



# Department of Defense INSTRUCTION

NUMBER 5030.53

September 13, 1988

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DA&M

SUBJECT: Reimbursement for GSA Space, Services and Facilities

- References: (a) DoD Instruction 5030.53, subject as above, October 25, 1977 (hereby canceled)
- (b) Public Law 92-313, "Public Buildings Amendments of 1972," June 16, 1972 (as amended)
  - (c) Federal Property Management Regulations, Subchapter D, Part 101-21 (41 CFR 101-21)
  - (d) DoD 7110.1-M, "Budget Guidance Manual," July 1985 authorized by DoD Instruction 7110.1, July 8, 1985

## 1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to update procedures for reimbursing the General Service Administration (GSA) for space, services, and facilities within and outside the National Capital Region (NCR) in accordance with references (b) and (c).

## 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments, Defense Agencies, and Activities that receive administrative support from Washington Headquarters Services (WHS) (hereafter referred to as "DoD Components").

## 3. DEFINITION

3.1. The National Capital Region (NCR). The District of Columbia; Montgomery and Prince Georges Counties in Maryland; and Arlington, Fairfax,

Loudoun, and Prince William Counties in Virginia, including the cities of Alexandria, Fairfax, and Falls Church.

#### 4. POLICY

The principal goal of P.L. 92-313 (reference (b)) is to promote greater efficiency in the management and use of Government-owned and -leased space by making Federal Agencies fully responsible for the costs of the space they occupy. GSA has the primary responsibility to carry out the law and to establish and administer Public Buildings programs with revenues that accrue primarily from user charges for space, services, and facilities provided to Federal Agencies by GSA.

#### 5. PROCEDURES

5.1. The Federal Buildings Fund Rent rates, developed by GSA and approved by the Office of Management and Budget (OMB), are intended to approximate commercial charges for comparable space and services for a one-shift a day, five days a week operation.

5.2. For budget preparation purposes, GSA provides a computer printout to the Department of Defense, in advance of each fiscal year, showing the application of the Federal Buildings Fund Rent rates to the space assigned.

5.3. When required by DoD Components, GSA furnishes overtime heating, ventilation and air conditioning, and other building services not included in the Federal Buildings Fund Rent Charges (See subsection 5.1., above). These services are provided on a reimbursable basis. Budget guidance for additional services, whether recurring or one time, is transmitted with the GSA computer printout.

5.4. GSA issues Federal Buildings Fund Rent bills at the beginning of each quarter to WHS for space in the NCR, and to each DoD Component individually for space outside the NCR. These billings include adjustments for billing errors and changes in space assignments made before or during the previous quarter. Charges for reimbursable services, both recurring and one time, are billed by GSA directly to the requesting DoD Components' finance office cited on each GSA Form 2957, "Reimbursable Work Authorization."

#### 6. RESPONSIBILITIES

6.1. The Director, Washington Headquarters Services (WHS) or designee, shall:

6.1.1. Provide approved Federal Buildings Fund Rent rates annually to DoD Components for GSA-assigned space and facilities located within the NCR, as a basis for preparation of budget estimates.

6.1.2. Provide annual projections to Assistant Secretary of Defense (Production and Logistics) of requirements for space located within the NCR.

6.1.3. Receive and review for accuracy the consolidated quarterly Federal Buildings Fund Rent bills for space assigned within the NCR.

6.1.4. Bill DoD Components quarterly for validated rent charges associated with assigned GSA space and facilities within the NCR.

6.1.5. Receive payments from DoD Components for GSA-assigned space within the NCR and dispatch payments to GSA for all space and facilities assigned to the Department of Defense within the NCR.

6.2. The Assistant Secretary of Defense (Production and Logistics) (ASD(P&L)) or designee, shall:

6.2.1. Provide approved Federal Buildings Fund Rent rates and reimbursable services data annually to DoD Components for GSA-assigned space and facilities located outside the NCR, as a basis for preparation of annual budget estimates.

6.2.2. Provide annual projections to GSA of requirements for assigned space located both inside and outside the NCR.

6.3. The Heads of DoD Components shall:

6.3.1. Review for accuracy the annual Federal Buildings Fund data provided by WHS and the Office of the Assistant Secretary of Defense (Production and Logistics (OASD(P&L))) and provide forecasts of changes in the data to the appropriate office.

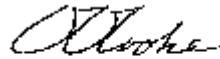
6.3.2. Prepare budget estimates in accordance with DoD 7110.1-M (reference (d)) for costs associated with occupancy of GSA-assigned space, and defend these estimates before the appropriate Congressional committee.

6.3.3. Make payments to the Director, Washington Headquarters Services or designee, for GSA-assigned space provided within the NCR, when billed.

6.3.4. Provide the Assistant Secretary of Defense (Production and Logistics), or designee, with a specific contact point and a billing address for GSA-assigned space and facilities located outside the NCR, and make payments to GSA for the assigned space, services, and facilities, when billed.

## 7. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Director for Administration and Management, Office of the Secretary of Defense, within 90 days.



**D. O. Cooke**  
Director