



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MARYLAND 21402

USNAINST 7820.3  
5/COMPT  
3 August 1981

USNA INSTRUCTION 7820.3

From: Superintendent

Subj: Reimbursable Program and Procedures

Ref: (a) NAVCOMPT Manual Volume 2 paragraph 023401  
(b) NAVCOMPT Manual Volume 3 paragraph 035403-11, 035450, 035851, 035875  
(c) NAVCOMPT Manual Volume 7 paragraph 075260-2, 075500

Encl: (1) Definitions of the Elements of Cost  
(2) Morale, Welfare and Recreation Activities and Support Responsibilities  
(3) Elements of Cost Chargeable to Customer Type  
(4) List of Morale Support Activities  
(5) Definition of Other Customer Types  
(6) NAVCOMPT Form 2053, Project Order  
(7) NAVCOMPT Form 140, Work Request  
(8) NAVCOMPT Form 2044, Funded Reimbursable Work Estimate  
(9) DD Form 448, Military Interdepartmental Purchase Request  
(10) NAVCOMPT Form 2038, Request for Contractural Procurement  
(11) NDW-USNA-COMPT 7131/16(3-77), Work Request Funding Notification

1. Purpose. To establish policy and procedures governing the reimbursable funding program of the Naval Academy.

2. Cancellation. USNA Instructions 7820.1H and 7820.2.

3. Information

a. Reimbursables are a source of funding. Reimbursable orders represent work or services requested by another naval activity, government agency, Morale Support Activity, private party or organization. The acceptance of a reimbursable order by the Academy increases the obligational authority available. The parties involved in most reimbursables are:

- (1) The individual/department performing the work or services at the Academy.
- (2) The individual/agency granting the funds.
- (3) The funding activity's financial department.
- (4) The Academy's financial department.

References (a), (b), and (c) provide general guidance concerning reimbursable work. Enclosure (1) defines elements of cost which may be chargeable to reimbursable work.

b. Host/Tenant Relationship to the Reimbursable Program. The host activity (the Naval Academy) negotiates either a host-tenant agreement, intraservice or interservice support agreement, or Memorandum of Understanding stipulating what facilities and services are to be provided and identifying services to be rendered on a reimbursable basis. Funding by a Navy tenant activity will usually be provided on a Work Request (NAVCOMPT Form 140). Project Orders can be used by tenant activities when ordering work or services meeting criteria stated in paragraph 4a(1). Contractual arrangements between tenants and other government activities or commercial contractors for services required from the Naval Academy are not valid. Tenants receiving services under host-tenant agreements will be charged and billed reimbursable costs accordingly.

(1) The Host has budgeting responsibility for costs incurred for the preservation of facilities in its real property inventory in order to protect the value of the plant account, structural maintenance of a cyclical nature (preventive and corrective maintenance), repair to insure the continued physical integrity of the facility (including installed equipment) and common service support.

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(2) Tenant activities will budget and fund for additional, identifiable, and significant costs other than as outlined in paragraph 3b(1) which are incurred by the Naval Academy on the tenant's behalf. Examples of such reimbursable costs are:

- (a) Tenant's direct expenses.
- (b) Additions, improvements, alterations, and/or rehabilitation of facilities for the tenant's occupancy or use.
- (c) Maintenance and repairs caused solely by the tenant's occupancy or use of the facilities.
- (d) Other costs stipulated by written agreement between the Host and Tenant.

c. Morale Support Activities are classified as Morale, Welfare and Recreation (MWR) Activities, Private Organizations and Commissary Stores. Enclosure (2) describes the kind of support which is to be provided by Public Works Department without reimbursement by MWR activities. Enclosure (3) is a list of these activities and indicates funding chargeable to individual elements of cost.

(1) MWR activities are created to enhance well-being of military and civilian personnel, their dependents and other authorized personnel through free-time programs, self-development programs, and resale of merchandise and services. The nature of the MWR activity determines whether it can be operated and maintained with appropriated or nonappropriated funds. MWR activities are organized as nonappropriated fund instrumentalities (NAFI) of the Federal government. For funding support purposes, MWR activities are classified into eight categories according to how they are organized, operated and controlled. See enclosure (4) for examples and advance deposit requirements. The Funded Reimbursable Work Estimate (NAVCOMPT Form 2044) (WE) will be utilized by MWR activities when requesting work or services.

(2) Private Organizations are non-government organizations which contribute directly or indirectly to the mission of the organization or to the morale or well being of activity personnel. They are generally self-sustaining and may be incorporated. Due to the nature of the functions they perform, they are neither NAFI's nor part of the Naval Academy. Private organizations are different from private parties, which are discussed in paragraph 3d of this instruction. Private organizations are classified into three major types: Federally sanctioned (Personnel Service Organizations), Affiliated and Independent (Voluntary Associations). Enclosure (4) provides a listing of private organizations and advance deposit requirements. NAVCOMPT Form 2044 (WE) will be utilized by private organizations when requesting work or services.

(3) Commissary Stores are established and operated to sell food items to service members and authorized dependent personnel. Commissary stores approved for establishment by the Navy Resale Systems Office are operated on a self-sustaining basis except for appropriated fund support specifically authorized by statute. Request for work or services for commissary stores will be made on a NAVCOMPT Form 140.

d. Private Parties are defined as one of the following:

- (1) An individual who is a non-federal employee.
- (2) An individual who is a federal employee seeking to use federal property for other than official purposes.
- (3) Non-governmental organizations.
- (4) State and local government organizations whose main source of revenue is other than taxes or general assessment.
- (5) Contractors with cost reimbursable contracts with the Navy if work to be performed or service provided by the Naval Academy is not related to the contracts.

In dealing with private parties there must not be "competition with private industry." It is Department of Defense (DOD) policy not to compete with available commercial facilities in providing special services to private parties and agencies outside the Federal Government. Each determination to provide services must be made after a review of the specific facts in each request. When the service to be performed is unique and no commercial firm can perform the work, clearly there is no element of competition. When a commercial firm has the capability to provide the requested service and the private party is still requesting that the Academy do so, the requester is required to provide written certification detailing why the commercial firm's performance is unacceptable, i.e., time restraints, lack of qualified personnel, facilities are too distant giving rise to excessive transportation cost. The private party must also detail why they cannot wait to enable a commercial source to perform the service. Determination of whether to accept work from a private party will be made by the Comptroller Department based on the criteria above on a case by case basis. This determination will be subject to audit by outside agencies and must be able to withstand any complaints received from private industry. If a determination is made to provide a service that commercial firms could ordinarily provide, the Naval Academy must charge no less than the commercial firm would charge, i.e., fair market value of the service based on the total cost that would be charged by a commercial firm for comparable work.

e. Miscellaneous Other Activities. See enclosure (5) for types of activities and advance deposit requirements.

4. Funding Documents/Request Forms Utilized with the Reimbursable Program. All funding documents/request forms are to be forwarded (along with an advance deposit if required) to the Superintendent, U. S. Naval Academy, Attention: Comptroller, Annapolis, MD 21402. If the potential customer is a private party, a private organization or a Morale Support Activity, consult paragraph 3c and 3d of this instruction for additional information on procedures. Potential customers must utilize one of the following forms to request work or services:

a. Project Order (PO) (NAVCOMPT Form 2053). See enclosure (6). Used for specific and definite orders placed for the manufacture of materials, supplies, equipment or other work or services such as: production or construction, modification, conversion, alteration, renovation, rehabilitation, or overhaul/maintenance of ships, vehicles, ammunition, clothing, machinery, and other military and operating supplies and equipment. PO's will be issued for specific projects for minor construction and maintenance of real property funded by the Operation and Maintenance, Navy Appropriation. PO's are comparable to contracts placed with commercial contractors and have the same obligation status as a contract. PO's are available for obligation until the work specified is completed or the funding appropriation lapses. A PO may be issued by any component of the Navy with an operating budget, allotment, or suballotment. The component must have immediate and direct responsibility for the project.

b. Work Request (WR) (NAVCOMPT Form 140). See enclosure (7). An order for materials, supplies, equipment, work or services of any kind from naval components. Work or services include but are not limited to education, training, subsistence, storage, printing, laundry, welfare, transportation/travel, and utilities. The WR is also used to cover continuing services such as janitorial, snow removal, lawn mowing. The WR has a definite lifetime. It remains available for obligation purposes as long as the funding appropriation cited. If goods or services funded by a WR have not been provided by expiration of the funding appropriation, a new WR must be issued to continue the work or the unobligated balance must be withdrawn and converted to a PO by the issuer. All PO's which are converted from WR's must be received by 1 September each year. When more than one continuing service, type of work, or individual item of work is to be funded by a single WR, each item must be listed separately with appropriate accounting data and specific amount authorized for each. Full year funding is requested on initial requests with a quarterly stratification if necessary. If quarterly amounts are given, each quarterly authorization will be taken up in accounting records at the beginning of the quarter. A WR will not be used for the sole purpose of requisitioning materials or contractual services. If work is to be performed by a contract, a Request for Contractual Procurement (RFCP) is required. See paragraph 4e.

c. Funded Reimbursable Work Estimate (WE) (NAVCOMPT Form 2044). See enclosure (8). To be used when the service to be furnished is less specific and estimated amounts are provided for services to be performed. Requests originating within the performing activity which cannot be financed on a direct citation basis under the requesting allotment are identified on a WE as a funded reimbursable order for work ultimately chargeable to a deposit in the Working/Security Deposits (Suspense, Navy). Activities not holding an operating budget or operating under nonappropriated funds such as MWR, private parties or private organizations will use the WE for requesting work or services. See enclosure (4) of this instruction to identify these activities and whether an advance deposit is required.

Activities described in enclosure (4) are to forward a letter to the Comptroller detailing the work or services for all known requirements during the fiscal year and the amount estimated for each item. The WE will then be prepared by the Comptroller's Office and a copy furnished the requestor. As additional requirements arise during the Fiscal Year (FY) notify Comptroller's office by letter referencing the original WE number assigned. If the Public Works Department is to perform the services, a Job Order Worksheet or other estimate document will be prepared by that department showing the total estimated cost of the work or service. In case of the Research Program, research proposals will be acceptable as the estimate. The cost center should send a copy of the estimate document to the potential funding source who forwards a copy to the Comptroller with the actual funding document.

d. Military Interdepartmental Purchase Request (MIPR) (DD Form 448). See enclosure (9). Used for requests for work or services generated by non-Navy activities, i.e., other DOD military departments or non-DOD government departments (includes state and local governments).

e. Request for Contractual Procurement (RFCP) (NAVCOMPT Form 2038). See enclosure (10). To be used when work requested will ultimately be accomplished through issuance of a contract. An RFCP constitutes authority for the contracting agency to enter into a contract for services. It will not be treated as a reimbursable order or as an authorization of funds requiring allotment accounting procedures. All contractual procurement requests will be processed on a direct fund citation basis. It does not affect the obligation authority of the receiver.

f. Work Request Funding Notification (WRFN) (NDW-USNA-COMPT 7131/16 (3-77)). See enclosure (11). An internal USNA Form to notify department/activity providing work or services of the amount funded and the applicable job order numbers to be used for charges. Constitutes authority to incur costs on behalf of the customer.

#### 5. Action

a. Requesting Activity - The activity's financial department forwards an official funding document to the Academy Comptroller. Prior to receipt of funding document, an oral or written request is usually made to a department within the Academy detailing the work or service to be performed to determine if it is feasible. This request must be either referenced or enclosed with funding document. This document is authority to obligate funds to accomplish the requested work or services. A thorough description of the work or services is required to prevent inappropriate use of funds.

b. Comptroller Department - Will review the funding document for regulatory compliance. If appropriate, an acceptance copy will be signed by the Comptroller and returned to the issuing activity. After acceptance, a WRFN will be prepared and forwarded to the individual/department performing the work or services. Applicable job order numbers will be assigned by the Budget Office except when the Public Works Department is to be the performing activity in which case they will assign job order numbers. The Comptroller Department is responsible for insuring charges incurred against the funding document are in accordance with requirements of the request and that obligations and expenditures do not exceed the authorized amount.

c. Timekeepers - Must monitor and be aware of the number of hours to be charged to reimbursable job orders each pay period.

#### d. Optar Recordkeepers

(1) Required to keep separate manual memorandum records of each reimbursable fund, with authorized amount, obligations and unobligated balance of each shown. Must maintain close liaison.

(2) Must notify the Comptroller Department if additional funds are required to complete the work prior to incurring the obligations. Failure to obtain an authorization increase to cover pending obligations is a violation of Revised Statutes 3679 and will result in charges to the direct funds held by the cost or sub-cost center.

(3) Submit all material requisitions to the Supply Department at least 30 days prior to funding document expiration.

(4) Notify the Comptroller in writing when work has been completed to enable final billing.

(5) Insure all labor costs/material requisitions associated with the intersessional period (16 June through 15 August) are completed by 15 August each year.

(6) Departments are to indicate on all reimbursable material requisitions when funding expires to keep the Supply Department informed of deadline for obligation. Departments should ensure obligation occurs before expiration of funds by an internal tracking system.

e. Outgoing Reimbursable Request

(1) A Requisition and Invoice/Shipping Document (DD Form 1149) must be submitted by cost/sub-cost centers to the Comptroller Department when funds are to be provided to an outside activity for a specific work or service. The requisition must clearly identify work or service, amount authorized, applicable job order number and to whom funds are authorized.

(2) Depending on nature of request, an appropriate funding document, in compliance with paragraph 4 of this instruction, will be prepared and forwarded to the performing activity by the Comptroller Department. A copy of the funding document will be provided to the department requesting work or service.

f. Advance Deposits - When required in accordance with enclosures (4) and (5), a check or money order made payable to "Treasurer of the United States" must be forwarded with the request. Any advance deposit required from a private party must equal the fair market value of the material or service or full Academy cost, whichever is greater. All funding documents and advance deposits will be officially accepted by the Comptroller or Deputy Comptroller.

g. Research Support - Prior to receipt of a funding document, a formal request has usually been submitted to a research sponsor which details the work to be performed, costs involved, breakdown of these costs, and time period during which work is to be accomplished. The appropriate funding document, in compliance with paragraph 4 of this instruction, will clearly state the work or services to be provided relating to these proposals and the charges authorized such as salary, travel, supplies, equipment, etc. The time period being paid for any salary cost must be stated. When travel is authorized, all requests for professors' travel must be approved in advance by the Director of Research. When purchase of equipment between cost of \$1,000 and \$2,999 qualifying as plant property is authorized, a DD Form 1342, DOD Property Record, must be forwarded to Comptroller Department.

h. Job Order Procedures

(1) After acceptance of funding document/request, job order numbers (JON's) will be assigned. The performing parties will be notified on a WRFN what JON's have been assigned for specific charges against funds provided.

(2) Public Works (PW) Department will assign their own JON's using internal PW procedures for work/services to be performed by that department.

(3) JON's will only be established after funding documents have been received and actually accepted by the Comptroller Department.

(4) JON's will only be established for material/services clearly and specifically designated on the funding document.

(5) JON's will not be provided telephonically to the executing department. If an urgent requirement exists for JON's on a particular funding authorization, the executing department can pick up the funding notification in the Comptroller Department who will expedite preparation.

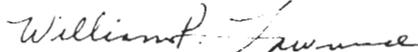
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i. Billing Procedures

(1) When an order to perform work or services is accepted, the costs will be initially charged to the Operation and Maintenance (O&M) appropriation which regularly funds the Academy. As the work or service is completed, the O&M appropriation will be reimbursed from the funds cited on the reimbursable order by billing the requesting activity's account. A Voucher for Transfers Between Appropriations and/or Funds (Standard Form 1080) or Navy Bill (NAVCOMPT Form 252) with a mechanized report detailing the status of funding for each item will be provided to the issuing activity to detail charges. The mechanized report may be either the Report of Fund Authorization Charges (NAVCOMPT Form 2074) or Report on Reimbursable Orders (NAVCOMPT Form 2193), whichever more readily provides the necessary data.

(2) In connection with the Working Fund/Security Deposits Account (Suspense, Navy) procedures, the Academy will bill the requesting activity in advance for the estimated cost on a SF 1080 or NAVCOMPT FORM 252.

j. Conversion of Funding Documents at Year End - Prior to 1 September of each year, all funding documents are to be reviewed to determine if project is required to continue into the next FY and if funding will be available and can be carried forward. If conversion is appropriate, the unobligated balance will be carried to the new FY and new JON's will be assigned for the portion of the funding to be charged to the new FY. Individuals or departments will be notified on a WRFN of the new FY JON's and amount authorized to be charged thereto.

  
WILLIAM P. LAWRENCE

Distribution:  
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DEFINITIONS OF THE ELEMENTS OF COST

The elements of expense which may be charged to reimbursable customers are described below. See enclosures (2) and (3) for those elements which are to be charged each category of customer.

1. Civilian direct labor. Actual hourly pay (including overtime, if appropriate) of civilian employees performing duties directly involved with the work or service performed.
2. Labor Acceleration. A percentage of civilian direct labor charges, usually about 30%, which is designed to cover the government's cost of leave and fringe benefits.
3. Labor Surcharge. 30% of the direct labor plus acceleration charge.
4. Military Labor. The composite rate per hour for the rank of the military member performing duties directly involved in the test.
5. Military Labor Acceleration. 60% of the military labor charge for enlisted personnel and 45% for officer personnel.
6. Travel and Transportation. Temporary additional duty (TAD), per diem and transportation charges if required in performance of work.
7. Utilities. Metered or estimated charges for electricity, water, sewage, etc.
8. Telephone and Tolls. Telephone instruments with access to USNA lines.
9. Other Contractual Services. Repairs, maintenance, etc. required to perform work.
10. Materials. Charges for material or minor equipment used during a specific reimbursable job.
11. Material Surcharge. 20% of direct material charges.
12. Packing and Crating. Charges for packing and crating materials and shipping, if applicable.
13. Printing Costs. Reproduction and/or printing costs required by each project.

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14. Routine maintenance and repair of structures and facilities. Includes scheduled and unscheduled work to interior and exterior such as the walls, floors, ceilings, fixtures, heating and cooling systems, windows, doors, etc. which prevents the building from deteriorating. Excludes work which is defined below as "for user benefit."
15. In house maintenance and repair of furniture and equipment. Includes scheduled and unscheduled work on furniture and equipment which is not used in a revenue generating capacity. Examples of furniture and equipment to be excluded are those items defined as "revenue generating" below. Does not include equipment peculiar to an organization such as scuba gear used by the Scuba Club or photographic equipment by the Photography Club.
16. In house maintenance and repair of galley equipment. Includes dishwashers, ovens, vents, mixers, etc.
17. Alterations of facilities for user benefit. Work which improves the spaces aesthetically or which is required due to the operating characteristics of the organization occupying the space.
18. Transportation or maintenance of vehicles. The assignment of a motor vehicle on a temporary or permanent basis or providing bus services.
19. Maintenance repaired replacement of revenue generating equipment. Includes such items as retail display racks and shelves, cash registers, vending machines and bar equipment.
20. Replacement equipment. Purchase or fabrication of equipment regardless of unit price. Excludes revenue generating equipment covered in paragraph 19.
21. Special function set up, clean up and operation. A change in the facilities to accommodate the needs of the requesting group/organization. Includes set up of chairs, tables, special signs, lights, etc. which are not required for normal mission or mission support functions which are conducted in the building (or outdoor location).
22. Janitorial - Emptying trash from office spaces, dusting, cleaning, etc.

Morale, Welfare and Recreation Activities and Support Responsibilities

	In House Maint and repair of furniture and equipment	In House Maint and repair of equipment	Alterations of facilities for user benefit	Transportation of vehicles or maintenance	Utilities	Telephone	Maintenance, repair and replacement of revenue generating equipment	Replacement Equipment	Special function Set up or Operational	Janitor
	OFC PWO PWO PWO PWO	OFC OFC PWO NA MS	OFC OFC EMO CPS CPS	OFC NA PWO (2) CPS MS	OFC PWO PWO CPS MS	PWO (1) OFC PWO (1) PWO (1) MS	OFC OFC EMO CPS MS	OFC OFC NAVSTA CPS MS (1)	OFC OFC EMO CPS MS	OFC OFC NAVSTA CPS MS
Officer & Faculty Club	PWO	OFC	OFC	OFC	OFC	PWO (1)	OFC	OFC	OFC	OFC
CAF Club Pool	PWO	OFC	OFC	NA	OFC	OFC	OFC	OFC	OFC	OFC
Enlisted Mess Open	PWO	PWO	PWO	PWO (2)	PWO	PWO (1)	NAVSTA	EMO	EMO	NAVSTA
Consolidated Package Store	PWO	NA	CPS	CPS	CPS	PWO (1)	CPS	CPS	CPS	CPS
Midshipmen Store	PWO	NA	CPS	MS	MS	MS	MS (1)	MS	MS	MS
Midshipmen Recreation Activity Facility (Includes Dahlgren Hall, Steerage and Bowling Alley)	PWO	PWO	PWO	PWO (2)	PWO	PWO (1)	COMDT	COMDT	COMDT	PWO
Laundry	LAUNDRY	NA	LAUNDRY	LAUNDRY	LAUNDRY	LAUNDRY	LAUNDRY	LAUNDRY	LAUNDRY	LAUNDRY
Coif Shop/19th Hole (8)	PWO	NA	NAGA	NAGA	NAGA	NAGA	NAGA	NAGA	NAGA	NAGA
Golf Course (8)	PWO	NA	NAGA	NAGA	NAGA	NAGA	NAGA	NAGA	NAGA	NAGA
Navy Federal Credit Union	PWO	NA	NFCU	NFCU	NFCU	NFCU	NFCU	NFCU	NFCU	NFCU
Naval Institute	PWO	NA	NI	NI	NI	NI	NI	NI	NI	NI
Primary School	PWO	PS	PS	PS	PS	PS	PS	PS	PS	PS
Sports Fac/Events (not at Stadium)	PWO	NA	PWO	PWO	PWO	PWO	COMDT	COMDT/PWO	COMDT/PWO	COMDT/PWO
Midshipmen Welfare (and all extra curriculum activities)	PWO	NA	PWO	PWO	PWO	PWO	COMDT	COMDT/PWO	COMDT/PWO	COMDT/PWO
Special Services:										
Marina	PWO	NAVSTA/PWO	NA	NA	NA	NA	NAVSTA	NAVSTA	NAVSTA	NAVSTA
Blgd. 103 Bavarian Room	PWO	NAVSTA/PWO	PWO	PWO (2)	PWO	PWO (1)	NAVSTA	NAVSTA	NAVSTA	NAVSTA
Bowling Alley	PWO	NAVSTA/PWO	NA	NA	NA	NA	NAVSTA	NAVSTA	NAVSTA	NAVSTA
NAVSTA Pool	PWO	NAVSTA/PWO	NA	NA	NA	NA	NAVSTA	NAVSTA	NAVSTA	NAVSTA
Symposium & Conference	NA	NA	NA	USER	USER	USER	NA	USER	USER	USER
Sailing Squadron	NA	NA	NA	SS	PWO (2)	PWO (6)	SS	SS	SS	SS
U.S. Naval Sailing Assn.	NA	NA	NA	S ASSN	PWO (6)	S ASSN	S ASSN	S ASSN	S ASSN	S ASSN
Navy Relief Society	PWO	NRS	NRS	NRS	NRS	NRS	NRS	NRS	NRS	NRS
Midshipmen Food Services	PWO	PWO	NA	NA	PWO	PWO	COMDT	COMDT	COMDT	COMDT
Alumni Weekend/Class	NA	NA	NA	USER	NA	USER	NA	USER	USER	USER
Reunion	NA	NA	NA	PWO	NA	PWO	NA	COMDT	COMDT	COMDT
All NA Cost Denters	PWO	PWO	PWO	PWO	NA	USER	NA	COMDT	COMDT	COMDT

(1) One official phone authorized for Command Supervision

(2) Official Use Only

(3) Except for Official Use - then PWO

(4) Except Graduation

(5) If the function is closed to outside parties; otherwise, MMF.

(6) W/B Sailing Squadron if phones and spaces were used solely by the Sailing Squadron. SS has no unique spaces.

(7) PWO provides PA support, signs, set-ups for all sports except football at the Stadium

(8) Subject to Deputy for Management Memo NA-535 dated 28 July 1978

(9) General tasks relating to Alumni Weekend, extra bus service within the year, external decorations and signs, and providing of spaces for various Alumni meetings should be performed by PW without reimbursement. Set up for social events such as dinner dances and cocktail parties must be paid for by the Alumni Assn. or applicable Class.

(10) Minor alterations to permit operations should be funded by PW.

Elements of Cost Chargeable to Customer Type

MORALE, WELFARE AND RECREATION ACTIVITIES

Elements of Cost	CUSTOMER CATEGORY									
	Navy Funded	Other DOD	Other Federal Agencies	State & Local Governments	Public Corp. IVA, etc.	Private Parties	Navy Contractors under Reimbursement	Morale Support Activities	Private Organizations	Commissary Stores
Direct Civilian Labor	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N
Acceleration for Leave and Fringe	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N
Labor Surcharge - 30%	NO	NO	NO	NO	MISC	MISC	NO	NO	NO	NO
Military Labor	NO	NO	NO	NO	MPN	MPN	NO	NO	NO	NO
Military Labor Acceleration	NO	NO	NO	NO	MISC	MISC	NO	NO	NO	NO
Travel & Transportation	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N
Utilities (Excludes Telephone)	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N
Telephone & Tolls	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N
Other Contractual Services	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N
Supplies & Material	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N
Material Surcharge-20%	NO	NO	NO	NO	MISC	MISC	NO	NO	NO	NO
Packing & Crating	NO	NO	OBM,N	OBM,N	OBM,N	OBM,N	NO	NO	NO	NO
Printing Costs	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N	OBM,N

Key

- NO - Costs not chargeable
- OBM,N - Costs reimbursable to Operations and Maintenance, Navy appropriation
- MPN - Costs reimbursable to Military Pay, Navy appropriation
- MISC - Cost reimbursable to Miscellaneous Receipts appropriation

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LIST OF MORALE SUPPORT ACTIVITIES

<u>Classification</u>	<u>Category</u>	<u>Is Advance Deposit Required</u>
<u>Morale, Welfare and Recreation Activities</u> (Instrumentality of the U.S.)		
Unaccompanied Officer's Quarters (UOQ)	VIII	No
Chaplains Fund	VIII	No
Civilian Employee's Recreation Assoc.	IV	No
Commissioned Officers' Mess (Open) (Officers' and Faculty Club)	V	No
Consolidated Package Store	II	No
Enlisted Mess (Open) Naval Station	V	No
Flying Club	VI	No
Midshipmen Store	II	No
Midshipmen Recreation Activities	III	No
Naval Academy Dairy	II	No
Naval Academy Laundry	II	No
Navy Exchange	I	No
Sailing Squadron	VI	No
Special Services	III	No
Midshipmen Extracurricula Activities	III	No
<u>Private Organizations</u>		
American Red Cross	Personnel Service	No
Naval Academy Alumni Association	Voluntary	No
Naval Academy Athletic Association	Voluntary	No
Naval Academy Band Wives Club	Voluntary	Yes
Naval Academy Garden Club	Voluntary	Yes
Naval Academy Primary School	Voluntary	Yes
Naval Academy Women's Club	Voluntary	Yes
Naval Institute	Voluntary	No
Navy Federal Credit Union	Personnel Service	No
Navy Relief Society and Thrift Shop	Personnel Service	No
Class Reunion Groups	Voluntary	Yes
<u>Commissary Stores Naval Station</u>	N/A	No

Enclosure (4)

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DEFINITION OF OTHER CUSTOMER TYPESIS ADVANCE  
DEPOSIT REQUIRED

<u>Other Navy Activities.</u> Other activities which are under the direction and control of the Secretary of the Navy.	No
<u>Other DOD.</u> Organizations or activities under the direction and control of the Secretary of Defense excluding Navy activities.	No
<u>Other Federal Agencies.</u> Organizations other than DOD and Navy activities which are part of the Federal Government including other executive agencies, legislative and judicial branches.	No
<u>Public Corporations.</u> Independent organizations designated as public corporations such as TVA, U.S. Postal Service and FDIC.	Yes
<u>State and Local Governments.</u> State, County, and City Governments whose operations are financed by taxes and/or general assessments. NOTE: State and local government organizations whose revenues are not derived from taxes and general assessments are to be dealt with as private parties.	No
<u>Navy Contractors under Cost Reimbursement Contracts.</u> This category applies only when the work or services performed by USNA relate to the work or services for the Navy. Otherwise, the contractor will be dealt with as a private party.	Yes
<u>Private Party.</u> Non-governmental activities which are usually commercial enterprises or individuals.	Yes

Enclosure (5)

**PROJECT ORDER**  
NAVCOMPT 2053 (Rev. 7-75)  
S/N 0104 LF-702-0530

		1. PROJECT ORDER NO.	2. AMENDMENT NO.
3. TYPE <input type="checkbox"/> COST REIMBURSEMENT <input type="checkbox"/> FIXED-PRICE		4. ISSUE DATE	5. EXPIRATION DATE
6. CUMULATIVE TOTAL			

7. ACCOUNTING DATA TO BE CHARGED							
APPROPRIATION SYMBOL AND SUBHEAD (a)	OBJECT CLASS (b)	BUREAU CONTROL NO. (c)	AUTH. ACCTG. ACTIVITY (d)	TRANS. TYPE (e)	PROPERTY ACCTG. ACTIVITY (f)	COST CODE (g)	AMOUNT (h)

8. PERFORMING ACTIVITY - a. NAME AND LOCATION  <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <p>TO: [ ]</p> </div>	b. ACCOUNTING NO.	c. ACCOUNTABLE ACTIVITY
<b>9. DELIVERY INSTRUCTIONS</b>		
a. PLACE		
b. DATE		
c. METHOD		

10. NAME OF CONTACT FOR ADDITIONAL INFORMATION:    CODE:    TELEPHONE NO. *(Indicate Autovon, FTS or Commercial)*

11. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS *(If more space is required, attach additional sheets).*

12. This Order is placed in accordance with the provisions of 41 USC 23, Department of Defense Instruction 7220.1 as amended, and NavCompt Manual, Volume 2, Chapter 3, Part C. Work to be performed and material to be procured pursuant to this Order are properly chargeable to the appropriation or other accounts indicated above until the expiration date of this Project Order. Funds in the amount shown under the block "Cumulative Total," have been committed and will be obligated upon receipt of the acceptance copy by the ordering component.

a. AUTHORIZING OFFICER <i>(Typed name and title)</i>	b. SIGNATURE
--	--------------

13. ACCEPTANCE <i>(The above terms and conditions are satisfactory and accepted)</i>		
a. ACCEPTING OFFICER <i>(Typed name and title)</i>	b. SIGNATURE	c. DATE

14. ORDERING COMPONENT <i>(Name and location)</i>  <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <p>ADDRESS: [ ]</p> </div>	<p>← SENDER'S MAILING ADDRESS Address reply as shown at left; or reply here-on and return in window envelope (size 8-7/8" x 3-7/8"), if not classified as confidential or higher.</p> <p><b>CLASSIFICATION</b></p>
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Enclosure (6)

**WORK REQUEST**  
NAVCOMPT 140 (Rev. 7-75)  
S/N 0104-LF-700-1401  
NUMBER

INITIAL REQUEST

DATE

MAXIMUM AMOUNT AUTHORIZED

**ACCOUNTING DATA TO BE CHARGED**

APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONTROL NO.	AUTHORIZATION ACCT'G ACTIVITY	TRANS TYPE	PROPERTY ACCT'G ACTIVITY	COST CODE

JOB ORDER NUMBER

COMPLETION DATE OR PERIOD OF WORK

TYPE OF REQUEST

TYPE OF ORDER

CONTINUING

COST REIMBURSEMENT

SPECIFIC

FIXED PRICE

NUMEROUS

TO:

NAME OF CONTACT FOR ADDITIONAL INFORMATION:

CODE:

TELEPHONE NO. (Indicate Autovon, FTS or Commercial)

**WORK TO BE PERFORMED IN ACCORDANCE WITH ABOVE INFORMATION**

REQUESTING OFFICE (Signature and title)

ACCEPTING OFFICE (Signature and title)

FROM:

ADDRESS:

← SENDER'S MAILING ADDRESS

Address reply as shown at left; or reply here-on and return in window envelope (size 8-7/8" x 3-7/8"), if not classified as confidential or higher.

CLASSIFICATION

USNAINST 7820.3  
3 August 1981

FUNDED REIMBURSABLE WORK ESTIMATE  
NAVCOMPT FORM 2044 (REV. 5-65)

FROM:	NUMBER
	DATE
TO:	ESTIMATED AMOUNT FOR SERVICES

ACCOUNTING DATA

APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONTROL NO.	AUTHORIZATION ACCT'G ACTIVITY	TRANS. TYPE	PROPERTY ACCT'G ACTIVITY	COST CODE
JOB ORDER NO.	PERIOD DURING WHICH SERVICES ARE TO BE FURNISHED			FOR DETAILS, CONTACT:		

SERVICES TO BE FURNISHED:

ACCEPTING OFFICER ( <i>Typed name and title</i> )	SIGNATURE
---	-----------

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST					1. PAGE 1 OF      PAGES	
2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NUMBER		6. AMEND. NO.	
7. TO:			8. FROM: (Agency, Name, Telephone Number of Originator)			
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED						
ITEM NO.	DESCRIPTION <small>(Federal Stock Number, Nomenclature, Specification and/or Drawing No., etc.)</small>	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE	
a	b	c	d	e	f	
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS					11. GRAND TOTAL	
12. TRANSPORTATION ALLOTMENT (Used if FOJ Contractor's Plan)			13. MAIL INVOICES TO (Payment will be made by)			
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE						
15. AUTHORIZING OFFICER (Type Name and Title)			16. SIGNATURE		17. DATE	

**REQUEST FOR CONTRACTURAL PROCUREMENT**  
 NAVCOMPT 2038 (REV. 7-75) S/N 0104-LF-702-0380

1. REQUEST NO.	2. AMENDMENT	3. DATE
4. REQUESTING ACTIVITY	5. TO: CONTRACTING AGENCY	
4A. CONTACT FOR ADDITIONAL INFORMATION: (Name, Code, Telephone No. - Indicate Autovon, FTS or Commercial)	7. DELIVERY SCHEDULE	
6. DELIVER TO:		

8. DISTRIBUTION OF CONTRACTS/RELATED DOCUMENTS

(Number of copies)

9. PROCUREMENT BY CONTRACT OF THE FOLLOWING IS REQUESTED

ITEM NO. (a)	PROPERTY COST CLASS (b)	DESCRIPTION (Include complete nomenclature and specification and/or drawing number) (c)	ESTIMATED TOTAL COST (d)

10. PREPARE FOR DELIVERY IN ACCORDANCE WITH (Specification No., instructions, etc.)

**TOTAL**

11. FUNDS CHARGEABLE

APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONTROL NO. AND SUBALLOT.	AUTHORIZATION ACCOUNTING ACTIVITY	TRANS. TYPE	PROPERTY ACCOUNTING ACTIVITY	COST CODE

**AUTHORIZATION:**  
 I certify that the contractual services listed above and on attached sheets, if any, are properly chargeable to the funds specified and that the available balances are sufficient to cover the cost thereof.

AUTHORIZING OFFICER (Type name and title; signature)

**ACCEPTANCE:**  
 The request for contractual services listed in this document is hereby accepted.

ACCEPTANCE OFFICER (Type name and title; signature and date)

Enclosure (10)

**WORK REQUEST FUNDING NOTIFICATION**  
NDW-USNA-COMPT-7131/16 (3-77)

FISCAL YEAR \_\_\_\_\_

FROM <b>Superintendent, U. S. Naval Academy</b>	FUNDING <input type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT NO. _____
TO (Cost Center Head)	SOURCE OF FUNDS
REFERENCE	WORK REQUEST NO.
	DATE OF WORK REQUEST
<b>AUTHORIZATION</b>	EXPIRATION DATE FOR OBLIGATION OF FUNDS
<p><i>The funds authorized by this letter are congressionally appropriated funds which constitute a legal limitation to the Superintendent within the meaning of Section 3679 of the Revised Statutes. Every precaution must be taken to ensure that the funds assigned are not exceeded. The use of these funds is subject to the applicable requirements of law and administrative regulations of the Department of Defense. To ensure compliance with these regulations, all requests for material and services must be submitted to the Supply Officer in accordance with references ( ) and ( ).</i></p>	COST CENTER BEING FUNDED
	SUB-COST CENTER
	<b>AMOUNT FUNDED</b> \$
	<b>PREVIOUS TOTAL</b> \$
	<b>INCREASE/(DECREASE)</b> \$
	<b>NEW TOTAL</b> \$
REMARKS	

APPROVED BY _____	DATE APPROVED _____
COPY TO <input type="checkbox"/> COST CENTER HEAD <input type="checkbox"/> SUB-COST CENTER HEAD <input type="checkbox"/> ACCOUNTING DIVISION <input type="checkbox"/> COMPTROLLER (2)	REFERENCE NO. _____



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MARYLAND 21402

USNAINST 7820.3 CH-1  
4/A0  
29 August 1985

USNA INSTRUCTION 7820.3 CHANGE TRANSMITTAL 1

From: Superintendent

Subj: REIMBURSABLE PROGRAM AND PROCEDURES

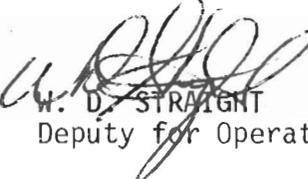
1. Purpose. To issue change 1 to subject instruction.

2. Action. Make the following pen and ink change to enclosure (2):

After Primary School add an asterisk (\*) and after notes at bottom of page add:

\*Director of Primary School liaison contact is the Deputy for Operations.

3. Cancellation. When the required action has been taken.

  
W. D. STRAIGHT  
Deputy for Operations

Distribution:  
AA