

APPENDIX D

CONTRACT ADMINISTRATION SERVICES

Contract administration services (CAS) hourly reimbursable billing rates should be applied to direct labor hours incurred in support of CAS efforts. These CAS rates are to be used in billing other Federal Agencies, the public, and Foreign Military Sales (FMS) customers. FMS customers are to be billed in accordance with subsections 070406 and 080601 of Volume 15, “Security Assistance Policy and Procedures,” of this Regulation. Waivers and exclusions are to be granted in accordance with subsection 070104 of Volume 15.

<u>Performing DoD Component</u>	<u>Other Federal Agencies Rate</u> (1)	<u>FMS Rate</u> (2)	<u>Public Rate</u> (3)
Army			
Navy			
Air Force			
Defense Logistics Agency			
Defense Contract Audit Agency			

NOTES:

- (1) Use the Budget Year “Gross Cost Per Direct Hour” amount from page 2.
- (2) Sum Budget Year lines C, E, and G from page 2 and multiply the resultant amount by .167 (obtained from OMB Circular No. A-76 Revised Supplemental Handbook, “Performance of Commercial Activities”). That product then is divided by the applicable total direct work-hours (line V from page 2) to derive an hourly unfunded civilian retirement cost. The resultant hourly unfunded civilian retirement cost is added to the “Other Federal Agencies Rate” (column 1) to yield the FMS rate.
- (3) Use the FMS Rate plus 4% for asset use charge. This is achieved by multiplying the FMS rate by 1.04.

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**REIMBURSEMENT COST FOR CONTRACT ADMINISTRATION SERVICES**

<b>DoD COMPONENT</b> _____	Prior Year <sup>(4)</sup> (PY)	Current Year (CY)	Budget Year (BY)
<u>Gross Workyear Cost</u>			
A. Total Salaries of Direct Labor Personnel <sup>(5)</sup>	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs) <sup>(5)</sup>	_____	_____	_____
C. Average Salary of Direct Labor Personnel [(A)÷(B)]	\$ _____	\$ _____	\$ _____
D. Total Salaries of Indirect Supervision & Administrative Personnel <sup>(5)</sup>	\$ _____	\$ _____	\$ _____
E. Indirect Supervision & Administrative Salaries per FTE [(D)÷(B)]	\$ _____	\$ _____	\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel <sup>(5)(6)</sup>	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F)÷(B)]	\$ _____	\$ _____	\$ _____
H. Personnel Benefits <sup>(5)</sup>	\$ _____	\$ _____	\$ _____
I. Average Personnel Benefits Costs per FTE [(H)÷(B)]	\$ _____	\$ _____	\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____
K. Total Travel Costs <sup>(6)(7)</sup>	\$ _____	\$ _____	\$ _____
L. Average Travel Costs per FTE [(K)÷(B)]	\$ _____	\$ _____	\$ _____
M. Other Support Costs <sup>(6)(8)</sup>	\$ _____	\$ _____	\$ _____
N. Average Support Costs per FTE [(M)÷(B)]	\$ _____	\$ _____	\$ _____
O. Total Gross Work-Year Cost [(J) + (L) + (N)]	\$ _____	\$ _____	\$ _____
<u>Direct Work-Hours</u>			
P. Work-Hours Available (see OMB Circular No. A-11, Section 85)	_____	_____	_____
Q. Less Holidays	80	80	80
R. Less Annual Leave <sup>(6)</sup>	_____	_____	_____
S. Less Sick Leave <sup>(6)</sup>	_____	_____	_____
T. Less Other Leave (e.g., Military, Jury and Administrative) <sup>(6)</sup>	_____	_____	_____
U. Less Training Time <sup>(6)</sup>	_____	_____	_____
V. Total Direct Work-Hours [(P) - (Q) - (R) - (S) - (T) - (U)]	_____	_____	_____
Gross Cost Per Direct Hour [(O)÷(V)]	\$ _____	\$ _____	\$ _____

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**REIMBURSEMENT COST FOR CONTRACT ADMINISTRATION SERVICES**

Notes:

- (4) The amounts reflected should be the “actual” cost and work-hour data for the most recently completed Fiscal Year. This should be the FY 20PY of the President’s Budget.
- (5) The amounts reflected should be that shown in the “Total” column of the attached schedule, “Personnel Cost For Contract Administration Services” (page 4) for the applicable year, i.e., PY, CY, BY.
- (6) Separately, show basis of computation.
- (7) Includes all travel costs, i.e., local, temporary additional duty, and permanent change of station, of the civilian and military personnel included under items (A), (D) and (F).
- (8) Includes other expenses such as supplies, equipment, training and communications.

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**PERSONNEL COST FOR CONTRACT ADMINISTRATION AND RELATED SUPPORT SERVICES**

<b>DoD COMPONENT</b> _____			
	Civilian (a)	Military (b)	Total (a) + (b)
<u>Gross Workyear Cost For Prior Year (Actual)</u> _____			
A. Total salaries of Direct Labor Personnel <sup>(9)</sup>	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs)	_____	_____	_____
C. Average Salary of Direct Labor personnel [(A)÷(B)]			\$ _____
D. Total Salaries of Indirect Supervision and Administrative Personnel <sup>(10)</sup>	\$ _____	\$ _____	\$ _____
E. Indirect Supervision and Administrative Salaries per FTE [(D)÷(B)]			\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel <sup>(11)</sup>	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F)÷(B)]			\$ _____
H. Personnel Benefits <sup>(12)</sup>	\$ _____	\$ _____	\$ _____
I. Personnel Benefits Costs per FTE [(H)÷(B)]			\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (H)]	\$ _____	\$ _____	\$ _____
<u>Gross Workyear Cost For Current Year</u>			
A. Total salaries of Direct Labor Personnel <sup>(9)</sup>	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs)	_____	_____	_____
C. Average Salary of Direct Labor personnel [(A)÷(B)]			\$ _____
D. Total Salaries of Indirect Supervision and Administrative Personnel <sup>(10)</sup>	\$ _____	\$ _____	\$ _____
E. Indirect Supervision and Administrative Salaries per FTE [(D)÷(B)]			\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel <sup>(11)</sup>	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F)÷(B)]			\$ _____
H. Personnel Benefits <sup>(12)</sup>	\$ _____	\$ _____	\$ _____
I. Personnel Benefits Costs per FTE [(H)÷(B)]			\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____

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DoD COMPONENT _____			
	Civilian (a)	Military (b)	Total (a) + (b)
<u>Gross Workyear Cost For Budget Year</u>			
A. Total salaries of Direct Labor Personnel <sup>(9)</sup>	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs)	_____	_____	_____
C. Average Salary of Direct Labor personnel [(A)÷(B)]			\$ _____
D. Total Salaries of Indirect Supervision and Administrative Personnel <sup>(10)</sup>	\$ _____	\$ _____	\$ _____
E. Indirect Supervision and Administrative Salaries per FTE [(D)÷(B)]			\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel <sup>(11)</sup>	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F)÷(B)]			\$ _____
H. Personnel Benefits <sup>(12)</sup>	\$ _____	\$ _____	\$ _____
I. Personnel Benefits Costs per FTE [(H)÷(B)]			\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____
Notes:			
(9) Include the salary expenses of direct civilian and military personnel, e.g., contract administrators.			
a. <u>Civilian</u> . The cost of civilian personnel assigned full time to contract administration requirements should reflect the annual salary for the applicable pay grades. Otherwise, an hourly rate of 1/2087 of the annual rate shall be used and a leave and holiday factor of 18 percent of pay cost added.			

b. Military. The cost of military personnel assigned full time to contract Administration requirements should be based on the annual Military Composite Pay rates. Otherwise, an hourly rate of 1/2080 of the annual Military Composite Pay rate shall be used and a leave and holiday factor of 14 percent of pay cost added.

(10) Include the indirect salary expenses for civilian and military personnel that perform supervisory and administrative (clerical) functions. Such costs are computed as indicated in(9)a. and (9)b. above.

(11) Include the salary expenses for civilian and military personnel at the district, regional and headquarters level. Such costs are computed as indicated in (9)a. and (9)b. above.

(12) Include the fringe benefit expenses for all civilian and military personnel included in items (A), (D) and (F).

a. Civilian. Fringe benefits are computed by multiplying civilian personnel costs by the civilian fringe benefit rate. The fringe benefit rate must be that reported for the applicable fiscal year on the OP-8 exhibit, "Civilian Personnel Costs."

b. Military. Fringe benefits are computed by multiplying separately the officer and enlisted salaries by 6 percent for officers and 18 percent for enlisted personnel.

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**VARIANCES IN THE REIMBURSEMENT COST FOR CONTRACT ADMINISTRATION SERVICES**

<b>DoD COMPONENT</b> _____		
	Ratio of PY to CY <sup>(13)</sup>	Ratio of CY to BY <sup>(14)</sup>
<u>Gross Workyear Cost</u>		
Average Salary of Direct Labor Personnel	_____ %	_____ %
Indirect Supervision & Administrative Salaries Per FTE	_____ %	_____ %
Regional, District and Headquarters Salaries Per FTE	_____ %	_____ %
Average Personnel Benefits Costs Per FTE	_____ %	_____ %
Total Cost of Personnel Services	_____ %	_____ %
Total Travel Costs	_____ %	_____ %
Other Support Costs	_____ %	_____ %
Total Gross Workyear Cost	_____ %	_____ %
<u>Direct Work-Hours</u>		
Annual Leave	_____ %	_____ %
Sick Leave	_____ %	_____ %
Other Leave (e.g., Military, Jury, Administrative)	_____ %	_____ %
Training Time	_____ %	_____ %
Total Direct Work-Hours	_____ %	_____ %
Gross Cost Per Direct Labor Hour	_____ %	_____ %
Provide narrative explaining variance in any element greater than three percent:		
_____		
_____		

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Notes:

- (13) Computed using the cost and hour data from page 2. Divide the current year amount for each element by the prior year amount, subtract 1 and multiply by 100.
- (14) Computed using the cost and hour data from page 2. Divide the budget year amount for each element by the current year amount, subtract 1 and multiply by 100.