



Department of Defense INSTRUCTION

NUMBER 5030.60

September 17, 1993

DA&M

SUBJECT: Reimbursable Work Authorization Procedures for Washington
Headquarters Services (WHS) -Operated Facilities

- References:** (a) Public Law 101-510, "National Defense Authorization Act For Fiscal Year 1991," November 5, 1991 (10 U.S.C. 2674)
- (b) General Services Administration (GSA)/Department of Defense (DoD) Building Delegations Agreement for Facilities Within the National Capital Region (NCR), May 6, 1992
- (c) [DoD Directive 5110.4](#), "Washington Headquarters Services," May 6, 1991

1. PURPOSE

This Instruction:

1.1. Establishes policy, assigns responsibilities, and prescribes procedures for reimbursable work projects and the use of DD Form 2647, "Reimbursable Project Worksheet" for DoD-operated facilities within the NCR under reference (a).

1.2. Authorizes the use of DD Form 2647 (enclosure 1).

2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, the Inspector General of the Department of Defense, the Uniformed Services University of the Health Sciences, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

3. POLICY

It is DoD policy that the operation, maintenance, protection, and repair of the Pentagon Reservation and federally-owned and-leased facilities operated by the Department of Defense in the NCR shall be administered by the Director, Washington Headquarters Services (WHS). A reimbursable work authorization program shall be established and maintained by the WHS, with authorizing and funding data to enhance the effective and efficient delivery of building services to DoD-operated facilities.

4. RESPONSIBILITIES

4.1. The Director, Washington Headquarters Services , shall ensure compliance with this Instruction and oversee the activities of the Director of Real Estate and Facilities (RE&F), WHS, to:

4.1.1. Review, approve, and fund a full range of building services for the DoD Components, consistent with 10 U.S.C. 2674 (1991) (reference (a)) and the GSA/DoD Building Delegations Agreement for Facilities Within the NCR (reference (b)).

4.1.2. Recover from a tenant, all cost incurred by WHS in the delivery of premium services including but not limited to space alterations, security, heating, ventilation, air conditioning, and other building services. Premium services are those building services that exceed in frequency, quality or scope those commercially equivalent (standard level) services funded by the tenant through basic rent payments to the GSA, Federal Building Fund, and the Pentagon Reservation Maintenance Revolving Fund.

4.2. The Heads of the DoD Components shall ensure that their components process payments promptly and expeditiously for all Real Property Services rendered by WHS and comply with this Instruction.

5. PROCEDURES

5.1. The DoD Components shall use DD Form 2647 to request reimbursable building services in DoD-operated facilities, as follows:

5.1.1. Section I - Ordering DoD Component Request. This section of DD

Form 2647 shall be completed by the requesting DoD Component. The original DD Form 2647 and its attachments, such as continuation sheets and drawings, shall be provided to the appropriate WHS servicing office. A copy of the DD Form 2647 shall be forwarded to the following office:

Director, Resources Management Office (RMO)
Real Estate and Facilities Directorate, Room 3C345
Washington Headquarters Services
Washington DC 20301-1155

5.1.2. Section II - Cost Estimate. This section of DD Form 2647 shall be completed by the WHS servicing office. Normally, the office in the RE&F, WHS, that receives the original DD Form 2647 from the requesting DoD Component shall be the servicing office. The WHS servicing office shall:

5.1.2.1. Complete Section II of DD Form 2647, which includes obtaining required clearances (see block 16.), preparing and dating a cost estimate, and assigning a reimbursable project number and organization responsibility code.

5.1.2.2. The original DD Form 2647 shall be returned to the requesting DoD Component for acceptance or rejection.

The time required by WHS to prepare a project cost estimate may vary substantially based upon the complexity of the work required. In those instances where the time required to complete the cost estimate is expected to exceed 30 calendar days, the WHS Point of Contact (POC) will so advise the specified POC for the customer agency and establish a reasonable suspense date for the completion of the cost estimate.

5.1.2.3. Provide a copy of DD Form 2647 to the RMO and other appropriate RE&F components as applicable.

5.1.3. Section III - DoD Components Acceptance

5.1.3.1. The requesting DoD Component shall complete Section III of DD Form 2647 and prepare a DD Form 448, "Military Interdepartmental Purchase Request" (MIPR), or an equivalent funding document acceptable to the WHS, and forward the originals to the RMO, RE&F, within 60 calendar days from the receipt of the DD Form 2647.

5.1.3.2. Estimates remain in effect for at least 60 calendar days from the date of customer receipt of the estimate. After that period, estimates may be voided at

the discretion of the WHS servicing office. DD Forms 2647 that are not completed by the DoD requesting Component and returned to RMO, RE&F, within 60 calendar days from the date of customer receipt of estimate may be rejected by RE&F, WHS.

5.2. Funding Certification

5.2.1. On acceptance of the cost estimate by a DoD Component in section III of the DD Form 2647, the RMO, RE&F, shall indicate that the project is accepted and will be performed by RE&F, WHS, by the following:

5.2.1.1. Completing DD Form 448-2, "Acceptance of Military Interdepartmental Purchase Request."

5.2.1.2. Forwarding the following DD forms to the requesting DoD Component:

5.2.1.2.1. DD Form 448 (copy).

5.2.1.2.2. DD Form 448-2 (original).

5.2.1.2.3. DD Form 2647 (copy).

5.2.1.3. Forwarding the following DD forms to the Installation Accounting Division (IAD), Budget and Finance Directorate (B&F), WHS:

5.2.1.3.1. DD Form 448 (original).

5.2.1.3.2. DD Form 448-2 (copy).

5.2.1.3.3. DD Form 2647 (copy).

5.2.1.4. Forwarding the following DD forms to the WHS servicing office:

5.2.1.4.1. DD Form 448 (copy).

5.2.1.4.2. DD Form 448-2 (copy).

5.2.1.4.3. DD Form 2647 (original).

5.2.2. The IAD, B&F, shall establish the project as a unique cost center in the WHS accounting system and establish the customer billing file. Any

administrative cost distribution reflected on DD Form 2647 shall be applied at that time.

5.2.3. Unless otherwise authorized, the servicing office shall not proceed with the project until it is in receipt of DD Form 448-2 from the RMO indicating that the project has been funded by the requesting DoD Component.

5.3. Project Execution and Completion

5.3.1. The WHS servicing office shall keep the requesting DoD Component apprised of the project's progress. At the option of the customer agency, this may be accomplished through periodic meetings with their WHS POC's to review the status of their ongoing projects.

5.3.2. Within 7 calendar days of completion of the project, the WHS servicing office shall certify the physical completion of the project in block 25.a. of DD Form 2647 and provide a copy of the form to the requesting DoD Component and the RMO, RE&F.

5.3.3. Within 60 calendar days of the completion of the project, the WHS servicing office shall do the following:

5.3.3.1. Fully reconcile official WHS financial accounting reports with labor distribution and procurement records and other financial documents maintained in the project files.

5.3.3.2. Certify financial completion in block 25.b. of DD Form 2647.

5.3.3.3. In block 22.e.(4) of DD Form 2647, state the actual obligations (including all administrative charges) incurred by WHS in accomplishing the project.

5.3.3.4. Forward copies of the completed DD Form 2647 to the point of contact for the requesting DoD Component and the RMO, RE&F.

5.3.4. The RMO, RE&F, shall prepare a DD Form 448-2 to identify residual balances that are not required and may be withdrawn by the requesting DoD Component. The original DD Form 448-2 shall be forwarded to the requesting DoD Component, and a copy shall be provided to the IAD, B&F and to the WHS servicing office. The IAD will close out the project and no further transactions will be processed by the IAD against the project that will cause total obligations to exceed the actual project cost specified on DD Form 448-2.

5.4. Changes and Cancellations

5.4.1. Changes. Any change to the initial project that will affect the scope of work and/or funding shall be prepared as an amendment to DD Form 2647. To initiate the change, the DoD Component shall complete section I of DD Form 2647 describing the incremental change to the project. The requesting DoD Component shall enter the RPW number that was assigned to the original project in block 14. The DD Form 2647 shall be processed in the same manner as the original project. (If a proposed amendment to the original project is so significant in scope that it changes the purpose or greatly changes the magnitude of the original reimbursable request, the DoD Component must cancel the existing project and issue a new DD Form 2647.) Requesting DoD Components will strictly adhere to appropriation obligation rules when projects cross fiscal years, especially in the funding of change orders in fiscal years subsequent to the original reimbursable request.

5.4.2. Cancellations. Cancellation of a funded ongoing project shall be requested by the DoD Component by completing Section I of DD Form 2647 and indicating cancellation in block 8.b. The requesting DoD Component shall enter the (Reimbursable Project Worksheet) number that was assigned to the project in block 14. of DD Form 2647. The WHS/IAD shall bill the DoD Component for all costs incurred through the date of receipt of the cancellation notice, as indicated in block 8.b. The DoD Component shall be obligated to pay for such services. The Resources Management Office (RMO), Real Estate and Facilities Directorate (RE&F) will issue a DD Form 448-2 (Acceptance of MIPR) to decrease the project amount and return the unused funding to the Defense Component.

5.5. Memorandum of Assurance. If a DoD Component is unable to anticipate its reimbursable service requirements sufficiently in advance to prepare the DD Form 2647 and the necessary funding documents, a memorandum of assurance (enclosure 2) shall be prepared by the requesting DoD Component, in coordination with the WHS servicing office, on or before the required start date of the project.

5.5.1. The memorandum of assurance shall state the following:

5.5.1.1. The interim funding agreement between WHS and the DoD Component.

5.5.1.2. The estimated cost of the project.

5.5.2. The memorandum of assurance shall be forwarded to the WHS

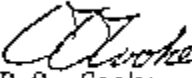
Building Manager or other appropriate servicing office official, for acceptance and completion of the project. A copy of the memorandum of assurance shall be forwarded to the RMO, RE&F:

Director, Resources Management Office (RMO)
Real Estate and Facilities Directorate, Room 3C345
Washington Headquarters Services
Washington DC 20301-1155

5.5.3. Within 7 working days from the date of the memorandum, a fully executed DD Form 2647 and DD Form 448 (MIPR) will be provided by the requesting DoD Component to the RMO, RE&F.

6. EFFECTIVE DATE

This Instruction is effective immediately.


D.G. Cooke, Director
Administration and Management

Enclosures - 2

- E1. DD Form 2647, JAN 93, "Reimbursable Project Worksheet"
- E2. Sample - Memorandum of Assurance

E1. ENCLOSURE 1

DD Form 2647, JAN 93, "Reimbursable Project Worksheet"

REIMBURSABLE PROJECT WORKSHEET						
SECTION I - ORDERING DOD COMPONENT REQUEST						
1. AGENCY CONTROL NUMBER		2. DATE (YYMMDD)		3. REQUESTING DOD COMPONENT		
4. POINT OF CONTACT (POC)		5. POC TELEPHONE NUMBER <i>(Include Area Code)</i>		6. BUILDING NAME <i>(Include Room and Building Number)</i>		
7. FUNDING SOURCE		8. WORK ORDER TYPE		9. WORK START DATE (YYMMDD)		
a. O&M		a. INITIAL		10. WORK COMPLETION DATE (YYMMDD)		
b. RE&FD		b. CANCELLATION				
c. MILCON		c. CHANGE NUMBER				
d. PROCUREMENT						
e. OTHER <i>(Specify)</i>						
11. DESCRIPTION OF WORK						
12. ATTACHMENTS <i>(Please check appropriate block(s))</i>				DRAWING(S)		CONTINUATION SHEET(S)
SECTION II - WHS ESTIMATE						
13. INTERNAL CONTROL NUMBER		14. RPW NUMBER		15. ORC	16. CLEARANCE REQUIRED	INITIALS
					a. SOHO	
					b. DPS	
					c. SPAD	
					d. OTHER <i>(Specify)</i>	
17. SIGNATURE OF PLANNER / ESTIMATOR		18. DATE OF ESTIMATE (YYMMDD)		21. WHS ESTIMATED DELIVERY DATE (YYMMDD)		
19. SERVICING OFFICE		20. POINT OF CONTACT (POC) / TELEPHONE NUMBER <i>(Include Area Code)</i>				
22. COST ESTIMATE						
ACTIVITY a.	PROD. HRS. (RATE \$ b.)	LABOR c.	MATERIALS d.	CONTRACT / OTHER e.	TOTAL f.	23. PERFORMANCE AUTHORIZATION <i>(Name, title, and signature) AND DATE (YYMMDD)</i>
						24. CONCURRING OFFICIAL <i>(Name, title, and signature) AND DATE (YYMMDD)</i>
						25. WORK COMPLETION CERTIFICATION <i>(Date and initial)</i>
						a. PHYSICALLY COMPLETE
						b. FINANCIALLY COMPLETE
(1) SUBTOTAL				(4) ACTUAL		
(2) ADMIN. (%)						
(3) TOTAL ESTIMATE						
SECTION III - REQUESTING DOD COMPONENT ACCEPTANCE						
26. AUTHORIZING OFFICIAL <i>(Name, title, and signature) / DATE</i>				27. ESTIMATE		
				a. ACCEPTED		
				b. REJECTED		
				c. MIPR ATTACHED \$		
28. AGENCY FUND CITATION						
29. REMARKS						

DD Form 2647, JAN 93

INSTRUCTIONS FOR COMPLETING THE WORKSHEET

NOTE: The Reimbursable Project Worksheet is to be used exclusively for projects/services in buildings operated by WHS. GSA Form 2957 must be used to request reimbursable services in buildings operated by GSA.

SECTION I - ORDERING DOD COMPONENT REQUEST (To be completed by the ordering DoD Component)

1. **CONTROL NUMBER** (Optional). Insert requesting organization's internal work order control number.
2. **DATE (YYMMDD)**. Insert the date of this request.
3. **REQUESTING DOD COMPONENT**. Enter the name of the DoD Component requesting the work; i.e., Air Force, Army, ... OSD.
4. **POINT OF CONTACT (POC) AND TELEPHONE NUMBER**. Enter the name of the Agency official to be contacted regarding this project.
5. **POC TELEPHONE NUMBER**. Enter the telephone number (including area code) for the POC.
6. **BUILDING NAME**. Enter the complete address of the work location, including the room number(s) where the work will be performed and the building number.
7. **FUNDING SOURCE**. Place an "X" in the appropriate box to indicate the funding source.
8. **WORK ORDER TYPE**. Place an "X" in the appropriate box to indicate the action being taken on this RPW - initiate a new project; cancel an existing project; modify in scope and/or funding for an existing project. Note: if this is a "change" to an existing project insert the change number; e.g., 1,2,3, etc. in the space provided.
9. **WORK START DATE (YYMMDD)**. Enter the date that work should begin.
10. **WORK COMPLETION DATE (YYMMDD)**. Enter the date on which work should be completed.
11. **DESCRIPTION OF WORK**. Enter a detailed description of the requested work. If additional space is required, a continuation sheet may be used. Copies of plans and/or drawings should also be attached.
12. **ATTACHMENTS**. Insert an "X" in the appropriate block(s) indicating if supporting documentation (continuation sheets, drawings, etc.) has been forwarded with the RPW.

SECTION II - WHS ESTIMATES (To be completed by WHS servicing organization)

13. **INTERNAL CONTROL NUMBER** (optional). Insert servicing organization's internal control number.
14. **RPW NUMBER**. Insert nine character alpha numeric IAD Account Number (e.g., RPWO19999 / DWO19999) that will be assigned to this project.
15. **ORC**. Insert the four-digit; e.g. 7400, 9800 Organization Responsibility Code for the organization that will be responsible for the financial tracking and control of this project.
16. **CLEARANCE REQUIRED**. Insert an "X" in the appropriate block(s) to indicate each organization that must review the cost estimate and/or scope of work before the estimate is provided to the requesting DoD Component.
 - SOHO = Safety & Occupational Health Office
 - SPAD = Space Policy & Acquisition Division
 - DPS = Defense Protective Service
 - Other = (Please Specify)
17. **SIGNATURE OF PLANNER / ESTIMATOR**. Signature of Planner/Estimator who performed the project cost estimate.
18. **DATE OF ESTIMATE**. Indicate date that the cost estimate was developed by Planner / Estimator.
19. **SERVICING OFFICE**. Activity that will be primarily responsible for performing the requested service(s).
20. **POINT OF CONTACT (POC) / TELEPHONE NUMBER (Include Area Code)**. Insert name and telephone number of the individual to be contacted by the requesting DoD component regarding the status of this work.
21. **ESTIMATED DELIVERY DATE (YYMMDD)**. Indicate the estimated delivery date for this project. Use Remarks section as necessary to explain contingencies that may offset the ability of the servicing office to meet the estimated delivery date.

22. ESTIMATE - CALCULATION Provide a detailed breakdown of the cost estimate for this project:

- a. **ACTIVITY** Use the five character alpha numeric Program / Activity code that best describes the services to be accomplished. For example:
 PX110 = Custodial
 PX130 = HVAC
 PX151 = Repairs (over \$10,000)
 PX160 = Protective Services
- b. **PRODUCTIVE HOURS (RATE \$)**. For each activity indicate the total number of productive hours that will be expended by in-house personnel and the hourly productive rate that will be applied.
- c. **LABOR**. Indicate the estimated cost of in-house labor for each activity: Productive Hours x Productive Hourly Rate.
- d. **MATERIALS**. For each activity indicate the estimated cost for supplies and materials to be expended.
- e. **CONTRACT / OTHER**. For each activity show the cost of those portions of the project that will be performed by contract. Also include all other costs that cannot be categorized as in-house labor, supplies or materials.
- f. **TOTAL**. Indicate the total cost for each activity by adding the amounts shown in blocks 22b, 22c, 22d, and 22e.
 - (1) **SUBTOTAL**. Indicate subtotal for each column (columns 22b, 22c, 22d, and 22e, and 22f).
 - (2) **ADMIN (%)**. Indicate amount that will be charged to the work for administrative expenses. For example, if the administrative charge is 10%, insert 10% of the subtotal (Item 22f).
 - (3) **TOTAL ESTIMATE**. Show grand total (including Admin cost) for each column (22b, 22c, 22d, and 22e, and 22f).
 - (4) **ACTUAL**. Complete this block only when project is certified as financially complete (see block 25b). Based upon a financial reconciliation of this project with official accounting records, insert total actual obligations incurred for this project that will be reflected in the accounting system and billed to the customer.

23. PERFORMANCE AUTHORIZATION. Insert the name, title, and signature of the Building Manager or other appropriate program official and concurring officials (as needed), authorizing the accomplishment of the project. Performance authorization may only be given after acceptance (see Section III below) of the estimate and certification of funds availability by the requesting DoD Component.

24. CONCURRING OFFICIAL. Self-explanatory.

25. WORK COMPLETION CERTIFICATION. Indicate the date (YYMMDD) that the project was physically and financially completed. Include initials of the RE&F certifying official.

- a. **PHYSICALLY COMPLETE**. Initialing and dating this block certifies that all work is physically completed and/or the requested service has been delivered.
- b. **FINANCIALLY COMPLETE**. Initialing and dating this block certifies WHS Accounting System accurately reflects all valid obligations (including labor distribution and all administrative charges) for this project. No further obligation of funds shall be made against this project after it has been certified as financially complete.

SECTION III - REQUESTING DOD COMPONENT ACCEPTANCE (To be completed by the DoD Component requesting the work)

26. **AUTHORIZING OFFICIAL**. Insert the name, title and signature of the official authorized to accept or reject the cost estimate.
27. **ESTIMATE**. Insert an "X" in the space provided to indicate the acceptance or rejection of the estimate. If the estimate is accepted, a DD Form 448 (Military Interdepartmental Purchase Request (MIPR)) must be prepared for the estimated amount of the work, and attached to this form and forwarded to WHS / RE&F / RMO. In the space provided, indicate the amount of the DD Form 448.
28. **AGENCY FUND CITATION**. In the space provided insert agency fund citation referenced in the MIPR.
29. **REMARKS**. (Optional).

E2. ENCLOSURE 2

Sample - Memorandum of Assurance

[Use appropriate letterhead]

[insert date]

MEMORANDUM FOR THE WHS BUILDINGS MANAGER (Enter office Name)

SUBJECT: Funding Assurance - [Insert RPW No. and Agency Control No.]

1. Request that this interim agreement to fund work for the following building services be accepted:

DESCRIPTION OF WORK:

COST ESTIMATE:
(per WHS Planner Estimator)

\$

Admin. (\$) _____

Total \$ _____

2. It is essential that the work begin by __/__/__ [must be within 5 working days or less from the date of this memorandum].

3. Funds for the work are available for this purpose within our current appropriations. A fully executed DD Form 2647 and DD Form 448 (MIPR) will be provided to the Resources Management Office (RMO), Real Estate and Facilities Directorate (RE&F), Washington Headquarters Services (WHS) by __/__/__ [must be within 7 working days from the date of this memorandum].

4. If the funding documents are not received by RMO, RE&F, WHS, by __/__/__, the following provisions apply:

a. The on-going work and/or building services provided under this interim agreement shall be discontinued by RE&F, WHS, and

b. This Agency shall be obligated to pay all costs incurred by WHS through the date of service termination.

(signed)

Authorized Agency Fund Certification Officer

WHS Acceptance

(signed)

Insert signature of WHS Buildings Manager and date of receipt]

CC Director, Resources Management office
Real Estate and Facilities Directorate, Room 3C345
Washington Headquarters Service
Washington DC 20301-1155