



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM
10000 10TH MOUNTAIN DIVISION DRIVE
FORT DRUM, NEW YORK 13602-5046

IMDR-ZA

AUG 21 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum 17-09, General Fund Enterprise Business System (GFEBS) Resource Management Policy and Procedures in Support of Overseas Contingency Operations (OCO)

1. PURPOSE: To establish resource management policy and procedures for OCO funding requirements.

2. GENERAL:

a. In accordance with Headquarters, Department of the Army (HQDA) financial management guidance for OCO funding, the Garrison will only receive funds for the incremental portion of OCO expenses. Incremental costs are defined as costs beyond baseline training, operations, and personnel costs incurred in support of a contingency operation. A contingency operation is defined as a military operation that is either designated by the Secretary of Defense as a contingency operation or becomes a contingency operation as a matter of law, IAW Title 10 United States Code 101 § (a)(13).

b. Valid OCO expenditures relating to the first and last phase of an OCO mission can be found in enclosure 1 (Pre-deployment and Reconstitution). The Theater Commander funds the middle three phases – deployment, sustainment, and redeployment.

3. REQUIREMENT VALIDATION PROCESS:

a. The OCO memorandums are required for all OCO execution and to ensure proper allocation of funds. The OCO memorandum shall ONLY be required for the current fiscal year of execution.

b. To request OCO funding, submit a memorandum per enclosure 2, justify the requirement with a specific description of the purpose for which funding is required, amount of funding requested, and impact of not having the requirement. The OCO memorandum will be signed by the director of the directorate requesting funding, and forwarded to the Staff Judge Advocate (SJA).

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c. The SJA will review the funding request and issue a legal opinion on a separate memorandum. The original memorandum and the SJA opinion will be forwarded to the Directorate of Resource Management (DRM).

d. The DRM OCO analyst will review all documents for accuracy and compliance with this policy, and forward through the Budget Officer to the DRM Director for review. Upon the DRM Director's review, all documents will be submitted to the Garrison Commander (GC) for approval/disapproval and signature.

e. Due to funding requests normally being estimates, proper tracking is necessary to ensure expenses do not exceed the approved funding amount. Per HQDA memorandum, Financial Management Guidance for Contingency Operations, dated 28 June 2012, paragraph 4, "Commands must consider the cost in validating requirements, executing limited resources, recording execution properly in the accounting systems, and ensuring proper and effective management controls are in place. One hundred percent visibility, accountability, transparency, oversight, and controls are required for all contingency operations dollars."

f. DRM has the authority to approve requirements up to \$10,000. The GC or Deputy to the Garrison Commander (DGC) has approval authority on all requirements of \$10,000 and above. Only the GC/DGC can disapprove OCO requests. Requirements below \$10,000 that DRM does not recommend for approval will be sent to the GC/DGC for a final decision.

g. Only upon approval of OCO requirements as stated above are individuals authorized to make purchases. Purchases by MIPR are charged directly to the OCO account. Purchases made through various supply systems or Government Purchase Cards (GPC) will be reallocated in ACCESS prior to monthly certification by the billing official.

4. REIMBURSEMENT: To receive OCO reimbursement for approved requirements purchased through supply system or by GPC, directorates must submit a request for reimbursement to DRM. Directorates will provide a copy of the approved OCO validation request memorandum and the following supporting documentation as applicable:

a. Copy of ACCESS statement for GPC charges.

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b. Copy of receipts printed for supply transactions with the requested charges highlighted.

c. Any other supporting documents that validate costs in support of OCO requirements to include overtime documents such as the DA Form 5172-R.

5. The point of contact for the policy memorandum is Mark A. Hawes, Director, DRM, 772-3902.

2 Encls

1. Examples of Valid Pre-Deployment and Reconstitution OCO Costs
2. OCO Memo Sample



KENNETH D. HARRISON
Colonel, MI
Garrison Commander

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CATEGORY	GUIDANCE
CIVILIAN PERSONNEL (IMCOM)	<ul style="list-style-type: none">- DOD Civilian Pay and benefits directly associated with conduct of the contingency operation (i.e., overtime pay, holiday pay, hazard pay, etc.)- Authorized temporary civilian personnel hired to directly support the OCO mission
CONTRACTOR SUPPORT (IMCOM/MISSION)	<ul style="list-style-type: none">- Maintenance of stay-behind equipment- Additional support for inspection and repair of equipment- Shrink wrap of aircraft- Port support activity, to include inspections, cleaning, etc.- Back fill of 10th Mountain Division Soldier by contractor
CLOTHING (IMCOM/MISSION)	<ul style="list-style-type: none">- Theater specific OCIE stated in source documents, such as DEPORDS, AARs, memorandums from higher commands, etc.- OCIE for RC/NG mobilizing units is an IMCOM cost and OCIE for Divisional units is a MISSION cost.
OPTEMPO (MISSION)	<ul style="list-style-type: none">- Incremental ground and air OPTEMPO (fuel, parts, supplies) at home station - Pre-phased aircraft maintenance- PLL and ASL (DX/RX items) attributable to OCO mission
SUPPLIES/EQUIPMENT (IMCOM/MISSION)	<ul style="list-style-type: none">- Supplies with long lead times through defense supply channels that are available commercially- Theater specific supplies that are required in-theater IAW DEPORD, unit AAR, or other source documents
TDY (IMCOM/MISSION)	<ul style="list-style-type: none">- Leaders reconnaissance requirements to support OCO mission- Conference requirements to support OCO mission- Leader checks of personnel and equipment at air and sea ports- Pre-deployment costs to support to support mobilization/demobilization- Movement of RC/NG personnel from home station to mobilization station
TRAINING (IMCOM/MISSION)	<ul style="list-style-type: none">- Theater specific training requirements for individuals and units- Mission rehearsal exercise -includes supplies, transportation, travel, and per diem- Movement of unit equipment (helicopters self-deploy)- Validation of RC/NG training

Enclosure 1

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OFFICE SYMBOL

MEMORANDUM THRU

Administrative Law Division, Staff Judge Advocate
DRM Budget Officer
Director, Resource Management

FOR Garrison Commander

SUBJECT: Request Approval for Overseas Contingency Operations (OCO) Funds in Support of Operation _____

1. State what you are requesting (item description) and the total dollar amount, and clearly articulate that these costs are incremental by definition.
 - a. Who will use the equipment/supply?
 - b. Why is it a pre-deployment/reconstitution cost?
 - c. When will the equipment or supply be delivered by vendor (lead time)?
 - d. What is the impact of not having the requirements for the deployment justification?
2. Procurement information:
 - a. State means of purchase: supply, GPC, MIPR or contract.
 - b. Additional information: MIPR address or vendor quote (market research).
 - c. Supporting documentation (include supporting documents).
3. Directorate point of contact, email, phone and FAX number.

Enclosure 2