

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND 2500
GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 37-9

13 November 1990

Financial Administration
USMEPCOM FACILITIES FINANCIAL MANAGEMENT

Summary. This regulation establishes the responsibilities, policies, and procedures for budgeting and funding for reimbursable costs for space and facility related services for the Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM). Guidelines for preparing and recording various funding documents are provided.

Applicability. This regulation applies to HQ USMEPCOM, sectors, Military Entrance Processing Stations (MEPS) and Mobile Examination Team Sites (METS) facilities that are funded by USMEPCOM.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Supplementation. Supplementation of this regulation and establishment of forms other than USMEPCOM forms is prohibited without prior approval from HQ USMEPCOM, ATTN: MEPCF, 2500 Green Bay Road, North Chicago, Illinois 60064-3094.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by HQ USMEPCOM, Director, Personnel and Administration Directorate. Users will destroy interim changes on their expiration dates unless previously superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MEPCF, 2500 Green Bay Road, North Chicago, IL 60064-3094. Internal control systems. This regulation is subject to the requirements of Army Regulation (AR) 11-2. This regulation does not contain internal control review (ICR) checklists. A checklist is under development and will be published at a later date. ICR checklists for real estate and administration are found in DA Circulars 11-88-1 and 11-88-3.

*This regulation supersedes USMEPCOM Reg 37-9, 19 July 1982.

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1. Purpose

This regulation outlines policy and procedures for budgeting and funding requirements for HQ USMEPCOM facilities. It also identifies the responsibilities associated with funding for use of METS.

2. References

a. Related publications.

- (1) AR 37-1 (Army Accounting Guidance).
- (2) USMEPCOM Reg 37-1 (MEPCOM Financial Management).
- (3) USMEPCOM Reg 601-8 (MEPS Operations).

b. Required forms.

- (1) DA Form 2028 (Recommended Changes to Publications and Blank Forms). Cited in title page.
- (2) DA Form 4283 (Facilities Engineer Work Request). Cited in paragraphs 5a(4) and 6b(2).
- (3) DD Form 448 (Military Interdepartmental Purchase Request (MIPR)). Cited in paragraph 6b(1).
- (4) DD Form 448-2 (Acceptance of MIPR). Cited in paragraph 6b(4).
- (5) GSA Form 2957 (Reimbursable Work Authorization (RWA)). Cited in paragraphs 4b(4), 4c(3) and 6b(1).

3. Explanation of terms

Abbreviations and special terms used in this regulation are explained in the glossary.

4. Responsibilities

a. HQ USMEPCOM, Facilities Directorate.

(1) Budget and fund all recurring reimbursable costs for space and services for USMEPCOM occupied facilities and leased METS for USMEPCOM activities.

(2) Program, budget, fund, and serve as the primary point of contact for expansions, alterations, renovations, relocations or new construction projects exceeding \$10,000 in both Federal and GSA leased space.

(3) Provide program and budget input to the Director, Resource Management Directorate, HQ USMEPCOM for submission to DA for development of the budget for recurring/nonrecurring reimbursables.

(4) Compile and forward quarterly to the respective sector engineering branch a copy of the GSA Form 2957 (copy 8), certification of project completion, for recurring/nonrecurring reimbursable services funded by HQ USMEPCOM.

(5) Inform the respective sector engineering branch when funds have been obligated for recurring/nonrecurring reimbursable services.

b. Sectors.

(1) Sector commanders will review all requests for the next fiscal year (FY) recurring reimbursable services, verify that sufficient information is provided to justify obligation of funds, compile all MEPS requests, and forward them to HQ USMEPCOM, ATTN: MEPCF, no later than the first working day of April of the current FY. Sectors will ensure pertinent information, described in paragraph 5a(4), is included or attached to each request. Requests for funding that do not provide sufficient supporting documentation will be returned to sector for corrective action.

(2) Approve, program, budget, and fund for projects costing \$10,000 or less that do not require the removal or addition of walls, doors or structural supports in the facility. The \$10,000 limitation is for each project and is not an annual dollar limitation for each facility. Sectors may fund more than one non-reimbursable project for each facility.

(3) Program, budget, and fund all reimbursable charges associated with METS unless USMEPCOM, Facilities Directorate has an established lease for the METS. Annually validate the requirements for leased METS in accordance with paragraph 4b(1).

(4) Compile and forward quarterly, the GSA Form 2957 (copy 8), certification of project completion, for projects funded by sector to HQ USMEPCOM, ATTN: MEPCF.

c. MEPS.

(1) MEPS commanders in GSA or Corps of Engineer (COE) controlled space, or on military installations, will forward requirements for recurring reimbursable services for the succeeding FY through their respective sector to reach HQ USMEPCOM, ATTN MEPCF, no later than the first working day of April of the current FY. Services requested but not received, or any changes to requests for services, will be verified, coordinated with the MEPS building manager, documented, and then processed through sector to HQ USMEPCOM, ATTN: MEPCF within 15 working days of identification of said discrepancy or change. This will preclude payment for services not received.

(2) Program, budget, and fund minor repairs and alterations costing \$1,000 or less per quarter, non-cumulative, unless funded by sector. Refer to procedures outlined in paragraph 6b of this regulation.

(3) Maintain the GSA Form 2957(copy 8), certification of project completion, for nonrecurring services costing \$1,000 or less. Forward an information copy to sector HQ, ATTN: Engineering Branch, Resource Management Division.

5. Policy

a. Recurring reimbursable services.

(1) HQ USMEPCOM, Facilities Directorate will initiate all documents authorizing the funding of GSA, COE or military furnished recurring reimbursables for USMEPCOM facilities and METS. Sector and MEPS commanders will initiate the request for services.

(2) Generally, the use of sector funds to pay for recurring reimbursable services to support MEPS facilities or sector headquarters is not authorized. However, when funding is requested for services not included in the FY recurring reimbursable budget forecast, sector commanders must request additional funding support for said services in writing. Services received prior to the request for funding being submitted to HQ USMEPCOM will be paid for with sector funds.

(3) Recurring reimbursable service charges incurred by MEPS facilities located on military installations will be programmed by the MEPS and submitted through their respective sectors as indicated in paragraph 4b(1). Services will be obtained through either the servicing procurement/contracting officer, or the facilities engineer/base engineer/public works center as locally prescribed.

(4) Requests for funding of recurring reimbursable services will be in memorandum format or on DA Form 4283 (Facilities Engineer Work Request). It will contain a full description of services requested to include, but not limited to the type of service, hourly rate of service, number of days, hours per day, cost breakdown for each service requested, and a copy of the service contract when available.

(5) Sector and MEPS commanders will conform to USMEPCOM Reg 601-8 for Saturday opening policy when preparing requests for overtime services.

(6) Sector and MEPS commanders will notify the Facilities Directorate prior to any special program openings to allow reprogramming of funds. This will preclude after the fact notification and prevent unauthorized obligations of USMEPCOM funds.

b. Nonrecurring reimbursable.

(1) HQ USMEPCOM, Facilities Directorate approves and subject to the availability of funds and command priorities, pays for projects costing more than \$10,000 or projects requiring the removal or addition of walls, doors, or structural supports in a facility.

(2) Sector commanders may approve on occasion, the funding with sector funds, of projects costing more than \$10,000 when HQ USMEPCOM funds are exhausted. Project approval limitations are stated in paragraph 4b(2) of this regulation. Funding approval is not project approval.

(3) Repairs and maintenance required at sector headquarters will be funded with sector funds subject to the limitations of paragraph 4b(2) of this regulation, when not the responsibility of the host installation or lessor.

(4) The MEPS Commander has the authority to sign GSA Form 2957 for maintenance and repair work costing \$1,000 or less. This authority is restricted to \$1,000 per quarter, and is non-cumulative.

c. HQ, USMEPCOM facility.

(1) Headquarters, Commandant will annually program, budget, monitor, and approve funding, subject to the availability of funds, projects with cost estimates less than or equal to \$10,000 and for maintenance and repair actions regardless of cost.

(2) The Facilities Directorate will provide technical assistance and validate all cost estimates for projects within HQ, USMEPCOM controlled space in buildings 3400 and 3402 upon request by the HQ, Commandant.

6. Procedures

a. Recurring reimbursable services.

(1) MEPS commanders will contact the respective GSA or COE building manager to obtain required information in accordance with paragraph 5a(4) of this regulation.

(2) HQ USMEPCOM, Facilities Directorate will consolidate and submit input for the development of the Facilities Directorate's portion of the command operating budget to the Director, Resource Management, to include specific costs for rent and above standard services.

(3) Upon receipt of funding requests from sectors, the Facilities Directorate will initiate funding documents for the requested services. Recurring reimbursable services include heating, air-conditioning, supplementary guard services, additional cleaning required by overtime operations, such as Saturday openings and night testing, rent, leases for METS or any other required service that is not included in the lease agreement or space assignment. These services are charged to the element of resource 2575, other purchased services.

b. Nonrecurring reimbursable services.

(1) Upon written approval from sector, the MEPS commander initiates the GSA Form 2957 and forwards it to the appropriate GSA field office to accomplish the work. On military installations, the MEPS commander will initiate a DD Form 448 (Military Interdepartmental Purchase Request) and process it in accordance with paragraph 6b(3). The FY quarter assigned to a MEPS project is the date projects are approved by sector and the funds are obligated for the project.

(2) MEPS commanders may establish "blanket" RWAs to expedite projects that are within their \$1,000 per quarter limit

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authority. Local GSA field offices (building managers) will be contacted to obtain guidance on establishing these documents. The RWA may be prepared quarterly for the \$1,000, or annually for \$4,000, with the work description annotated that it will not exceed \$1,000 quarterly. The local GSA field office can provide guidance on their procedural requirements. Once the RWA is established, work may be requested from the GSA on a memorandum. This precludes preparation of an RWA for each project. Sector approval given in memorandum format or DA Form 4283 is required for each MEPS project funded by a "blanket" RWA.

(3) For implementation of blanket MIPRs, for those MEPS located on military installations, the supporting funding activity must be notified to request approval and obtain procedural guidance. Sector approval is required for each MEPS project funded in this manner.

(4) For MEPS funded projects, the MEPS will retain the GSA RWA, copy 3, or DD Form 448-2 (Acceptance of MIPR), and provide a copy to the sector.

(5) Sector commanders will ensure that the \$1,000 authorization for MEPS projects is not exceeded. Assignment of FY quarters to a MEPS project will be the date the funds are approved by sector and obligated for the project.

(MEPCF)

FOR THE COMMANDER:

OFFICIAL:

WILLIAM E. KAIL
Colonel, GS
Chief of Staff


H. E. WILCOX
Colonel, GS
Director, Personnel
and Administration

DISTRIBUTION:

A

Appendix A
Instructions for Completing GSA Form 2957

A-1. The GSA Form 2957, RWA, is the funding document used to fund work in GSA controlled space, whether leased or part of a Federal office building. The RWA can be initiated by either the MEPS commander, the sector engineer, or Facilities Directorate as described in this regulation. This document is not a funding approval form.

A-2. \$1,000 per quarter limit initiated by the MEPS commander or sector engineer.

BLOCK NO SECTION 1 - ORDERING AGENCY REQUEST

5. "WORK AUTHORIZATION NO" is used only if it is a revision to a job already submitted and assigned a work authorization number by GSA
8. "SEND BILL TO" should be the address of the appropriate HQ that will fund the project, along with the appropriate fund cite.
10. "DATE OF THIS REQUEST" is the date the form is prepared.
12. "APPROPRIATION SYMBOL" received from funding HQ.
14. "AGENCY/BUREAU NAME" is the sector name.
15. "AGENCY CONTACT" is the funding HQ representative or point of contact and telephone number.
17. "FUND CODE" received from funding HQ.
18. "AGENCY IDENTIFICATION NUMBER" is the project number furnished by the approving HQ. The recommended number should include sector symbol, fiscal year, and job number.
19. "WORK DESCRIPTION AND WORK LOCATION" is a brief description of the work desired and the address of the MEPS at which work will be performed
20. "AGENCY ACCOUNTING DATA" includes the fiscal station, accounting processing code, and the job number for the appropriate sector.

- 22. "REQUEST WORK - START DATE AND COMPLETION DATE" will be filled out by GSA building manager.
- 23. "OPEN END AMOUNT" is your estimate and maximum dollar authorization for GSA to expend on the job. \$1,000 is the maximum total authorized in any quarter, and will be non-cumulative.
- 25-27. "SECTION II - ESTIMATE" is completed by GSA.
- 28. "SECTION III - ORDERING AGENCY CERTIFICATION" will be signed only after GSA has returned the form with Section II completed and signed.

For projects within the \$10,000 limit and initiated by sector.

BLOCK SECTION I - ORDERING AGENCY REQUEST

- 5. "WORK AUTHORIZATION NO" is used only if it is a revision to a job already submitted and assigned a prior work authorization number by GSA.
- 8. "SEND BILL TO" should be the address of HQ USMEPCOM, along with appropriate fund cite.
- 10. "DATE OF THIS REQUEST" is the date the form is prepared.
- 12. "APPROPRIATION SYMBOL" received from funding HQ.
- 14. "AGENCY/BUREAU NAME" is the sector name.
- 15. "AGENCY CONTACT AND AGENCY CONTACT'S TELEPHONE NO" is the telephone number of the requestor and the signature of the Chief, Resource Management.
- 18. "AGENCY IDENTIFICATION NUMBER" is the project number furnished by the approving HQ. Recommended number should include HQ symbol, fiscal year, and job number.

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19. "WORK DESCRIPTION AND WORK LOCATION" is a brief description of the work desired and the address of the MEPS at which the work will be performed.
20. "AGENCY ACCOUNTING DATA" includes the fiscal station, accounting processing code, and the job number.
22. "REQUESTED WORK - START DATE AND COMPLETION DATE" will be filled out by GSA building manager.
23. "OPEN END AMOUNT" is the HQ USMEPCOM estimate and maximum dollar authorization for GSA to expend on the job.
- 25-27. "SECTION II - ESTIMATE" is completed by GSA.
28. "SECTION III - ORDERING AGENCY CERTIFICATION" will be signed only after GSA has returned the form with Section II completed and signed.

Glossary

Section I Abbreviations

AR

Army Regulation

COE

Corps of Engineers, US Army

DA

Department of the Army

DD

Department of Defense

FY

Fiscal Year

GSA

General Services Administration

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

MEPS

Military Entrance Processing Station

METS

Mobile Examination Team Site

MIPR

Military Interdepartmental Purchase Request

RWA

Reimbursable Work Authorization

USMEPCOM

United States Military Entrance Processing Command

Section II

Terms

Rent

The charge imposed by GSA and COE for the occupancy of space by other agencies.