-in-place. See paragraph E.1. for IT tails information.

(8) DPWs will advise the GC of the impacts facility repairs may create through increased incremental facility support costs prior to project approval. Incremental costs will be absorbed from baseline funds until facility sustainment and base operations models can be adjusted and funds programmed. Incremental costs in support of stationing actions approved in the year of execution are reimbursable from the receiving unit per IMCOM stationing guidance. Garrisons will not fund major R&M for new mission requirements from their base sustainment funding without prior HQ IMCOM G4 approval.

(9) AAFES. AAFES facilities are authorized APFs for projects that are necessary to ensure that the structure is sound and building components (such as roofing, foundations, ceiling, floors, walls, windows, doors, etc.) are functioning as they were intended. APF funded sustainment and restoration projects preserve the existing exterior appearance, and correct defects in installed building equipment, and systems (plumbing, heating, ventilating, cooling, air conditioning, electrical fire protection, and security) to the standard required of all facilities on the garrison. APFs are authorized for the day-to-day, periodic, or scheduled work to keep AAFES facilities in operational condition. APFs are NOT authorized for interior non-structural related S, R&M (e.g., new carpet, floor and wall coverings, lighting, equipment in place, etc. where the changes are being made to update the sales areas). Garrisons should code all their AAFES facilities with the correct S, R&M codes in the real property inventory (Active Army/OMA) so that the garrison generates the S, R&M funds to support them.

(10) The Facility Sustainment Model (FSM) has established the FY20 Sustainment Requirement for Army garrisons. It is critical that garrison DPWs utilize the sustainment funding received on the appropriate sustainment and preventive maintenance on critical infrastructure in order to maintain current quality condition. Industry targets preventive maintenance efforts at 30% of the sustainment funding.

(11) Authority for “new footprint” projects, which increases the garrison building real property inventory, and or expands building square footage where the total funded cost does not exceed \$2,000,000 is delegated to the Garrison Commander/Manager (and may be further delegated) except for the 29 CATCODEs which require HQDA ACSIM approval IAW HQ IMCOM Memo Subject: Delegation of Authority for Use of Funds Available for Operation and Maintenance on Real Property, Maintenance, Repair, and Minor Construction Projects , 2 May 2018.. This action will reinforce the need to assess facility requirements in locations where there is an excess in square footage (SF). The goal is to maximize the excess SF by converting excess, existing facilities to other functions or to demolish.

(12) Project design cost will be directly charged to projects rather than to an overhead account. These costs are part of the project cost and reimbursable. Project engineering and design costs, referred to in AR 420-1 as unfunded, do not count towards project approval limits but to the total project cost. IMCOM will not provide funding for design greater than 7% of the construction cost.

(13) Facility Reduction Program (FRP) funds the disposal of excess and vacant real property without disposal of underlying real estate via the QDEM MDEP. Disposal of AFH or Relocatable Buildings under FRP is not funded by QDEM. FRP funds the design including surveys for asbestos and other regulated material (ORM). Disposal includes abatement of asbestos and ORM but excludes subsurface environmental remediation which is normally funded by an environmental MDEP (e.g. ENVR).

(14) The focus of FRP should be to dispose facilities whose primary unit of measure is recorded and tracked in square feet (SF) but FRP can fund disposal of associated real property site improvements such as parking lots, slabs, sidewalks, light poles, etc. This includes removal of buried utility lines which are capped at the connection point to the nearest main line.

(15) HQ IMCOM funds only FRP projects that present risk to life, health, safety; readiness; or jeopardizes funding of other construction projects that by regulation, policy, or law cannot fund disposal of real property in footprint of construction. These projects can be funded by HQ IMCOM any time subject to availability of funds. Funding such requirements outside of normal data calls can raise the cut line of the R&M project list.

(16) Command-interest FRP projects that do not meet criteria for risk to safety, readiness, or other project funding can be funded when project is prioritized as one of the Garrison's Top 5 R&M project requirements.

(17) Garrisons can migrate QRPA funds to meet urgent, unforeseen requirements in which HQ IMCOM funding is not sufficient or available. Migration is subject to HQ IMCOM approval and subject to same 5% cap on migrating from 132078QRPA/Sustainment PBG.

HQ R&M MDEP POC: Joe Birchmeier, joseph.f.birchmeier.civ@mail.mil, 210-466-1876; HQ QDEM MDEP POC: Ryan Stanton, ryan.e.stanton.civ@mail.mil, 210-466-0579; G8 MDEP Analyst: Maritsa Sesista, maritsa.sesista.civ@mail.mil, 210-466-0770.

## **b. Enterprise Municipal Services (MDEP QUTS/QMUN/ISRs 402-511)**

(1) Municipal Services (MDEP QMUN, ISRs 402, 403, 404, 408, and 510) Custodial Services, Solid Waste Management, Grounds Maintenance, Pavement Clearance, and Pest Management Services will be executed by the DPW in accordance with established performance measures. OPOD 18-011 supersedes all previously published Operations Orders for Municipal Services (reference applicable Annex for each service listed above) IMCOM and Army tenants will receive the same level of service IAW the Standardized IMCOM Enterprise Performance Work Statements. GCs may increase or decrease the



standards for IMCOM or Army tenants based on a negotiated reimbursable, advanced payment agreement, or when in the Army's best interest (i.e. classroom used once a week, lowering frequency is permitted, high traffic area office building, increasing frequency is permitted). IMCOM will not provide additional funds. All adjustments and deviations to the performance standards must be approved by their IMCOM Director. Non-baseline services required for special events will be at the proponent's expense or reimbursed to the DPW if under the DPW managed contract. This includes, but is not limited to, revenue generating FMWR special events where an entry fee is charged, special garrison events, or unit events.

(2) Custodial Services (MDEP QMUN, ISR 402): DPW will provide custodial services IAW the Work Capability Levels in OPOD 18-011. GCs have the discretion to increase or decrease the standards for IMCOM or Army tenants based on a negotiated reimbursable, advanced payment agreement, or in the Army's best interest but no additional funds will be provided by HQ IMCOM. Non-baseline services required for special events will be at the proponent's expense or reimbursed to the DPW. This includes, but is not limited to; revenue generating MWR special events where an entry fee is charged, special garrison events, or unit events. Garrison events, where MWR may have the lead for executing, such as 4th of July celebrations or free concerts are not considered revenue-generating MWR special events and MWR should not pay for such things as portable toilets, security, reworks, or additional electrical requirements.

HQ MDEP POC: Ismael Melendez, ismael.melendez1.civ@mail.mil, 210-466-9856; G8 MDEP Analyst: Betty Tamez, Beatrice.h.tamez.civ@mail.mil, 210-466-0769.

(3) Solid Waste Management (MDEP QMUN, ISR 403). The solid waste program includes refuse collection, recycling, composting, and disposal. Compostable and organic materials diverted from the waste stream relative to either on-site or off-site composting facilities will be reported. The distribution of recycling (qualified recycling program (QRP)) sales proceeds will be consistent with 10 U.S.C. 2577. Non-baseline services required for special events will be at the proponent's expense or reimbursed to the DPW.

HQ MDEP POC: Sonja (Lynn) Odom, sonja.l.odom.civ@mail.mil, 210-466-0595; G8 MDEP Analyst: Betty Tamez, Beatrice.h.tamez.civ@mail.mil, 210-466-0769.

(4) Grounds Maintenance (MDEP QMUN, ISR 404): DPW will provide all work necessary to maintain the grounds to the standards specified IAW the Work Capability Levels in OPOD 18-011. The DPW will service, maintain, and landscape grounds. The DPW will provide grounds maintenance for all High Visibility (Improved), Common Areas (Semi-Improved), Fire Breaks and Ranges (excluding impact areas), and Unimproved Grounds.

HQ MDEP POC: Ismael Melendez, ismael.melendez1.civ@mail.mil, 210-466-9856; G8 MDEP Analyst: Betty Tamez, Beatrice.h.tamez.civ@mail.mil, 210-466-0769.

(5) Pavement Clearance (MDEP QMUN, ISR 408): DPW will provide pavement clearance services, to include street sweeping and snow, ice, and sand removal services, on all paved driving/parking areas and side streets.

HQ MDEP POC: Ismael Melendez, ismael.melendez1.civ@mail.mil, 210-466-9856; G8 MDEP Analyst: Betty Tamez, Beatrice.h.tamez.civ@mail.mil, 210-466-0769.

(6) Pest Management Services (MDEP QMUN, ISR 510). The annual update of the Integrated Pest Management Plan (IPMP) will include procedures for stray animal control. Garrisons will continue to execute the stray animal program using local resources until official funding is released. Reference IMCOM OPORD 18-011.

HQ MDEP POC: Ismael Melendez, ismael.melendez1.civ@mail.mil, 210-466-9856; G8 MDEP Analyst: Betty Tamez, Beatrice.h.tamez.civ@mail.mil, 210-466-0769.

### **c. Energy and Utilities (MDEP QUTS, QRPA, and QUTM/ISR 500-504)**

(1) Energy: Energy Savings Performance Contracts (ESPCs) and Utility Energy Services Contracts (UESCs). These contracts are to be executed against commitment item 233L as outlined in Appendix A, IMCOM GFEBS Cost Management Technical Handbook (FY20).

(a) The Energy Policy Act of 1992 authorized federal agencies to seek private sector financing from Energy Services Company (ESCOs), with the stipulation that the ESCOs are compensated from the guaranteed energy savings generated. Garrison must closely evaluate and validate both guaranteed savings and simple payback to ensure these projects are life cycle cost effective and in the best interest of the Army and that initial investments are affordable from the garrison's base funding.

(b) ESPC and UESC initiatives must result in a net decrease in energy/water-consumption or reduced energy/water sustainment costs. Ongoing ESPC and UESC projects are considered "must fund" requirements from the generated savings and their current fiscal year payments will not be deferred to future fiscal years.

(c) There are two primary categories of savings related to ESPC and UESC projects:

i. Energy/water commodity cost savings: these are savings resulting from reduced consumption of energy or water. The savings generated from reduced commodity usage in QUTS may be applied to contractor payments.

ii. Energy/water-related sustainment cost savings: guaranteed cost savings are reductions in expenses related to the operation, maintenance, and repair of energy/water-consuming equipment and/or infrastructure. Reductions in manpower based on the implementation of the ESPC must be true reductions in the overall manning of the DPW and not a transfer to other functions. The savings generated from energy/water-related sustainment work (QRPA) may be applied to contractor payments. The O&M savings a garrison realizes through this program will be used to cover the cost of that part of the ESPC/UESC. ESPC project payments that target validated O&M related savings will be paid

from QRPA.

(d) Funding: HQ centralized funding will not be provided. ESPC projects will be paid for with garrison's funds.

i. Project Development: All costs for ESPC and UESC related to project development, project facilitators, pre-award and post-award contract administration will be charged to the MDEP QUTM SAG 131 attribute 1 A79A0000

ii. Project Payments: Payments will always come from the same MDEP and functional area account that realized the savings. Payments to the ESCO or utility company will be funded from the savings generated by the project. Payments will be made from FA 131079QUTS, attribute 1 - A7950000 and attribute 2- 504 account or the appropriate APE for the sustainment account MDEP QRPA. Projects within the scope of an approved UESC can be funded with a onetime payment with SRM funds. The determination to use QUTS or QRPA is based on the type of work performed, and which APE account realized the savings generated by the work done under the ESPC and UESC.

iii. All Energy Management Control System (EMCS) and Utility Monitoring Control System (UMCS) maintenance/sustainment not part of an ongoing ESPC/UESC as an ECM are considered a real property system and all sustainment costs will be funded with by QRPA not QUTS.

(2) Energy: Resource Efficiency Managers (REMs): REM related payments will be charged to the QUTS MDEP using functional area 131079QUTS, attribute 1 - A7950000 and attribute 2 – 504 against Commitment Item 2540. REM funding must be generated by actual savings achieved from implementation of REM recommendations and are the responsibility of the garrison. Garrisons should look at terminating REM contracts which are not achieving required savings.

(3) Energy/Utilities: To meet energy/water conservation and resilience/security mandates, IMCOM is required to submit energy efficiency, water conservation, and energy & water resilience/security, or provide renewable energy and alternative water uses as candidates for program funding consideration. These Energy and Water Conservation and Resiliency (EWCR) projects are funded with MDEP QUTM SAG 132. QUTM projects are solicited annually from garrisons and prioritized according to simple payback and contributions to energy resiliency and security. All submitted QUTM project must conform to the published Business Rules included in the annual EWCR project call via the Facilities Investment Guidance.

(4) Utilities:

(a) Garrisons are responsible for executing utilities services payments in a timely and cost effective manner. For monthly utility commodity requirements, garrisons will maintain two months of payments on an F9 MOD (current month plus one month out). Garrisons will not deviate from this guidance unless they are not yet in receipt of prior month's

bills.

(b) Garrisons are responsible for capturing all utility cost requirements in GFEBS as described in FY20 IMCOM GFEBS Technical Handbook guidance, Annex H – IMCOM GFEBS Sample SOO Project Structure. Note: "At the time of release of the Narrative Funding Guidance, the new WBS elements have not been created due to the new Fund Centers not being approved. Please refer to Annex H in the Technical Cost Handbook for the applicable WBS elements for the Utilities portion of the NFG."

| <b>Commodity Purchase Services</b>         | <b>WBS Structure*</b>               | <b>APE Account -<br/>Attribute 1</b> | <b>ISR –<br/>Attribute 2</b> | <b>Commitment Item</b> |
|--|-------------------------------------|--------------------------------------|------------------------------|------------------------|
| Electric                                   | See Annex H FY20 Tech Cost Handbook | A7930000                             | 500                          | 233D                   |
| Gas  | See Annex H FY20 Tech Cost Handbook | A7942000                             | 501                          | 233F                   |
| Fuel Oil and Diesel                        | See Annex H FY20 Tech Cost Handbook | A7943000                             | 501                          | 233J                   |
| Propane                                    | See Annex H FY20 Tech Cost Handbook | A7944000                             | 501                          | 233F                   |
| Coal                                       | See Annex H FY20 Tech Cost Handbook | A7945000                             | 501                          | 233L                   |
| Steam & Hot Water                          | See Annex H FY20 Tech Cost Handbook | A7946000                             | 501                          | 233L                   |
| Chilled Water                              | See Annex H FY20 Tech Cost Handbook | A7947000                             | 501                          | 233L                   |
| Water                                      | See Annex H FY20 Tech Cost Handbook | A7910000                             | 502                          | 233H                   |
| Waste Water                                | See Annex H FY20 Tech Cost Handbook | A7920000                             | 503                          | 233H                   |
| Other Utility Services (Portable Latrines) | See Annex H FY20 Tech Cost Handbook | A7950000                             | 504                          | 2540                   |
| Energy Savings Performance Contracts       | See Annex H FY20 Tech Cost Handbook | A7951000                             | 504                          | 2540                   |
| Utility Energy Service Contracts           | See Annex H FY20 Tech Cost Handbook | A7952000                             | 504                          | 2540                   |

(c) IMCOM will review its program to determine the availability of appropriated funds in FY20 to support AAFES utilities for all IMCOM garrisons, excluding OCONUS locations and garrisons designated as remote and isolated per AR 215-1, Table 5.2 and AR 420-41, Figure 4-1. If the determination is made that appropriated funds will not be available, then a certificate of non-availability of appropriated funds for FY20 AAFES utilities will be generated and formally submitted to AAFES.

(d) Reimbursable Utilities: All utility services provided to Army tenants on an installation are considered baseline services/common levels of support (S/CLS) and are non-reimbursable. To achieve a fair reimbursement opportunity to reduce the amount of appropriated funds required to purchase utility services, garrisons shall follow the Interim Guidance on the calculation of rates for the sale of utilities services and utilities contracts invoicing/billing to properly bill reimbursable customers for the utilities services supplied. Garrisons are responsible to charge and/or collect all associated utility reimbursable cost as described in FY20 IMCOM GFEBS Technical Handbook. Identify and charge associated reimbursable utility cost to the appropriate FA 131079QUTS, attribute 1 A7910000 – A7950000, and attribute 2- 500 to 504 and

(e) The utilities provided to garrison laundry facilities are included in baseline services. The laundry service provider shall not pass on utility costs to laundry customers. The only potential reimbursable charges to customers are the expenses that cover the service provided (i.e. labor, equipment, material, etc.).

(f) Garrison utilities and services reimbursement for Residential Communities Initiative (RCI) and Privatization of Army Lodging (PAL) partnerships shall be in accordance with ASA-IEE Utility and Services Reimbursement Policy for RCI and PAL partnerships – Policy Memorandum #5 dated 26 Nov 2012.

(g) The Portable latrines that are required to support training on the ranges are a direct/unique requirement that support the training mission requirement. As such, they are a mission funded requirement on a reimbursable basis to the Garrison.

(5) Utilities Privatization (UP) CONUS: Utilities privatization is a method by which military installations can obtain safe, technologically current, and environmentally sound utility systems, at a relatively lower cost than they would under continued government ownership. It is critical that garrisons properly account for utilities privatization costs at time of contract award to establish baseline funding requirements.

(a) O&M and Repair and Replacements (R&R) are the continuing maintenance, repairs, and upgrades that will permit the long-term safe and reliable operation of the utility. All UP O&M (including R&R) payments will be charged to the appropriate ISR Service as outlined in FY20 IMCOM GFEBS Technical Handbook, Annex H - IMCOM GFEBS Sample SOO Project Structure.

| UP O&M Services | WBS Structure* | APE<br>Account - | ISR – | Commitment<br>Item |
|-----------------|----------------|------------------|-------|--------------------|
|-----------------|----------------|------------------|-------|--------------------|

|                                |  | <b>Attribute 1</b> | <b>Attribute 2</b> |      |
|--------------------------------|--|--------------------|--------------------|------|
| Electric                       | See Annex H FY20<br>Tech Cost Handbook | A7963000           | 512                | 2540 |
| Gas                            | See Annex H FY20<br>Tech Cost Handbook | A7962000           | 512                | 2540 |
| Heating (Steam &<br>Hot Water) | See Annex H FY20<br>Tech Cost Handbook | A7964600           | 512                | 2540 |
| Chilled Water                  | See Annex H FY20<br>Tech Cost Handbook | A7964700           | 512                | 2540 |
| Water                          | See Annex H FY20<br>Tech Cost Handbook | A7961000           | 512                | 2540 |
| Waste Water                    | See Annex H FY20<br>Tech Cost Handbook | A7962000           | 512                | 2540 |

(b) Capital Improvement Projects (CIP) and Future System Deficiency Corrections (FSDC) are new projects to add or expand the utility system to comply with requirements and standards imposed by law that have changed subsequent to the initial capital upgrade period. Capital upgrades may also include the implementation of new technologies not applied generally throughout the contractor's other utility systems. The characterization of "new" is important because "replacement" construction costs are already included in the current fixed monthly service charge. All CIP and FSDC projects must follow GFEBS cProjects procedures for each project and must be identified and charged to the appropriate ISR Service as outlined in FY20 IMCOM GFEBS Technical Handbook, Annex H – IMCOM GFEBS Sample SOO Project Structure. All CIPs and FSDCs shall be identified/inputted by each Garrison into the Resource Data Management Tool (RDMT) database annually for validation by HQ IMCOM G4. In addition, each Garrison must also formally submit all CIPs and FSDCs through the Operations Order 20 XXX Utilities Privatization (UP) Capital Improvements Project (CIP) FY21-26 Requirements to HQ IMCOM for final approval and funding. All approved CIPs and FSDCs will be centrally funded by HQ IMCOM.

| <b>CIP Projects</b>            | <b>WBS Structure*</b>                  | <b>APE<br/>Account -<br/>Attribute 1</b> | <b>ISR –<br/>Attribute 2</b> | <b>Commitment<br/>Item</b> |
|--------------------------------|--|--|------------------------------|----------------------------|
| Electric                       | See Annex H FY20<br>Tech Cost Handbook | A7963000                                 | 512                          | 2334                       |
| Gas                            | See Annex H FY20<br>Tech Cost Handbook | A7962000                                 | 512                          | 2334                       |
| Heating (Steam &<br>Hot Water) | See Annex H FY20<br>Tech Cost Handbook | A7964600                                 | 512                          | 2334                       |
| Chilled<br>Water               | See Annex H FY20<br>Tech Cost Handbook | A7964700                                 | 512                          | 2334                       |
| Water                          | See Annex H FY20<br>Tech Cost Handbook | A7961000                                 | 512                          | 2334                       |

|             |  |          |     |      |
|-------------|--|----------|-----|------|
| Waste Water | See Annex H FY20<br>Tech Cost Handbook | A7962000 | 512 | 2334 |
|-------------|--|----------|-----|------|

(c) Garrisons must include all UP annual O&M, R&R and CIP/FSDC cost requirements in the Installation Annual Work Plan executed against commitment item 2540.

(d) IMCOM will validate, prioritize and centrally fund, to the extent possible, with the Garrison and IDs all new and/or existing Initial Capital Improvements/Upgrades (ICU) and CIP/FSDC for all UP contracts regardless of contract award date.

(e) Garrisons will not sign any Miscellaneous Obligor Document (MOD) or enter into any contract obligation for future CIP from their UP contract without prior IMCOM approval. Garrisons are not authorized to self-fund CIPs or FSDCs. Deferral of any FY20 utilities privatization contract payments to a future fiscal year is not authorized without HQDA approval. MCA and R&M project privatized utility infrastructure additions/modifications should all be included within the scope of the project and funded with project funds. Additions to the privatized utility infrastructure on an installation that are funded and part of the scope of an R&M or MCA project necessary to complete the repair project and make the MCA project complete and usable do not need HQ IMCOM prior approval.

(f) MCOM will centrally fund UP Defense Logistics Agency (DLA)-Energy post award contract administration cost under ISR 512.

(6) Utilities Privatization OCONUS. New utilities privatization contract awards for OCONUS garrisons must be approved in advance by IMCOM Public Works Division regardless of funding source. Funding for privatized utilities systems OCONUS will follow the same procedures described above for CONUS garrisons.

(7) QUTM SAG 131 attribute 1 A79A0000 funds will cover requirements for Energy Manager Training, IMCOM Advanced Metering Program (AMP) Maintenance, Comprehensive Energy and Water Evaluations (CEWE), Energy Savings Performance Contracts (ESPC) support from USACE, Energy and Water Security Plans, Energy Awareness and Conservation Assessments (EACA), and Commercial Utilities Program (CUP) support from USACE.

HQ MDEP POCs: QUTS are Alan Wentrcek. Alan.c.wentrcek.civ@mail.mil, 210-466-0446 and Steve Tallman, stephen.m.tallman.civ@mail.mil, 210-466-0594,  
G8 MDEP Analyst: Betty Tamez, Beatrice.h.tamez.civ@mail.mil, 210-466-0769.

#### **d. Real Property, Real Estate, Master Planning**

(1) Real Property. Garrisons must complete a facility use/user survey of 1/5 of all real property assets NLT the end of each FY. Survey findings must be certified by the GC and appropriate data fields updated in GFEBS. Emphasis on space utilization will continue in FY19 as Brigade Combat Teams (BCTs) inactivate and transform. As the Army draws down its end

strength excess infrastructure needs to be disposed of by conversion, out grants, demolition and other appropriate means.

(a) Continue to improve accuracy of our real property inventory in support of the Chief Financial Officer's Act (CFOA) real property audit scheduled to start in FY18. IMCOM passed existence and completeness with better than 95% accuracy. However, real property valuation accuracy was less than 25%. As the process continues, emphasize accuracy of supporting documentation to validate data in GFEBS

(b) Continue to comply with DA EXORD 164-15: Reduce the garrison facility footprint. This effort is the continuation of a concerted effort to reduce excesses and rebalance our facility footprint. Garrisons, supporting their SCs, will prepare excess reduction plans in Real Property Planning and Analysis System (RPLANS) and adjust requirements as necessary. This will improve real property accountability, facility utilization and eliminate excess facilities.

(2) Real Estate. Garrisons will fund their supporting USACE District for all real estate products to include: renewals, terminations, easements, licenses, leases, and permits.

Real Estate POCs: Sharon Esparza, [sharon.y.esparza2.civ@mail.mil](mailto:sharon.y.esparza2.civ@mail.mil), 210-466-0581 or Mike Fuchs, [michael.j.fuchs3.civ@mail.mil](mailto:michael.j.fuchs3.civ@mail.mil), 210-466-0573.

(3) Relocatable Buildings (RLBs). Refer to rules outlined in the Army Facility Investment Strategy (AFIS) for Sustainment, Restoration and Modernization (SRM) FY 19 - 20 Priorities and FY 21-25 Program Objective Memorandum (POM) published on 10 JAN 19

RLBs POC: Ryan Stanton, [ryan.e.stanton.civ@mail.mil](mailto:ryan.e.stanton.civ@mail.mil), 210-466-0579

(4) HQ IMCOM will continue to centrally fund Area Development Plans for garrisons who have not met compliance with the Undersecretary of Defense (AT&L) memorandum mandate, dated May 28, 2013, to update Real Property Master Plans to define opportunities for site development and alternative land use incorporating planning strategies outlined in UFC 2-100-01. Contact a Master Planning POC if your Installation has not yet achieved compliance as discussed above.

(5) AR 210-20 and DA PAM 210-20, both currently under revision/development, will be the Army's guidance for IMCOM garrisons. The new guidance mandates: 1) Real Property Master Plans shall be reviewed annually to ensure Real Property Planning Board concurrence; 2) Real Property Master Plan components will be updated (revised) at an interval of no more than every 10 years, unless significant changes occur that will alter the garrison footprint. Significant changes will be justified in writing to ensure alignment with DoD, HQDA, AMC and IMCOM priorities.

(6) Garrisons cannot use installation funds for any Master Planning products until approved by HQ IMCOM. All requests for Master Planning products (including updates/changes/revisions) will be submitted to HQ IMCOM G4, Engineering and Plans



Division, Planning and Real Estate Branch. The approach is needed to ensure that authorized SOWs are used; costs are auditable and contained to the level of effort required; and deliverable products align with priorities, goals and objectives of HQDA, AMC and IMCOM.

HQ Master Planning, POC; Maureen Goodrich, [Maureen.e.goodrich.civ@mail.mil](mailto:Maureen.e.goodrich.civ@mail.mil), 210-466-0576 or Kevin Cooper, [kevin.k.cooper.civ@mail.mil](mailto:kevin.k.cooper.civ@mail.mil), 210-466-0574.

**e. Unaccompanied Housing (UH) Operations and Management, (MDEPs QMUN / ISRs 402, 403, 404, 510, QHFM/ISR 200, and QRPA / ISR 411)**

(1) Unaccompanied Housing Services (MDEP QHFM) provide management of Unaccompanied Personnel Housing and other associated costs, purchase, control, moving, management and handling of lifecycle replacement and repair for all facilities and unaccompanied personnel housing furnishings. Includes cost of Government-owned specialized equipment for handling furnishings. Includes all costs of replacement furnishings procured for items in existing inventory and includes cost of new items and added to the appropriate Table of Allowances.

(a) All UH manpower and operations in support of, training, travel, office supplies, drayage contracts, contracted manpower, and warehouse operations are captured and funded in Functional Area (FA) 131052QHFM, Attribute 1-A5210000.

(b) UH furnishing and appliances, repair, and life cycle replacement, appliance, and furniture service, maintenance and repair contracts are captured and funded in FA 131052QHFM, Attribute A522000. Contracting for leasing of appliances, such as washers and dryers has been determined to be uneconomical and will not be supported. Government owned washers and dryers with a contract for repair and maintenance have been determined to be the most cost effective course of action for HQ IMCOM based on memorandum from the Department of the Army, Office of the Assistant Secretary of the Army, Financial Management and Comptroller, dated JAN 18, 2018, Subject: Review of CBA for Government Owned Washer and Dryer Repair and Maintenance Support. Washer and dryer purchases will be coordinated through HQ IMCOM G4 Housing Division and centrally purchased through USACE-Huntsville. The process for purchasing washers and dryers and an example appliance repair and maintenance Performance Work Statement (PWS) is located on the HQ IMCOM Housing SharePoint Site.

(c) Sustainment (MDEP QRPA) is programmed and funded via the Facility Sustainment Model-generated requirements. QRPA is the only MDEP authorized for the funding of repair and maintenance work in unaccompanied personnel housing.

(d) Custodial, grounds maintenance, refuse, and pest control for UH are funded in FA 131079QMUN, attribute 1 - A79D0000 through A79G0000, attribute 2 - 402, 404, 403, and 510. All services are included in the current BOS funding distribution.

(e) Common area custodial services in barracks is a military unit responsibility, including the cleanliness of the common areas (hallways, stairwells, balconies, and latrines)

in the barracks. MEDCOM is responsible to reimburse the garrison for custodial services/cleaning for unaccompanied personnel residing in Warriors in Transition Units (WTU) IAW OPOD 16-004 FRAGO 3 ISO MEDCOM Warrior Care and Transition Program (WCTP) Forces Structure. See section 3.D.4.B for details.

(f) Replacement furniture. Replacement UH furniture will be centrally funded through HQ IMCOM G4. Refer to paragraph 3-73f in AR 420-1, Unaccompanied Personnel Housing replacement furnishings program. Garrisons will work with Huntsville Furnishing Office to change current orders from wood to metal furniture. Garrisons will use the full building replacement process to establish the Unaccompanied Housing lifecycle replacement furnishing program. Current inventory of wood furniture will be replaced by attrition, using 12 years as the lifecycle replacement factor. Industry lifecycle replacement standard for metal furniture is 20 years. Garrisons will reduce the warehouse float inventory for metal furnishings to 1% plus spare parts for replacing vulnerable aspects of metal furnishings, e.g., veneer fronts that give a wood feel to the furnishings and retain the 8%-10% float for soft goods such as mattresses and lamps. In an effort to standardized cross level furnishings across the enterprise all garrisons will use oak as the color when ordering furniture. HQ IMCOM established the furnishing guidance to support authorized military personnel in accordance with (IAW) references Army Regulation 420-1, Army Facilities Management, 12 August 2012 and Department of the Army Pamphlet 420-1-1, Housing Management, 2 August 2012. All changes provided in this guidance will be reflected in the update of references AR 420-1 Army Facilities Management and PAM 420-1-1, Housing Management. Furnishings Management Office (FMO) will provide information on the installation's furnishings availability. Additionally, information will be made available on the installations website and will be updated regularly with the current list of furnishings authorized and available for issue to included primary points of contact for the FMO and copies of appropriate furnishings regulations. Procurement actions is processed through the centralized program managed by the U.S. Army Corps of Engineers Huntsville Center (CEHNC). CEHNC will alert Housing Managers to submit their furnishing replacement orders by 1 October, 1 March, and 1 June each year. Requests will be submitted through the Furnishings Management Plan module of the Engineering Knowledge Online (EKO) website. Instructions and forms for the Army Centrally Managed Furnishings Program at <https://eko.usace.army.mil>. Click on Virtual Teams and then Furnishings Program. Garrisons will send all furnishing orders to USACE Huntsville and provide a copy of the order form to IMCOM G4 Housing Furnishing Program Manager.

(2) Leased Unaccompanied Housing (UH): All costs associated with the leasing of unaccompanied housing are to be captured and programmed against FA 131052QHFM, Attribute A5230000.

(3) QHFM will not fund requirements such as non-tactical vehicles, barracks cleaning supplies, barracks cable service in private rooms or common areas, and key locking systems, security cameras, replacement key cards, MILCON or R&M project furnishings.

(4) MCA projects: Initial-Issue UH Furniture: Refer to paragraph AR 420-1, 3-37e, Unaccompanied Housing initial issue furnishings program. Initial issue furnishings is programmed and funded in the appropriate MDEP and not in QHFM.

(5) There are two sources of funds garrisons are authorized to retain from military and civilian residents of Unaccompanied Housing:

(a) Those funds collected from the resident in restitution for damages or loss of UH real property, UH furnishings and/or UH equipment caused by the abuse or negligence of the member, dependent of the member, or a guest of a member (10 USC 2775). Garrisons will use the correct Line of Accounting LOA) to ensure such funds are returned to the garrison funds account under the correct MDEP.

(b) That portion of rent identified for reimbursement/payment of utilities (AR 420-1, para 3-127, Table 3-13).

(c) The balance of rent payments and all other collected funds for personnel residing in UH must be forwarded to the US Treasury.

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MDEP Analyst: William Maner, [william.r.maner.civ@mail.mil](mailto:william.r.maner.civ@mail.mil), 210-466-0901

#### **f. Army Family Housing (AFH) (MDEPs E33H, E34H, E35H, ERCI/ISR 201, & 414)**

(1) Funding Account Descriptions. It is important to charge all expenses within the AFH-Operations (AFHO) appropriation to the correct account. This enables IMCOM Directorates/Garrisons and HQ IMCOM to defend the program and funding levels. Deficiencies in funding in one account do not justify “poaching” funds from another account, even on a short-term basis. Garrisons need to be prepared to defend variances of monthly obligations of 5% to obligation plans. AFHO accounts are described briefly here. A more thorough description and breakdown can be found in DFAS-IN Manual 37-100-18.

(a) 1911 – Housing Management. Costs associated with management, labor and administration of army owned housing and the operation of the Housing Service Office (HSO) and associated programs.

(b) 1912 – Municipal Services. Payment for those services that are usually provided by a municipality, such as refuse collection and entomology services for occupants of housing owned by the Army.

(c) 1913 – Furnishings. Costs associated with providing furnishings and appliances to residents of Army owned, leased or private rental housing, and special issue and government furnishings in support of General Flag Officer Quarters (GFOQs) or executive homes.

(d) 1914 – Miscellaneous. Costs associated with Army personnel residing in housing owned by another Federal Agency, such as the Coast Guard.

(e) 1921 – Maintenance and Repair. Costs associated with routine minor maintenance, upkeep and repair to sustain quarters during and between occupancy.

(f) 1922 – Major Maintenance and Repair Projects. For use against projects approved by ACSIM. Repair and/or improvement projects exceeding \$30K per dwelling unit (DU) including work within 5 feet of the AFH building, must submit a memorandum through IMCOM G4 Housing Division (IMPW-H) to the OACSIM, Housing Division (DAIM-ISH) to request approval to exceed the \$30K/DU threshold. Emphasis will be placed on failing components as supported by the ISR condition reports.

(g) 1935 – Utilities. Costs for purchased utilities including electricity, natural gas, water, wastewater and fuel oil.

(h) 1940 – Leased Housing. Those costs associated with management, labor, maintenance and utilities of housing leased by the Army from non-Federal agencies, commercial concerns and private landlords. All rents are paid by USACE and will be reimbursed directly from OACSIM. All garrisons with leased family housing assets will be prepared to provide separately to the MDEP POC all labor hours associated with leased assets, including the TDA paragraph number, grade and step of each employee performing management duties associated to leased housing, and the pro rata share of their time to be costed against SAG 194.

(i) 1953 – Residential Community Initiative. Those costs relating to the housing staff providing oversight and administration of the RCI Program after transition of operations to the privatized partner.

(2) All execution of AFH will be made with the proper MDEP. The SAG-MDEP combinations are as follows: \* indicates multiple sub-accounts possible.

- (a) 1911 – E33H
- (b) 1912 – E33H
- (c) 1913 – E33H
- (d) 1914 – E33H
- (e) 192\* – E34H
- (f) 1935 – E33H
- (g) 194\* – E35H
- (h) 195\*– ERCI

(3) Unaccompanied Personnel Housing/OMA. Garrisons where housing personnel also perform UPH functions shall ensure that labor hours are properly accounted for between AFH and OMA, and will charge the manpower and administrative costs for UH to the appropriate OMA accounts.

(4) Mid-Year Review (MYR). The FY20 AFHO MYR requirements will be captured and validated in RDMT in accordance with the following entry guidelines:

(a) All MYR requirements except 1920 Projects will start with the description of "MYR". Example: MYR – Custodial Services Contract

(b) SAG 1920 R&M Projects will start with the description of "Project". Example: Project - #89435 Bldg 8809, RPUID 1234567, Whole Building Revite, project renovates 12 DU's into 9, Q1 assets.

(c) The drop dead date also must be entered as this is key to ensuring the funding is in place at the time needed to execute the requirement.

(d) The AFHO MYR Timeline is as follows:

- i. 23 MAR – 7 APR 20: Garrisons MYR input into RDMT
- ii. 8-10 APR 20: G4 MDEP POC validates RDMT requirements
- iii. 13-16 APR 20: Teleconference review with ID/Garrisons
- iv. 29 APR 20: Army Budget Office MYR

(5) AFHO 2 Year Funds (Appropriation: 072520D20). In FY20 the Army Budget Office issued the command 2 Year AFHO Funds as a Congressional Add. The funding issued supports requirements in SAG 1911 (Housing Management) & SAG 1950 (Residential Community Initiative). The period of availability of these funds is from 1 OCT 2019 – 30 SEP 2021. Below are some considerations for the 2 Year AFHO funds:

(a) The funds in IOL are issued under Appropriation 0727 in order to delineate the 2 Year funds from the 1 Year funds.

(b) The funds are multi-year funds and will be issued as allotment only in GFEBS under 072520D20 (No AFP will be issued).

(c) PBG will be distributed in IOL the same way the 1 Year AFHO funds are distributed. The intent is to issue all PBG/Allotment in FY20 as no PBG is issued after the first year of a multi-year fund.

(d) These funds will not close until 30 SEP 2021 and can be used for both Pay & Non-Pay requirements in accordance with the same expenditures outlined for 1 Year SAG 1911/1950 requirements above.

(e) The following Level 3 WBS have been established in GFEBS in order to execute the 2 Year AFHO Funding: S.0074013 (SAG 1911) & S.0074018 (SAG 1950)

(f) Garrisons will establish the Level 4 WBS at their level to execute Pay & Non-Pay requirements

(6) All AFHO projects, regardless of cost, must be entered into GFEBS cProjects following the Army Facility Investment Strategy (AFIS) for Sustainment, Restoration and Modernization (SRM) FY19-20 Priorities. In accordance with the FY20 Annual Command Guidance, garrisons will provide required MYR appendices to the IMCOM G8 AFH POC by 15 March 20.

(7) Unfinanced Requirements (UFRs). Unfunded carry-over requests from FY18

must be identified at MYR. Additional guidance will be provided at a later date.

(8) Miscellaneous Account (1914). IMCOM will distribute this funding in accordance with the Inter-service Support Agreements (ISSA) filed with IMCOM Manpower. Issues related to this account should be brought to the attention of the MDEP POC.

(9) Utilities Account and ESPC (1935). Most ESPC contracts are resourced from 1935 and 1920 during the contracted period. Early termination of an ESPC contract for the convenience of the government accelerates the repayment of the amortized capital investment (1920). Early termination of an ESPC contract shall capture the capital investment in FA 192432E34H.

(10) All Non-Tactical Vehicles (NTV) or GSA vehicles used exclusively in performing Army Family Housing (AFH) operations will be funded from the AFH account (E33H, E35H, or ERCI). Costs for use of all other NTV/GSA vehicles used periodically to execute AFH functions will be reimbursed on a pro rata basis. Garrisons will identify critical shortfalls for NTV/GSA vehicle requirements in their mid-year review submissions. By 3 May 2020, garrisons will identify to the MDEP POC the following:

- (a) Number of NTV/GSA vehicles used exclusively to execute AFH tasks/functions.
- (b) The mileage for each NTV/GSA vehicle for the entire FY20.
- (c) The estimated cost to reimburse another MDEP for NTV/GSA vehicles.

(11) Foreign Currency Fluctuation Account (FCF). This account funds any deficits between the Budget Currency Exchange Rate and the Actual Currency Exchange Rate used at the time of disbursement for foreign AFHO disbursements.

(12) Demolition. Subject to the availability of funding, IMCOM will centrally manage funding for all approved AFHO demolition packages. Each package must be validated by the IMCOM Public Works Division and approved by ACSIM-(DAIM-ISH) before funds are released.

(13) General Flag Officer Quarters (GFOQ) Guidance and Executive Homes. Six Year Maintenance Plans (SYMP) are due to IMCOM 2nd quarter FY20. The signature of the resident is no longer required on the SYMP. The Garrison Housing Manager will sign the SYMP, as well as the Director of Public Works or the Garrison Commander. SYMPs returned to garrisons for corrections will not be submitted to OACSIM(ISH) for inclusion in the FY20 President's Budget Submission until all corrections are made and relevant documents uploaded to the web-based portal.

(14) All GFOQ repair and improvement projects exceeding \$30K per dwelling unit will be entered into GFEBS cProjects, shall have a completed DD Form 1391 (all tabs)

uploaded in the Program, Administration and Execution (PAX) system, including all project documentation prescribed in AR 420-1 completed prior to submission of the SYMP.

(15) The Army Leased Housing Facilities Requirements Report (Schedule 51) for FY20-26 will be submitted by 2 April 2020 and again by 2 November 2020.

(16) AFH Payroll Costs. AFH will follow the FY13 Technical Guidance provided by HQ IMCOM Financial Operations on 22 Nov 13, that 9300, 9300L and 9300F are considered pay when consolidating status of funds and execution reports regardless of SAG. If garrisons choose to move the cost out of the 9300s the cost will be placed in a payroll EOR.

(17) Funded Reimbursable Authority (FRA). FRA distribution will be made through GFEBS based on the approved budget amount. Shortages should be brought to the attention of HQs or the IMCOM Directorates. Proper steps for setting up funded reimbursable authority are provided below. This is an excerpt from the concept of operations family housing management account process document.

(18) Description of Process: There are seven major processes within the family housing program:

(a) Annual Process – FRA ceiling is issued at the beginning of the fiscal year in the Family Housing Management Account (Fund 072510F20). FRA is based on projected collections and represents a ceiling amount. The DA Fund Control officer distributes FRA ceiling to the Army Commands via GFEBS transaction code FMBB. Subsequently, FRA should be issued to the garrison Funds Center level.

(b) Establish Sales Order with advance – The garrison will establish a WBS, citing Fund 072510F20, and a Sales Order w/advance (use Customer Number 4500001422) for security deposit (if applicable), rent and utilities. Follow procedures outlined in job aid at: [https://www.milsuite.mil/wiki/Creating\\_a\\_Sales\\_Order\\_with\\_Advance](https://www.milsuite.mil/wiki/Creating_a_Sales_Order_with_Advance). Note: Creation of the Sales Order will require FRA amount that is equal to or greater than the sales order with advance amount.

(c) Receipt of Security Deposit, Rent and Utilities (authorized civilians living in government furnished housing) – The garrison (Housing Manager or RM) will receive a collection for the security deposit, rent, and utilities and deposit in a Federal Reserve Affiliated Financial Institution. Prepare a DD Form 1131 (Cash Collection Voucher) and submit, along with the bank deposit ticket, to DFAS Indianapolis for entry into the Automated Disbursing System (ADS). Note: Include the GFEBS generated DPR number received from the sales order on the DD Form 1131 to facilitate clearance of the unmatched collection and proper posting to GFEBS.

(d) Transfer Cash from Legacy to GFEBS (optional step if needed) – The process may necessitate a transfer of revenue (unused collections) from legacy to GFEBS. Coordination with DFAS on the preparation of a SF1081 to move cash from legacy line of

accounting and post to the applicable GFEBS line of accounting. The sales order collection in transit reference number (CIT) should be included on the SF1081).

(e) Replenishment of Family Housing Management Account (*FHMA*) – Cost transfers (T-Code FB50/FV50 Doc Type SB) will be done to transfer authorized expenses from the AFHO Appropriation (Direct funds) to the reimbursable WBS (Sales Order). Note: the reimbursable WBS (see paragraph 2) can be used as the cost object. This would eliminate the need for the cost transfer to reimburse the direct funds.

(f) Final Resolution of the Security Deposit - At the end of the rental, the amount held on the applicable SO with advance will either be used to cover any assessed damages and/or outstanding unpaid rent. Request DFAS establish a Customer Master Record for the renter and input a T-Code FB60 (vendor invoice) to reimburse the balance of the security deposit due the renter.

(g) Damages to Housing (accompanied government furnished housing for military service members) - Proceeds from the collections set forth in paragraph 3–12b(2) will be credited to the AFH account to defray AFH program costs. Collections for damages can be paid by the service member by check or payroll deduction.

v. If payment is by check (or other negotiable instrument), use procedures outlined in the draft job aid for Miscellaneous Collections. Use Funded Program Type ASHCOLL00010 if the reimbursement is to the FHMA BSN 0725 account.

vi. Collections for damages to housing that are received as a result of a deduction from a service member's pay are processed by DFAS. DFAS will receive the collection/credit on the Defense Joint Military Pay System (DJMS) collection file (service member). DFAS will establish a manual GFEBS debt management accounts receivable for these collections. Procedures are outlined as follows:

(h) Submit a Pay Adjustment Authorization (DD Form 139) for service member to DFAS or Army Finance Office.

(i) Prior to submission of the DD Form 139 a new DJMS Company Code should be established and included on the DD Form 139. Send the request to your servicing DFAS or Army Finance Office and include the following:

- i. Department Code
- ii. Fiscal Year
- iii. Basic Symbol
- iv. Allotment Serial Number (ASN): (last 4 digits of your GFEBS Funds Center)
- v. Army Management Structure (AMS): (first 6 digits of your GFEBS Functional Area)
- vi. Fiscal Station Number (FSN): (always 021001) include the FEBS DJMS Company Code on the DD 139.



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#### **g. IMCOM G4 Environmental Programs (MDEP: VENQ/ ISR: 505, 506, 507)**

(1) IMCOM G4 is responsible for the VENQ funding given to the garrisons and Army Environmental Command (AEC). See paragraph j. **National Environmental Policy Act** of this document for information on NEPA requirements. See paragraph k., **Environmental Restoration Programs** of this document for information on MDEP ENVR (SAGs 131 and 493) managed by AEC.

(2) IMCOM G8 manages pay separately from non-pay. Salary overages may not be migrated to fund non-pay requirements.

(3) Garrisons will charge VENQ execution (non-pay) to GFEBS WBS elements IAW those developed and pre-loaded in GFEBS by IMCOM G4. IMCOM G4 developed this structure to standardize funds tracking throughout IMCOM. This standard structure format is required in order for OASCIM to report expenditures as mandated by law. (See Table 1)

Table 1:

| <b>Program Elements</b>   | <b>Functional Area</b> | <b>ISR – Attribute 2</b> | <b>WBS Structure*</b> |
|---------------------------|------------------------|--------------------------|-----------------------|
| 53 - Conservation         | 131053VENQ             | 506                      | S.00XXXX. <b>19</b>   |
| 54 - Pollution Prevention | 131054VENQ             | 507                      | S.00XXXX. <b>20</b>   |
| 56 - Compliance           | 131056VENQ             | 505                      | S.00XXXX. <b>18</b>   |

\*If garrison's need to create a WBS or direct charge (DRCH), ensure that the WBS includes the identifiers .18, .19, or .20 directly after the Project Order (S.00XXXX.**18**.XX) This part of the WBS identifies it as an environmental requirement within GFEBS.

(4) HQ IMCOM provides Garrisons information about initial funding as well as monthly execution reports throughout the year of execution. IMCOM G4 issues VENQ funding by program element but Garrisons have the flexibility to move across program elements without prior approval from IMCOM G4. In addition to non-pay project funding, garrisons will receive funding for travel, training, and supplies (TT&S) based on 6.0% of their pay line. Of this TT&S funding, IMCOM G4 programs 0.5% for end user day-to-day IT expenses such as copiers, cell phones, smartphones, hardware, and software. Garrisons must charge these expenses to the appropriate end user service from garrison base operations accounts and reimburse the Network Enterprise Center (NEC)/Directorate of Information Management (DOIM) accounts.

(5) Execution should follow the garrison environmental work plan developed during the annual work plan (AWP) process. Garrison Environmental staff shall record obligations at the WBS level in the AWP throughout the year. Garrisons RMs are expected to account for expenditures under the correct WBS element in GFEBS as outlined in the Environmental Funding Guidance; aggregating multiple WBS elements into a single WBS is not permitted. Garrisons shall fully fund legally required projects to maintain compliance based on available funding and the Garrison Commanders priorities. The annual work plan is available at the following URL.  
[https://army.deps.mil/Army/CMDS/Imcom\\_HQ2/G4/ED/ENVDIVHome/SitePages/AnnualWorkPlan.aspx](https://army.deps.mil/Army/CMDS/Imcom_HQ2/G4/ED/ENVDIVHome/SitePages/AnnualWorkPlan.aspx)

(6) Please see the Environmental Funding Guidance located on the program information page at the following URL.  
[https://army.deps.mil/Army/CMDS/Imcom\\_HQ2/G4/ED/ENVDIVHome/SitePages/enviromental\\_Information.aspx](https://army.deps.mil/Army/CMDS/Imcom_HQ2/G4/ED/ENVDIVHome/SitePages/enviromental_Information.aspx) (use internet explorer and email certificates) for approved uses of VENQ and ENVR funding.

(7) IMCOM G4 and the Installation Directorates will manage cost escalation and minimize training restrictions imposed by decision documents. To that end, Garrisons will first submit to IMCOM G4 any environmental decision document that either imposes a life cycle aggregate cost of >\$250,000 or include potential significant impact to training/operational readiness prior to formal commitment with any regulatory agency. This would include, but is not limited to, Biological Assessments and Evaluations; Programmatic Agreements; Memoranda of Agreements; Army Alternate Procedures; Historic Property Component plans; Environmental Assessments; Environmental Impact Statements; Records of Decision, or etc. Many of these actions provide a long term or in perpetuity commitment of Army resources and HQ, IMCOM reserves the right to disapprove any draft environmental decision.

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## **h. Other Engineer Programs**

(1) Unforeseen Storm and Fire Damage (MDEPs QRPA, ERVT, QDEH, QUTS, QMUN, VHUR and E34H) Garrisons will use available funding to mitigate immediate life, health and safety issues related to unforeseen storm and fire damage. Garrisons will submit cost estimates for storm or fire damage repairs through their respective IMCOM Directorate PW for validation Region Director and then to IMCOM G4 Public Works for final validation and possible funding (see FY20 19 Natural Disaster and Fire Damage Business Rules for further clarification). Any claim for additional funding will be reduced by an amount equal to the garrison's self-insurance requirements, which is 5% of the garrison's initial total sustainment PBG. Funding to cover emergency tasks will be released immediately. Remaining funds will be released subject to availability by IMCOM upon validation of costs (BOS/SRM/AFHO). Storm damage packages must be received within 30 days of the event for consideration. Storm damage claims submitted for events occurring in the last quarter of the FY will be considered for funding at a higher priority than other centrally funded R&M projects.

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(2) School of Public Works: The Curriculum will run in FY20. Garrisons are encouraged to participate on these courses by ensuring that DPW personnel attend.

HQ MDEP POC: Paul A. Ray, paul.a.ray.civ@mail.mil, 210-466-0607

(3) Other than Army (OTA) Support: IMCOM funds support Army units on Army/IMCOM garrisons. Per OACISM guidance (3 Feb 2014), "The Army unit and its parent ACOM, ASCC, DRU or United States Property and Fiscal Office (USPFO) are responsible for programming, budgeting and distributing funds for all OTA Service Agreement and real estate use agreement requirements." The IMCOM CG has granted an exception to the OTA policy at USASOC locations. Funding for support to Other Than Army Installations is identified specifically in a separate Budget Execution Funding Adjustment Module (BEFAM) transaction. The purpose of these funds is specific to support requirements at the OTA Installation. If excess funds exist they need to be identified to the HQ. The garrison does not have the authority to retain the funds and apply them to other non-OTA requirements.

HQ MDEP POC: Mindy J. Weber, Mindy.j.weber.civ@mail.mil, 210-466-0616

(4) MEDCOM/DHA Support: IMCOM garrison DPWs are responsible for all sustainment and facilities operations for MEDCOM/DHA units in non-category 5X or 3X facilities. If a MEDCOM/DHA entity requests relocation out of a CAT 5X or 3X space due to expanding mission requirements, that space is considered reimbursable, regardless of the category of the new space. All category 5X and 3X assigned to MEDCOM/DHA, along with exclusive use support facilities (utility systems) are reimbursable.

HQ MDEP POC: Mindy J. Weber, Mindy.j.weber.civ@mail.mil, 210-466-0616

(5) U.S. Army Reserve (USAR) Support: USAR will reimburse the active garrison for maintenance and repair (QRPA) of facilities they occupy for which USAR is coded as the sustaining organization in the FSM. USAR receives all other support on a non-reimbursable basis at a level equal to the active component. This includes the provision of utilities, refuse collection, entomology, snow removal, ice control, custodial, and grounds maintenance. IMCOM OPORD 18-011 outlines the specifics of this support.

HQ MDEP POC: QRPA & QMUN- Mindy J. Weber, Mindy.j.weber.civ@mail.mil, 210-466-0616

(6) Fuel Facilities supporting AAFES Gas Stations: The registration, sustainment and operation of Fuel Facilities support AAFES Gas stations is shared between the garrison and AAFES.

(a) IMCOM is responsible for the performance of all sustainment activities

for all storage tanks, fittings, vents, etc., which support the supply of fuel to the AAFES retail pump facility. Garrisons will ensure that the support structures are appropriately identified in the real property inventory to generate the requirements in the FSM. Some of the activities for which the garrison is responsible include tank registrations, maintenance and operation of leak detection and cathodic protection systems for tank and associated piping (excluding commercial components), conduct and documentation of well inspections, and maintenance of proper documentation related to these activities.

- i. Tank registrations
- ii. Annual and triennial tank and equipment inspections
- iii. Repairs, maintenance and operation of leak detection and cathodic protection systems for tanks and associated piping
- iv. Oil water separator and monitoring well inspections
- v. Oversight of proper documentation related to these activities

(b) AAFES Responsibilities: AAFES is responsible to operate the system in accordance with applicable federal and state laws and regulations. AAFES funds operator training as required by local regulations, conducts and documents daily and monthly inspections, and monitors and documents product inventory and throughput. AAFES also assumes responsibility for the actions of its contractors. NOTE: Lifecycle repairs to tank systems (piping/tanks/containment systems) are a Garrison responsibility.

(c) System Upgrades or Modifications. Tank system upgrades and modifications, except those dictated by regulatory compliance requirements, are made by joint agreement between IMCOM and AAFES. Upgrades and modifications designed to enhance retail operations, including product changes, are funded by AAFES NAF. Upgrades and modifications required for regulatory compliance, military mission necessity, life, health and safety concerns, or for the convenience of the government are funded by appropriated funds.

(d) Environmental Clean-Up and Tank Removal. Except in the case of AAFES operator or contractor simple negligence, garrisons are responsible for environmental deficiencies incident to and resulting from normal operations. Garrisons are also responsible for costs of removal and clean-up related to actions for abandonment, closure, removal or replacement of retail fuel tank systems. AAFES is responsible for spills and related cleanup and disposal occurring during normal fuel transfer or delivery.

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#### (7) Appropriation 5188 – Disposal of DoD Real Property (Sale).

(a) Title 40 USC Sec 572 allows for the sale or transfer of real property on a military installation once the Secretary of the department determines the property is excess to the department's needs. The receipts from the sales are distributed by Army to the commands that previously owed the real property. Funds deposited for the sale of real property are returned as follows:

i. 50 percent of the amount is available for facility maintenance and repair or environmental restoration at the military garrison where the property was located before it was disposed of or transferred (to the garrison that sold the real property); and

ii. 50 percent of the amount is available for facility maintenance and repair and for environmental restoration by the military department that had jurisdiction over the property before it was disposed of or transferred (specific projects approved by ACSIM).

(b) Once garrisons receive the 5188 (Sale) funding, the expectation is that garrisons will execute the funding within one year. Garrisons will report quarterly on the status of their unobligated and unliquidated funding. The format will be provided one month before the first report is required. The reports will be due in FY20 on 24 Jan, 25 Apr, and 25 Jul. The final report for funding provided in FY20 and previous years will be 24 Oct 20. Garrisons will also be required to keep track of what the funding is spent on. 5188 funding can only be spent on the following:

- i. Facility Maintenance and Repair
- ii. Environmental Restoration

(c) 5188 funding is X-year funding and does not expire. The GFEBS fund does list a program year at the end of the fund. (Ex. 51884YXD14 is X-year funding that was issued to the Army in FY14. It is available for obligation until executed. It does not expire in FY20.)

(d) The FA in GFEBS is 00000000000 or 11 zeros. 10 zeros will not work. Do not use SAG 132 or MDEP QUTM. Funding is distributed and pulled at the functional area (11 zeros). Do not move funding to the Army Army line in GFEBS.

(e) Garrisons will receive distributions for either the 50 percent returned to the garrison where the property was located before the disposal or for a specific project. If funding is received for specific projects, garrisons will be expected to return any excess funding to IMCOM. Funding will then be used to fund additional projects.

(f) Army normally distributes the 5188 funding in the last quarter of the fiscal year.

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Funding POC: Bill Maner, william.r.maner.civ@mail.mil, 210-466-0901

#### (8) Appropriation 5189 – Lease of DoD Real Property (Outlease)

(a) Title 10 USC Sec 2667 allows for the lease of real property on military installations when the Secretary concerned considers it advantageous to the United States.

The receipts from the leases are distributed by the Army to the commands that control the real property that was leased out. Funds deposited by the Army are returned in two ways to the garrisons as follows:

- i. 50 percent returned to the military installation where the proceeds from the lease were derived.
- ii. 50 percent provided to garrisons for specific project approved by ACSIM.

(b) Once garrisons receive the 5189 (Outlease) funding, the expectation is that garrisons will execute the funding within one year. Garrisons will report quarterly on the status of their unobligated and unliquidated funding. The format will be provided one month before the first report is required. The reports will be due in FY20 on 24 Jan, 24 Apr, and 24 Jul. The final report for funding provided in FY20 and previous years will be 23 Oct 20. Garrisons will also be required to keep track of what the funding is spent on 5189 funding can only be spent on the following:

- i. Alteration, repair, or improvement, by the lessee, of the property leased (10USC2667(b)(5)).
- ii. Maintenance, protection, alteration, repair, improvement, or restoration (including environmental restoration) of property or facilities (10USC2667(c)(1)(A)).
- iii. Construction or acquisition of facilities (10USC2667(c)(1)(B)).
- iv. Lease of facilities (10USC2667(c)(1)(C)).
- v. Payment of utility services (10USC2667(c)(1)(D)).
- vi. Real property maintenance services (10USC2667(c)(1)(E)).
- vii. Admin Expenses (NDAA FY14).

(c) 5189 funding is X-year funding and does not expire. The GFEBS fund does list a program year at the end of the fund. (Ex. 51894YXD12 is X-year funding that was issued to the Army in FY12. It is available for obligation until executed. It did not expire in FY17.)

(d) The functional area is GFEBS is 00000000000 or 11 zeros. 10 zeros will not work. Do not use SAG 132 or MDEP QUTM. Funding is distributed and pulled at the functional area (11 zeros). Do not move funding to the Army line in GFEBS.

(e) Garrisons will receive distributions for either the 50 percent returned to the military installation where the property leased or for a specific project. If funding is received for specific projects, garrisons will be expected to return any excess funding to HQ IMCOM.

Funding will then be used to fund additional projects.

(f) Army normally distributes the 5189 funding in the last quarter of the fiscal year.

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(9) GFEBS PW Operations:

Information on PW use of WBS elements, Plant Maintenance Orders, cost collectors, labor allocations, material cost allocations, capturing reimbursements, and capturing non-recurring SRM projects see the IMCOM GFEBS FY20 Technical Cost Handbook.

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(10) Army Dams & Transportation Infrastructure Program (ADTIP) (MDEP QRPA, ISR 420): Public Laws and Army Regulations requires IMCOM to develop and implement transportation infrastructure programs to include, but not limited to maintenance, repair, minor construction, quality assurance, inspection and control of the following (1) paved roads, (2) airfield pavements, (3) other surfaced areas, (4) culverts and other drainage appurtenances, (5) railroad tracks, (6) bridges, (7) dams and (8) waterfronts. IMCOM is the Army's executive agent for the scheduling of ADTIP inspections and data reporting. HQ IMCOM centrally manages the scheduling and funding of the required inspections, data reporting and research and development for transportation infrastructure and dams in partnership with the Engineer Research and Development Center, Geotechnical and Structures Laboratory (ERDC-GSL). The initial implementation of PAVER for roads and parking lot is centrally funded by HQ IMCOM, garrisons are to fund the required update every 3 years. Garrisons with bridges, dams, railroads, and airfield pavements will have trained and certified personnel. Garrisons must sustain and repair all critical deficiencies identified in the inspection reports using their SRM funds to ensure transportation facilities are safe. A plan of action (POA) for critical deficiencies identified in the inspection reports is to be submitted to HQ IMCOM within 45 days from the date of receiving the final inspection report. The garrison should develop a current Fiscal Year (FY) and/or future FY project acquisition strategy addressing all deficiencies identified in the inspection report. Future FY projects should be identified in the General Funds Enterprise Business System cProjects for potential HQ IMCOM funding support

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(11) Portable Handheld Fire Extinguishers. Portable fire extinguishers are personal property and are not Installed Building Equipment (IBE) (Real Property) - per AR 420-1, Chapter 4-60. IMCOM DPW's are only responsible for the maintenance, repair, and replacement of IBE (real property), not personal property, and mobile/servable equipment. The

responsibility to fund any maintenance and/or replacement of portable fire extinguishers is the responsibility of the facility tenant and is not a QEMS, QRPA, or QDEH requirement. The requirement for the facilities engineer to replace portable fire extinguishers has been superseded by UFC 3-600-1, Section Nos 9-17.1 and 9-17.1.1. USACE as the Army's Authority Having Jurisdiction (AHJ) for facility fire related code issues has eliminated the requirement for portable fire extinguishers in facilities that are fully sprinkled, with some certain exceptions. Any portable fire extinguishers identified for maintenance/replacement during an inspection will become the facility managers responsibility to fund from the tenant's operating budget either on a reimbursable through the local LRC or through other available sources. Garrison will assist tenants with identifying available sources to replace/maintenance the portable fire extinguishers.

(12) The Annual Work Plan (AWP) is a planning document which identifies and schedules all work and services, funded by direct and reimbursable funds. The AWP aligns resources to requirements per leadership priorities in accordance with published Army standards for output and measurement. The AWP should be approved by the Garrison Commander within 30 days of the start of the FY. Garrison requirements are submitted to HQ IMCOM by entering all validated and approved work requirements into General Fund Enterprise Business System (GFEBS). The Annual Work Plan (AWP) is a consolidation of all developed plans into a single integrated 5 year plan that reflects all major requirements, initiatives, actions, and objectives. Minimum routine maintenance and repair tasks (e.g. Sustainment Priority List), along with major projects (e.g. R&M/QUTM Priority List and MCA) are incorporated into the AWP as required by AR 420-1. This 5 Year plan covers current FY and four years out. The AWP provides the following: outlines organization's operation budget, tracks execution performance, used to make critical decisions, strengthens priorities, and is an excellent resource and management tool.

These are the critical components that make up the AWP:

- ☐ Installation Profile
- ☐ Goals and Objectives
- ☐ Summary Budget Profile
- ☐ Reimbursable Support
- ☐ Manpower Situation/Staffing Requirements
- ☐ Training Plan
- ☐ Funding Levels
  - o Recurring Service (e.g. Sustainment Priority List)
  - o Utilities
  - o Plant Operations
  - o Recurring M&R
- ☐ Equipment Acquisition Plan



- ☐ Project Acquisition Plan (e.g. R&M and QUTM Priority List)
- ☐ MCA Program
- ☐ Facility Reduction Plan
- ☐ Current Fiscal Year Approved Work Orders
- ☐ Current Fiscal Year Reimbursable Work Orders

The AWP outlines within each subject further detail showing financial data and description of requirements. This provides the Garrison Commander a real time view of the everyday business of the DPW and the support it provides to the entire installation.

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**i. Furniture, Fixtures and Equipment (FF&E) (MDEPs: DA3G, E3H6, E3H9, EAFS, EAMF, ERVT, EGRO, E3H7, QHFM/ISR N/A)**

(1) FF&E tails for OMA Funded Projects

(a) Furniture for a garrison's OMA-funded construction, garrison-initiated renovations, garrison-initiated moves within the garrison AOR, garrison-initiated leases, and all other new garrison furniture requirements that are not visible to IMCOM are the garrison's responsibility to fund.

(b) Initial-Issue UPH Furniture: IMCOM G4-PW directly funds the Corps of Engineers-Huntsville Center (CEHNC) for the procurement, and installation of this furniture. The basis of action for initial-issue UPH furniture centers around a quarterly data call from CEHNC to the garrisons with projects scheduled for delivery of initial-issue UPH furniture in the fiscal year. Completed data entries are due to CEHNC NLT the first day of the last month of the quarter. The Furnishings Management Plan, the work instructions and forms for the Army Centrally Managed Furnishings Program Huntsville can be found at <https://eko.usace.army.mil>. Look under Virtual Teams, Furnishings Program.

(c) Replacement UPH Furniture and Major Renovations: Refer to paragraph 3-69, e in AR 420-1, Unaccompanied Personnel Housing replacement furnishings program. Replacement UPH furniture will be centrally funded through IMCOM G4 PW Housing Division. Procurement of replacement furniture is subject to availability of funding. The procurement action is processed through the centralized program managed by the CEHNC. The data calls for replacement UPH furniture by CEHNC will be 1 October and 1 March. Furniture for major Barracks renovation projects is funded out of project tails, not QHFM funding.

(d) Furniture requirements in support of Garrison funded R&M projects are the garrison's responsibility out of QDEH. For centrally funded R&M projects only, IMCOM G4-PW will fund OMA Furniture requirements subject to availability of funds. While IMCOM will attempt to find funding for the FF&E in support of centrally funded R&M projects, there are

no guarantees, and support is entirely subject to availability of funds. For all centrally funded R&M projects, 1.0% of the total project cost is used to program for the associated FF&E project requirements. If funds are available, furniture is purchased and delivered based on the beneficial occupancy dates. IMCOM G4-PW will directly fund the CEHNC for the procurement, and installation of this furniture, subject to the availability of funds. The basis of action for OMA furniture requirements centers on a quarterly data call from CEHNC to the garrisons with projects desiring delivery of furniture in the fiscal year. Completed data entries are due to CEHNC NLT the first day of the last month of the quarter. The Furnishings Management Plan, the work instructions and forms for the Army Centrally Managed Furnishings Program Huntsville can be found at <https://eko.usace.army.mil>. Look under Virtual Teams, Furnishings Program.

(e) Waivers to use and procure FF&E from sources other than the Army Centralized Furnishings System administered through CEHNC may be obtained on a case-by case basis from the Furnishings Program Manager in the IMCOM G4-PW.

## (2) OMA Furniture, Fixtures and Equipment (FF&E) Tails to MCA Projects

(a) Funds for FF&E tails to MCA projects are programmed for all projects as identified in the approved Future Years Defense Program (FYDP)/POM submission. Garrisons must ensure they accurately identify tail requirements on the appropriate DD 1391 tab. Funding for OMA FF&E is provided to IMCOM and executed by CEHNC on behalf of IMCOM. These funds provide initial issue FF&E, except as described in subparagraphs b-h below, for all MCA projects to include; Barracks, Unit Operations, Vehicle Maintenance Shops, Fitness Centers, Community Support buildings, etc.

(b) OMA tails are programmed for execution two years after the project is approved in the FYDP. Garrisons will coordinate with CEHNC on detailed requirements and timelines. The basis of action for OMA tails centers around a quarterly data call from CEHNC to the garrisons with projects scheduled for delivery of FF&E in the fiscal year. Completed data entries are due to CEHNC NLT the first day of the last month of the quarter. The Furnishings Management Plan, the work instructions and forms for the Army Centrally Managed Furnishings Program Huntsville can be found at <https://eko.usace.army.mil>. Look under Virtual Teams, Furnishings Program.

(c) Information Technology (IT) - ALL OMA and OPA IT tail funding is sent to the Information Systems Engineering Command (ISEC). IMCOM does not receive any funding for MILCON IT tails. See AR 420-1, table 4-2 for specific list of ISC and proponent funded equipment.

(a) Medical Facilities: FF&E funding for Defense Health Program (DHP) funded Medical Facilities is provided to and executed by MEDCOM. Procedures for planning and budgeting for medical and dental supporting equipment are contained in MIL-STD-1691F.

(b) Intrusion Detection Systems (IDS): Office of the Provost Marshall General (OPMG) has funding responsibility for IDS tails.

(c) Commissaries: FF&E funding for Defense Commissary Agency (DECA) funded commissaries is typically provided to and executed by DECA. DECA is responsible for preparing and submitting their own DD Forms 1391, to include the identification of the supporting O&M tails. However, per DoDI 1330.17, construction projects of commissaries determined by the Military Services required for ....relocation of facilities for the convenience of the government funded by government-to-government agreements are the responsibility of that Military Service to include FF&E.

(d) Dining Facilities: The U.S. Army Quartermaster Center and School is responsible for the Army Food Program (AR 30-22). The USAQMC-S will assist in planning, reviewing, and validating military construction and minor construction and functional equipment layouts and criteria to include associated FF&E. Garrisons should ensure that all dining facility projects are coordinated through USAQMC-S.

(e) With few exceptions, OMA tails for all other facility types is an IMCOM responsibility. The Army FF&E program is centrally administered through CEHNC with oversight and guidance from the IMCOM G4 PW Furnishing Program Manager.

(f) Other Non-Army MCA Constructed Facilities: O&M tails for non-Army construction (to include privately funded / non-MCA construction) are funded by the proponent responsible for the project and per signed agreements.

### (3) Other furniture requirements

(a) Replacement Administrative Office Furniture (RAOF) is office furniture not procured in direct support to a governmental acquisition method such as Base Realignment and Closure; new MILCON programs, or centrally funded R&M. Examples include: system furniture, desk, chairs, conference tables, furniture for classroom instruction, and furniture for Soldier barrack recreational rooms. Program is for replacement of existing office furniture that is unserviceable due to fair wear and tear, loss, or destruction. IMCOM will not provide RAOF funding. Garrison, tenants, and units are responsible for funding their respective RAOF purchases. Life cycle replacement and replacement of administrative office furniture is the responsibility of the tenant and will be funded from within the tenant's organizational funds

(b) Furniture for Non-Army Tenants will be funded by the tenant.

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### **j. National Environmental Policy Act (NEPA) Clearance Requirements (APE: 131056/MDEP: DA3G, DA30, E3H6, ERVC, E315, EIBC)**

(1) NEPA requires federal agencies to identify and document significant impacts a project may cause to the environment. Of particular concern are NEPA clearance requirements in support of mission requirements that incur significant costs to the Army.

Mission requirements include, but are not limited to, such actions as MILCON, range construction, and stationing actions. In order to facilitate mission success, Garrison Environmental Staff shall coordinate with the DPTMS, PW Master Planning and the BOID and other stakeholders to understand their long-range project planning documents. Garrison staff shall then plan, program and execute NEPA clearance in a timely manner prior to commencement of the mission action.

(2) Methodology used for Non Pay Fund Distributions:

(a) IMCOM analyzes the MILCON projects listed in the Construction Appropriations Programming Control and Execution System (CAPCES) for FY20-22. Mission list reports are then compared against known upcoming projects. Any project for which NEPA was not documented as complete in the CAPCES report are added to the NEPA clearance requirement work plan.

(b) When planning for MILCON projects at a garrison, IMCOM G4 will review project submissions, identify and coordinate with the proper proponent and will distribute the NEPA funds to the appropriate entity, which may or may not be the Garrison, for execution.

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**k. Environmental Restoration Programs – Army Environmental Command (AEC)**

(1) Defense Environmental Restoration Program is a fenced program and managed by AEC.

a. Funding is provided in MDEP ENVR:

| <b>SAG</b>                      | <b>Functional Area</b> | <b>ISR – Attribute 2</b> |
|---------------------------------|------------------------|--------------------------|
| 131 – Environmental Cleanup     | 131056ENVR             | 505                      |
| 493 – Environmental Restoration | 493008ENVR             | 509                      |

b. SAG 131 sub-program element is Compliance-Related Cleanup (CC).

c. SAG 493 sub-program elements are IRP (Installation Restoration Program) and MMRP (Military Munitions Response Program). Funds are congressionally “fenced” and repurposing of these funds is not permitted and would result in a violation of fiscal law.

(2) Program Management

(a) Non-project specific funding, e.g. RAB/TAPP funding; as well as travel, training and supplies in support of the Defense Environmental Restoration Program will be provided through a direct charge WBS element to the Garrison or MIPR to the appropriate activity.

(b) Payroll will be managed by AEC and distributed through PBG by HQ IMCOM G8. ENVR 493 is a fenced program, any excess funds must be declared excess as soon as possible (but NLT 2 days after the final September Payroll Process End date) to quickly return to AEC for distribution.

(c) Funding for CME efforts will be executed by AEC, via an SPS-PR or MIPR to the appropriate activity.

(3) Project Funding. Installations identify cleanup project requirements in the database of record, HQAES. Those project requirements are funded through Direct Charge WBS element via AEC. When a Direct Charge WBS is not feasible, AEC will issue the appropriate document.

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#### **4. Cemetery Operations and Maintenance (MDEP VANC/ISR 424)**

a. In FY20, Cemetery Operations at garrisons with open and closed post cemeteries (not to include National Cemeteries) will be funded within IMCOM available MDEP VANC funds. Cemetery labor will be charged to QMUN. Maintenance and repair of cemetery facilities will be captured in QRPA (coordination through the appropriate IMCOM G4 channels for SRM when project approval is required.)

b. Cemetery operations shortfalls will be reported and validated using RDMT to ensure VANC funds are available. To adequately capture the full cost of cemeteries managed by IMCOM, garrisons must ensure all cemetery operations and maintenance expenses are accounted for in accordance with this published funding guidance, including the accountability for cemetery-only grounds maintenance.

c. VANC funds are NOT to be used for the disposition or preparation of remains.

d. Garrisons will charge all cemetery execution to GFEBS WBS elements which have been developed and pre-loaded in GFEBS. This structure was developed to standardize fund tracking throughout IMCOM. Appendix A, IMCOM GFEBS Cost Management Technical Handbook (FY20).

e. IMCOM G8 created a Level 2 WBS element for Summary Level Cemetery Operations within the standard SOO project.

f. IMCOM G8 created a three level WBS element:

(1) Contracted costs (131079VANC)

(2) In-house operations (labor) (131079QDPW)

(3) Repair costs (132078QRPA).

g. Garrisons utilizing their garrison BOS contract to perform these services will modify the contract to add appropriate CLINs which allow for capture of expenses within each of the MDEPs, and to reflect Army National Military Cemetery (ANMC) standards for post cemeteries. Ideally, the CLIN structure should be modeled after WBS SOO structure. The line item on the Purchase Request (PR)/Purchase Order (PO) must be aligned to the SOO project WBS element created for contracted costs. Garrisons that have secured a contract specifically for these services should align the contract to the SOO project WBS created for contracted costs.

h. GFEBS Structure:

| <b>MDEP</b> | <b>Description</b> | <b>Functional Area</b> | <b>Point Account – Attribute 1</b> | <b>ISR - Attribute 2</b> |
|-------------|--------------------|------------------------|------------------------------------|--------------------------|
| VANC        | Army Cemeteries    | 131079VANC             | A79D1000                           | 424                      |

i. Funding priorities: The focus is on mission essential interment and grounds maintenance 1-n priority list tasks, and ANMC OIP findings and corrections to bring cemeteries to ANMC National Shrine standards (NSS). Execution of garrison spend plans should continue to follow the priorities above, the IMCOM Campaign Plan (ICCP) and FY15-038 OPORD, Installation Management Command Post Cemeteries Way Ahead FY15 (U), Inspection Corrective Action Plan (CAP), and Plan of Action Milestones (POAM) completion. Garrisons shall prepare to defend any changes made to the approved spend plan and ensure that all changes are accounted for.

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## E. G5 Plans

### **3. Installation Management(MDEP QNMG/ISR100)**

f. Garrison Commanders (GCs) are responsible for managing manpower assigned to their garrison in accordance with the most recently approved Tables of Distribution and Allowance (TDA). Garrisons shall ensure that only the Functional Area (FA) 131034/QNMG are used to fund the functions and tasks identified within Installation Status Report – Services (ISR-S) and Common Levels of Support (CLS) for Service 100 – Installation Management.

g. Funding for Service 100 supports the mission and readiness of stationed units and provides command and control oversight to ensure provision of installation services for units, Soldiers, Civilians, and Family Members. Funding covers civilian pay and non-pay requirements for the Installation Management Command (IMCOM) command team. Included in non-pay requirements are contracts, supplies, travel and training and equipment purchases.

h. Non-pay requirements will be validated by the G-3/5/7 G5 Division, Assessments and Analysis Branch. The description of the requirements should be prioritized 1-N, and contain detailed justification and impact statements. Succinct yet detailed impact statements will enable the HQ Service/MDEP POC to make an informed decision to support your garrison management requirements. Historical spending levels do not automatically justify the same level of or additional funding if the service was not charged correctly or there were significant one-time purchases in a prior FY.

i. Information Technology (IT) requirements (copiers, cell phones, smartphones, hardware and software) must be charged to the appropriate end user CLS/ISR service from garrison base operations accounts. If a consolidated contract is used within Service 100 for the entire garrison, then the appropriate program from each supported MDEP must be cost transferred to Service 100.

j. HQ IMCOM G-3/5/7 will centrally fund the Strategic Management System (SMS) and Installation Status Report (ISR) IMCOM-specific contracts within Service 100 and MDEP QNMG.

k. Additional requirements for HQ IMCOM G1 Civilian Personnel Division (CPD) IMCOM Enterprise Leader Development (IELD), Emerging Enterprise Leaders (EEL), and Workforce Development (WFD) training will also be centrally funded in Service 100/MDEP QNMG.

l. Spell out acronyms on first usage and provide sufficient information in the Resource Data Management Tool (RDMT) Description Field to enable the Service Owner to understand the requirement. In addition, use the following phrases as the title for your requirements (as applicable), at the beginning of your justification, (not all-inclusive list of standard phrases intended to enable the Service Owner to sort and consolidate similar requirements in order to (IOT) effectively be your advocate during the POM-build process as he/she tries to explain and justify what you use funding for and why it is important):

- NEC Above-Baseline Services: add additional verbiage to further explain what this requirement will provide; also indicate whether this requirement is only for the Office of the GC or PAIO-only or provides this service to all of the garrison.

- Operational Supplies (o add an additional explanation, if required)

- Copier/Multi-Functional Device Rental and Service: add additional verbiage to further explain what this requirement will provide; also indicate whether this requirement is only for the Office of the GC or PAIO-only or provides this service to all of the garrison. Also, the Service Owner had to guess that "Multifunctional Device Support" is the same/similar to copier rental; the Service Owner may not capture your requirements correctly if he/she has to guess at what you are asking for and will have a difficult time in consolidating like requirements to advocate for their support (and funding).

- Official Representation Funds (ORF): add additional verbiage to further explain what this requirement will provide.

- Cell Phone Service: add additional verbiage to further explain what this requirement will provide; also indicate whether this requirement is only for the Office of the GC or other Directorates).

m. Permanent Change of Station Funding. Normally vacancies would occur that would generate hire lag which could be applied to cover these PCS costs. This is G8 policy and while payroll funds are generally fenced, a garrison could request transfer of hire lag funds to cover PCS costs, if required during the execution year.

n. Garrison requirements for other than travel/TDY, copiers, operational supplies should be clearly explained, e.g., horse farrier, etc. Lack of supporting justification may result in these types of requirements not being validated.

o. Requirements stemming from vehicle accidents, fines, or other penalties will not be validated. The garrison will have to fund within their budget for these types of requirements. Garrisons are expected to exercise due care in conducting its business and when this due care fails and a fine or penalty for this failure is incurred, the garrison will not be funded specifically to cover these fines/penalties.

p. General Fund Enterprise Business System (GFEBS) FA 131034/MDEP QNMG, attribute 1 - A34A0000, attribute 2 – 100, cost collector description – Installation Management.

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#### **4. Plans, Analysis and Integration Office (PAIO) (MDEP QNMG/ISR 121)**

c. Funding for the PAIO provides oversight of assigned programs (Installation Status



Report – Services (ISR-S), Strategic Management System (SMS), Common Levels of Support (CLS), analytical reviews, monitoring of Army baseline standards, implementation of best business practices, and integration and optimal use of technology. Service 121 covers civilian pay and non-pay which includes contracts, rents, supplies, and temporary duty travel (TDY).

d. Non-pay requirements will be validated by the G3/5/7 Futures & Assessments Division for approval. Description of the requirements must be prioritized 1-n, detailed with justification and impact statements. The more information that is known about your program the better positioned the HQ in making the right decision in supporting your garrison management. Overspending does not justify additional funding if the service was not charged correctly.

b. GFEBs functional area 131034QNMG, attribute 1- A34V1000, attribute 2 – 121, Cost Collector Description - Management Analysis.

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## **F. G6 Information Systems**

### **1. Command, Control, Communications, Computers, and Information Management(C4IM) Services**

a. The Army funds the delivery of common-user baseline services as defined in the Command, Control, Communications, Computers, and Information Management (C4IM) Services List, located at <https://www.itmetrics.hua.army.mil/>, which is jointly published by the OACSIM and the HQ Army CIO/G6 with updates and changes effective 1 October for each fiscal year. Common-user baseline services are those non-mission specific services provided to all individuals on a Garrison, regardless of ACOM, ASCC, or DRU chain of command. NETCOM funds common-user baseline services for Services 700, 701, and 703. The C4IM Services List defines information technology services and standards of delivery/performance to be provided on an installation, and identifies the resourcing responsibilities of NETCOM and Mission organizations.

NOTE: Operation and Maintenance (O&M) of IMCOM mission systems, to include information assurance (IA) requirements like the Risk Management Framework (RMF) assess and authorize process, must be funded from the system owner's mission O&M accounts.

b. NETCOM PROVIDED IT SERVICES. Services 701 (Communication Systems and Systems Support), 703 (Information Assurance), and 700 (Automation) are provided to IMCOM garrisons by NETCOM Network Enterprise Centers (NEC). These services are directly identified in the C4IM Services List as common-user baseline services and will be resourced by NETCOM. These services are:

(1) Service 701 - Communication Systems and Systems Support. This service provides the cable infrastructure, internal and external networks necessary to deliver electronic information (voice, data, and video) to, from, and among customers. This is for

support of the fixed-voice, Non-Tactical Trunked Radio (Land Mobile Radio infrastructure), NIPRNET, and SIPRNET networks under the control of the NEC. It does not include end-user devices like radios or computers; or mission-specific networks not under NEC control. Common user VTC rooms will be operated and maintained by the NEC.

(2) Service 700 – Automation. This service provides electronic messaging, software development and maintenance, database support, automation training, administration and policy support, copier management, network support, and Continuity of Operations Plan (COOP) development and exercise. NETCOM is only responsible for connecting copiers and multifunction devices to the LandWarNet. IMCOM garrisons are responsible for contracting, management and funding of copier/multifunction device equipment purchase/leasing and services directly using Army-wide blanket purchase agreements established by NETCOM. This is for support of the IMCOM garrison only, not tenant activities.

(3) HQ IMCOM G-Staff will coordinate Garrison IT service requirements through the IMCOM Directorates; provide management oversight of resource allocations; manage centrally funded initiatives; and serve as the interface to the HQDA MDEP managers for MU1M and other information technology MDEPs. MDEP QOIM for all installations has migrated to NETCOM. IMCOM Directorates will work with Garrisons to identify and assist in solving funding issues. Garrison ISDs/IMOs, DPTMS, and ASDs will coordinate with their Garrison Resource Managers to develop proposed solution sets to resolve funding issues, and elevate issues and proposed solutions to the IMCOM Directorate/ISD. IMCOM Directorate/ISD will then coordinate with appropriate HQ IMCOM POCs prior to executing any solution that requires HQ IMCOM approval. Critical shortfalls will be reported to HQ IMCOM G1, G3/5/7, G6, and G8 as appropriate.

c. **END-USER SERVICES AND EQUIPMENT:** Day to day expenses such as copiers, smart phones, computer hardware, and software must be charged to the appropriate end user Service from Garrison Base Operations accounts (e.g., copier leased for RM will be charged to Service 115). Garrisons should charge end-user services centralized contracts to Garrison HQ account (SSP 100C) and subsequently cost transfer to appropriate end user account. **All IT expenditures, whether for hardware, software or services, must use the appropriate Contracting Item coding within GFEBS (for example 26EN, 31ED, 31EF, 31EG, 31E4 and 31T1) in the line of accounting to allow for auditing of IT expenditures.**

Garrisons will reimburse NETCOM for purchase of these services/equipment and/or purchase these services and equipment directly using Army-wide blanket purchase agreements established by NETCOM or host-nation contracts for OCONUS locations.

d. **PRIORITIZATION OF IT EQUIPMENT LIFE-CYCLE REQUESTS:** To effectively manage the life cycle of computers and peripheral devices, AR 25-1 provides a guideline for a 5 year cycle, with 20% of the equipment replaced each year. Within a constrained resource environment, funds may not be available to fully meet that 5 year plan. All life cycle requests should be submitted for funding in the year of execution no later than 1 May of that fiscal year. The life cycle funding request will include the total amount of equipment

on hand as well as the amount of life cycle equipment requested. Each IMCOM garrison must review all IT life cycle requests and prioritize their procurement requests using these criteria:

(1) How much are IMCOM mission critical services degraded by not Replacing the IT equipment? If aging or failing equipment will bring a CLS below the directed capability level, that equipment receives the highest priority. How old is the equipment? Equipment older than 5 years should receive priority after mission critical equipment.

(2) Does the equipment have the capability to be maintained in compliance with cyber security standards? Some equipment due to age or configuration may not be able to be patched or configured to meet DoD and Army mandatory security standards.

e. PROCUREMENT OF END-USER SERVICES AND EQUIPMENT: All Army obligation of funds to procure information technology related hardware, software and services must be accounted for within the Army Portfolio Management Solution (APMS) database and must process an Information Technology Approval System (ITAS) request for approval prior to processing with the supporting contracting office.

f. MULTIMEDIA VISUAL INFORMATION (MU1M)

(1) The Army's Multimedia Visual Information (M/VI) program is funded through the MU1M Management Decision Package (MDEP). HQDA CIO/G6 is the functional proponent for M/VI. Common levels of product and services for M/VI are provided in the C4IM Service 702 and include graphics art, photography, multimedia, TV broadcast, video/audio media equipment services, and public address support. AR 25-1, Army Information Technology and DA PAM 25-91 Visual Information Procedures, provide detailed guidance on M/VI services within the U.S. Army. Workload is tracked in the Visual Information Orders System (VIOS) database to ensure resourcing is in line with products or services delivered. Workload not documented in VIOS cannot be validated and will not be funded. The use of VIOS is mandatory as directed in AR 25-1.

(2) Examples of services not to be paid for with MU1M funding include, but are not limited to, Rent/Utilities, temporary storage of HHG and medical services.

(3) Based on Department of Defense budget guidance, funding levels are programmed to decrease commensurate with Congressional authorization levels and the drawdown of Army force structure, thus impacting the distribution of IMCOM MU1M funding in FY20 and beyond.

(4) In light of reduced funding, as the implementation of Common Levels of Support (CLS) is refined for FY19, prioritization of funding and support has caused the following changes to services provided at the Garrison level:

(a) Service 702 tasks listed as Mission Funded must not be provided as baseline service, funding for these services will only be provided on a reimbursable basis. The photography service tasks identified as baseline will be provided as baseline, with priority to Department of the Army photographs for promotion and documentation of historical events.

(b) If funds are available after meeting the photography mission, other baseline M/VI service tasks may be provided as baseline with available MU1M funding. If funds are not available after meeting the photography mission, all other M/VI service tasks will only be provided on a mission-funded reimbursable basis.

(c) Large print jobs and similar missions should be referred to the Enterprise Center at Ft Eustis or Ft Lewis and are reimbursable. Large print jobs are print requests in excess of two (2) paper only copies up to 24x36 inches for graphics art products; one (1) paper only copy up to 24x36 inches per scan or one optical disc for photographic products; or one (1) copy of the Multimedia Production on requested medium such as a data DVD/CD or customer provided hard drive.

(d) Any contracts that would exceed the PBG provided for MU1M can be adjusted to match available funding, utilize Garrison Commander funding flexibility within the SAG, or adjust the scope of the contract to make more services reimbursable vice baseline.

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## **2. G6 Information Systems/Information Assurance (IA) (MS4X).**

a. Cybersecurity, also known as information Assurance (IA), is defined as the prevention of damage to, protection of, and restoration of computers, electronic communications systems, electronic communications services, wire communication, and electronic communication, including information contained therein, to ensure its availability, integrity, authentication, confidentiality, and nonrepudiation. HQDA provides annual funding for the MS4X MDEP to support Information Technology (IT) resources and facilitate a sustainment capability for an Information System (IS).

b. The DoD defines IT as a means that receives, processes, stores, displays, or transmits DoD information will be acquired, configured, operated, maintained, and disposed of consistent with applicable DoD cybersecurity policies, standards, and architectures. The overarching mission of MS4X MDEP is to implement cybersecurity measures to provide IS and computer network security IAW federal law, DoD and Army policies.

c. At the IMCOM level, MS4X targets requirements in five categories:

(1) Cybersecurity tools.

(2) Assessment and Authorization A&). Initial A&A is the burden of the operating organization. Renewing A&A of command networks and IT systems once operational can be funded by MS4X.

(3) Per diem for cybersecurity workforce personnel training.

(4) Technical support personnel to assist the Command cybersecurity program.

(5) Conduct of cybersecurity conferences and workshops.

d. MDEP MS4X does not offer or provide resources to build TLA stacks, procure COMSEC devices, and provide IT services, or conduct cyber offensive and defensive operations of training exercises.

e. All requests for MS4X funding within these guidelines shall be submitted to the MDEP POC no later than 1 May of the fiscal year of execution. All MS4X requirements will be submitted using the Information system Security Program (ISSP) website no later than 1 June of each fiscal year for POM submission.

f. The APE for MS4X in FY20 is 1531400000N/P (Non-Pay or Pay).

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## **G. G8 Resource Management**

### **1. Supplemental Funding Guidance**

#### **a. Overseas Contingency Operations (OCO)**

(1) OCO funds for FY20 consist of only two SAGs (SAGs 121 & 135). Use applicable MDEPs/FCAs at Appendix D – Tab 1. Garrisons will follow the new Department of the Army Financial Management Guidance (FMG) for Mobilizations and Deployments dated 04 October 2019. Reports to higher headquarters will be as required. All GFEBS OCO funding should be executed in WBS S.0069792 for OCO SAG 135 and S.0069813 for SAG 121 and according to the specified program target lines (PTLs) at Appendix D – Tab 1. FY20 has only 2 funded OCO PTLs, F1M and F1A. Use the FA/FCA combinations in Appendix D; begin the use of **ISR 901** with OCO funds in **Attr#2** and the **PTL** in **Attr#3**. Accurate execution by PTL is key to justify future OCO funds request. Funds not executed with the PTL must be returned to IMCOM.

(2) Operation ENDURING FREEDOM (OEF) officially ended on 31 December 2014, and its successor, Operation FREEDOM'S SENTINEL (OFS), began on 1 January 2015. Additionally, Operation INHERENT RESOLVE (OIR) began on 15 June 2014. IMCOM garrisons should adjust their accounting systems to reflect the execution mechanisms (MDEP and FCA) specified in Appendix D. Specifically, this means for OCO Direct use MDEP VOFS for OFS and MDEP VIRQ for OIR. Starting in FY20, two new MDEPs are to be used for OCO Enduring; VESS for OSS and VEFS for HOA and GTMO.

(3) Ensure civilian pay HR mini-master has been adjusted to use appropriate MDEP/FCA combinations for OCO TERM OH.

(4) All contract periods of performance and other Non-Pay requirements should reflect the OFS/OIR LOAs.

(5) **STANFINS Sites.** Expenditures must be documented with AMSCO, MDEP, and FCA for the specific PTLs listed in Appendix D. Expenditures not meeting this structure will not be funded with OCO. Refer to Appendix D – Tab 2 for the definitions of each PTL.

(6) **GFEBS Sites.** Garrisons should not use internal orders (IO) or cost centers for OCO, EDI or Base for OCO (BFO - BOS for Mob). Garrisons should use the HQs created WBS structure for OCO, EDI, and BFO execution cost capture. For DPW OCO/EDI/BFO expenses, use the DPW WBS Structure guidelines. Expenditures should be documented with MDEP and FCA codes for the PTLs listed in Appendix D Tab 1. Use ISR **901** for Mob in **Attr#2** and the **PTL** in **Attr# 3** for tracking purposes. Refer to Appendix D – Tab 2 for the definitions of each PTL.

(a) Expenditures not meeting this structure may not be funded with OCO. One WBS is established for each program target line in OCO/BFO and one WBS for EDI.

(b) Within each WBS, ensure the applicable PTL /FCA/MDEP combination is correct and follows Appendix D – Tab 2.

(c) For EDI, the region is at level 1, the PTL is at level 2 and the garrison is at level 3. Subsequent Garrison added line items for execution are level 4.

(d) For OCO and BFO, the PTL is at level 1, the regions at level 2, and the garrisons at level 3. Subsequent Garrison added line items for execution are level 4.

(e) If the garrison submits Internal Order or Cost Center changes to meet the coding at Appendix D – Tab 1, send the structure spreadsheet updates to the GFEBS Helpdesk IAW the IMCOM GFEBS FY2020 Technical

## Cost Handbook.

(f) The garrison will maintain the WBS at the Fund Center level 4 hierarchy and add lines below your fund center. Garrison manages data to meet garrison requirement (code changes, line of accounting, funded program, etc.). In the WBS, only one individual can be in the WBS making changes at the same time.

(7) **RC Movement.** In accordance with FMG, movement of RC units from Home Station (HS) to Mobilization Station (MS) and return is an incremental cost funded by AMC (ASC or IMCOM). AMC/ASC will fund charter bus/air transportation. For the individual travel option, IMCOM will fund via the OCO TCS fund cite on the orders or through DTS depending on the mission.

(8) **Home Station support.** In accordance with FMG, HS support is coordinated with the designated MFGI. IMCOM provides HS meals and lodging for those outside the Home Station Commute Radius per JTR and FMG. Fund HS meals and lodging with PTL F1M. OCO funds will be used only for OCO Direct and OCO Enduring operations. Base funds should be used for legacy overseas contingency operations support (not OCO Direct OFS/OIR or OCO Enduring OSS/HOA/GTMO).

b. **Base-to-OCO (BTO).** Specific execution guidance will be provided if Congress approves BTO funds in FY20.

c. **European Deterrence Initiative (EDI).** IMCOM will receive OCO EDI funds in FY20. Execution guidance is provided in Appendix D, Tab 1. Use WBS S.0069822 for EDI cost capture. Do not use Internal Orders or Cost Centers. Use base ISR in Attr#2, ABN (Non-Pay) or ABP (Pay) for EDI Rotational Forces Support in Attr#3, and use APN (Non-Pay) or APP (Pay) for APS-2 build or support in Attr#3.

d. **Base for OCO (BFO).** For previous recurring OCO funded Program Target Lines (PTL) in SAG 131 F1B, F1C, F1K, & F1Q (for RC Mobilization/Demobilization support), also known as Base for OCO or BFO, refer back to G357 section 4 Mobilization Support ISR 901 MDEP QNMG for guidance. See Appendix D, Tab 1 for execution details. Use WBS S.0069821 for F1B, S.0069820 for F1C, S.0069818 for F1K, and S.0069787 for F1Q.

e. **Pay.** If any payroll or labor charges will be funded with OCO or EDI, ensure that the correct code combinations provided in Appendix D, Tab 1 are used to capture the expenses, otherwise no properly aligned cost data can be captured. Use the HQs created WBS structure for payroll expenses. Do not use internal orders or cost centers. Within the WBS structure at the fund center level, garrison decides how to identify line items (e.g. position, personnel or other). Ensure other applicable feeder pay systems reflect appropriate code (PTL/FCA/MDEP) combination as needed.

f. **Department of Defense Expeditionary Civilian (DoD-EC),** formerly known as

the Civilian Expeditionary Workforce (CEW) program.

(1) Per Department of the Army Financial Management Guidance for Mobilization and Deployments (FMG) and/or DoD-EC program, the Supporting Command will fund the base salary and benefits portion of any of their civilian(s) selected for deployment.

(2) The Supported Command will fund incremental costs incident to deployment to include overtime, danger pay, post differential, premium pay, and TDY/TCS costs for pre-deployment training and deployment. Per USFOR-A Pub 1-06 (3 April 2017) chapter 14, "the home station may request reimbursement of incremental costs incident to the deployment, to include premium pay, travel, TDY/TCS, pre-deployment training, etc.)

(3) Reimbursement requests from the garrison will be submitted to IMCOM G8 & G1 POCs for review and submission. Use the Cost Estimate worksheet at Appendix C and attach selection letter to the e-mail. Request for reimbursement should be submitted each FY.

(a) IMCOM G8 OCO POC, Leota Hidalgo, (210) 466-0755, [leota.a.hidalgo.civ@mail.mil](mailto:leota.a.hidalgo.civ@mail.mil).

(b) IMCOM G1 POC for ECW program is Maria Garza, Human Resources Specialist at [maria.e.garza.civ@mail.mil](mailto:maria.e.garza.civ@mail.mil) 210-466-0407.

(4) The supporting command will fund the cost of temporary backfills for deployed civilians. Department of the Army Financial Management Guidance for Mobilization and Deployments (FMG) dated 04 October 2019 does not specify the funds that may be used for a temp backfill so funding may be Base or OCO. The garrison may submit a request for reimbursement for a temp or term backfill of deployed civilian(s). OCO reimbursement is subject to availability (SAF) of funds from program target line (PTL) "Incremental Civilian Pay" with AMSCO 13519700F1A. OCO fund reimbursements are not guaranteed beyond 30 Sep 2020. Do not use OCO funds for permanent hires.

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#### **b. OCO TCS**

(1) IMCOM serves as the Army's executive agent (EA) for publishing all IMCOM OCO TCS orders for Soldiers deploying to the Operation FREEDOM'S SENTINEL (OFS) and Operation INHERENT RESOLVE (OIR) contingency AORs and elsewhere in support of designated operations. This includes management of HQDA policy, fiscal control of IMCOM OCO TCS fund cite, funding for IMCOM OCO TCS lodging, travel and per diem. The garrison RM will ensure that this guidance is provided to their corresponding Military Human Resource counterparts generating OCO TCS orders. Any use of OCO TCS funding without prior approval from IMCOM OCO TCS Management Office is prohibited and will be investigated as a potential Anti-Deficiency Act (ADA) violation.



(2) FY20 OCO TCS orders issued with a movement date on or after 1 Oct 19 (issue date can be up to 60 days prior to movement) will be generated in DAMPS-OCOTCS with the appropriate FY20 fund cite. The IMCOM OCO TCS Management Office staff will provide assistance to Army installations/organizations in deploying and implementing the DAMPS-OCOTCS system.

(3) OCO TCS orders generated from DAMPS-OCOTCS will cover current fiscal year fund citations only. Amendments will be required for future year fund cites/lines of accounting. OCO TCS fund cite will be available and approved within DAMPS-OCOTCS. DAMPS-OCOTCS will automatically produce amendments with future year fund cite. Soldiers will log onto DAMPS-ORDERS <https://mobcop.army.mil/orders/ui/SECURITY/LOGIN.ASPX?LOGIN#> to retrieve TCS and COADOS orders using their AKO user ID and password or Common Access Card and PIN.

(4) Orders will be published and stored via DAMPS-OCOTCS/DAMPS-OCOIND. Soldiers can sign into DAMPS-OCOTCS/DAMPS-OCOIND to read, print and/or download copies of individual orders/amendments. Official DAMPS-OCOTCS order issuing authorities can print unit or garrison orders.

(5) OCO TCS funding is authorized for travel to the CONUS

Replacement Center (CRC) for pre-deployment (entering the deployment model) in preparation for OCO TCS assignments. OCO TCS fund cite for Soldiers/Units deploying to a contingency AOR provide the following entitlements: travel per diem; one-way airfare to the CRC; incidentals while in the AOR (\$3.50/day) authorized baggage; and excess baggage authorized for combat camera personnel, aviators, and military police and Explosive Ordinance Disposal (EOD) with working dogs. Any exceptions, including commercial per diem OCONUS & in Theater must be approved by IMCOM HQs G8 prior to execution.

(6) OCO TCS funds the following geographical locations for approved OCO OFS/OIR missions: Iraq, Afghanistan, Syria, Pakistan, Kazakhstan, Tajikistan, Kyrgyzstan, the Horn of Africa, Persian Gulf and Gulf nations, Arabian Sea, the Indian Ocean and the Philippines. ABO and IMCOM OCO TCS Management Office may approve other countries on a case-by-case basis. These need to be supported by an official DA Tasking (FTN, WIAS, etc.). The program also funds OCO requirements for Soldiers performing CONUS Support Base duties in support of contingency operations.

(7) OCO TCS funding is not authorized for the following items:

(a) Rental Cars. The losing command may fund rental cars using their OMA funds at the CRC and/or MFGI. TCS Mission site transportation is a supported Command's responsibility.

(b) Meals/Lodging. All CONUS OCO TCS Soldiers are required to contact the Garrison Commander (GC) to ascertain DFAC/lodging availability. A Department of Defense (DD) Form 1351-5, Statement of Non-Availability, is required for both

meal and lodging entitlement reimbursement. This is also a requirement for soldiers OCONUS receiving commercial per diem and/or lodging. All TCS soldiers receiving commercial per diem should submit for payment in DTS by sending a request for a DTS cross org to the TCS group email box located at [usarmy.jbsa.imcom-hq.mbx.ocotcs-dts-orders@mail.mil](mailto:usarmy.jbsa.imcom-hq.mbx.ocotcs-dts-orders@mail.mil). Soldiers should include a copy of their TCS orders when requesting a cross org.

(c) TDY: Deployments of 30 days or less are not funded by the OCO TCS Management Office and should be executed as TDY using another funding source. Additional training requirements outside of CRC training are not IMCOM OCO TCS funded and will be funded using unit OMA OCO funds or unit TDY funds.

(d) Transportation for Unit Movement. AMC/ASC will fund charter bus/air transportation for group travel. For soldiers traveling individually using commercial air, IMCOM will fund via the OCO TCS fund cite on the TCS orders using Centrally Billed Account (CBA) procedures. Soldiers are not authorized to use Individually Billed Accounts (IBA) for commercial air without IMCOM approval and require a TCS order amendment authorizing IBA in order to be reimbursed for a personally procured ticket. A CTO office is the only authorized source for purchasing airline tickets.

(e) Base-funded contingency operations. The following operations are base-funded by either IMCOM or other commands. Do not fund with IMCOM OCO TCS funding.

- i. OEF-Trans Sahara (OEF-TS)
- ii. Operation NOBLE EAGLE (ONE)
- iii. Operation JOINT GUARDIAN (OJG)/Kosovo Force (KFOR)
- iv. Joint Task Force- Bravo (JTF-B) Honduras / Operation Central Skies (OCS)
- v. C2CRE DCRF
- vi. Multinational Force and Observers (MFO) – Sinai
- vii. Counter Drug/Counter Narcotics (CDCNO)
- viii. Theater Security Cooperation (SOUTHCOM, NORTHCOM, PACOM)

(f) Other deployment operations. The following operations are

not funded by IMCOM: Operation ATLANTIC RESOLVE (OAR) & European Deterrence Initiative (EDI) (Baltics and Poland). Exception: IMCOM funds the mobilization and demobilization phases of Reserve Component Soldiers for EDI missions.

i. Korean Rotational Units: IMCOM funds no requirements for KRF.

(8) DAMPS-OCOTCS will calculate and populate cost data associated with each OCO mobilization and OCO TCS deployment order generated and processed in DAMPS-OCOTCS. Cost data is sent daily via the DAMPS-ODS Interface to DFAS for obligation.

(9) To access DAMPS-OCOTCS (Reserve and National Guard) register at <https://mobcop.army.mil/DAMPSCTS/ui/security/login.aspx>. To access DAMPS-OCOIND (COADOS), register at <https://mobcop.army.mil/CIND/view/security/login.aspx>. TCS and COADOS orders login at <https://mobcop.army.mil/ORDERS/UI/Security/Login.aspx?Login#>. You will be required to enter your AKO Username and password, and click "Login with AKO." Garrison OCO TCS order managers are assigned when the garrison deployment is completed. In the interim, capability is limited to printing individual orders. For COADOS orders, individuals requiring access to pull copies of orders must log in and register on the website. Individuals can pull their orders as soon as they are generated. If you need to access COADOS orders other than your own, send an email to [HRCSCOADOS@conus.army.mil](mailto:HRCSCOADOS@conus.army.mil) to request unit level access to generate or view orders in DAMPS-OCOTCS. Unit level access to view COADOS orders is controlled by HQDA G3 Mobilization Division and delegated to State and USAR major command managers.

(10) DA Overseas Contingency Operations funding guidance is published in the Office of the Assistant Secretary (Financial Management and Comptroller) Army Financial Management Guidance in Support of Contingency Operations, and the HQDA G1 Army Mobilization and Deployment Reference (AMDR) located at [www.armyg1.army.mil/documents/AMDRv9.pdf](http://www.armyg1.army.mil/documents/AMDRv9.pdf)

(11) DTS regulatory information is located at [www.defensetravel.dod.mil](http://www.defensetravel.dod.mil) and the IMCOM OCO TCS Sharepoint (<https://home.army.mil/sites/operational/G8/budget/ocotcs/SitePages/Home.aspx>) websites. Included is information on the DTS Guide to Processing Authorizations and the DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year.

(12) Department of the Army Mobilization Processing System (DAMPS) Overseas Contingency Operations Temporary Change of Station (OCO TCS) User Support and Help: [ocotcshelpdesk@mkgcs.com](mailto:ocotcshelpdesk@mkgcs.com)

G8 OCO TCS Analyst: Keith Czelusniak, [keith.b.czelusniak.civ@mail.mil](mailto:keith.b.czelusniak.civ@mail.mil), 210-466-1782

## **H. G9 Family, Morale, Welfare, Recreation Programs**

### **1. FMWR Regional Fund Commercial Audit Costs**

a. Financial statement audits of the IMCOM IDs and IMCOM FMWR funds for the reporting period ending 30 September 2020 must support the Army's annual FMWR financial and personnel management report to OSD per DoDI 1015.15. Objectives of the audits are to provide an audit opinion on the consolidated IMCOM (IDs and IMCOM) FMWR NAF financial statements (not at the IDs, garrisons or entity level) and to review the internal control structure IAW the DoDI 1015.15, DoDI 7600.6 and AR 215-1, Chapter 18. Individual audits for each of the IDs and IMCOM will be performed, and results reported in one report showing a consolidated financial statement with one audit opinion for IMCOM FMWR funds. Separate supplemental schedules will still be disclosed showing statements at the ID and HQ levels.

b. Contract audit fees are fixed price for which each ID will be responsible for paying their allocated share. Travel costs are in addition to the fixed price audit fees and are

considered a variable contract cost. To achieve desired cost benefits and audit contract efficiencies, IMCOM G9 NAF Contracting is the contracting office for the consolidated (by IMCOM ID) worldwide contract for these financial audits. Individual CORs have been appointed at each ID to administer their portion of the contract.

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### **2. NAFIs Financial Management Operating Guidance**

The Financial Management Operating Guidance is provided in:

a. FMWR Programs Standard Operating Procedures

3. [https://army.deps.mil/army/cmds/imcom\\_G9/G9/NAFFM\\_Budget/SitePages/HQBudgets.aspx](https://army.deps.mil/army/cmds/imcom_G9/G9/NAFFM_Budget/SitePages/HQBudgets.aspx)

G9 MDEP POC: Bryan Hartsell, bryan.w.hartsell.naf@mail.mil, 210-466-1374

### **3. Uniform Funding and Management (UFM)**

a. MDEPs QDPC and QCYS are primarily executed through the UFM process (as NonPay). UFM allows APF to be executed under NAF rules and procedures. UFM programs do not include Army Lodging, Army Community Services, Civilian Welfare, post restaurant and supplemental mission activities (i.e., museums).

b. UFM is designed to facilitate the procurement of property and services for

FMWR, the management of employees used to carry out the program, and financial reporting and management. Once APFs are distributed, they are considered NAF for execution under the NAF processes. However, all APF authorization rules remain in effect; in other words, funds that become NAF via UFM cannot be spent for goods and services that are not authorized APF (i.e., merchandise for resale).

c. There will be no migration of APF funding into or out of Family and MWR Program MDEPs (QACS, QCYS and QDPC) as these programs remain fenced in FY20.

d. The Army Banking and Investment Fund (ABIF) serves as the conduit for transferring the APF to the appropriate NAF accounts based on a Central Memorandum of Agreement (MOA) between HQ IMCOM and the Army Banking and Investment Fund. APF will flow from HQ IMCOM to the ABIF for distribution to regions/ISDs and garrisons as specified in the MOA.

e. Local UFM MOA using IMCOM APF funding sources to fund FMWR baseline services normally funded in MDEPs QCYS and QDPC will be submitted for IMCOM G8 approval prior to execution. MOAs that support self-service initiatives (such as custodial or

grounds maintenance work provided by FMWR for FMWR but funded by DPW) may be approved and executed locally. The support MOA must demonstrate a mutual cost benefit. The same technical steps will be employed locally as are used for central transfer of funds. Garrisons will not create an unfinanced requirement on the APF side to support a requirement on the NAF side.

f. The direct APF payroll will not be included in the Central UFM MOA. These funds will be provided directly to the garrison RMs by IMCOM G8. The APF authorized NAFI payroll will be funded via the UFM process.

g. Indirect APF support (i.e. utilities, SRM, communications) will be provided to FMWR programs in a manner consistent with services provided to other garrison activities, within the authorizations outlined in AR 215-1. There is no change to APF accounting and reporting procedures in providing indirect APF support to FMWR activities.

h. Per the Command, Control, Communications, Computers, and Information Management (C4IM) Service List Mission Funded (MF) services (i.e. copiers, printers, acquisition and replacement of computers, cell phones to include Blackberries and smart phones, etc.) provided by the NEC/DOIM are considered reimbursable (i.e. cost back to the end user). Army activities will reimburse the NEC/DOIM for "Mission Funded" services unless the NEC/DOIM determines that the NEC/DOIM operations cannot reasonably provide the required services. Such APF expenses may be funded with NAF received and accounted for thru the UFM process (per AR 215-1). NEC/DOIMs will provide "Baseline" IT services to Army activities on a non-reimbursable basis. Army activities and the NEC/DOIM will enter into support agreements for "Mission Funded" Services.

i. OCO requirements for FMWR activities will be submitted through FMWR channels for funding.

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G8 MDEP Analyst: Ella N Samuels, ella.n.samuels.civ@mail.mil, 210-466-2000

#### **4. Installation Management Enterprise Tracking System (IMETS)**

IMETS is the primary resource tool for garrison FMWR manpower and serves as the NAF Personnel Requirement Document (PRD) for IMCOM garrisons. As such garrison FMWRs will ensure IMETS data is maintained and updated in a timely manner. IMETS will include on-board strength and vacancies for all FMWR NAF positions, Local National positions, and APF positions (to include positions in Army Community Service (ACS)).

G9 MDEP POC: Giselle Hamblin, Giselle.s.hamblin.naf@mail.mil, 210-466-1414.

#### **5. Child and Youth Services (CYS) (MDEP QCYS/ISR 252)**

Each garrison will maintain a CIS Operations Plan that outlines detailed actions needed to deliver the negotiated and agreed upon space allocation and programs/services necessary to meet mission readiness requirements.

a. Garrisons will staff CIS programs IAW the approved Enterprise Manning Document (EMD) developed during their Financial Performance Assessment in coordination with IMCOM G9 CIS. The EMD applies to all management and support staff, and lead Child and Youth Program Assistants (CYPA). A target number of Full Time Equivalent (FTE) CYPA's will be calculated and annotated on the EMD during the annual update. The EMD is based on the staffing guide, delivery of program spaces, and management overhead requirements. Once approved by G9, changes to the EMD must be requested by the garrison and approved by G9 CIS. Compliance with the approved EMD will be monitored during the annual Army Higher Headquarters Inspection (AHHI). Any changes to the EMD will be negotiated and approved by G9 CIS. The garrison EMD will be reviewed and approved by HQ IMCOM on an annual basis. Garrisons shall complete the [Enterprise Manning Document Annual Update Protocol](#) as a part of their annual budget submission. Updated EMD's will be provided at the start of each fiscal year and will include staffing in line with their funded spaces. Minor updates during the year may be done in accordance with the guidance outlined in the EMD protocol.

b. Execution of child and youth spaces will be validated during the annual unannounced Army Higher Headquarters Inspection (AHHI).

c. CIS deployment support benefits delivered through Total Army Strong (TAS) will be quantified and submitted monthly using the CIS Total Army Strong Reporting Tool.

(1) Total Army Strong (TAS) Benefits will be delivered IAW the annual fee policy.

(2) The TAS reporting tool will be completed monthly to capture authorized expenses. In addition to the tool, the supporting CYMS reports will be uploaded to AKO.

(3) Garrisons will be reimbursed quarterly for authorized TAS benefits that are reported as expenses on their financials for programs QA, QB and QC and coded GL. Garrisons should ensure the expenses in these program codes match the benefits captured on their monthly TAS reports.

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## **6. Army Community Service (ACS) (MDEP QACS/ISR 251)**

a. QACS funds are provided for the operation and maintenance of ACS.

Funds are used to meet the statutory and regulatory requirements for the following ACS programs and services: Information and Referral (I&R) (Community Information Services), Survivor Outreach Services (SOS), Family Advocacy Program (FAP), New Parent Support Program (NPSP), Victim Advocacy (VA), Exceptional Family Member Program (EFMP), Soldier and Family Assistance Centers (SFAC), Financial Readiness, Army Emergency Relief (AER), Mobilization, Deployment, and Stability support Operations, Relocation Readiness, Employment Readiness, Army Volunteer Corps, Army Family Team Building (AFTB), Army Family Action Plan (AFAP) and Master Resiliency Trainer (MRT). Funds are provided for civilian pay, associated training, TDY costs, and associated support materials and equipment specific to ACS Centers.

(1) Civilian Pay Methodology: FY20 TDA Authorizations times CEAC Rate by CTYPE. Distribution was calculated at 97% of total authorizations then distributed at 95% to garrisons.

(a) The civilian pay will be used to fund FY20 authorized Department of the Army Civilians who perform the ACS missions as outlined above.

(b) The garrison ACS Directors and the individual Program Managers (PMs) will jointly develop a spend plan for the use of these resources. OMA funds are used to meet the ACS certification standards (formerly accreditation standards) as outlined in AR 608-1 and DA Forms 7419.

(2) Non-pay: The QACS non-pay funds are provided for operational cost specific to ACS centers.

(a) The FY20 initial non-pay distribution will be based on validated ACS requirements and available funds.

(b) Funding will be provided, via BEFAM action, NLT the end of the 1<sup>st</sup> qtr. for training facilitated by Headquarters ACS and ACS staff certifications to those Garrisons that did not receive enough travel funds in their initial fund distribution. Headquarters ACS Division will fund at a minimum of one rep per program/garrison. ACS Directors may opt to use their available QACS non-pay dollars to send additional staff however, it must not create an unfunded requirement (UFR) in other non –pay areas. Specific travel guidance will be published in letter of instruction.

(c) There are no provisions in AR 608-1 that stipulate that ACS is the proponent for payment of childcare nor rental fees associated with newcomer's orientations and award ceremonies. Every effort should be made to utilize garrison facilities free of charge.

(d) There are no provisions in AR 608-1 that stipulate that ACS is the proponent for payment of childcare nor rental fees associated with newcomers

orientations and award ceremonies. Every effort should be made to utilize garrison facilities free of charge.

(e) Garrisons will not receive QACS non pay dollars for centrally managed ACS contracts i.e., VA, NPSP, EFMP System Navigator.

(f) QACS funds (pay and non-pay) will not be used for SHARP. The appropriate SHARP MDEP is VSHP.

(a) QACS funds will be used to fund ACS computer replacements. If your initial fund distribution does not cover your requirements, Garrisons will submit a UFR through their G8 office. Garrisons are required to follow their G6 guidance to obtain computer replacements. Non-pay funding will be utilized in the following priority order:

i. Priority 1: Authorized FY20 CME's except those managed under HQ central contract. Note that utilizing non-pay dollars to establish contract/inter-service agreements/memorandums of understanding, etc. for non-authorized QACS CME functions must not create a bill in the out-years nor create a critical FY20 shortfall. Consult local legal and resource management office to ensure compliance with in- sourcing and out-sourcing directives. It is imperative that all contracted labor has been validated as part of the US Army Manpower Analysis Agency staffing model. **Increase of contract labor cost due to civilian staffing reductions is prohibited.**

ii. Priority 2: Local non-personal service contracts

iii. Priority 3: Travel (to include training not centrally funded by HQ IMCOM.



iv. Priority 4: Supplies and equipment Unfunded non-pay requirements that would result in high risk impacts to Soldier and Family readiness will be submitted as critical shortfalls through the RM channels. The request must clearly state the impacts to Soldier and Family readiness.

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G8 MDEP Analyst Ella N. Samuels, [ella.n.samuels.civ@mail.mil](mailto:ella.n.samuels.civ@mail.mil), 210-466-2000

**b. Army Family Team Building (AFTB), Army Family Action Plan (AFAP)  
Army Volunteer Corps (AVC)**

(1) Appropriated funds will not be authorized or available for

Volunteer awards other than official certificates of recognition or volunteer incentive awards in accordance with AR 672–20. NAFs will be authorized for garrison volunteer recognition programs, awards, and banquets and to purchase mementos consistent with AR 215–1. Examples of NAF items authorized for purchase include plaques, tee shirts, hats, key chains, mugs, and other items of single nominal value (per AR 215-1). The AFTB, AFAP

and AVC programs are eligible for commercial sponsorship for their events. Sponsorship funds (NAF) may also be used to purchase small, inexpensive promotional items. In some cases, the General Accounting Office has approved the distribution of mementos for recruiting purposes, to promote an agency, etc. Analysis of such gifts will be made on a case-by-case basis with the local Staff Judge Advocate. It is possible for ACS center staff to purchase books, pamphlets, or other items whose purpose is informational/educational in nature and pertains to the topic at hand for Family members attending classes and/or events using APF funding.

(2) FY20 QACS non pay dollars will be used for local AFAP issue gathering events (conferences, town halls, focus groups, etc.). AFAP issue gathering events will be executed regardless if there are AFAP staff on board.

(3) IAW AR 608-1, Ch 5-10 (g) budgeted APF or NAF funds may be used to reimburse volunteers for training, travel, mileage, telephone, and child-care expenses. AR 215-1 provides methods on how to use NAF funds to reimburse volunteers for child care expenses. When volunteer services are used to support solely APF activities, APF funds should be used. When volunteer services are used to support solely NAF activities, NAF funds should be used. Installation MWR funds should be used only to reimburse volunteer incidental expenses when the voluntary services support MWR activities.

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**c. Wounded and Fallen Division**

(1) Survivor Outreach Services (SOS)

(a) The civilian pay of SOS staff is part of the QACS civilian pay distribution.

(b) ACS Directors will allocate non pay dollars in direct support of the SOS mission which includes SOS programming, travel to provide Survivor support (Support Coordinators and Financial Counselors)/attend Survivor activities and employee training needs. Non-pay dollars are not authorized to fund Lexus Nexus searches in attempting to locate Survivors. Lexus Nexus searches are funded at the Headquarters level only. Requests for Lexus Nexus searches are processed through the IMCOM G9 SOS Region Support Specialists.

(c) Garrisons with no SOS authorizations that provide SOS support services through assigned additional duties will utilize non-pay dollars under the following conditions: 1) If the additional duty SOS person maintains an active caseload assigned by IMCOM SOS or 2) by request to IMCOM SOS for activities in direct support of an approved Survivor event. In any case, the amount will not exceed the approved allocation dollar amount, for the SOS program, per annum.

(d) SOS is a holistic and multi-agency approach delivering services by providing resources at garrisons and communities (NG and USAR) closest to where Survivors reside. The SOS program provides short and long term support to Families that builds resilience through face-to-face counseling, telephone and video conferencing, special events, support groups and other meeting venues, provides financial counseling, legal assistance, pastoral care and referrals to resources such as benefit counselors, mental health support, and others. In addition, SOS provides coordination with local, regional, state, and other federal agencies on a variety of Survivor issues.

(e) In keeping with the Army's promise, Army leadership remains committed to providing a quality of service to survivors that is commensurate with their loss and sacrifice. SOS provides access to support, information and services closest to where a Survivor resides, when and for as long as they desire. SOS staff co-located on garrisons with Casualty Assistance Centers, OCONUS positions and selected other positions at garrisons identified through the OPORD tasking are funded with OMA dollars, and are part of the overall QACS allocation. Other garrisons with no authorizations provide SOS support services through assigned additional duties.

(f) Each garrison will maintain an SOS Standard Operating Procedure (SOP) that outlines detailed actions needed to sustain the site where Survivors can gather for comradeship, healing, and mutual support. The site also houses service providers who offer essential social/behavioral/emotional and financial services to support Survivors for as long as they desire.

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**d. Soldier and Family Assistance Centers (SFACs)**

(1) Initially HQDA EXORD 118-07 (Healing Warriors) and currently AR 608-1, Army Community Service, 12 March 2013, require that SFACs be established to support Wounded, ill and injured Soldiers assigned or attached to the MEDCOM Warrior Care and Transition Program. IAW AR 40-58, Mar 15. SFACs are currently located at 13 United States enduring sites. SFAC directly supports a local Warrior Transition Unit (WTU). The SFACs are funded with OMA dollars and are part of the overall QACS allocation.

(2) The SFAC civilian pay is included in the QACS civilian pay distribution.

(3) SFAC staff and service availability is contingent upon the size and composition of the local WTU. Available services consist of information and referral, military personnel services, education and financial assistance, social services, outreach and transition assistance. In addition, the SFAC may also provide training and information on a variety of key topics: EFMP, substance abuse, legal assistance, pastoral care, child care, and coordination with local, regional, state, and other federal agencies on a variety of

transition issues. This may also include Non Federal Entities providing this information and support in the SFAC facility.

(4) Each SFAC location will follow the SFAC Donations Memorandum of Instruction (MOI) guidance (20 Jan 12) to operate their donations program. A key essential SFAC mission task is to track and record all services through the ACS Client Tracking System (CTS). This automated ACS tracking system is the primary recording method but other systems may be required (e.g., the Education program automatically records in GoArmyEd).

(5) The SFAC program supports the Integrated Disability Evaluation System (IDES) Soldiers as part of a DoD initiative with the Department of Veterans Affairs to reduce the Medical Evaluation Board (MEB) processing time. This HQDA directed effort includes expanded SFAC service delivery beyond the current WT population. This SFAC service expansion supports the Veterans Opportunity to Work (VOS) Hire Heroes Act.

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**e. Exceptional Family Member Program (EFMP)/EFMP System Navigators**

(1) The EFMP is a mandatory enrollment program that is based on

public law and Department of Defense mandates. Soldiers update their records every three years or as a condition changes. The program works with other military and civilian agencies to provide comprehensive and coordinated community support, housing, educational, medical and personnel services to Families with special needs. Installation Management Command G-9 manages the worldwide program for the Assistant Chief of Staff for Installation Management. Military personnel agencies consider EFM needs in the assignment process; and Army Medical Department screens and documents needs and initiates enrollment of Soldiers in the program. Army Community Service (ACS) coordinates and manages the installation EFMP for the Garrison Commander.

(2) An Exceptional Family Member is a Family member with any physical, emotional, developmental, or intellectual disorder that requires special treatment, therapy, education, training or counseling. Currently there are 44,464 Soldiers enrolled in the Army EFMP and 57,024 Family members registered.

(3) The civilian pay of Exceptional Family Member personnel is embedded within the QACS civilian pay distribution.

(4) Non-pay dollars is to be utilized in direct support of the EFMP mission which includes programming, special activities and staff training needs.

(5) Family Support EFMP specific trainings/seminars, childcare is authorized for up to ten hour per month, per enrolled EFMP.

(6) System Navigators:

(a) The EFMP System Navigators serve as the ACS EFMP non-clinical Case Manager responsible for facilitating and connecting Families who have EFMs with special needs to the identified systems of care. Assigned functions of the position include intake, identification assessment, referral, follow-up, advocacy, monitoring of outcomes and collaboration with military and civilian community resources.

(b) Reference: FRAGO 01 to OPOD 10-208, EFMP Personnel Requirements, 182157ZJUN2010. EFMP System Navigator positions were filled with a non-personal services contract for FY15-18.

(c) In FY20, the EFMP System Navigator requirements will continue to be executed through a HQs FP central contract.

(d) Per OPOD 13-175, EFMP System Navigator Quality Assurance Evaluators (QAE) are appointed to provide technical oversight of EFMP Systems Navigation services delivered at the garrison level. All concerns, as well as positive outcomes related to service delivery are documented monthly via the surveillance checklist SharePoint reporting tool by the QAEs.

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#### **f. Family Advocacy Program (FAP)**

(1) The objectives of the FAP are to prevent domestic violence and child abuse/neglect, to encourage reporting of all instances of maltreatment to ensure the prompt assessment and investigation of all such cases, to protect victims and to treat all Family Members and Soldiers affected by or involved in cases of abuse or neglect. FAP receives direct OSD funding and Army OMA funds to ensure critical prevention and appropriate intervention services are adequately resourced. OSD funding allows garrisons to tailor services to meet garrison unique requirements, consistent with Congressional Intent and empowers commanders at all levels to meet program needs.

(2) FAP personnel required and authorized on the garrison's QACS TDA will be funded with QACS funds. Non-pay requirements must be executed with OSD funds prior to using QACS funds.

(3) FAP OSD funds may only be used to support the following:

(a) Activities and non-personnel directly related to the prevention of child and spouse/intimate partner abuse and those activities promoting early identification and reporting of suspected child and spousal abuse and treatment services.

(b) Psycho education programs and activities such as anger management, parenting, marital communication, etc. that address family stress/stressors.

(c) Domestic Abuse Victim Advocates (DAVAs). Funding can be used for resources such as supplies, equipment, education, training, emergency shelters and prevention activities associated with domestic violence. However, OSD FAP dollars cannot be used for Sexual Harassment/Assault Response and Prevention (SHARP) Program personnel or activities related to SHARP.

(d) New Parent Support Program. Funds will be used to provide resources in support of the NPSP to include home visitation services for parents who have children less than three years old. OSD funds may be used for training/travel expenses, educational resources, and other expenses related to the program.

(e) FAP funds are also authorized for the purchase of promotional items of little intrinsic value for special events such as conferences, workshops, and domestic violence and child abuse prevention campaign months in support of the FAP prevention and treatment activities. Keep in mind restrictions on promotional items such as food and clothing. Other items used for marketing purposes must be coordinated and approved with your RM and legal office, following GPC local established protocols.

(4) FAP funds can be used for travel and for training. FAP funds may also be used to fund speakers, trainers and other travel to the garrison to provide training if

doing so is more cost effective and complies with the Secretary of the Army's memo on hosting or attending conferences.

(5) FAP OSD funds are authorized for cost associated with Emergency Placement Care (EPC) at overseas locations.

(6) FAP funds are authorized to fund FAP respite care per AR 608-18.

(7) FAP funds are authorized for the purchase of supplies and equipment (to include computers and or/computer software) in order to support the FAP mission. Must follow established IT purchase protocols.

(8) FAP funds cannot be used to sponsor a marriage retreat. Marriage retreats are a Chaplain's Program. FAP funds cannot be used for travel and per diem for attendees or volunteers for marriage retreats, and FAP funds cannot be used to fund child care for marriage retreats. There is ONE caveat "FAP funds CAN be used to fund a speaker for DV or child abuse and neglect topics as a part of a marriage retreat."

(9) Entertainment at domestic violence awareness events does not constitute a necessary expense. Therefore, any such expenditure would represent a violation of the Purpose statute. FAP funds may not be used.

(10) The FAPMs are not required to prepare a consolidated budget for the treatment portion of the FAP, per OPOD 11-430, June 2011.

(11) The garrison FAPM must develop and submit a FAP prevention budget to the GC for review and approval. The FAP budget request will be submitted to G9 ACS Division, using the designated Excel spreadsheet provided by the G9.

(12) In addition to returning the Excel spreadsheet, FAPMs, in conjunction with garrison RMs, will input their obligation plan into IOL.

(13) Anticipate receipt of OSD funds on a quarterly basis. OMA funds may be used until receipt of the OSD allocation by keeping track of the expenses and initiating a cost transfer to recoup actual costs incurred.

(14) At least quarterly, FAPMs, in conjunction with garrison RMs, will:

(a) Update their budget and obligation plan in IOL within ten days of BEFAM adjustments and/or to reflect anticipated changes in future months/quarters.

(b) Identify any excess funding and turn it in to IMCOM for realignment.

(c) Identify any shortfalls and request additional funding (form to be provided from IMCOM G9.)

(d) Update their TDA, on-hand, and anticipated new-hire personnel lists on the TDA tool sent out by G9 ACS.

(15) Obligate FAP funding to 85% of the funding by 31 July 2019.

(16) There is no annual funding program (AFP) with OSD 0100 Funding. The allotment is considered both the ceiling (AFP) and the authority (allotment). FAP must be executed at the 8 position FA 040000.

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#### **g. Exceptional Family Member Program Respite Care**

(1) Effective 30 June 2017, EFMP Respite Care service ceased for levels 1 and 2. Exceptional Family Members (EFMs) levels 1 and 2 may be eligible for other services through TRICARE, Child Youth and School Services and or Local and State Agencies.

(2) Currently, EFMP Respite Care services on CONUS garrisons are funded via a NAF enterprise central contract. IMCOM G9 is currently working to convert the NAF CONUS contract to APF.

(3) NAF funding for EFMP Respite Care services in Europe are coordinated by IMCOM HQ's CYSS Resource Management Office. European garrisons provide monthly reports via the client tracking system to IMCOM G9 to track funding allocation versus execution.

(4) All garrisons are required to report status of respite care providers background checks Installation Records Checks (IRC) and Child National Agency Check and Inquiry (CNACI s) monthly.

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#### **h. Family Readiness Group (FRG) Childcare funding (Unit Appropriated Funds)**

(1) The FRG mission is to— Act as an extension of the unit in providing official, accurate command information; Provide mutual support between the command and the FRG membership; Advocate more efficient use of available community resources; Help Families solve problems at the lowest level.

(2) IAW Appendix J AR 608-1, Army Community Service, FRG mission - essential activities are supported using the unit's appropriated funds, excluding BA11/OPTempo. These activities are authorized appropriated fund support and may not be supported with NAF funds. FRG mission – essential activities may not be supported by private money. FRG appropriated fund resources may not be used to support private organizations activities, internal fundraisers, or commercial ventures.

(3) Social activities are not a mission-essential activity of the FRG; however, FRGs may have an informal fund account to cover non-mission essential activities not funded through appropriated funds. FRG informal funds must be used for FRG mission related

purposes and benefit all FRG members equally. FRG informal funds may not be deposited or mixed with other funding streams (i.e., AF, unit MWR funds, unit cup and flower funds, etc.).

(4) Gifts to the Army are accepted in accordance with 1-100 and deposited into the U.S. Treasury Army Gift Fund. The Secretary of the Army renewed his delegation of authority to the Commanding General, IMCOM to accept gifts to the NAFI and Gifts to the Army to benefit IMCOM. Pursuant to this delegation, the IMCOM Commander has delegated his authority to Garrison Commanders.

(5) Gifts to the Army are intended for all FRGs and may be accepted by Garrison Commanders, up to their delegated authority limit, in accordance with the processes outlined in IMCOM OPOD 18-008. Gifts to the Army funds are not informal funds. The first priority in using these funds for FRGs is to encourage maximum attendance and participation at FRG meetings—for example, by providing food and refreshments.

Commanders may not authorize the use of funds for any purpose that cannot withstand the test of public scrutiny or which could be deemed a misuse or waste of funds. Using funds to provide a lavish cruise to promote "cohesion" among FRG members is an example of an excessive and inappropriate use of funds. Funds intended for FRG support will be dispersed in accordance with local policy.

(6) CYS will provide child care, if they have the staff to support official FRG meetings for deployed units. Units desiring to utilize this program will coordinate with the supporting CYS program to provide cost estimates and meet accounting requirements. CYS supports these meetings by providing child care to encourage attendance at official monthly FRG meetings of deployed units 30 days prior to deployment through 90 days after deployment in support of the FRG mission to disseminate command information, provide mutual support between command and FRG membership; and help Families solve problems at the lowest level.

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## **7. Direct Mission & Community Support Activities (MDEP QDPC/ISR 253 & 254)**



a. MDEP QDPC funds will be used to deliver ISR Service 253 programs and services to authorized patrons per DODI 1015.10, Enclosure 4. QDPC supports risk management oversight costs associated with the command and control of garrison FMWR operations. Funding is for direct disbursement to garrisons that leverage the Army's buying power for equipment and services. QDPC funds the manpower, equipment and operational expenses required to support Sports, Fitness & Aquatics, Library Services (including Material Resources), Recreation Centers, Warrior Zones, Better Opportunities for Single Soldiers (BOSS), Outdoor Recreation, Automotive Skills, Arts & Crafts, Leisure Travel, Entertainment, and bowling (16 lanes or less). The program also funds Direct Common FMWR Support

Services (executive control and essential command and risk management programs for property, funds and personnel) for Family and Morale, Welfare and Recreation (FMWR); ; administration and operation by FMWR staff and shared services that support Family Programs and CYS, including salaries, TDY and PCS costs and supplies required to perform essential command and control functions for the FMWR, including the administrative services and financial management activities, programs and facilities; and, as designated by Congress, Category C FMWR activities at Remote and Isolated sites.

b. Civilian Pay Methodology: FY20 TDA Authorizations times CEAC Rate by CTYPE. Distribution was calculated at 97% of total authorizations then distributed at 95% to garrisons.

c. QDPC funding prioritization is: Category A, (Mission Sustaining) Appropriated Fund authorized expenses; Category B, (Community Support) Appropriated Fund authorized expenses; and Common FMWR Support (Overhead). See reference in

paragraph H.2. (NAFIs Financial Management Operating Guidance) for specific guidance on the allocation of authorized expenses as they relate to Category B and Overhead program areas.

d. The primary objective of QDPC is to fund direct Mission Sustaining and Community Support programs designed to mitigate the accumulated effects of operational stress and conflict on Soldiers and their Families, re-establish the work/life balance and assist in Soldier reintegration at home station. Programs funded by QDPC support the readiness and resilience strategies championed by DoD, Army and IMCOM leadership, providing the Total Army Family life skill building, positive discretionary time choices that build self-reliance. QDPC funded programs build upon physical, emotional, social and psychological coping skills, foster self-reliance and morale by offering positive discretionary activities to mitigate aberrant behaviors, and provide support to geographically dispersed populations, including support to deployed military personnel.

e. The Army BOSS program is the collective voice for single Soldiers through the Chain of Command. The program is comprised of three core components, or pillars: leisure and recreation; community service; and quality of life. The program is also a tool for

commanders to gauge the morale of single Soldiers. As an ISR 253 Category A MWR activity, BOSS funding should receive the same consideration as support for other direct Mission Sustaining activities within ISR 253.

## **7. Family and FMWR Delivery System (FMWRDS)**

(1) In accordance with IMCOM Operational and Command Guidance, implementation of the Family and FMWR Delivery System (FMWRDS) is critical to the delivery of effective and efficient patron-driven programming for the Total Army Family.

(2) FMWRDS provides the processes to identify resources and develop delivery strategies to meet operational needs via tailored facility and non-facility based activities and services. FMWRDS is the vehicle to ensure deliverables have bona fide demand, that delivery strategies are the most effective and facility utilization is maximized, not only in programming, but also in income generation and promotion.

(3) FMWRDS, as a strategic methodology, has no direct costs associated with program development and/or delivery. It may assist in identifying cost avoidances via partnerships and collaborations.

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## **I. Special Staff Programs**

### **1. Office of the Judge Advocate General (OTJAG) (MDEP QNMG/ISR 102-105)**

a. Army Tax Assistance Program (ATAP). The OTJAG is the proponent for the ATAP who coordinates with the Senior Legal Administrator, IMCOM Office of the Staff Judge Advocate (OSJA) for funding. IMCOM G8 will provide funding specifically for the FY20 ATAP to fund supplies, equipment, and temporary civilian hires. Funding will be distributed by pay and non-pay based on garrison Office of the Staff Judge Advocate (OSJA) input. Garrisons should identify additional pay requirements to the HQ OTJAG MDEP POC for funding determination. The FY20 ATAP is critical to Soldiers and their Families; therefore, the Commander must resource this requirement to the appropriate level to accomplish the mission. OTJAG conducted a comprehensive analysis of the FY19 ATAP. As result, the Office of the Staff Judge Advocate (OSJA), IMCOM requested \$82.0K for funding to support the ATAP, and if funded, distributed to Consolidated Legal Offices (CLOs) for this purpose. Breakout by garrison will be provided at a later date on a separate BEFAM.

b. Courtroom Infrastructure Upgrade is a CG IMCOM Infrastructure priority that the Garrison Commanders must resource. IMCOM will fund courtroom infrastructure upgrades to

conform to The Judge Advocate General's 9 SEP 2015 SUBJECT Memorandum: Baseline Electronic Requirements for the 21st Century Courtroom. Military courtrooms should conform to a baseline technology architecture expected of modern military courtrooms. We must continue to improve all of our courtroom capabilities and leverage available technologies to advance military justice. As a result, the OSJA, IMCOM requests \$111.0K for funding to support court infrastructure and technological upgrades. Breakout by garrison will be provided at a later date on a separate BEFAM. In addition, the OSJA is requesting submission of a UFR for \$5.8M to support comprehensive upgrades to 48 courtroom across Army garrisons. If funded, the \$5.8M will disbursed over a period of five (5) years using an order of merit list.

c. Witness Travel and Associated Costs for Courts-Martial. Courts-martial and the costs associated with them are the responsibility of the General Court-Martial Convening Authority (GCMCA). With the exception of the garrisons where the GC is a GCMCA, the SCs and Mission Commanders have the responsibility to budget and pay for witness travel and

associated costs. IMCOM will only budget for and/or reimburse for witness travel and associated costs for GCs who are GCMCAs.

d. All budget/tax center concerns should also be coordinated with the garrison Legal Office

e. GFEBS FA 131034QNMG, attribute 1 - A34B0000, attribute 2 – 102.

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## **2. Religious Support Operations (MDEP QNMG/ISR 106)**

Soldiers, Dependents, and authorized DoD Civilians are entitled to religious support and the free exercise of religion as guaranteed by the First Amendment to the U.S. Constitution, Title 10, United States Code (USC), and Department of Defense directives and regulations. The religious program for the Army is the commander's program. Title 10, USC, Section 3547 and Department of Defense Directive (DoDD) 1304.19 obligates commanders "to provide comprehensive religious support to all authorized individuals within their area of responsibility." Title 10 and DoDD 1304.19 further obligates Commanders to fund comprehensive religious support.

Funding for religious support to authorized individuals must be funded from OMA funds (subject to the Investment/Expense threshold of 10 USC § 2245a) to include Functional Area (Sub Activity Group (SAG), Army Program Element (APE), etc.), Budget Activity Group (BAG), and OPTEMPO funds. The following are authorized funding categories.

**Category one** Statutory Essential Elements of Religious Service (EERS) are required by law and must be funded by the commander with appropriated funds (APF). Chapel Title and

Offering Funds (NAF) shall not be used. These programs include worship, religious services, sacraments, rites, ordinances, religious education, pastoral care, and counseling. EERS include required and mandated programs implied by statute and defined in other DoD and DA Regulations or by distinctive faith group doctrine, religious tradition, and tenants of faith. Examples include sacred texts, music equipment, specialized furnishings, vestments, and weekly supplies to include hosts, bulletins, prayer rugs, wine, and food for special religious observances. Funds may also be used for transportation to include movement of personnel to services both on and off Garrison. Funds may be used to fund civilian manpower, limited clergy contracts, and at least one musician per service.

**Category two** Mission Essential elements of religion are those programs required to accomplish the mission but are not mandated by law (Title 10). Mission Essential programs are funded by the commander with Appropriated Funds. Chapel Tithes and Offering Funds (NAF) shall not be used. Mission Essential is determined by the mission of the unit or organization, by regulation, and by directives. Examples include programs that build Soldier and Family personnel readiness such as faith formation, spiritual fitness, family life training. Funds may also be used to ensure RSOs maintain their professional development requirements which includes licensing for Family Life Chaplains and Directors of Religious Education, annual sustainment training for RSO staff and annual chaplain endorser training.

**Category three** are supplemental programs that Enhance Mission. When resourced, they add quality and improve mission accomplishment. Category three programs are funded first by Appropriated Funds when authorized and available. Chapel Tithes and Offerings Funds (NAF) may be used if needed. When applied to religious services, this funding category includes chapel auxiliary programs. This includes programs or activities which are not required for the mission but strengthen the moral and spiritual climate and readiness. Examples include additional musicians beyond one per service, watch care, and fellowship supplies (e.g., food). Auxiliary activities such as Protestant Women of the Chapel (PWOC) and Catholic Women of the Chapel (CWOC). Parish retreats, fellowship lunch/dinners, appreciation activities. Command approved non-personal service requirements that are not mission-essential. Crisis ministry, Operation Helping Hand activities, and Vacation Bible School.

Commanders remain responsible and accountable for the proper execution of QNMG funds provided to their garrisons, ensuring Religious Support offices have appropriate staffing and resourcing levels to meet the religious needs of all authorized individuals within their area of responsibility. The commander will resource religious support requirements to enable comprehensive religious support across the garrison in support of operational mission readiness.

GFEBs FA 131034QNMG, attribute 1 - A34COOOO, attribute 2 - 106, cost collector description - Chaplain.

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### **3. Public Affairs (PA) (MDEP QNMG ISR 107)**

a. Contracts for web hosting or web masters will not be approved. IMCOM has an enterprise solution for web hosting that does not require coding expertise. POC is Mr. Neal Snyder, [neely.a.snyder.civ@mail.mil](mailto:neely.a.snyder.civ@mail.mil), 210-466-1022.

b. Local commercial training will not be resourced due to funding shortfalls. ACTEDS training is the Army's centrally funded solution to building and sustaining public affairs skills. ACTEDS funding is available to those who are current in CES and have an IDP in Army Career Tracker (<https://actnow.army.mil/>).

c. GFEBS Attribute 1 = A34D0000, Attribute 2 = ISR 107, Cost Collector Description = Public Affairs

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### **4. Protocol - Official Representation Funds (ORF) (MDEP QMNG/ISR 100/Limitation.0012)**

a. Protocol training and service execution of Protocol Services and Community Relations (Official Representation Funds/.0012 (ORF)) will be resourced through SAG 131, Service 100. ORF will be distributed through General Fund Enterprise Business System (GFEBS) with requirements for funding official social and other functions described in AR 37-47, dated 21 June 2018. ID's will be responsible to collect all data and send to HQ IMCOM.

b. Once approved packets have been received from the ID's, HQs IMCOM will distribute PBG in .0012 Limitation. The garrisons will be responsible to have SAG 131, MDEP QNMG, ISR 100 funds on the Army line in order for Funds Control to distribute .0012 Limitation funds in GFEBS for funding official social and other functions described in AR 37-47.

c. Each garrison is responsible to provide an approved ORF packet to their respective ID (check with ID on suspense date) and to HQs IMCOM 15 days prior to ORF event. Funds (OMA SAG 131 in \$100.00 increments) must be on the Army line before HQs IMCOM will provide ORF funds. If the garrison has not heard from G8 POC via email stating "approved", the garrison is responsible for checking with G8 to find out where the funds are. An approved ORF packet will have the following: A memo signed by ID Director, a memo from the lawyer with appropriate information regarding the event, a memo signed by the Garrison Commander, DA Form 4843, Aug 2012 Guest/Attendance Sheet and an estimate from the vendor providing the food, drink, etc. (attachments are required in ORF packet before funds

are issued). Additional paperwork (Memo with .0012 Funds Custodian and .0012 Certifying Official signatures and ID's attorney's approval) may be provided in ORF packet, but if not in packet, must be in garrison file in case of an OIP inspection/audit. Garrisons need to follow their ID's requirements for all ORF packets.

d. Each garrison must have a letter of authorization, who is directly responsible to administer .0012 Limitation funds. Previous year's authorization will remain in effect until a funding letter and authorization memo are published. HQs IMCOM G8 will provide copies to the ID's once received. Responsible staff must be fully aware of AR 37-47 requirements and restrictions and pay close attention to AR 37-47, Responsibilities 1-4(f) which requires approval by General Officer/ Senior Executive Service (GO/SES) level for each official event prior to commencing.

e. Suspense dates for approved ORF packets signed off by ID Director's MUST BE submitted to HQs IMCOM POC NLT 15 days before ORF event takes place. An updated Annual Control Register (deletions, additions, changes in dates, etc) must be submitted to IMCOM G8 POC at least 15 days in advance of each Quarter in order to provide an accurate estimate for the following Quarter. The 1st Quarter estimate for the following fiscal year is due the second week in August of current fiscal year. During the current year (due one week after quarter closes), submit actual amounts to HQs IMCOM POC in order to balance to the Status of Funds report by Quarter.

It is imperative that the appointed fund controller ensure all packets are completed and maintained before any event is executed. The original source of funds for this program are from the garrison's SAG 131 (QNMG ISR 100) account. ORF is an authority and does not increase annual funding program. Funding of ORF events will not cause critical shortfalls in any other programs. IAW AR 37-47, paragraph 3.1.c.(4), no events will be held prior to the receipt of ORF .0012 Limitation funds.

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## **5. Equal Employment Opportunity (EEO) (MDEP QNMG/ISR 109)**

a. EEO compliance and complaints processing is a requirement of 29 Code of Federal Regulations, part 1614 and DA in AR 690-600. Compliance and complaints processing is the responsibility of all Commanders to ensure due process of individual rights are preserved. Funding/resourcing for EEO Counselors to conduct thorough and

timely informal inquiries at the pre-complaint stage is a mission essential cost that cannot be avoided, deferred or eliminated and is part of the funded services under IMCOM BASOPs services and regulation (DP91/59). As such, the responsibility to ensure available funding is with the garrison.

b. Costs associated with the administrative processing of an EEO complaint is the responsibility of the activity where the discrimination is alleged to have occurred (If the activity is DPTMS, DPW, ACS or tenant organization, they're responsible for the associated

fees). These fees are not accounted for in funding provided to deliver service 109 (EEO). Examples of administrative fees associated with processing a complaint include travel and other costs of witnesses, if applicable, and expenses for court reporter and transcripts. Additionally, in accordance with AR 690-600 and AR 215-3 the cost of processing NAF employee complaints will be borne by the APF host activity having command responsibility for the NAF activity.

c. Equal Opportunity (EO) Special/Ethnic Observances: Funding for special/ethnic observances is not an EEO function funded by service 109. Army Regulation 600-20 identifies special/ethnic observances as part of the EO program. AR600 – 20 identifies EO Program management or education and training funds may be spent on those activities.

d. EEO specific certification and training for EEO careerists recommended for funding are:

(1) DA EEO Counselor Certification Course, Mediation Certification Course, Special Emphasis Program Managers Course, Equal Employment Opportunity Officer Course, Equal Employment Opportunity Professional Entry, Intermediate or Advanced Course, Disability Program Management Course, MD 715 & Barrier Analysis Training and Business Objects Application (BOXi) Training. Attendance at the annual Examining Conflicts in Employment Law (EXCEL) or Federal Dispute Resolution Training (FDR) is encouraged, however requires prior HQ IMCOM coordination and approval. Encourage planning for and use of ADCTEDS funding to fund CP 28 approved training, see published procedures.

e. In GFEBS, use FA, attribute 1 - A34F1000, attribute 2 – 109, cost collector description – Equal Employment Opportunity.

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## **6. Internal Review (IR) (MDEP QNMG/ISR 111)**

a. Civilian Pay: Garrison Internal Review (IR) Offices should be staffed in accordance with the authorizations in Paragraph 008 of the approved TDA.

b. Non-pay: Non-pay funds are to be used, to the maximum extent possible, for budgeted expenses. IR chiefs in coordination with garrison resource managers, must use non-pay funds for prioritized expenses in the following priority order: training, mission-related travel, office supplies, computer hardware and software purchases, copier contracts, and cellular service contracts. Other budgeted requirements should be funded within fund availability. IR chiefs should coordinate with garrison resource managers first, IMCOM Directorates second, and HQ IMCOM IR third, to obtain funds for unfunded requirements.

(1) Training: Recommend IMCOM IR auditors receive training to facilitate their

compliance with Generally Accepted Government Auditing Standards (GAGAS). In order to maintain compliance with GAGAS garrison commanders and their resource managers should consider training for IR auditors as a “must-fund”.

**CENTRALLY FUNDED: HQ's will fund fees and or TDY**

I. IMCOM Academy Training Courses: IMCOM Academy Training Courses. HQ IMCOM IR will organize and host at least two IMCOM Academy Training Courses. Courses are dependent on fund availability. Attendance is mandatory for all internal review auditors. Each course will offer up to 36 hours of CPEs and address issues identified during peer-review inspections. Focus will be on audit supervision, objectives based audits, and the full audit process.

II. Becker Professional Education: HQ IMCOM IR will centrally fund Access to Becker Professional Education. Enrollees must obtain a minimum of 20 hours of CPE through the Becker online courses and webcasts.

**GARRISON FUNDED: Course fees and TDY expense may be required.**

I. Online Training Courses: Requires no expenditure of TDY funds, Courses are free others are fee based. Online CPEs can be obtained through FM MyLearn, the American Society of Military Comptrollers (ASMC), the Institute of Internal Auditors (IIA), various state boards of accountancy, and other online sites.

II. Army Audit Agency (AAA) Courses: Garrisons must fund TDY Costs. No course tuition or enrollments fees. HQ IMCOM IR coordinates with HQDA IR to obtain slots in these courses. These slots are not guaranteed.

III. Other Training Courses: ASMC Professional Development Institute (PDI) and mini-PDIs and/or meetings, Association of Government Accountants training, and Institute of Internal Auditors IIA training. TDY funds will be required to obtain training outside the local commuting area.

(2) Mission-Related Travel: Remote garrison visits and TDY to support formal audits.

(3) General office supplies and operating expenses: Pens, paper, toner, etc.

(4) Computer Hardware and Software Purchases: To purchase and maintain ACL software licenses, data analytic specific software, etc.

(5) Cost associated with contracts for communication devices, cell phones, and copiers.

c. GFEBS FA 131034QNMG, attribute 1 - A34H0000, attribute 2- 111, cost collector description - Internal Review.

IR MDEP POC: LaTonya Facen-Mack, [latanya.m.facen-mack.civ@mail.mil](mailto:latanya.m.facen-mack.civ@mail.mil), 210-466-2605 or Anquionett.Holiday-Arnold, [Anquionett.v.holiday-arnold.civ@mail.mil](mailto:Anquionett.v.holiday-arnold.civ@mail.mil), 210-466-0631, G8 MDEP POC: Carol Ferguson, [carol.d.ferguson4.civ@mail.mil](mailto:carol.d.ferguson4.civ@mail.mil), 210-466-0772

**7. Safety (MDEP QNMG/ISR 112)**



a. Civilian Pay: IMCOM Garrison Safety Office staff is funded in accordance with the authorizations in Paragraph 005a of the approved Tables of Distributions of Allowances. Safety staff are assigned to complete engagements as listed in CLS 112. This includes manage safety and occupational health program; manage and direct near miss accident investigations; manage and conduct inspections, surveys, and assessments; manage and conduct hazard analysis; and provide safety education, training, and promotion. Fill safety vacancies to avoid impacting the ability of IMCOM to complete the mission of delivering and integrating base support.

b. Non-pay: Funds will be issued to Garrison Safety Offices to implement an Army Safety Program complying with Federal and Army regulatory requirements. Funds will be used for the following: execution of service contracts, cell phones, printing services, office supplies to include award materials, TDY, safety education and training materials, accident investigation tools and materials, personal protective equipment, equipment for radiation program and respiratory program as needed, and professional development training requirements. All Garrison Safety Offices are encouraged to fully maximize and leverage Career Program – 12 central funding for safety training.

c. Army Traffic Safety Training Program (ATSTP). On behalf of the Army, IMCOM requires the services of a contractor to provide training to execute the ATSTP in accordance with requirements established by the DoD and DA. The ATSTP is designed to educate and train service members on safe operation of privately owned automobiles and motorcycles, and government motor vehicles (GMV). Training is provided at sixty-one (61) garrisons. The contract enables IMCOM to carry out responsibilities to direct, manage, coordinate, and assess implementation of the ATSTP. In addition, on behalf of the Army, IMCOM utilizes the services of a contractor to provide the Army IMCOM Registration System (AIRS). AIRS is the scheduling and registration platform for ATSTP contract provided training.

d. US Nuclear Regulatory Commission (NRC) license for legacy Davy Crockett depleted uranium (DU): The M28 Davy Crockett nuclear weapon system, fielded from 1962 to 1968, included the M101 20mm DU spotting round. The Army legally fired the M101 on its ranges during training and legally left it on these ranges at sixteen installations. The NRC required the Army to obtain a license for this DU in 2008. The CG IMCOM holds this license on behalf of the Army. The License Radiation Safety Officer is in the HQ IMCOM Safety Office. Funds used are for NRC license fees, radioactive contamination testing media, meetings with the NRC, and license training and audits visits to the garrisons.

e. NRC License for Residual DU at Jefferson Proving Ground (JPG): The Army Test and Evaluation Command tested DU armor penetrators at JPG from 1984 to 1995. After the Army closed JPG during BRAC actions, the USAG Rock Island Arsenal Commander holds this license on behalf of the Army. The License Radiation Safety Officer is in the HQ IMCOM Safety Office. Funds are used for meetings with the NRC and

license training and audits visits to JPG.

f. In GFEBS, use FA 131034QNMG, attribute 1 - A34J3000, attribute 2 – 112, cost collector description - Safety Program.

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G8 MDEP Analyst: Carol Ferguson, carol.d.ferguson4.civ@mail.mil, 210-466-0772

## **8. Command Provost Marshal/Protection Office**

i. HQ IMCOM MDEP POCs will carefully validate, prioritize and assess requirements in Physical Security (PS), Law Enforcement (LE), Fire and Emergency Services (F&ES), Antiterrorism (AT) and Emergency Management (EM). This review will ensure needed items are within the scope of the Provost Marshal/Protection's (PM/P) statutory requirements. Furthermore, Financial, Human Capital and Technology Management by the Director of Emergency Services (DES) will be essential during these fiscally constraining times. DES' will be accountable for their respective workforce and manage resources based on organizational goals, budget determinations and staffing objectives. DES contracts will be uploaded into the Requirements Data Management Tool (RDMT), IAW the Narrative Funding Guidance. Also, all Army IT related equipment/services must be registered in the Army Portfolio Management System (APMS).

ii. **Physical Security (MDEP QPSM/ISR 600):** Funding for the garrison's physical security program covers two separate areas, civilian pay and non-pay.

(1) Civilian pay covers all positions under MDEP QPSM and covers the Department of the Army Security Guards (DASG) clothing allowances; initial hires receive \$1800.00 and thereafter receive an annual amount of \$800.00. If the garrison has a contract for uniforms then the garrison needs to transfer the contract amount from Civilian Pay to Non-pay. No funding will be provided for uniforms in Non-Pay.

(2) Non-pay funds covers:

(a) QPSM training and travel costs. These funds are centrally managed funds at HQ IMCOM PM/P PS. Garrison RAT and PCS costs are on a case by case bases, refer to RDMT.

(1) Travelers will request training and travel funds through the garrison QPSM POC to IMCOM PM/P Physical Security staff. Training requests are IAW the QPSM training request form, refer to Annex A.

(2) Travelers will receive a centralized line of accounting and instructions on how to create their DTS authorizations and voucher.

(3) Garrisons will only use QPSM funds to fund TDY/travel, where there is a tuition fee for the course or unless otherwise notified. Tuition fees are funded through either a FS182 or impact credit card. DTS does not allow for course tuition reimbursement.

(4) IMCOM – Europe and Pacific HQs requested MMT training courses. Personnel from IMCOM Europe or Pacific will not attend the same CONUS training due to the MTT's.

(b) Physical Security Contracts. All validated contracts in FY19 were funded for the full Period of Performance (POP) amount. Garrisons who reallocated contract funds in FY19 will not receive funds in FY20 to cover any contract carryover and will be responsible to cover these costs. This same principle applies for FY20 and FY21. Additional contract information is as follows.

(1) PS contract funding is for contracts that are associated with AR 190 series requirements ONLY. This includes but not limited to intrusion detection systems (IDS), Active vehicle Barriers (AVB) and electronic security systems maintenance.

(2) Contracts that include requirements outside the AR 190 series; for example IDS maintenance for SCIFS, Open Storage, MWR facilities and CCTVs not at a ACP, need to be reimbursed from those tenant organizations where services are rendered, refer to the Service 600 Catalog of Services, Annex B. MDEP QPSM will not front load funding for any contract reimbursable requirements.

(3) IMCOM – Europe and Pacific HQs centrally managed contracts for the Germany wide CSG contract and ESS maintenance contract.

(4) Land Mobile Radio (LMR) life cycle replacement for FY20. Garrisons will follow guidance in the annual LMR survey data call, managed by the LE Branch. HQ IMCOM PM/P QPSM has programmed funding based on the number of radios authorized by garrison. The projected funding covers a 20% garrison life cycle replacement. This is subject to change.

(c) Other Non-Pay expenses are defined as those requirements needed to perform the PS mission that are not associated with travel, training, or contracts.

(3) Security Management System (SMS) Counter Measure tablets funding is included in each garrison and IMCOM-E and P HQ PBG.

(4) All UFRs submitted will use the UFR process established, see Annex C and Annex D. All UFRs and new emerging requirements need uploaded into RDMT.

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**c. Law Enforcement (MDEP QLPR/ISR 601):** Law Enforcement activities/services are designed for the protection of people and property, enforcement of laws, maintenance of order and sustainment of a safe and secure environment. Examples (not an all-inclusive list) of MDEP QLPR covered items are as follows:

(1) Civilian Pay

(a) Civ-Pay (HQ, IMCOM G8 manages civ-pay requirements)

(b) Civilian Uniform Allowances (Initial and annual)

(c) Overtime Pay (DES will make every effort to minimize)

(2) Non-Civ Pay

(a) Health & Safety Items

- i. Personal Protection Equipment
- ii. Combat Action Tourniquets, first-aid kits, NARCAN
- iii. Traffic cones
- iv. First-Aid kits
- v. Repair, maintenance and sustainment of user level

radio Equipment

(b) Mandatory training includes, but not limited to the following:

- i. DACP Academy
- ii. Military Police Investigator
- iii. Traffic Management and Collison Investigation
- iv. Dispatch Certification
- v. First Aid / CPR
- vi. Intoxilyzers
- vii. Radar

(c) HQ IMCOM PM/P centrally funded requirements, e.g.,

i. Lifecycle replacement of LMR (based on annual data call) do not order at installation unless approved by IMCOM PM/P.

ii. LE Vehicle Up-fit packages (funding provided to Installations annually)

iii. IMCOM PM/P developmental courses, i.e., DES, DDES, CoP, and Police Admin (except USARC)

(d) Army Correction Command approved confinement contracts and MOU/As (pre/post-trial) with local civilian facilities-Where feasible, installations will implement Inter-governmental service agreements (IGSA).

(e) Critical Contracts includes maintenance contracts, but not limited to the following:

- i. CAD/E911 Dispatch systems
- ii. Voice Logging recorders (does not include LMR logging recorders)
- iii. Intoxilyzers
- iv. Radars

(f) Military Working Dogs (MWD) Program (IMCOM assigned MWDs only)

- i. MWD Handler Course
- ii. MWD Trainer/Kennel Master Course
- iii. MWD training equipment
- iv. MWD food and associated requirements
- v. MWD Team missions, e.g., POTUS, VPOTUS, FLOTUS

(g) Law Enforcement Specialty equipment includes, but not limited to the following:

- i. Active Shooter Kits
- ii. DNA Collection Kits
- iii. Removal (un-install) of vehicle equipment for the transition of existing vehicles (pre-Joint Services Law Enforcement Vehicle Equipment Standardization (JSLEVES))
- iv. Vehicle equipment not provided by JSLEVES such as radio install, Conservation LE vehicles up-fit
- v. IMCOM Directorates Pacific and Europe law enforcement vehicle equipment requirements such as lights, radios, sirens, weapons racks and graphics, where IMCOM HQ does not centrally fund

(h) Other LE Contracts approved by HQ IMCOM PM/P

(i) Non-standard requirements must be documented on the TDA, e.g.,

Conservation Law Enforcement Officer (CLEO) program equipment

- (j) Operational Supplies
- (3) Computer Aided dispatch (CAD) system
- (a) OMA funds will not be used for upgrades to existing CAD systems
  - (b) CAD system upgrades require OPA funds
  - (c) Any upgrades must be identified immediately IOT submit/process OPA UFRs within an appropriate timeframe
  - (d) CAD Maintenance is authorized for existing Windows 10 compliant CAD systems
  - (e) CAD Maintenance is an OMA funded requirement used to sustain current CAD capabilities
  - (f) CAD Maintenance is not to be confused with CAD upgrades
- (4) Not authorized for QLPR-Not an all-inclusive listing
- (a) QLPR does not provide funding for training and/or equipping MTOE MP Assets. It does provide funding for training and non-CTA equipment for TDA Military Police Soldiers (31B)
  - (b) QLPR funds for security guard or National Crime Information Center (NCIC) costs at Visitor Control Center requirements (QPSM requirement)
  - (c) Systems that maintain automated storage of Personally Identifiable Information (PII) without a valid System of Record Notice (SORN) or full Authority to Operate (ATO) FISMA compliance
  - (d) License plate reader systems used for LE purposes
  - (e) New and/or existing video recording systems used outside the law enforcement facility (other than M-FLEETS compliant systems) not required by regulation
  - (f) New equipment procurement and/or sustainment of existing body worn camera systems
  - (g) Any Army-owned system that transmits, processes, or

stores any government data without a valid ATO

- (h) Any Army-owned system that stores or archives data in an unapproved data storage process, device or server
- (i) Body armor is an Army centralized item; therefore, local purchases are not authorized. Coordinate with HQ PM/P for requirements
- (j) Launched Electrode Stun Devices (LESD) are ARMY fielded systems- units are not authorized to purchase
- (k) Radio purchases for new radios will not be funded at the Garrison level. All new radio requirements must be submitted to the headquarters for execution under the command lifecycle replacement program
- (l) Stray Animal Control- Please refer to Public Works (Pest Control)

(5) DES and/or responsible entity must ensure, by working with RM, annual non-pay requirements are entered into the Resource Data Management Tool (RDMT) Database (refer to paragraph within this document for additional details). Do not combine, for example, training or equipment requirements into a single entry.

(6) DES should identify any Unfunded Requirements (UFR) / shortfall(s) to installation LE critical requirements via RDMT database including costs associated with the proper accreditation of any existing technical systems that are required by Army regulation

(7) DES Leadership must maintain visibility of QLPR critical requirements during POM cycles. Criticality is determined by the minimum resources necessary to satisfy the minimum statutory requirement. Additionally, QLPR POM'd requirements must have a clear linkage to a statutory or regulatory requirements.

(8) IAW ALARACT 015/2019, installations will move mobile devices and services acquisitions to the Department of Navy (DON) Wireless Spiral 3 contract vehicle, NLT the end of current Periods of Performance for First Responder cellular Service (FirstNet), mobile phones, smart phones, electronic tablets with cellular capability, and so forth.

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## 9. Antiterrorism (MDEP VTER/ISR 602)

Antiterrorism (AT) is a defensive program that protects Soldiers, Civilians, Family Members, facilities, and critical assets against terrorism. It is imperative that all levels of the protection community champion their programs to all levels of command in order for leaders to be informed and better prepared to make funding decisions for protection related training, exercises, equipment and professional development. Informed risk based decisions will ensure the most efficient use of available protection resources.

### (1) Civilian Pay

(a) AT manning is a must fund and will be top loaded by HQDA

(b) Must be on the TDA or CG approved over hire to be validated and funded through VTER

### (2) Non-Civilian Pay

(a) AT requirements must be derived from DoD and Army AT standards

(b) Limited non-civilian pay will be reviewed by PM/P for validation and distributed IAW G8 processes and procedures.

(c) Garrison Anti-Terrorism Officer (ATO) within the DPTMS or DES will be expected to compile and manage a VTER spend plan based upon respective distributed VTER budget. Spend plan template can be found at this link: [https://army.deps.mil/army/cmds/imcom\\_PM/PMO/AEM/VTERGuide/Forms/AllItems.aspx](https://army.deps.mil/army/cmds/imcom_PM/PMO/AEM/VTERGuide/Forms/AllItems.aspx). ATOs will submit VTER spend plans NLT 01 NOV to the POC listed in paragraph 6.

(d) IMCOM PM/P Protection Branch will monitor and communicate with ID and garrison POC throughout the year regarding the execution of distributed budget within the VTER MDEP.

(e) At a minimum, a mid-year and end of year review will be conducted to ensure the efficient use of VTER funds

### (3) VTER funding supports the following mission requirements:

(a) Assessments. IMCOM PM/P will centrally manage funding for HHA Teams. Funding for ID executed assessments will be distributed in the non-pay distribution process.



(b) AT Program Management. Pertains to supplies in support of VTER funded positions.

(c) AT Training and Awareness efforts (Level 1 training and AT awareness materials).

(d) Protection of High Risk Personnel (HRP) to include equipment, execution of AT Assessments and Comprehensive reviews, if applicable.

(e) Intelligence support to Army AT (printing or copying of products).

(f) Implementation of the Random Antiterrorism Measures (RAM) Program (RAM equipment/materials).

(g) Force Protection Condition system (supplies for notification, signage, etc.)

(h) Professional Development. Professional development opportunities will be centrally funded by IMCOM PM/P, e.g., ATO attendance at the Army Worldwide Antiterrorism Conference and the IMCOM Annual Protection Training/Workshop. Other specific career development requests for funding will be submitted to PM/P (through respective ID for OCONUS). Additional professional development requests will be considered on a case by case basis. Contact IMCOM PM/P for funding.

(i) Collective Training and Exercises. Due to the reduced amount of VTER funding, IMCOM will leverage MDEP VIPP to cover costs associated with Annual Full Scale Exercise requirements and other Protection exercise requirements subject to availability of funds. Garrison VTER POC will need to work collaboratively with the garrison VIPP POC to ensure all exercise requirements are met. IMCOM will fund externally evaluated exercise programs to support travel for Evaluation Teams and other local costs associated with conducting the IMCOM Training and Exercise Program.

(4) Not funded and common mistakes. Refer to the OPMG published VTER Handbook version 5 or higher to validate what can and cannot be funded using VTER dollars.

(5) Shortfall Process: Shortfalls in funding for any requirements need to be submitted to IMCOM via garrison consolidated critical shortfall lists in accordance with IMCOM G8 guidance

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**10. Emergency Management (EM) - Emergency Management (EM) –**  
Installation Preparedness Program (MDEP VIPP/ISR 604). Program Resources a comprehensive and integrated program that enables Army garrisons and facilities to effectively prevent, protect, mitigate, respond and recover from the full spectrum of threats and hazards, while sustaining capability to provide Mission Assurance across the Installation. Per direction from HQDA MDEP Manager, funding is limited to civilian pay, training, exercises, equipment fielding and sustainment and will be executed in the following priority:

(1) Civilian Pay

(a) EM manning is a must fund

(b) Will be top loaded by DA and must be on the TDA or be CG approved over hire to be validated and funded through VIPP

(c) The approved requirements document provides IMCOM 57 authorizations in FY20.

(d) Position classification standards have been developed determining the occupational series, title and grading criteria for Emergency Management Specialist (Series 0089 GS-12).

(2) Non-Pay

(a) EM requirements must be derived from DoD Instruction and Army Regulations on Emergency Management in order to be supported by VIPP funds

(b) Garrison EM within the DPTMS will be expected to compile and manage a VIPP spend plan based upon respective distributed VIPP funding

(c) IMCOM PM/P Branch will monitor and communicate with IMCOM Directorates and garrison POC throughout FY20 regarding the execution of distributed funds within the VIPP MDEP

(d) At a minimum, a mid-year and end of year review will be conducted to ensure the efficient use of VIPP funds

(e) VIPP funding supports the following mission requirements:

i. Assessments. OCONUS regions will be provided VTER

funding to support travel for respective Higher Headquarter Assessment (HHA) Teams while IMCOM PM/P will manage funding for CONUS HHA Teams. EM Individual and Collective Training. VIPP funds individual and collective training requirements for garrison EM and first and emergency responders. VIPP funds shall not be used for the routine training of first and emergency responders when such training is mandated by another program or resourced by another MDEP. VIPP provides for training of task organized teams supporting response and recovery operations. IMCOM PM/P will centrally manage and fund Emergency Management training to include the Army EOC Course, the Army Emergency Manager Signature Course, the Army Exercise Evaluator Course, the Army Response and Recovery Train-the-Trainer Course and Mobile Training Teams to deliver various courses at selective Installations.

ii. Exercises, VIPP funds collective All Hazards exercise series to include; Table Top Exercises (TTX), Functional Exercises (FE) for the garrison Emergency Operations Center (EOC) and an annual Full Scale Exercise (FSE). During this FY, IMCOM will fund the exercise programs through the Regions/ISDs to support travel for Observer Controller (OC) Teams and other local costs associated with conducting the IMCOM Training and Exercise Program.

iii. Professional Development. Professional development opportunities will be centrally managed by IMCOM PM/P to include EM attendance at the IMCOM Annual Protection/Workshop. Other specific career development requests for funding will be submitted to PM/P through respective IMCOM Directorate.

iv. Equipment Sustainment. In FY14, Army G34 began to provide VIPP funding directly to the Tank and Automotive Command Life Cycle Management Command (TACOM LCMC). EM Equipment Sustainment Program includes: MWN (Network and Telephone Alerting, and Giant Voice towers), E911, and, Commercial-Off-the-Shelf (COTS) Common Operating Picture Systems, and incident command system. EM First Responder Equipment Sustainment Program for emergency response equipment from two previous CBRN Installation Protection Programs which include: CBRN detection, presumptive agent testing, decontamination systems, and personal protection equipment.

v. Ready Army Materials: In FY 19, VIPP will also include limited funding to cover Ready Army Printed material and office supplies beyond material available through the Ready Army Website.

### (3) Not funded and common mistakes

(a) VIPP funding for Emergency Operations Center (EOC) items such as Land Mobile Radios, computers, secure fax, plotters, visual displays, speaker systems, etc. are not authorized.

(b) Requests for the use of VIPP funding for anything not clearly

identified in above guidance must be submitted through appropriate Region/ISD to PM/P for approval

(c) Do not execute contracts out of VIPP without final approval from IMCOM VIPP MDEP Manager

(d) Mass care operations, Mass care includes sheltering (including household pets); the distribution of water, food, and emergency supplies.

(4) Shortfall Process: Shortfalls in funding for any requirements need to be submitted to IMCOM via the Resource Data Management Tool (RDMT) in accordance with IMCOM G8 guidance.

(5) Emerging Requirements: All year of execution (emerging) requests will be submitted to HQ IMCOM via the Resource Data Management Tool (RDMT) in accordance with IMCOM G8 guidance. All efforts will be taken to support the year of execution OPA requirements, however, there is no guarantee of success in obtaining funding.

(6) Garrison Emergency Manager (EM) will compile and manage a VIPP spend plan based upon respective distributed VIPP budget, Ems will submit VIPP spend plans NLT 01 OCT.

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**11.Fire and Emergency Services (F&ES – MDEP QEMS/ISR 401):** F&ES activities/services are designed to save lives, property and the environment. F&ES budget is broken down into two categories, Pay and Non-Pay. Please note, the IMCOM F&ES funding MDEP changed from QDPW to QEMS. Examples (not an all-inclusive list) of MDEP QEMS covered below. IMCOM's Funding Narrative Guidance will be available on AKO and SharePoint, once published.

(1) Civilian Pay

(a) HQ, IMCOM G8 manages civ-pay requirements on a quarterly basis

(b) DES' sets the minimum daily staffing levels and manages overtime costs on a monthly basis to ensure compliance with DA policy and IMCOM guidance

(c) DES' shall ensure that uniform allowances are IAW with DoDI

1400-25 volume 591 (12 Mar 09), maximum initial (\$1,600) for newly hired DOD firefighters and maximum \$800 for tenured firefighter employees required to wear uniforms.

(2) Non Pay includes the following: (Funds distributed contingent upon available funds received from HQDA) and covers the following items:

(a) Contracts as required to support the mission. All contracts will be logged into the CRT (includes contracts paid by impact card.

(b) Civilian clothing allowance - Uniforms and clothing authorized by AR 420-1 para 25-7a (3) and (4). Uniform allowances may be paid to employees or items furnished as specified in DoDI 1400-25 volume 591 and Army Implementation Policy. DES' will ensure procedures are developed to account for uniforms issued to employees or purchased by employees IAW DoDI 1400.25-V591, Enclosure 3, para 1a (7).

(c) Annual certification/maintenance (SCBA, Air quality, cylinders, etc)

(d) Personal Protective Equipment as specified in AR 420-1, para 25-7.

(e) Supplies (Station, apparatus, Fire prevention week, cell phones, etc)

(f) GSA vehicle repairs/installation of safety equipment and command equipment.

(g) Live fire trainer repairs, fuel, oil, propane, small engine fuel, etc)

(h) Station life cycle replacement items (furniture, mattresses, etc)

(3) Common errors of Non Pay expenditures and (UFR's):

(a) DES' attempting to pay for Inspection Testing and Maintenance of fire alarm and suppression systems using QEMS-F&ES funds. System maintenance is funded through Sustainment APE132078 or Restoration and Modernization APE132076 as determined by work classification.

(b) DES' paying for fuel costs for fire trucks that are on their TDA when the requirement is for Logistics & Readiness Center (LRC) to fund.

(c) DES' paying for ground ambulance transport using QEMS-F&ES funds.

(d) DES' sending forward unfunded resource requirement shortfalls with poorly written justification and impact statements for the service owner to validate

(e) DES's funding for fire extinguishers from QEMS-F&ES funds when it is a unit responsibility.

(f) Realigning non-pay funds from service 401, QEMS at the installation level.

(g) DES requesting funds for LMR/mobile radios. IMCOM F&ES contributes to the QLPR LMR contract to purchase these items at a rate of approximately 10% per year depending on funds availability.

(4) Not funded in FY20 due to insufficient non-pay funds

(a) Purchase of training props

(b) Confined Space/Tech Rescue equipment replacement – this will shift one year to the right during the 5 year replacement plan

(c) Education – Seek funding through CP-12

(d) TDY travel – IMCOM F&ES will fund the Fire Chiefs course, however, each participant will create the own travel orders and complete their own vouchers.

(e) Please note during the year of execution Fire Chiefs can re-align funds to fund emerging requirements or a change in mission objectives. They cannot however use QEMS non-pay funds to purchase vehicles, ATV's, and trailers (towing, storage, operations, prevention, etc)

(5) Shortfall Process

(a) Installation DES and Fire Chief will develop a line item budget for non-pay requirements for using budget tool provided by IMCOM G8 and ACSIM.

(b) Contracts and critical requirements get the highest priority.

(c) IMCOM F&ES will review all shortfalls submitted by installation DES.

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## **J. Environmental Programs – Army Environmental Command (AEC)**

MDEP ENVR is a fenced program and managed by AEC.

Funding is provided in MDEP ENVR:

| <b>SAG</b>                      | <b>Functional Area</b> | <b>ISR – Attribute 2</b> |
|---------------------------------|------------------------|--------------------------|
| 131 – Environmental Cleanup     | 131056ENVR             | 505                      |
| 493 – Environmental Restoration | 493008ENVR             | 509                      |

d. SAG 131 sub-program element is Compliance-Related Cleanup (CC).

e. SAG 493 sub-program elements are IRP (Installation Restoration Program) and MMRP (Military Munitions Response Program). Funds are congressionally “fenced” and repurposing of these funds is not permitted and would result in a violation of fiscal law.

## **1. Program Management**

a. For recurring program management execution, funding will be issued Quarterly whenever possible. Garrisons will be provided one Direct Charge WBS element to charge supplies, travel, and training in support of Defense, Environmental Restoration, Army efforts by AEC. Funding not executed by the end of the quarter will be assumed as not required and will be decremented by the remaining amount.

b. Payroll will be managed by AEC and distributed through PBG by HQ IMCOM G8. ENVR is a fenced program, any excess funds must be declared excess as soon as possible to quickly return to AEC for distribution. It is your responsibility to ensure shortfalls are identified and reported to HQ IMCOM G8.

c. Funding for CME efforts will be executed by AEC, via an SPS-PR or MIPR to the appropriate activity.

## **2. Project Funding**

Project funding when possible will be provided through a Direct Charge WBS element via AEC. When a Direct Charge WBS is not feasible, AEC will issue the appropriate document.

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**K. Conservation Reimbursable and Fee Collection Programs (CRFCP) – Forestry, Agriculture/Grazing Out leases, & Fish and Wildlife Conservation Fund**

## **1. Forestry and Agriculture/Grazing Automatic Reimbursable Authority (ARA)**

a. ARA allows participating installations and supporting USACE Districts to Borrow against appropriated O&M funds and for DFAS-IN to reimburse the appropriate O&M account with forestry and agriculture/grazing proceeds. ARA is issued by DAIM-ISE via memorandum to participating installations based on their estimated yearly forest product proceeds, agriculture/grazing outlease proceeds, and requirements for reimbursable- eligible salaries and projects. IMCOM G4 also issues an ARA cover memorandum identifying installation-specific Work Breakdown Structure (WBS) elements and sales order funding information for obligating ARA. Memorandums are issued at the beginning of the fiscal year and during the year to increase initial ARA if actual proceeds equal or exceed expectations.

b. Most forest product sales and agriculture/grazing outlease payments are collected by a USACE District contracting officer administering the sales or outleases. However, installations are allowed to administer their own forest product sales if so desired. Many installations administer their own firewood sales. Proceeds collections are deposited to the U.S. Treasury by the collections agent, either USACE or the installation.

c. Additional CRFCP ARA details are available in the IMPW-SE FY18 IMCOM Funding Guidance.

## **2. DoD Forest Reserve Account (FRA) Funding Authority**

a. The DoD FRA contains the cumulative net balance of all Service timber sales proceeds and ARA obligations. The Army is the executive agent for the FRA (21X5295). The FRA balance cannot exceed \$4 million on December 31 of any calendar year. Amounts in excess of \$4 million must be transferred to the U.S. Treasury General Fund Miscellaneous Receipts Account. Therefore, each year installations from all military Services are requested by memorandum by the Office of the Assistant Secretary of Defense (OASD) to submit qualified projects for FRA funding to their commands. Any installation can submit a FRA project proposal. Qualified projects are those that improve forest lands, meet unanticipated contingencies in administration of forest lands, or implement approved natural resource plans and agreements. OASD approves Service FRA project funding and notifies each service by memorandum.

b. DAIM-ISE transfers funds from the FRA account (21X5295) to the 21F3875.3960 account for use by Army installations for approved projects and notifies commands by memorandum. IMCOM G4 also issues a FRA project funding authority cover memorandum identifying installation-specific WBS elements and sales order funding information for obligating FRA project funds. FRA funds transferred to the 21F3875.3960 account are no year funds but authority to obligate FRA project funds must be authorized each fiscal year by DAIM-ISE.



c. Additional CRFCP FRA details are available in the IMPW-SE FY18 IMCOM Funding Guidance.

### **3. Fish and Wildlife Conservation Fund (21X5095)**

a. Implementation of the Sikes Act allows for the issuance of special State hunting, fishing and trapping permits to individuals and requires payment of nominal fees which are to be used for the protection, conservation, and management of fish and wildlife including habitat improvement and related activities in accordance with the installation's Integrated Natural Resources Management Plan (INRMP). All revenue collected from Sikes Act permit fees for hunting, fishing, and trapping shall be maintained and used at the installation where collected.

b. Fiscal year 21X5095 apportionment is requested from installations by preparation of AWP's in May and June of the prior fiscal year. This apportionment authority provides each installation a ceiling amount for collections to clear against and an

authority for obligation of current year cleared collections. Apportionment authority for 21X5095 is requested by DAIM-ISE via memorandum to the Office of the Assistance Secretary of the Army (Financial Management and Comptroller) (SAFM-BUC-E). IMCOM's annual apportionment is issued to IMCOM and loaded into GFEBS by the DA Fund Control Officer. Per instructions in the DAIM-ISE memorandum, HQ IMCOM G8 loads each installation's individual apportionment into the GFEBS Fish and Wildlife execution account (5095X0DYY) for each installation.

c. IMCOM G4 also issues a cover memorandum identifying installation-specific WBS elements and funding information for obligating current and prior year 21X5095 cleared collections. Memorandums are issued at the beginning of the fiscal year and during the year to increase apportionment if actual Sikes Act permit fee proceeds equal or exceed expectations.

d. Installations are responsible for collecting and processing all Sikes Act permit fees.

e. Although 21X5095 funds do not expire, the expectation of DAIM-ISE is that installations will execute 21X5095 funding in a timely manner, preferably within one year. If you have prior year funds please execute those funds first, FIFO method. Installations will be asked to report quarterly on the status of their un-obligated and un-liquidated funding. The format can be found in Chapter 5-G8 of the FY19 ACG. The file name is Chapter\_05\_(G8)\_Section\_5-9-A6b\_ACG\_(5095)Fish and Wildlife. The reports will be due in FY20 on: 16 Jan 20, 16 April 20 and 16 July 20.

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**APPENDICES:**

- A. IMCOM GFEBS Technical Cost Handbook**
- B. OCO CEW Cost Template**
- C. OCO Program Target Lines & Definitions**