



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON, D. C. 20390

REFER TO:

COMSCINST 7130.1K
M-51
14 March 1985

COMSC INSTRUCTION 7130.1K

Subj: MSC Budgeting Under the Navy Industrial Fund

- Encl: (1) MSC Overhead Budget Presentation
(2) Percentage Allocation of Overhead Costs to Types of Service
(3) General Guidelines for Phasing the Approved Overhead Budget
(4) Card Punching and Verifying Instructions
(5) Detailed M&R Justification Work Sheet
(6) Fuel Development Work Sheet and Instruction
(7) Allocation M&R Days Work Sheet and Instructions
(8) COMSC Budget Authorization Format and Instructions
(9) Civilian Mariner Workyears, Average Basic Pay, and Full Time Permanent Data
(10) MSC Van Budget Estimate Request
(11) MSC Van Additional Replacement Estimate
(12) Instructions and Format for Monthly Budget Report
(13) Guidelines for Requesting Revisions to Approved Budget for Special Mission/Fleet Auxiliary/Prepositioned & Fast Sealift

1. Purpose. To issue policy and procedures governing the preparation, administration, and control of the annual MSC Planning Budget, which provides for revised CY estimates, Budget year and Budget year + 1 required amounts.

2. Cancellation. COMSCINST 7130.1J.

3. Applicability. MSC headquarters and all MSC area and subarea commands. Nothing in this instruction shall be construed as restricting area or sub-area commanders from imposing appropriate limitations consistent with this instruction.

4. Budget Submissions

a. Overhead Budget

(1) Each command will submit 4 copies of each overhead budget exhibit (except Exhibit A) on legal size paper in the format of enclosure (1). Only one copy of Exhibit A will be submitted. COMSC administrative offices will also submit 4 copies of appropriate exhibits. Submissions are to be forwarded to COMSC (Office of the Comptroller), based on due date contained in budget call letter.

(2) Salary and other related budget requests for classified, unclassified, and indigenous personnel are to be developed on the basis of the latest approved personnel ceiling for the submitting unit and will reflect allowances for anticipated lapses in the budget year.

(3) Detailed narrative justifications are to be provided with each exhibit to explain differences between Current Year (CY) Approved and CY Estimated amounts, Budget Year (BY), and Budget Year + 1 requested amounts. Detailed justifications are to be presented in the lower portion of each exhibit, or on a separate sheet immediately following if space is not available on the exhibit itself.

(4) Costs attributable to automated data processing equipment and personnel will be reported on a separate exhibit (Exhibit Y).

(5) Budget requests for each account are to represent gross requirements. Direct reimbursement for services rendered other Government agencies will be reported on a separate exhibit (Exhibit V).

(6) Copies of required formats will be provided to the appropriate COMSC offices for the Headquarter's budget with as much data as possible completed by the Comptroller prior to forwarding. Budget call letters and special instructions will be promulgated as necessary.

(7) The percentage allocation of overhead to types of service is to be submitted in the format provided by enclosure (2). Estimates are to be expressed in percentages of the time personnel (both military and civilian) spend on each type of shipping. Separate percentage allocation exhibits are required to be submitted for Military and Civilian Personnel. Commands are to provide work sheets in support of enclosure (2) showing the percentage allocation by Office.

(8) Upon receipt of the approved overhead budget, the area and subarea commands are to phase the budget by month, by account in accordance with the format and guidelines provided by enclosure (3). The phased budget will provide a line item for each account and will be submitted to COMSC not later than 1 September.

b. MSC Nucleus Ship Budget

(1) Command budget estimates are to be submitted based on ship day data and due date contained in budget call letter on ADP cards in accordance with the instructions contained in enclosure (4). Tab listings by ship, by account, and recap summaries of total requirements by account and by type service are to be provided by appropriate commands.

(2) Detailed justification is to be provided specifying the operational and/or pricing factors used to arrive at the budget estimates.

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(3) In support of M&R budget estimate, (CY, BY and BY + 1) the following detailed justifications are required to be provided for each ship in the format of enclosure (5).

(a) M&R days by type i. e., voyage repair, overhaul, major month and M&R dollars applicable to major month for four M&R accounts.

(b) Type of availability (i. e., overhaul, drydock, INSURV, mid-period, etc.).

(c) Estimated length of availability.

(d) Major work to be accomplished (i. e., ABS, USCG, alterations, structural hull renewals, tank coatings, etc.).

(e) Other information deemed useable for budget justification purposes (i. e., shipyard competition, labor spare parts cost escalation, operational tempo, and area of operation).

(4) Fuel consumption exhibit enclosure (6) will be developed consistent with current experience and will consider inport days included for M&R and provided by enclosure (7).

(5) No estimates for Accounts 5167, 5169, 5170 and 5182, will be required from the commands.

(6) COMSC transmits approved budget amounts on MSC Form 7130/5, COMSC BUDGET AUTHORIZATION. A separate authority is provided for each budget program, i. e., Cargo, Tankers, and for each Special Mission/Fleet Auxiliary/Prepositioned and Fast Sealift Ships or group of Special Mission/Fleet Auxiliary/Prepositioned and Fast Sealift Ships. Because of specific funding arrangements, it may be necessary to provide specific limitations within a program. This limitation will be indicated on the budget authorization form as a subprogram. Unless otherwise indicated, the amount granted for any budget subprogram is not restricted to a specific ship or account. Commands are to ensure that expenditures do not exceed approved subprogram budget amounts and that no expenses are incurred without obtaining budget authority from COMSC. Enclosure (8) describes the basic budget programs and the significance of the budget program authorization number system. (R)

(7) COMSC will phase the approved annual budget, by ship and account, by month. The phased ship operating budgets will be transmitted to the commands with the approved budget approximately 15 September.

(8) Civilian Mariner Workyears and Pay Exhibit Requirements are provided as enclosure (9). (R)

R) c. MSC Van Program Budget

(1) Command budget estimates for the MSC Van Program will be provided to enable recoument of the costs through the appropriate billing rates.

(2) The command assigned responsibility for each of the MSC Van pool sites will complete enclosure (10). These costs will be intravouchered under GLA 5217.

(3) Cost estimates will include the maintenance and repair of the MSC Vans and the chassis on loan to MSC by DARCOM.

(4) Cost estimates for the movement of MSC Vans to be included will be intravouchered under GLA 5215.

(5) The responsible Command will complete enclosure (11) to enable COMSC to budget for the replacement vans as deemed proper in each budget year.

(6) The responsible command will be provided a funding limitation for the above costs when the costs have been approved.

(7) The area commands will provide estimates for lease on the vans under their control.

(8) COMSC will input purchase cost when vans are purchased for recoument in the proper billing rates.

5. Budget Reports

a. General. Enclosure (12) provides the format for submitting a monthly budget report. Primarily, this budget report will provide an abstract report related to specific reimbursable funds and the total will not exceed BPA's subprogram totals provided the commands.

b. Completed Sponsor-Generated Work. The abstract report will indicate costs that are final by an "F" placed after the cumulative expense figure. This is required in order to expedite the return of funds to sponsors for reprogramming.

6. Budget Control

a. Commands will initiate internal budget control procedures to ensure that budget subprograms are not overexpended and that deviations from the budget can be readily identified. If analysis or expenditures and anticipated costs indicate that current budget authority is not sufficient to support projected requirements, a request for additional budget authority or appropriate action is to be made to COMSC.

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b. Normally requests for budget revisions should be delayed until after March actual data is available or until such time as analysis of the expenditure trends of the entire fiscal year can be constructed. Requests for budget authority for unbudgeted requirements should be submitted immediately, particularly those involving Special Mission/Fleet Auxiliary/Prepositioned and Fast Sealift Ships. (R)

c. Data and justification for revisions to Special Mission/Fleet Auxiliary/Prepositioned and Fast Sealift Ship Budgets normally will be submitted in accordance with enclosure (13). Request for additional funding should allow approximately 45 days lead time for COMSC to either obtain additional funding or explore alternatives if additional funding is not available. (R)



R. F. DONNELLY
Vice Commander

Distribution:

SNOL 41B (MSC area commands) (15)
41C (MSC subarea commands) (5)

EXHIBIT A

Command _____
Date _____

FY 198Y+1 OVERHEAD BUDGET PRESENTATION
CONSOLIDATED SUMMARY
WORK SHEET

Exh.	Account No.	Description	FY 198Y Actual (1)	FY 198Y			FY 198Y		FY 198Y+1	
				Approved Budget (2)	Estimate (3)	Proposed/ Approved (4)	Requested (5)	Proposed/ Approved (6)	Requested (7)	Proposed/ Approved (8)
B	5301/3	Classified Reg. Time & Lv No. end of year Manyears Ave. Annual Sal.								
B-1	5304	Awards and Bonuses								
D	5311/13	Unclass. Reg. Time & Lv. No. end of year Manyears Ave. Annual Sal.								
C/E	5302/12	Class. & Unclass. Overtime Manhours Ave. Cost per Mhr. O/T Mhrs. per Mnyr. Class.								
F	5314	Indigenous Labor Total (Note 10) TOTAL SALARIES & WAGES								
G	5322	Health Benefits								
G	5323	Retirement								
G	5324	Life Insurance								
G	5125	Social Security Taxes TOTAL BENEFITS Benefits as percent of B plus D TOTAL SAL. & WAGES & REL. EXP.								
H	5317	Indoctrin. & Trng. Exps.								
I	5319	Dsgn., Devlmt. & Exper. Exp.								
J	5320	Travel Manyears: Civilian (Total) Military								
K	5321	Ave. Cost per Mnyr. Public Information								

Enclosure (1)

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FY 19BY+1 OVERHEAD BUDGET PRESENTATION
 CONSOLIDATED SUMMARY
 WORK SHEET

EXHIBIT A
 Command _____
 Date _____

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Enclosure (1)

Exh.	Account No.	Description	FY 19BY Actual (1)	FY 19CY		FY 19BY		FY 19BY+1	
				Approved Budget (2)	Estimate (3)	Proposed/ Approved (4)	Requested (5)	Proposed/ Approved (6)	Requested (7)
L	5330	Occupancy of Premises							
M	5331	Office Equipment Rental & Ser.							
N	5332	Off. Exp. Station. & Postage Ave. Cost Per Mnyr.							
M-1	5333	ADP Rental & Services							
N-1	5334	ADP Supplies							
O	5340	Communications Ave. Cost Per Mnyr.							
P	5360	Auto, Equip. Exp.							
Q	5363	Operational Equip. Exp.							
R	5371	Off. Equip. & Maintenance Ave. Cost Per Mnyr.							
S	5391	Medical Exp. - Civ. Pers.							
T	5392	Cash in lieu of Quarters							
T-1	5398	Depreciation Expense							
U	5399	Other Overhead Exp.							
		TOTAL OTHER EXPENSES							
		<u>GROSS OVERHEAD EXPENSES</u>							
V	4610	REIMBURSABLES 1/							
		NET OVERHEAD EXPENSES							

EXHIBIT A

Command _____
Date _____

FY 19BY+1 OVERHEAD BUDGET PRESENTATION
CONSOLIDATED SUMMARY
WORK SHEET (Cont'd)

REMARKS:

1. Exhibit A will be submitted in this exact form on Accountants Work Sheets. National Blank Book Co., size 14" x 17", 13 columns with item space No. 45-813 or 45-713 if available. Each line item will be listed as noted in order that COMSC may readily collate all command's submissions into a CONSOLIDATED MSC SUMMARY.
2. On all exhibits and schedules, FY 19PY is past fiscal year, FY 19CY is current fiscal year, and FY 19BY is budget fiscal year.
3. Commands will enter appropriate data for FY 19PY actual, FY 19CY Approved Budget, FY 19CY Estimate and FY 19BY Request, column (1), (2), (3), (5) and (7).
4. Footnote 1/ will detail the reimbursables with appropriate data in each column.
5. For each line item, FY 19PY actual, columns (1) will be rounded to the nearest dollar. FY 19CY Approved Budget and Estimate, columns (2) and (3) and FY 19BY Request, Column (5), and FY19BY+1 request column (7) will be rounded to the nearest hundred dollars.
6. Exhibit A will be submitted in original only in legible handwriting.
7. Schedule 1 to Exhibit A will be submitted with an overall summary by commands and with Schedule (1) back up exhibits for Headquarters and each port office.
8. Individual FY 19PY items of expense included in the various exhibits and schedules will be computed to the nearest dollar. Since FY 19CY, FY 19BY, and 19BY+1 data are to be reported to the nearest hundred dollars, a line "ROUND-OFF" will be used where necessary to adjust the total for the account to the nearest hundred dollars.
9. Columns (4), (6), and (8) will be left blank for completion by COMSC.
10. Commands reporting ACCT 5314 will provide the following as a separate page addition to Exhibit A:

Direct Hire

Base Salaries
Benefits
Man Years
Average Salary Per Man Year
Average Benefit Per Man Year
Ceiling
Overtime
• Manhours Overtime
Cost Per Overtime Hour

Contract Hire

Base Salaries
Benefits
Man Years
Average Salary Per Man Year
Average Benefit Per Man Year
Ceiling
Overtime
Manhours Overtime
Cost Per Overtime Hour

Enclosure (1)

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FY 1987+1 OVERHEAD BUDGET PRESENTATION
COMMAND

Acct.	Description	FY 19PY Actual (1)	FY 19CY Estimate (2)	FY 19BY Estimate (3)	FY 19BY+1 Request (4)
<u>SALARIES & WAGES & RELATED EXP.</u>					
5301	Regular Time Classified				
5302	Overtime, Classified				
5303	Annual, Sick & Military Leave, Classified				
5304	Awards and Bonuses				
5311	Regular Time, Unclassified				
5312	Overtime, Unclassified				
5313	Annual, Sick & Military Leave, Unclassified				
5314	Indigenous Labor	_____	_____	_____	_____
	Total Salaries & Wages				
5322	Employer Health Benefits Contributions, civilians, Ashore				
5323	Employer Retirement Contributions, Civ. Ashore				
5324	Employer Life Insurance Contributions, Civilians Ashore				
5325	Employer Social Security Taxes, Civilians Ashore				
	TOTAL, SAL. & WAGES & REL. EXP.	_____	_____	_____	_____
	(List Other Accounts)				
	TOTAL	_____	_____	_____	_____
		_____	_____	_____	_____
4610	Less Reimbursables	_____	_____	_____	_____
	NET	_____	_____	_____	_____
		_____	_____	_____	_____

PERSONNEL SUMMARY

U. S. Hire
End Strength
Man Years
FND Hire
End Strength
Man Years
FNIH
End Strength
Man Years

REMARKS:

1. Separate forms will be completed for individual offices.
2. FY 19PY amounts will be rounded to nearest dollar.
3. FY 19CY estimated expense, FY 19BY requirements and FY 19BY+1 requirements will be rounded to the nearest hundred dollar amounts.
4. The total of all Schedule 1, Exhibit A, shall equal columns (1), (4), (5), and (7) of Exhibit A.

FY 198Y+1 OVERHEAD BUDGET PRESENTATION

	FY 19CY				FY 19BY		FY 19BY+1		
	FY 19PY Actual (1)	Approved Budget (2)	Actual 1st Half (3)	Estimated 2nd Half (4)	Total (5)	Requested (6)	Proposed/ Approved (7)	Requested (8)	Proposed/ Approved (9)
Account 5301 - Regular Time Classified									
Account 5303 - Annual, Sick, and Military . Leave, Classified									
<u>PERMANENT POSITIONS</u>									
(1) Ceiling End of Period									
(2) Average Ceiling									
(3) Average on Board									
(4) Lapse: Number									
(5) Lapse: Percent									
(6) Average Annual Salary									
<u>MANYEARS</u>									
(7) Full Time Permanent Positions (FTP)									
(8) Other than Full Time Permanent Positions (OTP) A/									
(9) Total Manyears									
<u>EXPENSES:</u>									
(10) Total Annual Salaries									
(11) Extra Days(s) in Fiscal Year									
(12) Other Than Full-time Permanent Positions A/									
(13) Excess Annual Leave Earned (Taken)									
(14) Total Salary Expense									
<u>ALLOCATION OF EXPENSE BY ACCOUNTS:</u>									
(15) Regular Time (Account 5301)									
(16) Annual, Sick and Military Leave (Account 5303)									
(17) Total Salary Expense									

A/ Provide a breakout of Other than Full Time Permanent Data as follows:

	<u>Manyears</u>	<u>Expense</u>
Part Time Permanent		
Temporary		
Intermittent		
Etc. (Specify)		

REMARKS:

1. Columns (7) and (9) will be completed by COMSC.
2. Lines (14) and (17) should be identical. If not, submit explanation.
3. Variances in amounts between columns (1) and (5), (3) and (4), and, (5) and (6) and, (6) and (8) will be explained, e.g., differences in lapse, average annual salary; provide sufficient detail to justify the variance. In addition, any variance between 1st half actuals for FY 19CY and the NAVSO 7410 reports for that period should be explained.

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Enclosure (1)

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EXHIBIT B

Command _____

Date - _____

FY 1987+1 OVERHEAD BUDGET PRESENTATION

REMARKS: (Cont'd)

4. Columns (1), and (3), Lines (15) and (16), will reflect actual data reported in the command's financial statement.

5. Line 10 will reflect the multiplication of Lines (6) and (7).

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6. Unclassified Personnel Ashore, Exhibit D will be submitted in the exact format as above, changing the account numbers to 5311 and 5313 and classified to unclassified. Schedules 1 and 2 will also be submitted changing classified to unclassified.

Schedule 1 of Exhibit B

	CLASSIFIED		
FY 19PY	FY 19CY	FY 19BY	FY 19BY+1

- a. End Strength 1/
- b. Man years 2/
- c. Basic compensation (\$000) 2/
- d. Average Basic Compensation
Per Man Year (\$) (c* b)
- e. Total change in Average Basic
Compensation per M/Y from
Prior Year (\$)
- f. Annualization of Prior Year Pay
Raise(s) (\$ per M/Y)
- g. Current Year Pay Raises(s) (\$ Per M/Y)
 - 1. Per cent Increases Assumed
 - 2. Effective date (Month/Day/Year) 3/ 3/
- h. Adjustment for Extra Day(s) (\$ per M/Y)

NOTES: Lines f, g, and h should explain changes in average cost, but additional lines should be added, as necessary, to explain other changes. Any amounts not included on lines f, g, and h must be explained in detail (facts, calculations, etc.) on a footnote or attachment. Total dollars per M/Y reported in lines f through h and on any additional lines shall add to total reported in line e.

1/ Includes total E/S (i.e., FTP and OTP) with the exception of special employment E/S.
2/ Includes total M/Y and \$, special employment included.
3/ To be completed by COMSC upon receipt of OSD pay raise guidance.

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Enclosure (1)

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ANALYSIS OF SPECIAL EMPLOYMENT PROGRAMS

Strengths in Whole Numbers				Dollars in Thousands				
End Strength		Man Years		Basic Compensation	Overtime and Holiday Pay	Other	Benefits	Compensation and Benefits
FTP	OTP	FTP	OTP	Regular Time	Leave	OC 11	Compensation	

FYCY:

FY 198Y:

FY 198Y+1:

Remarks:

1. Special Employment Programs are non-ceiling programs currently consisting of the following programs primarily for students and/or disadvantaged youth:
 - a. Stay-in-School
 - b. Summer Aid Program
 - c. Worker-Trainee Opportunity Program
 - d. Junior Fellowship Program
2. Report M/Y and \$ included in Exhibits B, D, and G as appropriate that represent the portion attributable to Special Employment Programs as defined above.
3. End strength estimates will represent total bodies on board in special employment programs as of 30 September of the applicable FY.
4. Schedule 2 of Exhibit D will be submitted in the exact format as above to reflect special employment data for unclassified personnel.

Schedule II, Exhibit B
Command _____
Date _____

FY 19BY+1 OVERHEAD BUDGET PRESENTATION

	<u>FYPY</u>	<u>FYCY</u>	<u>FYBY</u>	<u>FYBY+1</u>
	<u>Actual</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
Headquarters				
U. S. Hire				
End Strength				
Manyyears				
Foreign National Direct				
End Strength				
Manyyears				
Foreign National Indirect				
End Strength				
Manyyears				
Port Office <u>1/</u>				
U. S. Hire				
End Strength				
Manyyears				
Foreign National Direct				
End Strength				
Manyyears				
Foreign National Indirect				
End Strength				
Manyyears				
Total <u>2/</u>				
U. S. Hire				
End Strength				
Manyyears				
Foreign National Direct				
End Strength				
Manyyears				
Foreign National Indirect				
End Strength				
Manyyears				

- Note 1. List each office separately
2. Total should equal figure on Schedule I of Exhibit A

FY 19BY+1 OVERHEAD PRESENTATION

Account 5302 - Salaries and Wages, Civilians Ashore - Overtime, classified

	<u>FY 19PY Actual</u> (1)	<u>Approved Budget</u> (2)	<u>Actual 1st Half</u> (3)	<u>Estimated 2nd Half</u> (4)	<u>Total</u> (5)	<u>Requested</u> (6)	<u>Proposed Approved</u> (7)	<u>Requested</u> (8)	<u>Proposed/ Approved</u> (9)
<u>Organizational Segment</u>									
List by Office (i. e., Commander, Admin, Opns, etc.)									
List by Port Office (i.e., MSCO Hampton Roads, etc.)									
-									
-									
-									
TOTAL HOURS	=====	=====	=====	=====	=====	=====	=====	=====	=====
Average Hourly O.T. Rate (Note 5)	-----	-----	-----	-----	-----	-----	-----	-----	-----
TOTAL AMOUNT	=====	=====	=====	=====	=====	=====	=====	=====	=====
Manyears (Note 6)									
Average No. of Overtime hours per manyear	-----	-----	-----	-----	-----	-----	-----	-----	-----

- REMARKS:
1. Include only organization components which incurred paid overtime expense in past year or expect to incur paid overtime expense during current year or budget year.
 2. Account 5312 - Salaries and Wages, Civilian Ashore - Overtime, Unclassified, will be submitted in the identical format as above, as Exhibit E.
 3. Variances between columns (1) and (5), (3) and (4) and (5) and (6) and (8) will be explained; this is applicable to each organizational segment as well as the total. The explanation is to include a brief description of duties to be performed.
 4. Columns (7) and (9) will be completed by COMSC.
 5. Explain variances in average Hourly O.T. Rate (i.e. increases due to payraise, increases/decreases due to mix association with hours.
 6. From Exhibit B - Line 9
 7. Provide as an Addendum a breakdown of overtime hours and amounts by grade level.

EXHIBIT B-1

Command _____
Date _____

FY 19BY+1 OVERHEAD PRESENTATION

FY 19PY <u>Actual</u> (1)	Approved <u>Budget</u> (2)	FY 19CY		<u>Total</u> (5)	FY 19BY <u>Requested</u> (6)	FY 19BY <u>Proposed</u> (7)	FY 19BY+1	
		<u>Actual</u> <u>1st Half</u> (3)	<u>Estimated</u> <u>2nd Half</u> (4)				<u>Requested</u> (8)	<u>Proposed</u> (9)

Account 5304 - Awards and Bonuses

CLASSIFIED

UNCLASSIFIED

TOTAL

REMARKS:

1. List by type - e.g., merit pay, beneficial suggestion, outstanding performance, etc.

EXHIBIT F
 Command _____
 Date _____

FY 19BY+1 OVERHEAD PRESENTATION

(DIRECT HIRE)

FY 19CY					FY 19BY	FY 19BY+1	
<u>FY 19PY</u>	<u>Approved</u>	<u>Actual</u>	<u>Estimated</u>	<u>Total</u>	<u>Proposed/</u>	<u>Proposed/</u>	<u>Proposed/</u>
<u>Actual</u>	<u>Budget</u>	<u>1st Half</u>	<u>2nd Half</u>	<u>Total</u>	<u>Requested</u>	<u>Approved</u>	<u>Requested</u>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Account 5314 - Foreign National Labor
 5315 - Foreign National Benefits

BASE SALARIES AND BENEFITS

- (1) Ceiling End of Period
- (2) Manyears
- (3) Annual Salary (per manyear)
- (4) Employee Benefits (per manyear):
 (Specify)
- (5) Total annual Salary and Benefits
 per manyear
- (6) Total Amount Salary and Benefits
- (7) Extra day(s) in Fiscal Year
- (8) Total Salary and Benefit Expense

REMARKS:

- 1. A separate page will be provided for Graded and Ungraded
- 2. Command will identify each benefit separately in line (4); separation liability is to be included under Benefits
- 3. Line (6) is multiple of lines (2) and (5)
- 4. Line (11) is multiple of lines (9) and (10)
- 5. Line (12) is the sum of lines (8) and (11)
- 6. Line (13) is to be used only on last page of Exhibit F
- 7. Variances will be explained, see remarks on Exhibit B and C
- 8. Columns (7) and (9) will be completed by COMSC.

OVERTIME, HOLIDAY AND PREMIUM

- (9) Manhours of Overtime (Incl. Holiday
 and Premium)
- (10) Rate per manhour
- (11) Total Overtime Expense
- (12) Total Salaries, Wages and Benefits
- (13) Grand Total Direct Hire Labor Expense

FY 198Y+1 OVERHEAD PRESENTATION

FY 19PY	FY 19CY				FY 19BY		FY 19BY+1	
	Approved	Actual	Estimated	Total	Proposed/	Requested	Proposed/	
	Budget	1st Half	2nd Half		Approved		Approved	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Account 5316 - Indigenous Labor
 (Graded/Ungraded)

BASE SALARIES AND BENEFITS

- (1) Ceiling End of Period
- (2) Manyears
- (3) Annual Salary (per manyear)
- (4) Separation Liability (per manyear)
- (5) Other Employee Benefits (per manyear):
 (Specify)
- (6) Total Annual Salary and Benefits
 (per manyear)
- (7) Total Amount Salary and Benefits
- (8) Extra day(s) in Fiscal Year
- (9) Total salary and Benefit Expense

REMARKS:

- 1. A separate page will be provided for Graded and Ungraded
- 2. Command will identify each benefit separately in line (5)
- 3. Line (7) is multiple of lines (2) and (6)
- 4. Line (12) is multiple of lines (10) and (11)
- 5. Line (13) is the sum of lines (9) and (12)
- 6. Line (14) is to be used only on last page of Exhibit F-1
- 7. Variances will be explained, see remarks on Exhibits B and C
- 8. Columns (7) and (9) will be completed by COMSC

OVERTIME, HOLIDAY AND PREMIUM

- (10) Manhours of Overtime (Incl. Holiday
 and Premium)
- (11) Rate per manhour
- (12) Total Overtime Expense
- (13) Total Salaries, Wages and Benefits
- (14) Grand Total Indirect Hire Labor Expense

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Enclosure (1)

Estimated Cost of Civilian Pay Raises

	<u>Foreign Direct</u> (5)	<u>Foreign Indirect</u> (6)
Average Basic Compensation for Prior Fiscal Year	_____	_____
Average Basic Compensation as of 1 October	_____	_____
Average % Rate Increase Assumed in the Pay Raise	_____	_____
Man Years Budgeted for this Fiscal Year	_____	_____
Average Basic Compensation Increase Per Annum	_____	_____
Average Basic Compensation Increase this Fiscal Year	_____	_____
Total Basic Compensation Increase this Fiscal Year (\$000)	_____	_____
Increased Overtime and Other Variable Compensation (\$000)	_____	_____
Increased Cost of Benefits (\$000)	_____	_____
Separation Liability (\$000)	_____	_____
Currency Revaluation (\$000) <u>1/</u>	_____	_____
Total	_____	_____

REMARKS:

1. A separate page will be provided for:
 - a. The FYBY cost of increase effective during FYBY
 - b. The FYBY+1 cost of increase effective during FYBY
 - c. The FYBY+1 cost of increase effective during FYBY+1
- 1/ Provide reason for revaluation change and the amount of each change.

FY 19BY+1 OVERHEAD BUDGET PRESENTATION

(DIRECT/INDIRECT HIRE)
(FY 19CY/FY 19BY/FY 19BY+1)

Breakdown of amounts for individual offices.

(Indicate personnel data and related amounts for individual offices)

<u>Headquarters</u>	<u>Port Office</u>	<u>Port Office</u>	<u>Totals</u>
---------------------	------------------------	------------------------	---------------

Graded

1. Ceiling end of period
2. Manyears
3. Annual salary (per manyear)
4. Benefits (Per Manyear)
5. Separation Liability (Per Manyear)
6. Total annual salary (Line 2 X Lines 3, 4, 5)
7. Manhours overtime
8. Amount of overtime
9. Total Salaries and wages (Line 4 plus Line 6)

REMARKS:

1. A separate page will be provided for Direct and Indirect, FY 19CY, FY 19BY and FY 19BY+1
2. Totals will agree with amounts given in Exhibit F.
3. Include the % payraise assumed and the date of payraise for each office.

Ungraded

10. Ceiling end of period
11. Manyears
12. Annual salary (per manyear)
13. Benefits (per manyear)
14. Separation Liability (per manyear)
15. Total annual salary (Line 9 X Line 10, 11, 12)
16. Manhours overtime
17. Amount of Overtime
18. Total salaries and wages (Line 11 plus Line 13)

Total Salaries and Wages
(Line 9 plus line 18)

DEPARTMENT OF THE NAVY

Foreign National Pay Increase Analysis

FY 19____(CY, BY BY + 1)

Country	Effective Date	Increase Assumed	Days at New Rate	Average Employment	Average	Average	Total	Prior Year	Exchange Rate		Dollar Cost	Total
					Cost Before Pay Increase	Pay Increase	Cost of Pay Raise	Separation Liability Increase	Local Currency/\$	Current	of Revaluation	Pay Raise Cost
(1)	(2)	(3)	(4)	(5)	\$ (6)	\$ (7)	\$ (8)	\$ (9)	Base (10)	Estimate (11)	\$000 (12)	\$000 (13)

Foreign Direct

Korea

Philippines

England

Italy

Foreign Indirect

Japan

Okinawa

Germany

Netherlands

Schedule (3) Foreign National Pay Increase Analysis. should list direct hires followed by indirect hires, by country, with totals by type of hire. Different pay systems and/or locations within country can be listed separately if so desired. If there are several effective dates, column 2, within one country list each separately. Number of days at new rate, column 4, should show the exact number of days the new rate will be in effect during the fiscal year. Average employment, column 5, should be calculated on the period covered by the new rate. Average cost before pay increase, column 6, represents average annual cost on the day before the pay raise and includes all allowances and benefits. Average pay increase column 7, is the percentage increase times column 6. Total cost of pay raise, column 8, is column 5 times column 7 times column 4 divided by 260 (or the number of paid days in a normal year based upon local custom and practice). A separate schedule (3) is required for the FY CY, FY BY, and FY BY + 1. Total pay raise cost, column (13) for FY 19BY and FY 19BY + 1 will be in agreement with the "Total" line reported for "The FYBY cost of the increase effective during FYBY and "The FYBY+1 cost of increase effective in FYBY+1" pages of Schedule 1 of Exhibit F.

FOREIGN NATIONAL EMPLOYMENT
SEPARATION LIABILITY
(\$ Thousands)

	1	2	3	4	5	6	7	8	9	10	11	12
		Full pay raise effect on Accumulated liability begin year	Current year longevity increase (less pay raise)	Pay raise effect on current year employee longevity	Accumulated liability begin year	Full pay raise effect on Accumulated liability prior year	Longevity increase (less pay raise)	Pay raise effect on employee longevity	Accumulated liability begin year	Full pay raise effect on Accumulated liability prior year	Longevity increase (less pay raise)	Pay raise effect on employee longevity

Foreign National Employment Separation Liability:

FND

Hire

(O.C. 12) This exhibit displays accrued dollars to be paid in lump sum to foreign national direct (O.C. 12) and indirect (O.C. 25) hires upon retirement and other conditions of termination.

Countries should be listed and identified as to type of hire.

"Accumulated liability begin year" is the begin year obligation on the books. Dollars identified at the begin of the prior year will not be the same amount to be carried into Budget year, because changes in employment, such as, attrition/accessions must be considered.

FNI

Hire

(O.C. 25) "Full pay raise effect on Accumulated liability prior year." The increase to the Accumulated liability (as of the beginning of the Fiscal Year) caused by the pay raise.

"Current year longevity increase (less pay raise)." Increased liability due to employees added time in service.

"Pay Raise effect on current year employee longevity." Effect of pay raises on liability due to increased longevity.

This exhibit is very important with respect to accuracy of display and calculation, because from it the supplemental request for Foreign National Separation Liability is derived (add columns 2 and 4) and justified.

FY 19BY+1 OVERHEAD BUDGET PRESENTATION

FY 19PY Actual (1)	FY 19CY			Total (5)	FY 19BY		FY 19BY+1	
	Approved Budget (2)	Actual 1st Half (3)	Estimated 2nd Half (4)		Requested (6)	Proposed/ Approved (7)	Requested (8)	Proposed/ Approved (9)

Account 5322 - EMPLOYER HEALTH BENEFITS CONTRIBUTION:

- (1) Number Covered:
- (2) Self Only
- (3) Family
- (4) Total

Annual Rate Per Employee:

- (5) Self Only
- (6) Family
- (7) Total Expense

REMARKS:

1. Significant variances will be explained.
2. Columns (7) and (9) will be completed by COMSC.
3. Line (9) plus line (15) will equal the number of manyears on Exhibits B and D.
4. Provide breakout of Total Expense in Lines (7), (10), (13) and (16) as follows:

FROM EXHIBITS B AND D - TOTAL 5301/3 and 5311/13

- (8) Total Expense (Salaries)

Classified (\$)

Unclassified (\$)

- Line (7)
- Line (10)
- Line (13)
- Line (16)

ACCOUNT 5323 - EMPLOYER RETIREMENT CONTRIBUTION

- (9) Number Covered:
- (10) Total Expense
- (11) Percent of Salaries

ACCOUNT 5324 - EMPLOYER LIFE INSURANCE CONTRIBUTION:

- (12) Number Covered:
- (13) Total Expense
- (14) Percent of Salaries

ACCOUNT 5325 - EMPLOYER SOCIAL SECURITY TAXES:

- (15) Number Covered:
- (16) Total Expense
- (17) Percent of Salaries

EXHIBIT H
 Command _____
 Date _____

FY 19BY+1 OVERHEAD BUDGET PRESENTATION

	FY 19CY				FY 19BY		FY 19BY+1	
	FY 19PY	Approved	Actual	Estimated	Requested	Proposed/	Requested	Proposed/
	Actual	Budget	1st Half	2nd Half		Approved		Approved
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
<u>Account 5317 - Indoctrination & Training Expenses</u>								
Tuition payments								
Rental of equipment								
Supplies and materials								
All other	---	---	---	---	---	---	---	---
Totals	==	==	==	==	==	==	==	==

REMARKS:

1. Variances between the fiscal years are to be explained.
2. Column (7) and (9) will be completed by COMSC.
3. "All Other" need not be itemized.

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Enclosure (1)

COMSCINST 7130.1K
 14 March 1985

FY 19BY+1 OVERHEAD BUDGET PRESENTATION

	<u>FY 19CY</u>				<u>FY 19BY</u>		<u>FY 19BY+1</u>		
	<u>FY 19FY</u>	<u>Approved</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed/</u>		<u>Proposed/</u>		
	<u>Actual</u>	<u>Budget</u>	<u>1st Half</u>	<u>2nd Half</u>	<u>Requested</u>	<u>Approved</u>	<u>Requested</u>	<u>Approved</u>	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
<u>Account 5319 - Design, Development & Experimental Expenses</u>									
Supplies									
Services									
Gross Expense									
Less: Reimbursement from other Government agencies									
Net Expense									

REMARKS:

1. Variances between fiscal years will be explained.
2. Column (7) and (9) will be completed by COMSC.
3. Reimbursements must agree with that reported on Exhibit V, Account 4610 as applicable to this account.

EXHIBIT J

Command _____
Date _____

FY 19BY+1 OVERHEAD BUDGET PRESENTATION

FY 19PY	FY 19CY				FY 19BY		FY 19BY+1		
	Actual	Approved Budget	Actual 1st Half	Estimated 2nd Half	Total	Requested	Proposed/ Approved	Requested	Proposed/ Approved
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
<u>Account 5320 - Travel</u>									
<u>Organizational Segment</u>									
List by Office (i.e., Commander, Admin, Opns, etc.)									
List by Port Office (i.e., MSCO Hampton Roads, etc.)									
Totals	=====	=====	=====	=====	=====	=====	=====	=====	=====

Manyeas Civilian Employees
Manyeas Military Personnel
Total Manyeas
Average travel dollars per manyear

MAC travel requirement
included above

REMARKS:

1. MAC travel expense will be included in appropriate travel category. Compute the budget year requirement on basis of the effective edition of Air Force Regulation No. 76-11 (Air Transportation Common User Tariff Rates).
2. In instances when travel reflects a non recurring, requirement, the amount of such travel will be annotated.
3. The above data should reflect GROSS travel expenses. The reimbursable travel will be recorded as a deduct item in Account 4610, Exhibit U.
4. Variances between fiscal years will be explained.
5. Column (7) and (9) will be completed by COMSC.
6. Manyeas of civilian employees will be abstracted from Line (9) of Exhibits B and D and Line (2) of Exhibit F. Manyeas of military personnel will be developed from in house data; Manyeas relate to ashore personnel only.

SCHEDULE 1
TO EXHIBIT J

COMSCINST 7130.1K
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TRAVEL EXHIBIT
(SUMMARY)
(\$ 000)

		FY CY	FY BY			FY BY+1		
		Direct Reimb Total	Direct Reimb Total			Direct Reimb Total		
	Per Diem							
	Transportation							
	Total							
24	Essential Training							
	Mission Essential							
	Troop Movement							
	Civilian PCS							
	Vehicle Rental							
	Other Program Related Travel							
	Administrative	()	()	()	()	()	()	()
	- Per Diem							
	- MAC Passenger							
	- Other Travel Costs							

Purpose

EXHIBIT K
 Command _____
 Date _____

FY 19BY+1 OVERHEAD BUDGET PRESENTATION

FY 19PY Actual (1)	FY 19CY				FY 19BY		FY 19BY+1	
	Approved Budget (2)	Actual 1st Half (3)	Estimated 2nd Half (4)	Total (5)	Requested (6)	Proposed/ Approved (7)	Requested (8)	Proposed/ Approved (9)

Account 5321 - Public Information

Description of Expense

TOTAL	_____	_____	_____	_____	_____	_____	_____	_____
	=====	=====	=====	=====	=====	=====	=====	=====

REMARKS:

1. Variances between fiscal years will be explained.
2. Columns (7) and (9) will be completed by COMSC.

FY 19BY+1 OVERHEAD PRESENTATION

	<u>FY 19CY</u>				<u>FY 19BY</u>		<u>FY 19BY+1</u>		
	<u>FY 19PY Actual (1)</u>	<u>Approved Budget (2)</u>	<u>Actual 1st Half (3)</u>	<u>Estimated 2nd Half (4)</u>	<u>Total (5)</u>	<u>Requested (6)</u>	<u>Proposed Approved (7)</u>	<u>Requested (8)</u>	<u>Proposed/ Approved (9)</u>
<u>Account 5330 - Occupancy of Premises</u>									
Rent									
Office space									
Warehouse area									
Covered pier area									
Open area									
Garage									
SLUC									
Utilities									
Alterations									
Repairs									
Other									
TOTALS									

REMARKS:

1. Variances between fiscal years will be explained.
2. Column (7) and (9) will be completed by COMSC

EXHIBIT M

Command _____

Date _____

FY 198Y+1 OVERHEAD BUDGET PRESENTATION

	<u>FY 19CY Total Estimate</u>		<u>FY 198Y Requested</u>		<u>FY 198Y Proposed Approved</u>	<u>FY 198Y+1 Requested</u>		<u>FY 198Y Proposed Approved</u>
	<u>No. of Machines</u> (1)	<u>Amount</u> (2)	<u>No. of Machines</u> (3)	<u>Amount</u> (4)		<u>No. of Machines</u> (6)	<u>Amount</u> (7)	
<u>Account 5331 - Office Equipment Rental and Services</u>								
List each of type of machine:								
Other: (Specify)								
Computer Time								
Labor (If paid to other than MSC employees)								
Totals								

REMARKS:

1. Variances between fiscal years will be explained.
2. Columns (5) and (8) will be completed by COMSC.

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Enclosure (1)

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14 March 1985

EXHIBIT N
 Command _____
 Date _____

FY 198Y+1 OVERHEAD PRESENTATION

FY 198Y <u>Actual</u> (1)	Approved <u>Budget</u> (2)	FY 198Y			FY 198Y <u>Requested</u> (6)	Proposed <u>Approved</u> (7)	FY 198Y+1	
		Actual <u>1st Half</u> (3)	Estimated <u>2nd Half</u> (4)	Total (5)			<u>Requested</u> (8)	<u>Proposed/</u> <u>Approved</u> (9)

COMSCINST 7130.1K
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Account 5332 - Office Expenses, Stationery & Postage

List by Type

Totals	_____	_____	_____	_____	_____	_____	_____	_____
	=====	=====	=====	=====	=====	=====	=====	=====

Manyears
 Civilian Employees
 Military Personnel
 Total Manyears
 Average Amount (dollars) per manyear

REMARKS:

1. Variances between fiscal years will be explained.
2. Column (7) and (9) will be completed by COMSC

FY 19BY+1 OVERHEAD PRESENTATION

	FY 19CY					FY 19BY		FY 19BY+1	
	<u>FY 19PY Actual</u> (1)	<u>Approved Budget</u> (2)	<u>Actual 1st Half</u> (3)	<u>Estimated 2nd Half</u> (4)	<u>Total</u> (5)	<u>Requested</u> (6)	<u>Proposed Approved</u> (7)	<u>Requested</u> (8)	<u>Proposed Approved</u> (9)
Account 5333 - ADP Equipment									
<u>Rental and Services</u>									
Equipment Rental and Maintenance									
Other Operating									
Payments to Executive Branch									
Payments to Other Navy									
Other Government Services									
ADPE Time									
Operations									
System Design Analysis									
ADP Studies									
Equipment Maintenance									

- REMARKS:
1. Variances between fiscal years will be explained.
 2. Columns (5) and (8) will be completed by COMSC.

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Enclosure (1)

COMSCINST 7130.1K
 14 March 1985

Command _____

Date _____

COMSCINST 7130.1K
14 March 1985

FY 19BY+1 OVERHEAD PRESENTATION

FY 19PY <u>Actual</u> (1)	FY 19 CY			FY 19BY		FY 19BY+1	
	<u>Approved Budget</u> (2)	<u>Actual 1st Half</u> (3)	<u>Estimated 2nd Half</u> (4)	<u>Total</u> (5)	<u>Requested</u> (6)	<u>Proposed Approved</u> (7)	<u>Proposed/ Requested Approved</u> (8) (9)

Account 5335 - ADP Software

List by Type

Remarks:

1. Variances Between Fiscal Years Will be Explained
2. Columns (7) and (9) will be completed by COMSC

Command _____
 Date _____

FY 19BY+1 OVERHEAD PRESENTATION

FY 19PY Actual (1)	FY 19CY				FY 19BY		FY 19BY+1	
	Approved Budget (2)	Actual 1st Half (3)	Estimated 2nd Half (4)	Total (5)	Requested (6)	Proposed Approved (7)	Requested (8)	Proposed/ Approved (9)

Account 1625 - Systems Development

List Type of Software

Development Effort

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Enclosure (1)

Remarks:

1. Variances between Fiscal Years will be explained
2. Column (7) and (9) will be completed by COMSC

Enclosure (1)

EXHIBIT N-1
Command _____
Date _____

COMSCINST 7130.1K
14 March 1985

FY 19BY+1 OVERHEAD PRESENTATION

FY 19BY <u>Actual</u> (1)	FY 19CY			FY 19BY		FY 19BY+1		
	<u>Approved Budget</u> (2)	<u>Actual 1st Half</u> (3)	<u>Estimated 2nd Half</u> (4)	<u>Total</u> (5)	<u>Requested</u> (6)	<u>Proposed Approved</u> (7)	<u>Requested</u> (8)	<u>Proposed/ Approved</u> (9)
_____	_____	_____	_____	_____	_____	_____	_____	_____
Totals	=====	=====	=====	=====	=====	=====	=====	=====

Manyyears
 Civilian Employees
 Military Personnel
 Total Manyyears
 Average Amount (dollars) per manyear

REMARKS:

1. Variances between fiscal years will be explained.
2. Column (7) and (9) will be completed by COMSC

EXHIBIT O

Command _____
Date _____

FY 198Y+1 OVERHEAD BUDGET PRESENTATION

	<u>FY 198Y</u> <u>Actual</u> (1)	<u>FY 198Y</u>			<u>FY 198Y</u> <u>Requested</u> (6)	<u>Proposed/</u> <u>Approved</u> (7)	<u>FY 198Y+1</u>	
		<u>Approved</u> <u>Budget</u> (2)	<u>Actual</u> <u>1st Half</u> (3)	<u>Estimated</u> <u>2nd Half</u> (4)			<u>Total</u> (5)	<u>Requested</u> (8)
<u>Account 5340 - Communications</u>								
Local telephone service								
Toll calls								
Commercial telegrams and cables								
Rental of communication equipment								
Installation of communication equipment								
Replacement of communication equipment (not included in Plant Account)								
Repair and maintenance of communication equipment								
Long lines communications support (FE only)								
Plant Account Equipment (Unit cost less than \$1,000)								
Other (Specify)								
Totals								
Manyears								
Civilian employees								
Military personnel								
Total Manyears								
Average dollars per Manyear								

REMARKS:

1. Variances between fiscal years will be explained:
2. Column (7) and (9) will be completed by COMSC.

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Enclosure (1)

COMSCINST 7130.1K
14 March 1985

FY 19BY+1 OVERHEAD PRESENTATION

	<u>FY 19CY</u>				<u>FY 19BY</u>		<u>FY 19BY+1</u>		
	<u>FY 19PY Actual (1)</u>	<u>Approved Budget (2)</u>	<u>Actual 1st Half (3)</u>	<u>Estimated 2nd Half (4)</u>	<u>Total (5)</u>	<u>Requested (6)</u>	<u>Proposed Approved (7)</u>	<u>Requested (8)</u>	<u>Proposed Approved (9)</u>
<u>Account 5360 - Automotive Equipment Expense</u>									
Cost of operation/ maintenance									
Automotive rental									
TOTALS									
<u>No. of Units of Owned Equipment:</u>									
Cars									
Trucks									
Other (Identify)									
TOTAL									
<u>No. of Units of Leased Equipment</u>									
Cars									
Busses									
Trucks									
Others (Identify)									
TOTAL									

REMARKS:

1. Variances between fiscal years will be explained
2. Column (7) and (9) will be completed by COMSC
3. Breakdown costs by Sub-area Command

EXHIBIT Q
 Command _____
 Date _____

FY 198Y+1 OVERHEAD BUDGET PRESENTATION

	<u>FY 19PY</u> <u>Actual</u> (1)	<u>FY 19CY</u>			<u>FY 19BY</u> <u>Requested</u> (6)	<u>Proposed/</u> <u>Approved</u> (7)	<u>FY 19BY+1</u>	
		<u>Approved</u> <u>Budget</u> (2)	<u>Actual</u> <u>1st Half</u> (3)	<u>Estimated</u> <u>2nd Half</u> (4)			<u>Total</u> (5)	<u>Requested</u> (8)
<u>Account 5363 - Operational Equipment Expense</u>								
Rental shore operational equipment								
Cost of operation/ maintenance - equipment								
Contract hire of launches								
Totals								
<u>Number of Units of Owned Equipment</u> Identify by type								
<u>Number of Hours of Equipment Rental</u> Identify by type, e. g., Launches, etc.								

REMARKS:

1. Variances between fiscal years will be explained.
2. Column (7) and (9) will be completed by COMSC.

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Enclosure (1)

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 14 March 1985

EXHIBIT R
 Command _____
 Date _____

COMSCINST 7130.1K
 14 March 1985

FY 198Y+1 OVERHEAD PRESENTATION

	<u>FY 19CY</u>				<u>FY 198Y</u>		<u>FY 198Y+1</u>		
	<u>FY 19PY</u> <u>Actual</u> (1)	<u>Approved</u> <u>Budget</u> (2)	<u>Actual</u> <u>1st Half</u> (3)	<u>Estimated</u> <u>2nd Half</u> (4)	<u>Total</u> (5)	<u>Requested</u> (6)	<u>Proposed/</u> <u>Approved</u> (7)	<u>Requested</u> (8)	<u>Proposed/</u> <u>Approved</u> (9)
Account 5371 - <u>Office Equipment</u> <u>and Maintenance</u>									
Repairs to office equipment and maintenance									
Routine replacements									
Plant Account Equipment (Unit Cost less than \$1,000)									
Totals									

Enclosure (1)

36

Manyears
 Civilian employees
 Military personnel
 Total Manyears
 Average (dollars) per manyear

REMARKS:

1. Variances between fiscal years will be explained
2. Columns (7) and (9) will be completed by COMSC
3. Provide, as an Addendum, a list of all equipment to be purchased. A separate list is to be provided for new and replacement equipment. List should incorporate the following: Item to be purchased, quantity, price, and justification.

EXHIBIT R-1
 Command _____
 Date _____

FY 19BY+1 OVERHEAD PRESENTATION

FY 19PY Actual (1)	Approved Budget (2)	FY 19CY		Total (5)	FY 19BY		FY 19BY+1	
		Actual 1st Half (3)	Estimated 2nd Half (4)		Requested (6)	Proposed/ Approved (7)	Requested (8)	Proposed/ Approved (9)
<u>Account 1623 Purchased Fixed Assets</u>								
Plant Account Equipment (Unit Cost over \$1,000 and useful life of more than two years)								
_____	_____	_____	_____	_____	_____	_____	_____	_____
Totals	_____	_____	_____	_____	_____	_____	_____	_____

REMARKS:

- Columns (7) and (9) will be completed by COMSC
- Provide, as an Addendum, a list of all equipment to be purchased. List should incorporate the following: item to be purchased, quantity, price, and justification. Justification should include whether item is to maintain capability, increase capacity which will include equipment for new functions, or meet government regulations - e. g., OSHA.

FY 19BY+1 OVERHEAD BUDGET PRESENTATION

	FY 19CY				FY 19BY				FY 19BY+1			
	<u>Begin</u>			<u>Balance</u>	<u>Begin</u>			<u>Balance</u>	<u>Begin</u>			<u>Balance</u>
	<u>Year</u>	<u>Additions</u>	<u>Retirements</u>		<u>Year</u>	<u>Additions</u>	<u>Retirements</u>		<u>Year</u>	<u>Additions</u>	<u>Requirements</u>	
Account 1623 - <u>Purchased Fixed</u> <u>Assets</u>												
<u>Plant Account Equipment</u>												
Useful Life												
Depreciation												

Remarks

1. Additions should equal amounts/outlays reflected on Exhibit R-3
2. Useful Life is to be expressed in tenths of year - e. g., 5.3 Yrs; Useful Life for each column is mean of all items within column
3. Begin Year Figure is amount showing in Account as of 30 Sept FYPY
4. Begin Year depreciation should equal accumulated depreciation from previous years

EXHIBIT R-2

Command _____
Date _____

FY 19BY+1 OVERHEAD PRESENTATION

	FY 19PY		FY 19CY			FY 19BY		FY 19BY+1	
	Actual	Approved Budget	Actual 1st Half	Estimated 2nd Half	Total	Requested	Proposed Approved	Requested	Proposed Approved
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Account 1622 - <u>Buildings, Structures and Utility Systems</u>									
Description	_____	_____	_____	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____	_____	_____	_____

REMARKS:

1. Variances between fiscal years will be explained.
2. Columns (7) and (9) will be completed by COMSC
3. Minor construction projects not in excess of \$200,000 and in support of Industrial Fund operations will be financed from Industrial Fund operations and will be financed from Industrial Fund revenues, capitalized and depreciated.

SUMMARY OF CAPITAL INVESTMENT PURCHASES
(000)COMSINST 7130.1K
14 March 1985

<u>Obligations</u> (1)	<u>FYPY</u> (2)	<u>FYCY</u> (3)	<u>FYBY</u> (4)	<u>FYBY + 1</u> (5)	<u>FYBY+2</u> (6)	<u>TOTAL</u> (7)
---------------------------	--------------------	--------------------	--------------------	------------------------	----------------------	---------------------

Equipment

- FY PY
- FY CY
- FY BY
- FY BY + 1
- FY BY + 2
- FY BY + 3
- FY BY + 4
- FY BY + 5

Total Outlays

Minor Construction

- FY PY
- FY CY
- FY BY
- FY BY + 1
- FY BY + 2
- FY BY + 3
- FY BY + 4
- FY BY + 5

Total Outlays

Systems Development

- FY PY
- FY CY
- FY BY
- FY BY + 1
- FY BY + 2
- FY BY + 3
- FY BY + 4
- FY BY + 5

Total Outlays

- NOTE: 1. Total shown as obligations for each year must equal the total for outlays.
 2. Amount shown in Column 1 must equal total requested on Exhibits M-3, R-1, and R-2.
 3. Estimates beyond FYBY+1 should be based on command Five Year Asset Capitalization Plan

Enclosure (1)

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EXHIBIT S
 Command _____
 Date _____

FY 198Y+1 OVERHEAD BUDGET PRESENTATION

FY 19PY <u>Actual</u> (1)	Approved <u>Budget</u> (2)	FY 19CY		Total (5)	FY 198Y		FY 198Y+1	
		Actual <u>1st Half</u> (3)	Estimated <u>2nd Half</u> (4)		Requested (6)	Proposed/ Approved (7)	Requested (8)	Proposed/ Approved (9)
<u>Account 5391 - Medical Expenses, Civilian Personnel</u>								
Medical care and Hospitalization								
Medical Supplies								
TOTALS								
_____	_____	_____	_____	_____	_____	_____	_____	_____
=====	=====	=====	=====	=====	=====	=====	=====	=====

REMARKS:

1. Variance between fiscal years will be explained
2. Columns (7) and (9) will be completed by COMSC.

EXHIBIT T
 Command _____
 Date _____

FY 19BY+1 OVERHEAD BUDGET PRESENTATION

<u>FY 19PY</u> <u>Actual</u> (1)	<u>FY 19CY</u>				<u>FY 19BY</u>		<u>FY 19BY+1</u>	
	<u>Approved</u> <u>Budget</u> (2)	<u>Actual</u> <u>1st Half</u> (3)	<u>Estimated</u> <u>2nd Half</u> (4)	<u>Total</u> (5)	<u>Requested</u> (6)	<u>Proposed/</u> <u>Approved</u> (7)	<u>Requested</u> (8)	<u>Proposed/</u> <u>Approved</u> (9)

Account 5392 - Cash in Lieu of Quarters

No. employees covered

Average payment per employee

Total Expense

	_____	_____	_____	_____	_____	_____	_____	_____
	=====	=====	=====	=====	=====	=====	=====	=====

REMARKS:

1. Variances between fiscal years for each line items will be explained.
2. Column (7) and (9) will be completed by COMSC
3. Provide in footnote average payment per employee by country.

FY 19BY+1 OVERHEAD PRESENTATION

	FY 19PY <u>Actual</u> (1)	FY 19CY			FY 19BY		FY 19BY+1	
		<u>Approved Budget</u> (2)	<u>Actual 1st Half</u> (3)	<u>Estimated 2nd Half</u> (4)	<u>Total</u> (5)	<u>Requested</u> (6)	<u>Proposed Approved</u> (7)	<u>Requested</u> (8)
<u>Account 5398 - Depreciation Expense</u>								
Equipment								
19PY								
19CY								
19BY								
19BY + 1								
Total								
Minor Construction								
19PY								
19CY								
19BY								
19BY + 1								
Total								
Systems Development								
19PY								
19CY								
19BY								
19BY + 1								
Total								
GRAND TOTAL								
19PY								
19CY								
19BY								
19BY + 1								
Total								

REMARKS:

1. Depreciation is to be based on outlays in a year vice obligations -
See Exhibit R-3

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Enclosure (1)

COMSINST 7139.1K
 14 March 1985

EXHIBIT U
 Command _____
 Date _____

COMSCINST 7130.1K
 14 March 1985

Enclosure (1)

FY 198Y+1 OVERHEAD BUDGET PRESENTATION

	<u>FY 19CY</u>				<u>FY 198Y</u>		<u>FY 198Y+1</u>		
	<u>FY 19PY Actual</u> (1)	<u>Approved Budget</u> (2)	<u>Actual 1st Half</u> (3)	<u>Estimated 2nd Half</u> (4)	<u>Total</u> (5)	<u>Requested</u> (6)	<u>Proposed/ Approved</u> (7)	<u>Requested</u> (8)	<u>Proposed/ Approved</u> (9)
<u>Account 5399 - Other Overhead Expense</u>									
<u>Nature of Items</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____
TOTALS	_____	_____	_____	_____	_____	_____	_____	_____	_____

REMARKS:

1. Variances between fiscal years will be explained for each line item.
2. Column (7) and (9) will be completed by COMSC.

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EXHIBIT V
 Command _____
 Date _____

FY 19BY+1 OVERHEAD PRESENTATION

Account 4610 - Reimbursable Overhead Expenses

<u>Type of Service Rendered</u> (1)	<u>MSC Organ. Segment</u> (2)	<u>Agency Receiving Service</u> (3)	<u>Account No.</u> (4)	<u>FY 19PY Actual</u> (5)	<u>FY 19CY</u>			<u>FY 19BY</u>		<u>FY 19BY+1</u>	
					<u>Approved Budget</u> (6)	<u>Actual 1st Half</u> (7)	<u>Estimated 2nd Half</u> (8)	<u>Total</u> (9)	<u>Requested</u> (10)	<u>Proposed/ Approved</u> (11)	<u>Requested</u> (12)

Totals

REMARKS:

1. Variances between fiscal year amounts will be explained.
2. Column (2) will reflect the organizational unit of the Command incurring the expense e. g. 4E for Account 5319, etc.
3. Column (11) and (13) will be completed by COMSC.
4. This exhibit will provide a complete break out of all reimbursable items by applicable account.

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Enclosure (1)

COMSCINST 7130.1K
 14 March 1985

FY 198Y+1 OVERHEAD PRESENTATION

	FY 19CY					FY 19BY		FY 19BY+1	
	FY 19PY Actual (1)	Approved Budget (2)	Actual 1st Half (3)	Estimated 2nd Half (4)	Total (5)	Requested (6)	Proposed Approved (7)	Requested (8)	Proposed/ Approved (9)
Other Expenses:									
H									
Indoctrination & Training									
J									
Travel									
L									
Occupancy of Premises:									
Rent									
Site Construction or Modification									
M-2									
ADP Software									
M-3									
Systems Development									
N-1									
ADP Supplies									
O									
Communications									
R									
Office Equipment & Maintenance <u>2/</u>									
R-1									
Purchased Fixed Assets									
1. New ADPE <u>3/</u>									
2. Expand or Replace ADPE <u>4/</u>									
3. Other Equipment <u>5/</u>									
R-2									
Minor Construction									
T									
Cash in Lieu of Quarters									
M-1									
Office Equipment Rental & Services									
1. Equipment Rental & Maintenance <u>6/</u>									
2. Other Operating <u>7/</u>									
3. Payments to Executive Branch <u>8/</u>									
4. Payments to Other Navy <u>9/</u>									
5. Other Government Services <u>10/</u>									

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Enclosure (1)

CONSCINST 7130.1K
 14 March 1985

EXHIBIT Y
 Command _____
 Date _____

FY 19BY+1 OVERHEAD PRESENTATION

<u>FY 19CY</u>					<u>FY 19BY</u>		<u>FY 19BY+1</u>	
<u>FY 19PY</u>	<u>Approved</u>	<u>Actual</u>	<u>Estimated</u>	<u>Total</u>	<u>Requested</u>	<u>Proposed</u>	<u>Requested</u>	<u>Proposed/</u>
<u>Actual</u>	<u>Budget</u>	<u>1st Half</u>	<u>2nd Half</u>	<u>Total</u>	<u>Requested</u>	<u>Approved</u>	<u>Requested</u>	<u>Approved</u>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

6. Commercial Services 11/
 a. ADPE Time 12/
 b. Operations 13/
 c. System Design Analysis 14/
 d. ADP Studies 15/
 e. Equipment Maintenance 16/
7. Shipboard Accounts 17/
 a. Equipment Purchase
 b. Equipment Maintenance
 c. Supplies
 d. Other (Specify)

Appendix B Contingency Costs 18/
 List by Type

- 1/ Includes consumables designed specifically for use with computers - e. g. magnetic tape, printer ribbons, punch cards, tabulating paper, microfiche, etc.
- 2/ Includes repairs to office equipment and maintenance and routine replacement of office equipment used by personnel involved in ADP functions. Identify all equipment scheduled for purchase.
- 3/ Purchase of new ADP capacity which is defined as "new start" under the criteria of OMB Circular No. A-76. Includes electronic data processing equipment (EDPE), including CPUs used primarily for the manipulation of data (as opposed to the transfer of data), all equipment electronically connected to those CPUs, and punched card accounting machines (PCAM). Minor purchases made with O&M funds should be included.
- 4/ Purchase of ADP capacity which replaces previously purchased or leased ADP capacity, including purchase conversion from lease, and/or obligations for any purchase to expand existing ADP capacity. Expansions are defined to include any new or replacement ADP peripheral devices connected to a CPU, any new or replacement on or off-line storage capacity, any upgrade or addition of input/output devices, core upgrade, etc., that do not constitute a "new start" under the criteria of OMB Circular No. A-76. Minor purchases made with O&M funds should be included.

FY 198Y+1 OVERHEAD PRESENTATION

	FY 19CY					FY 19BY		FY 19BY+1	
	FY 19PY	Approved	Actual	Estimated	-	Proposed		Proposed/	
	Actual	Budget	1st Half	2nd Half	Total	Requested	Approved	Requested	Approved
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

- 5/ Purchase of equipment which is unique to the support of ADP (e. g., terminals used principally in support of data processing, data entry or keypunch/key verify equipment, bursters, decollaters, magnetic tape cleaners, special purpose furniture, etc.) and which is not explicitly included under either 01 or 02. Separate purchases of software (e. g., proprietary software) which is not explicitly included under either 01 or 02 where the acquisition of software is part of a hardware purchase should be reported. Includes minor purchases made with O&M funds.
- 6/ Includes basic rental, extra use charges, and maintenance furnished as part of rental contracts for all computer equipment and ancillary equipment.
- 7/ Includes separate contracts for lease of software not included in Lines 1 and 2; also other operating expenses directly related to computer systems but not reported under other items.
- 8/ Payments between the Navy and another DOD component (including the Marine Corps) between the Navy and another Federal Executive Branch organization e. g., GSA, NIH, etc.
- 9/ Payments including working Capital Fund transactions between claimants within the Navy.
- 10/ Payments between the Navy and Government organizations outside the Federal Executive Branch of Government, e. g., United States Postal Services, Judicial and Legislative Branches of the Federal Government, state and local governments, state and local universities, and international organizations such as NATO.
- 11/ Obligations for services where payments are made directly to private industry including those for the purchase of computer time from commercial sources for contracts associated with GOCO's for facility management contracts and for similar contract arrangements. Obligations for services where payments are to other Federal Agencies should not be reported under this item.
- 12/ Contracts to provide computer system time and other services that are a part of such contracts, (e.g., data base maintenance, applications assistance, etc.)
- 13/ Contracts to provide services associated with ADP operations and data entry support subfunctions. Include obligations for GOCO's (exclusive of those for Government-furnished space or equipment), facility management contracts systems/executive software programmers, maintenance/operation of ADP magnetic tape/disk libraries, data entry and keypunch/key verify services, etc.
- 14/ Contracts to provide ADP allocations and/or systems development support such as applications systems analysts, design and/or applications software programming services. Note that systems software contracts should be included in operations.
- 15/ Includes contracts to provide computer related services such as management or feasibility studies; advice on computer equipment acquisitions, selection and use; development of ADPS plans; consulting services, training and any other computer related services obtained directly from commercial sources but not reported in other categories.
- 16/ Includes separate maintenance contracts for leased or owned equipment.
- 17/ All ADP costs included in ship accounts 5171 and 5174
- 18/ Annotate amounts related to contingency included in Balance of Exhibit Y.

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Enclosure (1)

COMSCINST 7130.1X
14 March 1985

EXHIBIT Y
 Command _____
 Date _____

COMSCINST 7130.1K
 14 March 1985

FY 19BY+1 OVERHEAD PRESENTATION

		FY 19CY			FY 19BY		FY 19BY+1	
FY 19PY	Approved	Actual	Estimated		Requested	Proposed	Requested	Proposed/
<u>Actual</u>	<u>Budget</u>	<u>1st Half</u>	<u>2nd Half</u>	<u>Total</u>		<u>Approved</u>	<u>Requested</u>	<u>Approved</u>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Remarks:

1. Variances between fiscal years must be explained for each line item.
2. Column (7) and (9) to be billed in by COMSC.

Enclosure (1)

SCHEDULE 1 OF EXHIBIT Y

ADP EXHIBIT

<u>FY CY</u> <u>(\$000)</u>	<u>FY BY</u> <u>(\$000)</u>	<u>FY BY+1</u> <u>(\$ 000)</u>	<u>Activity/Agency</u> <u>Providing Service</u>	<u>Activity/Agency</u> <u>Receiving Service</u>	<u>Purpose</u> ^{1/}	<u>Justification</u> ^{2/}
--------------------------------	--------------------------------	-----------------------------------	--	--	------------------------------	------------------------------------

Inter-Federal Exec Br Services

- A. Payments
 - Subtotal
- B. Collections
 - Subtotal

Intra-Navy Services

- A. Payments
 - Subtotal
- B. Collections
 - Subtotal

Other Government

- A. Payments
 - Subtotal
- B. Collections
 - Subtotal

NOTE: Subtotal

1. The following is to be used for purpose - i. e.

ADP Timesharing	ADP Studies
Data Engr	Printing Service
ADPE Lease Maintenance	Microfiche Services
Systems Analysts/Programming	ADP Special Projects
Systems Design	Other ADP Services (specify)
2. Answers are to be explained in sufficient detail as to provide a complete stand alone response. Define all acronyms used.

MAJOR COMPUTER ACQUISITION PLANS*
(\$ 000)

EXAMPLES:

<u>Item:</u>	<u>Teleprocessing Service Contract</u>							
<u>Funding:</u>	<u>FY 19CY</u>	<u>FY 19BY</u>	<u>FY 19BY+1</u>	<u>FY 19BY+2</u>	<u>FY 19BY+3</u>	<u>FY 19BY+4</u>	<u>TOTAL</u>	<u>NEW ACQUISITIONS</u>
	---	---	---	---	3,350	3,350	6,700	Yes/No
<u>Description:</u>	Services recently acquired under a TSP contract which will need to be resquired in FY 1987.							

<u>Item:</u>	<u>Competitive Replacement of Central Computing Facility</u>							
<u>Funding:</u>	<u>FY 19CY</u>	<u>FY 19BY</u>	<u>FY 19BY+1</u>	<u>FY 19BY+2</u>	<u>FY 19BY+3</u>	<u>FY 19BY+4</u>	<u>TOTAL</u>	<u>NEW ACQUISITIONS</u>
	---	---	12,400	1,400	3,700	2,000	19,500	Yes/No
<u>Description:</u>	Purchase, rental and maintenance costs associated with procurement of new central computing facility.							

*All contracts exceeding \$300,000 in the form of commercial services contracts and lease or purchase of equipment or software must be listed with associated explanatory data.

EQUIPMENT RENTAL AND MAINTENANCE
EXHIBIT

FY 19BY+1 OVERHEAD BUDGET PRESENTATION

	<u>FY 19CY</u>	<u>FY 19BY</u>	<u>FY 19BY+1</u>	<u>FY 19BY+2</u>
Currently Leased <u>1/</u>				
New Acquisitions <u>2/</u>	_____	_____	_____	_____
TOTAL				

Footnotes:

1/ FY 19CY - Represents the total value of equipment leased during the fiscal year

FY 19BY/19BY+1/19BY+2 - represents the value of equipment leased during FY 19CY which will remain on-board in FY 19BY/19BY+1/19BY+2.

2/ Beginning in FY 19BY, represents the value of all leases acquired for new/additional capacity, expansions, upgrades, replacements, etc.

Command _____
Date _____

FUNCTIONAL COSTS

FY 19BY+1 OVERHEAD PRESENTATION

FY19PY <u>Actual</u>	<u>FY CY</u>		<u>FY BY</u>		<u>FY BY+1</u>	
	<u>Approved Budget</u>	<u>Estimate</u>	<u>Estimate Requested 2nd Half</u>	<u>Estimate Proposed</u>	<u>Estimate Requested</u>	<u>Estimate Proposed</u>

Functions

Administration/
Safety

Administration/
Legal

Administration/
Inspection

Administration/
Auditing

Administration/
Internal Security

Administration/
Office Automation
and Other

Command, Control
& Communications

Education/
Training

Manpower/
Personnel

Remarks: Single line entry of total cost by function will be made for each of the applicable functions supported. The total of costs for all functions reported will equal the costs shown on Exhibit Y. Subfunctions have been provided in some cases to assist in assigning costs; they are provided for definitional/example purposes only. It is understood that not all functions will be applicable to each command.

FUNCTIONAL COSTS

FY 19BY+1 OVERHEAD PRESENTATION

Command _____
Date _____

FY 19FY <u>Annual</u>	<u>FY CY</u>		<u>FY BY</u>		<u>FY BY+1</u>	
	<u>Approved Budget</u>	<u>Estimate</u>	<u>Estimate Requested 2nd Half</u>	<u>Estimate Proposed</u>	<u>Estimate Requested</u>	<u>Estimate Proposed</u>

Functions

Financial
Management

Payroll

Intelligence

Medical/Dental

Time and Frequency/
Oceanography

Strategic
Planning

Scientific and
Engineering

Logistics Transportation
Management

Logistics Supply/Material
Management

Logistics Acquisition
Management

Logistics Configuration
Management

Logistics Maintenance
Management

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Enclosure (1)

FUNCTIONAL COST DEFINITIONS

<u>FUNCTION</u>	<u>DEFINITION/EXPLANATION</u>
Administration/ Safety	Self-explanatory.
Administration/ Legal	Self-explanatory.
Administration/ Inspection	Self-explanatory.
Administration/ Auditing	Self-explanatory.
Administration/ Internal Security	Self-explanatory.
Administration/ Office Automation and Other	Self-explanatory.
Command, Control & Communications	(Include data processing at ADP organizations which support work load scheduling, general testing and monitoring of other ADPE or software and which can not be identified to a particular function listed elsewhere.)
Education/ Training	- Academic Support - School House/Correspondence
Manpower/ Personnel	- Decision Support/Modeling - Personnel Accounting/Distribution - Recruiting - Human Resources - Manpower Authorization
Financial Management	- Five Year Defense Plan Management - Programming - Budgeting - Accounting - Disbursing

FUNCTIONAL COST DEFINITIONS

<u>FUNCTIONS</u>	<u>DEFINITION/EXPLANATION</u>
Payroll	Self-explanatory.
Intelligence	Self-explanatory.
Medical/Dental	(Does not include financial, other supply applications, etc.) <ul style="list-style-type: none">- Patient Admin- Scheduling- Pharmaceutical Issues- Medical RDT&E
Time and Frequency/ Oceanography	<ul style="list-style-type: none">- Navigation- Weather- Time and Frequency
Strategic Planning	(Includes Foreign Military Assistance/ Sales)
Scientific and Engineering	(Expenditure of RDT&E funds will not be the sole criterion for assignment of costs to this function. Non-exempt ADP RDT&E applications listed below will be reported here. RDT&E expenditures for supply/inventory, financial and other applications will be reported in the other appropriate specified functional areas.) <ul style="list-style-type: none">- Scientific Study and Experimentation- Weapons Systems RDT&E- Human Resources RDT&E- Facilities/Materials RDT&E- Engineering Development
Logistics Transportation Management	<ul style="list-style-type: none">- Scheduling- Mode of Transportation- Storage
Logistics Supply/Material Management	<ul style="list-style-type: none">- Inventory Management- Provisioning- Receipt- Issue

FUNCTIONAL COST DEFINITIONS

<u>FUNCTION</u>	<u>DEFINITION/EXPLANATION</u>
Logistics Acquisition Management	- Planning - Design - Construction - Acceptance Testing - Contract Management
Logistics Maintenance Management	- Induction/Inspection - Task Description - Planning and Estimating - Production Scheduling - Production Control
Logistics Configuration Management	- Configuration Item Identification - Configuration Control - Configuration Status Accounting - Alteration Management

Audio Visual Exhibit
(\$ in Thousands)

APPENDIX A

FYCY		FYBY		FYBY+1	
<u>In-House</u>	<u>Contract</u>	<u>In-House</u>	<u>Contract</u>	<u>In-House</u>	<u>Contract</u>

Industrial Fund Costs

Management and Support
Distribution/Depositories
Facility Lease
Equipment Replacement
Equipment Expansion
Products/Services
Production
Total

Milpers Costs at Industrial Fund Activities

Management and Support
Products/Services
Production
Total

GRAND TOTAL COST

Personnel End Strength

Civ E/S
Mil E/S
Officer
Enlisted
Total E/S

A-1

Enclosure (1)

CONSCINST 7130.1K
14 March 1985

INSTRUCTIONS FOR PREPARATION OF
APPENDIX A
• AUDIOVISUAL SERVICES

Instructions:

1. Funding information is to be reported for each fiscal year by in-house and contract sub-categories.

2. Functional Categories:

a. Management and Support. The amount of funds obligated for audiovisual management, contract monitoring, and administration and support.

b. Distribution/Depositories. The amount of funds obligated for central library/distribution and depository/records centers audiovisual activities.

c. Facility Lease. The amount of funds obligated for commercial leasing of audiovisual facilities.

d. Equipment Replacement. Obligations for AV equipment for the purpose of replacing existing capacity.

e. Equipment Expansion. Obligations for AV equipment for the purpose of expanding capacity.

f. Products and Services. The amount of funds obligated for AV products and services as defined below.

g. Production. The amount of funds obligated on AV productions as defined below.

3. Military and Civilian End-Strength: Both the military and civilian audiovisual personnel end-strengths for the PY, CY, and BY are to be reported.

4. Definitions.

a. Audiovisual Products. AV media elements such as still photography, graphic arts, still projections (overhead transparencies, slides, and film strips), motion pictures (film, video tape, and disc), and audio recording (tape and disc).

Specific examples are: a 35mm transparency; an 8x10 inch still photograph; motion picture film or video tape that has not been edited, narrated, or titled.

b. Audiovisual Production. A unified presentation containing sound or visual imagery, or both, for conveying a message through a recorded medium or broadcast. The term may also apply to the process of combining or arranging any separate or combined audio or visual products(s) in continuity according to a plan or script. A production is the end item of the production process.

Specific examples: a sound-slide program on warehouse security procedures; a 16mm motion picture or 3/4 inch video tape on submarine safety measures; a 30-minute recruiting film.

c. Audiovisual Services. Those actions that:

(1) Result in obtaining or preparing an AV product (other than a complete AV production) such as photography, processing, reproduction, duplication of tapes, scripting, graphic arts, and sound recording.

(2) Support existing AV products, such as distribution and depository operations.

(3) Use existing AV products, equipment, and activities to support other functions such as projection services, operation of conference facilities, or other presentation systems.

OVERHEAD BUDGET ABSTRACT

FY 19PY Actual	FY 19CY				FY 19BY		FY 19BY+1	
	Approved Budget	1st Half	Estimated 2nd Half	Total	Proposed/ Requested	Proposed/ Requested	Proposed/ Requested	

CONTINGENCY REQUIREMENTS

EXHIBIT DESCRIPTION

B Manyears
Expense
End strength

C Manhours
Expense
End Strength

G Acct 5322 Expense
Acct 5323 Expense
Acct 5324 Expense
Acct 5325 Expense

REMARKS:

1. This exhibit breaks out those expenses associated with the contingency function which has been included in the overhead exhibits.
2. Variances between fiscal years will be explained for each line item.
3. Columns (7) and (9) to be filled in by COMSC.
4. Information is to be provided for both NCOS and Exercise participation. Exercise participation figures should assume 4 CPX at 14 days each running 24 hours a day.

Total Salaries, Overtime
and Benefits Expense

Other Expenses:

H Indoctrination & Training

J Travel

L Occupancy of Premises

N Office Expenses

O Communications

R Office Equipment & Maintenance

M Office Equipment Rental & Services

M-1 ADP Rental and Services

N-1 ADP Supplies

B-1

Enclosure (1)

CONCINST 7130.1K
14 March 1985



OVERHEAD BUDGET ABSTRACT

DEPARTMENT OF THE NAVY
CIVILIAN PART TIME CAREER EMPLOYMENT ^{1/}

<u>FY 19CY</u>		<u>FY 19BY</u>		<u>FY 19BY+1</u>	
<u>Number of</u> <u>Employees</u>	<u>Avg. Weekly</u> <u>Hours</u> <u>Scheduled</u>	<u>Number of</u> <u>Employees</u>	<u>Avg. Weekly</u> <u>Hours</u> <u>Scheduled</u>	<u>Number of</u> <u>Employees</u>	<u>Avg. Weekly</u> <u>Hours</u> <u>Scheduled</u>
_____	_____	_____	_____	_____	_____

TOTAL

^{1/} Includes permanent positions scheduled for 16-32 hours a week. Does not include employment on a temporary or intermittent basis.

C-1

Appendix C to
Enclosure (1)

COMSCINST 7130.1K
14 March 1985

OVERHEAD BUDGET ABSTRACT

Recruitment Program

General Expense	Account Number	Fiscal Year	Fiscal Year	Fiscal Year
Overhead Expense - Total				
Salaries & Wages & Related Expenses - Total				
Salaries & Wages - Total				
Regular Time, Classified	5301			
Overtime, Classified	5302			
Annual, Sick & Mil Leave, Classified	5303			
Regular Time, Unclassified	5311			
Overtime, Unclassified	5312			
Annual, Sick & Mil Leave, Unclassified	5313			
Indigenous Labor	5314			
Related Expenses - Total				
Employer Health Benefits Contrib. Civ Ashore	5322			
Employer Retirement Contrib, Civ Ashore	5323			
Employer Life Insurance, Contrib, Civ Ashore	5324			
Employer Social Security Taxes, Civ Ashore	5325			
Indoctrination & Training Expenses - Total	5317			
Design, Development & Experimental Exp - Total	5319			
Travel - Total	5320			
Public Information - Total	5321			
Occupancy of Premises	5330			
Office Equipment Rental & Services	5331			
Office Expenses, Stationary & Postage	5332			
Advertising	5399			
Explain variances between fiscal years				

D-1
Appendix D to
Enclosure (1)

COMSICINST 7130.1K
14 March 1985

NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM COSTS

APPROPRIATION (Circle One) USMNM OPN MLCN NH

COST ITEM	PROGRAM ELEMENT	LINE ITEM	PAST YEAR				CURRENT YEAR				BUDGET YEAR						
			\$(000)	CIV		MIL		\$(000)	CIV		MIL		\$(000)	CIV		MIL	
				MY	ES	MY	ES		MY	ES	MY	ES		MY	ES		
1 PERSONNEL																	
a Professional Safety																	
b Occupational Health Professionals																	
c Clerical Personnel																	
d Other																	
2 TRAINING																	
3 TRAVEL PER DIEM																	
4 SUPPLIES MATERIALS																	
a PPE																	
b Other																	
5 EQUIPMENT																	
6 DEFICIENCY ABATEMENT (Local Funding)																	
a Labor Costs																	
b Material Costs																	
7 OTHER OPERATING EXPENSES																	
TOTALS																	

E-1

APPENDIX E to Enclosure (1)

Command _____
Date _____

COMSCINST 7130.1K
14 March 1985

Command _____
Date _____

INSTRUCTIONS FOR PREPARATION OF APPENDIX E

a. Personnel. The cost of all personnel that are required for the NAVOSH Program shall be submitted. This data shall be reported in terms of manyear (MY), year end strength (E/S) and salary costs for both military and civilian employees who are considered part of the occupational safety and health (OSH) staff. Headquarters OSH personnel will be included in the major claimant consolidation of data. This cost data shall be pro-rated for personnel that work only part time in the program. Medical technicians (laboratory technicians, X-ray technicians, etc.) who are involved in employee medical examination programs shall not be included in this cost data.

b. Training. Include the cost of all NAVOSH related training courses/seminars attended by or given by the OSM staff personnel reported above. Note that personnel costs (salaries) and travel costs associated with training are to be reported elsewhere.

c. Travel/Per Diem. Report all NAVOSH related travel and per diem costs. Include costs associated with training, inspections, etc.

d. Supplies/Materials. These costs shall be divided into two categories, personal protective equipment (PPE) and "Others." The PPE category includes the cost for items such as respirators, face shields and ear plugs; the "Other" category includes the cost of signs, posters, publications, consumables, etc.

e. Equipment. This category includes the cost of all equipment, exclusive of equipment used to abate deficiencies, required by the OSH staff. Costs for items such as a word processor, typewriter, air sampling pump, sound level meter, etc., are to be included in this category.

f. Deficiency Abatement. Funds expended at the local level for the correction of OSH deficiencies shall be reported in this category. Both labor and material costs must be addressed unless the work is accomplished by contract. Then only "lump sums" need be recorded. Do not include monies obtained/required from the centrally managed deficiency abatement program described in Chapter 12.

g. Other Operating Expenses. In this item, include any significant expenditures that are normally budgeted separately at the major claimant or sub-claimant level because of the magnitude of the effort. Some examples are gas free engineering, systems safety, laser safety, asbestos control, respiratory protection, hearing conservation, contractor support, hazardous material control, etc. If data is entered for this item, indicate the program or effort on which the resources were expended. Also, if this line item is used, care must be taken to ensure that these same expenditures are not already accounted for elsewhere.

PHYSICAL SECURITY EXHIBIT

FY 19PY FY 19CY FY 19BY

A. Workyears

1. Military
 - a. Officer
 - b. Enlisted
2. Civilians
 - a. Civil Service
 - b. Contractor
3. Total Workyears

B. Total Costs

1. Operating and support cost
 - a. Labor
 1. Military
 2. Civilian
 - b. Contractor
 - c. Other/material
2. Investment Costs
 - a. Industrial Fund
 1. Equipment (Asset Capital. Prgm.)
 2. Minor Construction
 3. Mgt Info Systems
 - b. MILCON Appropriation
 - c. Other Appn (Contributed Assets)
3. Direct Reimbursement Funding (Indicate source)

INSTRUCTIONS FOR PREPARATION OF
PHYSICAL SECURITY ACTIVITIES

Instructions: The following definitions relate to the scope of costs to be reported as physical security.

1. Physical Security: That part of security concerned with physical measures designed to safeguard personnel, to prevent unauthorized access to equipment, facilities, material, and documents and to safeguard them against espionage, sabotage, damage and theft.
2. Physical Security Equipment: A generic term encompassing any item, device, or system which is used primarily for the protection of all government property, and resources to include personnel, and installations, and in the safeguarding of national security information and material, including the destruction of such information and material both by routine means and by emergency destruct methods.
3. Anticompromise Emergency Destruct (ACED): Is physical security equipment which will prevent the recovery of national security information and material under emergency or no-notice conditions by means of complete destruction of security information and material.
4. Physical Security for Personnel: That part of security concerned solely with measures designed to safeguard personnel to include special equipment such as armored cars, bullet proof or resistant clothing, and upgrade of quarters vehicles and communications equipment for senior personnel.
5. Physical Security Organizations: Typically, the following elements would be included in the physical security function: Military Working Dog section, Guard Flights, Arms Rooms, etc. Do not include elements such as guard house or prison activities, or pass and I.D. sections.

COSTS:

1. Operating and Support Costs: This category of costs includes those costs that are directly related to providing operating and maintenance support to the physical security function. These costs are usually financed by the Military Personnel and Operation and Maintenance appropriations. These costs are to be separately identified as:

- a. Personnel Costs - The costs of both military and civilian personnel. These costs should be separately identified by appropriation. Also identify end strength and associate man-years by military and civilian.

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Command _____

Date _____

b. **Non-personnel Costs** - The costs of all non-manpower related operating and support costs including travel, supplies, minor equipment, and contract support. Contract manpower in man-years should be separately identified. These costs are to be identified by appropriation.

2. **Investment Costs:** The cost to develop and procure equipment and systems for the physical security function. These costs are usually financed by the Research, Development, Test and Evaluation (RDT&E), Military Construction, and Procurement appropriations. These costs include:

a. **Weapon Systems Security Costs** - Development and acquisition costs of a weapon system that are directly attributable to security requirements, i.e., Electronic Site Defense System (ESDS) R&D costs attributable to GLCM Weapon System.

b. **Physical Security Construction Costs** - to include fencing, lighting, guard facilities, site security control centers, etc.

c. **Physical Security Equipment** - to include vehicle, arms, locks, intrusion detection systems (IDS), safes, special destruct equipment. Costs are to include RDT&E costs for development of such equipment. Specifically excluded from this category is equipment or techniques used:

(1) Primarily for safety purpose

(2) Expressly to prevent the unauthorized use of nuclear weapons; i.e., denial, disable, destruct, and permissive action link devices; (however, storage area access delay devices would be included in physical security costs);

(3) For technical surveillance and countermeasures;

(4) To provide communications security (COMSEC) protection, including features integral to COMSEC equipment.

(5) For combat operations;

(6) For criminal or counterintelligence investigations.

14 March 1985

Command _____

Date _____

SCHEDULE OF FULL TIME POSITIONS

CLAIMANT/COMMAND _____
 SUBMISSION/DATE _____
 APPROPRIATION/FUND _____

	FY 19	FY 19	FY 19
Executive Level			
ES 5			
ES 5			
ES-4			
ES-3			
ES-2			
ES-1			
SUBTOTAL (SES)	()	()	()
GS-16			
GS/GM-15			
GS/GM-14			
GS/GM-13			
GS-12			
GS-11			
GS-10			
GS-9			
GS-8			
GS-7			
GS-6			
GS-5			
GS-4			
GS-3			
GS-2			
GS-1			
SUBTOTAL (GS/GM)	()	()	()
Positions established under Title 5 USC 3104			
Scientific and Professional			
Academic Faculty positions at the Naval Academy, War College, Postgraduate School			
Teachers in U.S. - 20 USC 241			
Civilian Mariners - U.S. Civilians			
U.S. Wage Rate			
Foreign Nationals - Direct Hire			
Other (Explain)			
TOTAL			
Average GS/GM Grade (to two decimal places)			

Remarks (Justify any growth in average grade)

Command _____
Date _____

PERCENTAGE ALLOCATION
OF OVERHEAD COSTS TO TYPES OF SERVICE

<u>DESCRIPTION</u>	<u>FY 19(CY)</u>	<u>FY 19(BY)</u>	<u>FY19(BY+1)</u>
<u>Cargo Ships</u>			
MSC Nucleus Ships			
Time Charters			
GAA Ships			
Special Charters Other			
Special Charter - Coal			
Shipping Agreement/Contracts			
Break Bulk			
Shipping Agreements/Contracts			
Container			
Berth Term Container			
Berth Term Breakbulk			
Total Cargo Ships	_____	_____	_____
<u>Petroleum Ships</u>			
MSC Nucleus Ships			
Time Charters			
Voyage Charters			
Shipping Contracts			
Government Owned-Contract Operated			
Baraboot Charter/Contract Operated			
Total Petroleum Ships	_____	_____	_____
<u>Strategic Petroleum Reserve Ships</u>			
Voyage Charter			
Time Charter			
Total SPR	_____	_____	_____
<u>Special Mission Ships</u>			
MSC Nucleus Ships			
Time Charters			
Total Scientific Support Ships	_____	_____	_____
<u>Fleet Auxiliary Ships</u>			
Government Owned - Contract Operated			
Nucleus			
Time Charters			
Total Fleet Auxiliary	_____	_____	_____
<u>Prepositioned & Fast Sealift Forces</u>			
Prepositioned			
Fast Sealift			
Sub-Total	_____	_____	_____
TOTAL TRAFFIC OPERATIONS	<u>100%</u>	<u>100%</u>	<u>100%</u>
TOTAL MAN YEARS	_____	_____	_____

GENERAL GUIDELINES FOR PHASING THE
APPROVED FY 1985 OVERHEAD BUDGET

A standard worksheet has been developed to permit consolidation by account and by month, of the phased budgets submitted by the area and subarea commands. The format of this worksheet is provided with this enclosure. Only an original worksheet, in legible handwriting will be submitted to COMSC; the commands will retain a copy for their records. To assist COMSC to readily consolidate the phased budgets, the submissions will be made on accountants Worksheets described in REMARKS for Exhibit A of enclosure (1). In the event the amount for the month is less than \$100, the monthly amounts are to be accumulated and phased in \$100 increments, into the month in which the cumulative amount of \$100 would result.

Accounts 5301 and 5311

These accounts should reflect the experience of each subordinate command of all leave taken and annual leave liability accrued. Distortions for increases in annual leave liability due to pay raises should be adjusted before using experience data.

Account 5325

Prorate on the basis of command experience. Indiate basis of computation.

All Other Overhead Accounts

It is recognized that peak months will be phased for some cost categories, such as overtime, travel, dependent schooling, indoctrination and training, etc., and the balance of the approved budgeted amounts prorated over the remaining months.

Appropriate annotations will be submitted in support of the phasing technique used by each command and in explanation of peak months.

MILITARY SEALIFT COMMAND
COMSC (COMMAND) PHASED OVERHEAD BUDGET
FY 198Y

<u>Acct. Number</u>	<u>Acct.</u>	<u>Description</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>CUM</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>CUM</u>	<u>SEPT</u>	<u>TOTAL APPROVED BUDGET</u>
---------------------	--------------	--------------------	------------	------------	------------	------------	------------	------------	------------	------------------	-------------	------------------------------

- NOTE: 1. Each account in the chart of accounts will be listed and not more than one line used for each account.
2. The phased sheet will include the Gross Overhead Budget, Reimbursable Overhead, and Net Overhead Budget.

CARD PUNCHING AND VERIFYING INSTRUCTIONS

MAC FORM 8280/34 (REV. 10-70)

COMSCINST 7130.1K

14 March 1985

PAGE 1 OF 3

JOB NAME Budget Forecast Cards	SYSTEM/PROGRAM NO.	CARD FORM 5081	MACHINE TYPE
	DISPOSITION OF CARDS (Via ADP control M 81) Forward to M-51		

FREQUENCY <input type="checkbox"/> DAILY <input type="checkbox"/> SEMI-MONTHLY <input type="checkbox"/> SEMI-ANNUALLY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> 8-WEEKLY <input type="checkbox"/> QUARTERLY <input type="checkbox"/> OTHER (Indicate)	DUE IN		DUE OUT	
	TIME	DATE	TIME	DATE
	ESTIMATED VOLUME OF CARDS	TOTAL CARD COL. PUNCHED	ESTIMATED TIME	
			HOURS	TENTHS

DATA FIELD IDENTIFICATION	COLUMNS		CARD COL	DATA CLASS	PUNCHING INSTRUCTIONS
	FROM	TO			
Command	1	1	1	N	Punch a 1 for LANT 3 for PAC 7 for FE
Type Service	2	2	1	N	Punch 1 for Cargo 2 for Passenger 3 for POL 4 for Special Mission Ships 5 for Prepositioned and Fast Sealift Ships 6 for LST 7 for Fleet Auxiliary Ships 8 for C. O. G. O.
Design Code	3	4	2		Leave Blank
Ship Number	5	9	5	N	
Group Code	10	11	2	N	
Account Number	12	16	5	N	Punch five digits for all accounts with fifth digit punched as "0" with exception of Accounts 5101 and 5138 which should be punched to reflect sub accounts

PREPARED BY	DATE PREPARED
-------------	---------------

14 March 1985

CARD PUNCHING AND VERIFYING INSTRUCTIONS

MSC FORM 8350/34 (REV. 10-70)

JOB NAME	SYSTEM/PROGRAM NO.	CARD FORM 5081	MACHINE TYPE
----------	--------------------	-------------------	--------------

DISPOSITION OF CARDS (Via ADP control M-84)
Forward to M-51

FREQUENCY			DUE IN		DUE OUT	
<input type="checkbox"/> DAILY	<input type="checkbox"/> SEMI-MONTHLY	<input type="checkbox"/> SEMI-ANNUALLY	TIME	DATE	TIME	DATE
<input type="checkbox"/> WEEKLY	<input type="checkbox"/> MONTHLY	<input checked="" type="checkbox"/> ANNUAL	ESTIMATED VOLUME OF CARDS	TOTAL CARD COL. PUNCHED	ESTIMATED TIME	
<input type="checkbox"/> BI-WEEKLY	<input type="checkbox"/> QUARTERLY	<input type="checkbox"/> OTHER ((Identify))			HOURS	TENTHS

DATA FIELD IDENTIFICATION	COLUMNS		CARD COL	DATA CLASS	PUNCHING INSTRUCTIONS
	FROM	TO			
Status Code	17	17	1	N	Punch a code 1 for FOS
					" " 2 " RRS
					" " 3 " PHSU
					" " 4 " PHSD
					" " 5 " MOD
					" " 6 " ACT
					" " 7 " INAC
Change Code	18	18	1	A	Punch A for CY estimate
Account <u>1</u> /	19	26	8	N	Amount field is to be reflected
					in dollars. Precede with leading
					zeroes
Status Code	27	27	1	N	Punch a code 1 for FOS
					" " 2 for RRS
					" " 3 for PHSU
					" " 4 for PHSD
					" " 5 for MOD
					" " 6 for ACT
					" " 7 for INAC
Change Code	28	28	1	A	Punch C for Budget Year

PREPARED BY	DATE PREPARED
-------------	---------------

CARD PUNCHING AND VERIFYING INSTRUCTIONS

COMSCINST 7130.1K

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HBC FORM 8230/24 (REV. 10-70)

PAGE 3 OF 3

JOB NAME	SYSTEM/PROGRAM NO.	CARD FORM 5081	MACHINE TYPE
----------	--------------------	-------------------	--------------

DISPOSITION OF CARDS (Via ADP control M 84)
Forward to M-51

FREQUENCY

DAILY SEMI-MONTHLY SEMI-ANNUALLY
 WEEKLY MONTHLY ANNUAL
 BI-WEEKLY QUARTERLY OTHER (Identify)

DUE IN		DUE OUT	
TIME	DATE	TIME	DATE
ESTIMATED VOLUME OF CARDS	TOTAL CARD COL. PUNCHED	ESTIMATED TIME	
		HOURS	TENTHS

DATA FIELD IDENTIFICATION	COLUMNS		CARD COL	DATA CLASS	PUNCHING INSTRUCTIONS
	FROM	TO			
Amount $\frac{1}{100}$	29	36	8	N	Amount field is to be reflected in dollars. Precede with leading zeroes.
Status	37	37	1	N	Punch a code 1 for FOS " " " 2 " RRS " " " 3 " PHSU " " " 4 " PHSD " " " 5 " MOD " " " 6 " ACT " " " 7 " INAC
Change Code	38	38	1	A	Punch E for Budget Year Plus 1
Amount $\frac{1}{100}$	39	46	8	N	Amount field is to be reflected in dollars. Precede with leading zeroes.
Data Identifier Code	78	80	3	A	Punch "BFI"

PREPARED BY	DATE PREPARED
-------------	---------------

ENGINEERING BUDGET REQUIREMENTS REMAINDER FY CY AND ALL OF FY BY & FY BY+1

G/L		C-3	C-2	C-1	RECORDED	ESTIMATED	TOTAL	FY 19 CY	FY 19CY	FY 19BY	FY 19 BY+1
Acct.	Code Type of Exp.	FY	FY	FY	EXP AS OF	ADDITIONAL	FY 19CY	APPROVED	ANTICIPATED	REQUIRED	REQUIRED
		EXPENSE	EXPENSE	EXPENSE	BY	EXPENSE	REQUIREMENTS	FUNDS	BALANCE	FUNDS	FUNDS
51 80	1 Overhaul/Mid Period										
51 80	2 Drydocking										
51 80	3 Voyage Repairs										
51 80	4 Premium Pay										
51 80	5 Crew Overtime										
51 80	6 Supplies/Spares										
51 80	TOTALS										
51 85	UNPROGRAMMED ALTS										
51 86	PROGRAMMED ALTS										
51 92	EXTRAORDINARY REPAIRS										
	TOTALS										

JUSTIFICATION OF SIGNIFICANT VARIATIONS:

Enclosure (5)

COMSCINST 7130.1K
14 March 1985

FUEL DEVELOPMENT

<u>Ship Name</u>	<u>Inport Days</u>	<u>Daily/Average Inport Consumption Rate (Bbls)</u>	<u>Total Inport Consumption (Bbls)</u>	<u>At Sea Days</u>	<u>Daily/Average At Sea Consumption (Bbls)</u>	<u>Total At Sea Consumption (Bbls)</u>	<u>Total Consumption (Bbls)</u>	<u>Average Price Per Barrel</u>	<u>Fuel Requirement (\$)</u>
------------------	--------------------	---	--	--------------------	--	--	---------------------------------	---------------------------------	------------------------------

NOTES:

- (1) Consumption rate should be consistent with past experience.
- (2) Average price should reflect actual average price experienced vice use of standard price.

Enclosure (6)

COMSCINST 7130.1K
14 March 1985



M&R Days Allocation by Ship By Month
Data for the Budget Year
 VR Voyage Repair O/H Overhaul D/D Dry Docking MOD Modification 3/

Ship Name	OCT	NOV	DEC	JAN	DAYS <u>2/</u>								TOTAL	Amount of M&R Dollars In				Major Month
					FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP		Major Month	5180	5185	5186	

- 1/ In developing this data coordination with the operating Divisions will be required as days provided will be reflected in the operating force plan and it will be the operating Divisions' responsibility to explain any variance.
- 2/ Enter the number of days in each month and indicate the type of days i.e., V/R, O/H etc., for all nucleus tankers and cargo ships.
- 3/ For Scientific Support and Fleet Auxiliary Ships enter only days for major month and dollar for each account to be allocated to the major month.

Enclosure (7)

COHSCINST 7130.1K
14 March 1985

COMSC BUDGET AUTHORIZATION FORMAT AND INSTRUCTIONS

Approved budget authorities will be granted by COMSC on COMSC Budget Authorization Form 7130/5 (-70). A separate authority will be provided for each budget program, i.e., Cargo, Transports, Tankers, COGO and for each Scientific Support/Fleet Auxiliary Ship or group of Scientific Support/Fleet Auxiliary Ships. Because of specific funding arrangements, it may be necessary to provide specific limitations within a program. This limitation will be indicated on the budget authorization form as a subprogram. Each authorization will be identified by a specific Budget Program Authorization Number, as follows:

<u>Position</u>	<u>Description</u>	<u>Code</u>
1st Position	FY of the budget	O
2nd Position	Command administering the budget:	
	COMSCLANT	L
	COMSCPAC	P
	COMSCFE	F
	COMSCEUR	E
	COMSCSEA	S
	COMSC	C
3rd Position	Major Program:	
	Cargo	C
	Transports (Passengers)	P
	Tankers	T
	Special Mission Ships	S
	Naval Fleet Auxiliary Force Ships	F
	Prepositioned and Fast Sealift Forces	R
	Overhead	O
	Plant Property	E
	Alterations to Real Property	A

COMSCINST 7130.1K
14 March 1985

COMSC BUDGET AUTHORIZATION FORMAT AND INSTRUCTIONS

4th, 5th and 6th

Positions Serial Number:

001 to 999 will be assigned to identify the total number of authorizations issued under the prime budget program.

Each authorization will identify the budget by a subprogram number which will be established by COMSC to reflect source of funds (or funding document) as follows:

1st digit - Command to which the budget is allocated.

2nd digit - FY for which the budget is allocated.

3rd and
4th digits- Sponsor Code

5th and
6th digits- Serialization of fund document(s) received from the sponsor.

CIVILIAN MARINER WORKYEARS

<u>TYPE SERVICE</u>	<u>SHIP/STATUS</u>	<u>FY-PY</u>	<u>FY-CY</u>	<u>FY-BY</u>
---------------------	--------------------	--------------	--------------	--------------

- Remarks: (1) Subtotals should be provided for each type service
(2) Civilian mariner pipeline percentage used in the calculation of workyears must be provided

CIVILIAN MARINER AVERAGE
BASIC PAY

<u>TYPE SERVICE</u>	<u>FY-PY-1</u>	<u>FY-PY</u>	<u>FY-CY</u>	<u>FY-BY</u>
CARGO				
Basic pay				
Basic workyears				
Average basic pay				
TANKER				

- Remarks: (1) Total workyears and pay for FY-PY-1 must align with total basic workhours and pay as reported in the Civilian Personnel Resource Requirement System. These basic pay dollars should also align with end year actual nucleus ship expense run pay dollars.
- (2) Type service workyears for FY-PY, FY-CY, and FY-BY must agree with those on Exhibit CM-1.
- (3) Basic pay accounts are 5101, 5103, 5105, 5108, 5109, and 5110
- (4) Justification of all changes in average basic pay between all years must be provided for each type service.

CIVILIAN MARINER FULL TIME
PERMANENT DATA

	<u>FY-PY-1</u>	<u>FY-PY</u>	<u>FY-CY</u>	<u>FY-BY</u>
Total Basic Pay				
FTP				
Non-FTP				
Total Workyears				
FTP				
Non-FTP				

Remarks: (1) Total basic pay and workyears must agree with the sum of the basic pay and workyears amounts provided on Exhibit CM-2.

MSC VAN BUDGET ESTIMATE REQUEST

POOL CITE	Cost ^{2/}							
	NUMBER UNITS ^{1/}			LEASE		REPAIR		
	<u>REEFER</u>	<u>DRY</u>	<u>CHASSIS</u>	<u>REEFER</u>	<u>DRY</u>	<u>REEFER</u>	<u>DRY</u>	<u>CHASSIS</u>
PORT HUENEME								
OAKLAND								
HONOLULU								
DEEP FREEZE								
DIEGO GARCIA (SUBIC)								
SUBIC (Other Than DG)								

1/ Identify number owned and leased on separate lines for each category

2/ Cost to be provided or per unit cost for each type unit

Enclosure (10)

CONSCINST 7130.1K
14 March 1985

MSC VAN ADDITIONAL REPLACEMENT ESTIMATE

<u>UNITS TO BE REPLACED</u>		<u>FISCAL YEAR REPLACEMENT PLANNED</u>		<u>COMMAND ESTIMATE FOR REPLACEMENT COST</u>	
REEFER	DRY	REEFER	DRY	REEFER	DRY

PORT HUENEME

OAKLAND

HONOLULU

DIEGO GARCIA

Budgeting for replacement of MSC van units will be planned to have the replacement cost included in the Planning Budget to enable inclusion of the cost in the approved OSD Billing Rates.

Enclosure (11)

COMSCINST 7130.1K
14 March 1985

COMSCINST 7130.1K
14 March 1985

INSTRUCTIONS AND FORMAT FOR MONTHLY BUDGET REPORT

An abstract budget report, MSC Form 7130-6, will be submitted monthly for each reimbursable subprogram. The Approved Amount column on each of the above reports will reflect the most current budget authorization granted by COMSC.

Enclosure (12)

Enclosure (12)

MONTHLY BUDGET REPORT ABSTRACT
MSC FORM & REPORT 7130-6 (REV. 9-71)

SHEET OF

14 March 1985

FROM:	TO:	MONTH	FY
-------	-----	-------	----

DOLLARS IN THOUSANDS TO NEAREST TENTH (e.g., 000.0)

Approved By Bud. Prog Auth No.	SUB PROGRAM	Approved Annual Amount	PHASED BUDGET		ACTUAL EXPENSE		PHASED BUDGET OVER (UNDER)ACTUAL EXPENSE	
			Current Month	Cumulative	Current Month	Cumulative	Current Month	Cumulative

SIGNATURE

DATE

GUIDELINES FOR REQUESTING REVISIONS TO THE APPROVED
BUDGET(S) FOR SPECIAL MISSION/FLEET AUXILIARY/PREPOSITIONED & FAST SEALIFT SHIPS

Requests for budget revisions initiated by the area commanders will be submitted in the following format:

REVISED REQUIREMENTS SPECIAL MISSION/FLEET AUXILIARY/PREPOSITIONED & FAST SEALIFT SHIPS

Subprogram No. _____

Approved Budget _____
(By Ship and Expense Account Group,
as applicable) \$ _____

<u>SHIP OPERATING EXPENSES</u>	<u>SHIP X</u>	<u>SHIP Y</u>	<u>SHIP Z</u>	<u>TOTAL</u>
--------------------------------	---------------	---------------	---------------	--------------

(\$ In tenths of thousands)

Salaries, Wages & Benefits
Propulsion Fuel
Subsistence, crew
Supplies, Port Charges, etc.
Equipage
Maintenance and Repair
(Account 5180)
Extraordinary Repairs
(Account 5192)
Alterations (Accounts 5185
and 5186)
Accident and Damage Reserve
Activation/Deactivation
(As applicable)
Sub-Total

NON-OPERATING SHIP EXPENSES
(Identify by Account)

Sub Total

GRAND TOTAL

BUDGET SURPLUS (DEFICIT)