



# Department of Defense INSTRUCTION

**NUMBER 5030.60**

July 24, 2015

Incorporating Change 1, April 20, 2022

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DA&M

**SUBJECT:** Reimbursable Project Work Authorization (Above Standard Orders) Procedures for Washington Headquarters Services-Owned and Delegated Leased Facilities

**References:** See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive (DoDD) 5105.53 and the January 11, 2021 Deputy Secretary of Defense Memorandum (References (a) and (b)), this instruction reissues DoD Instruction 5030.60 (Reference (c)) to:

a. Establish policy, assign responsibilities, and provide procedures for above standard work orders. The procedures for above standard orders through the Building Maintenance Fund (BMF) in accordance with the DoD, OSD, Washington Headquarters Services (WHS) Buildings Maintenance Fund Charter (Reference (d)) and Pentagon Reservation Maintenance Revolving Fund (PRMRF) in the National Capital Region (NCR) are consistent with sections 2674 and 2208 of Title 10, United States Code (Reference (e)), as applicable.

b. Authorize the use of Department of Defense Form (DD Form) 2647, "Reimbursable Project Worksheet (RPW)" (available at <https://www.esd.whs.mil/directives/forms>) for above standard orders into the BMF and PRMRF.

2. **APPLICABILITY.** This instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this instruction as the "DoD Components") occupying WHS-owned and delegated leased facilities.

3. **POLICY.** It is DoD policy that:

a. The Office of the Director of Administration and Management (DA&M) will administer the operation, maintenance, protection, and repair of the Pentagon Reservation and WHS-owned and -delegated DoD-leased facilities in the NCR under the control of WHS.

b. WHS and the Pentagon Force Protection Agency (PFPA) will establish and maintain an above standard work program for the management of above standard orders, with authorizing and funding data in order to enhance the effective and efficient delivery of building services to WHS-owned and delegated leased facilities.

#### 4. RESPONSIBILITIES

a. Director, WHS. Under the authority, direction, and control of the DA&M, the Director, WHS:

(1) Ensures compliance with this instruction and oversees the activities of the WHS service providers (e.g., Director, Facilities Services Directorate).

(2) Reviews, approves, and funds a full range of building services for the requesting DoD Components, in accordance with Reference (d), DoDD 5110.04 (Reference (f)), this issuance, and the General Services Administration/DoD Building Delegation Agreement for Facilities within the NCR (Reference (g)).

(3) Recovers from the tenant all costs incurred by service providers in the delivery of services above the standard level of operation (above-standard services). This includes, but is not limited to, space alterations; security; overtime heating, ventilation, and air conditioning systems; and other facility services.

b. Director, PFPA. Under the authority, direction, and control of the DA&M, the Director, PFPA, recovers from the tenant all costs incurred by service providers in the delivery of services above the standard level of operation (above-standard services). This includes, but is not limited to, space security, protection, and other facility security services.

c. DoD Component Heads. The DoD Component heads:

(1) Submit requests to the appropriate service provider in accordance with this instruction for above standard services including, but not limited to, space alterations, security, heating, ventilation, air conditioning, and other facility services.

(2) Promptly and expeditiously provide funding to service providers for all above-standard facility services rendered by WHS and PFPA.

5. PROCEDURES. See Enclosure 2.

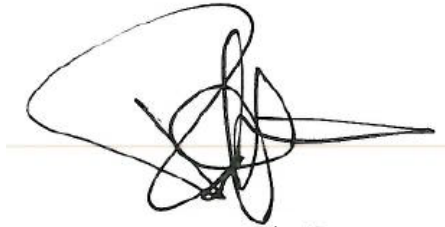
6. RELEASABILITY. **Cleared for public release.** This instruction is available on the Internet from the DoD Issuances Website at <https://www.esd.whs.mil/DD/>.

7. SUMMARY OF CHANGE 1. This change is administrative and, in accordance with the March 21, 2022 Directives Division Memorandum (Reference (h)):

a. Reassigns the Director of Administration, Office of the Deputy Chief Management Officer of the Department of Defense responsibilities and duties to the DA&M in accordance with Section 901 of Public Law 116-283 (Reference (i)), which eliminated the position of the Deputy Chief Management Officer of the Department of Defense effective January 1, 2021, and Reference (b) and the January 11, 2021 Deputy Secretary of Defense Memorandum (Reference (j)), which implemented Reference (i) and reestablished the DA&M.

b. Updates organizational titles and references for accuracy.

8. EFFECTIVE DATE. This instruction is effective July 24, 2015.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right, positioned above a thin horizontal line.

Peter Levine  
Deputy Chief Management Officer

Enclosures

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Glossary

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5105.53, “Director of Administration and Management (DA&M),” February 26, 2008
- (b) Deputy Secretary of Defense Memorandum, “Re-establishment of the Assistant to the Deputy Secretary of Defense for Intelligence Oversight and the Director of Administration and Management,” January 11, 2021
- (c) DoD Instruction 5030.60, “Reimbursable Work Authorization Procedures for Washington Headquarters Services (WHS)-Operated Facilities,” September 17, 1993 (hereby cancelled)
- (d) DoD, Office of the Secretary of Defense, Washington Headquarters Services, Buildings Maintenance Fund Charter, August 26, 1994<sup>1</sup>
- (e) Title 10, United States Code
- (f) DoD Directive 5110.04, “Washington Headquarters Services (WHS),” March 27, 2013
- (g) General Services Administration (GSA)/DoD Building Delegations Agreement for Facilities within the National Capital Region (NCR), May 6, 1992<sup>2</sup>
- (h) Directives Division Memorandum, “Approval of Administrative Changes to Office of the Director of Administration and Management (ODA&M) DoD Issuances, Phase 2,” March 21, 2022
- (i) Public Law 116-283, “William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021,” January 1, 2021
- (j) Deputy Secretary of Defense Memorandum, “Disestablishment of the Chief Management Officer of the DoD and Realignment of Functions and Responsibilities,” January 11, 2021
- (k) Volume 11B of DoD 7000.14-R, “Department of Defense Financial Management Regulations (FMRs): Reimbursable Operations Policy – Working Capital Funds (WCF),” current edition

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<sup>1</sup> Available from the Office of the Director, WHS Facilities Services Directorate

<sup>2</sup> Available from the Office of the Director, WHS Facilities Services Directorate

ENCLOSURE 2

PROCEDURES

1. REQUESTING THE ORDER. DoD Components must use DD Form 2647 to request above standard building services in DoD-owned and delegated facilities:

a. Section I– Requesting DoD Component Order. The requesting DoD Component:

(1) Completes Section I of DD Form 2647.

(2) Provides the original DD Form 2647 and any attachments, such as continuation sheets and drawings, to the appropriate service provider.

b. Section II – Service Provider Estimate. The service provider:

(1) Completes Section II of DD Form 2647, which requires obtaining required clearances, preparing and dating a cost estimate, and assigning a reimbursable project number and organization responsibility code.

(2) If the time required to complete the cost estimate is expected to exceed 30 calendar days, establishes a reasonable suspense date for the completion of the cost estimate and advises the specified point of contact from the requesting DoD Component of the timeframe. The time required to complete a cost estimate varies depending on the complexity of the work required.

(3) Returns DD Form 2647 to the requesting DoD Component for acceptance or rejection.

c. Section III – Requesting DoD Component Acceptance and Funding

(1) The requesting DoD Component completes Section III of DD Form 2647 and prepares a DD Form 448, “Military Interdepartmental Purchase Request (MIPR),” (available at <https://www.esd.whs.mil/directives/forms>) or an equivalent funding document acceptable to WHS, and forwards to the service provider within 30 calendar days from the receipt of DD Form 2647. The requesting DoD Component is required to strictly adhere to appropriation obligation rules at all times.

(2) Estimates remain in effect for at least 30 calendar days. Service providers will keep DD Form 2647 requests active for 30 calendar days from the date the requesting DoD Component received the estimate to allow the DoD Component to receive funding. After 30 calendar days, estimates may be voided at the discretion of the service provider, and the requesting DoD Component must submit a new request if the work is still desired.

2. ACCEPTING THE ORDER

a. Acceptance of the Order

(1) The service provider (WHS or PFPA) will review the DD Forms 2647 and 448 and confirm that the service provider can perform the work as stated. Within 7 business days of receipt, the service provider's resource manager will either:

(a) Return the request with explanation of why it was not accepted and a list of additional information or documentation needed in order to be accepted; or

(b) Complete the DD Form 448-2, "Acceptance of MIPR," (available at <https://www.esd.whs.mil/directives/forms>) and provide a copy of the DD Forms 2647, 448, and 448-2 to the requesting DoD Component.

(2) Unless otherwise authorized in accordance with Chapter 11, Volume 11B of DoD 7000.14-R (Reference (k)), the service provider will not proceed with the project until the DD Form 448-2 from the DoD Component has been accepted.

b. Recording the Order. The service provider's accounting office will record the order in the accounting system of record using the unique document number previously established by the service provider.

c. Confirmation. The service provider must provide DoD Components with confirmation of the project timeline within 10 working days of acceptance of DD Forms 2647, 448, and 448-2.

3. PROJECT EXECUTION AND COMPLETION

a. Status Reports. The service provider will e-mail monthly status reports of the project's progress to the requesting DoD Component. The requesting DoD Component may opt to meet face-to-face with their service provider points of contact for the monthly update.

b. Final Acceptance. The project is complete when the requesting DoD Component accepts the delivery of the services in writing, such as in an inspection report.

c. Financial Close Out. Within 7 calendar days of completion of the project, the service provider will:

(1) Certify the physical completion of the project in block 25.a. of the DD Form 2647.

(2) Prepare and attach a project summary report that identifies all the costs for this project (e.g., labor hours, contract fees, credit card charges) and states the actual costs (including all administrative charges) incurred by service provider in accomplishing the project in block 22.e (4) of the DD Form 2647. Provides a copy of the report to the requesting DoD Component.

(3) Identify any amount to be returned to the customer in block 29 of the DD Form 2647, if funds provided exceed the cost of the project.

d. Billing and Collection

(1) The service provider will record the costs in the accounting system of record.

(2) If there are any unused funds remaining on a cost reimbursement order, the service provider will issue an amendment to the DD Form 448-2 to decrease the project amount. The service provider will provide the DD Form 448-2 amendment to the requesting DoD Component within 21 calendar days following project completion unless otherwise stated on the MIPR.

(3) The service provider's accounting office will record any amended orders and will bill for and collect the recorded costs.

4. PROJECT CHANGES

a. Changes. Any change to the initial project that will affect the scope of work or funding must be prepared by the requesting DoD Component as an amendment to the original DD Form 2647.

(1) If the requested change increases the project cost, DD Form 448 or an equivalent funding document acceptable to WHS must be completed by the requesting DoD Component.

(2) The requesting DoD Component will complete a new DD Form 2647 to initiate the change, describing the change to the project.

(3) Enter the change number (e.g., A1, A2, A3) in block 8.c., and the internal control number, RPW number, and the organization responsibility code that was assigned to the original project in blocks 13, 14, and 15.

b. Processing Procedure. The DD Form 2647 and any DD Form 448 amendments for additional funding will be processed the same way as the original project.

c. Significant Changes to Project Scope. If a proposed amendment to the original scope of work for a project changes the cost by more than 10 percent of the original total, changes the purpose, or greatly changes the magnitude of the original reimbursable request, the requesting DoD Component must cancel the existing project and issue a new DD Form 2647.

5. PROCESSING CANCELLATIONS

a. Initiation of Cancellation. To cancel a funded ongoing project, the requesting DoD Component must submit a new DD Form 2647 indicating "cancellation" in block 8.b. and entering the internal control number, RPW number, and the organization responsibility code



originally assigned to the project in blocks 13, 14, and 15. The DoD Component is responsible for payment of costs incurred until the service provider's receipt of the cancellation notice in accordance with Chapter 1 of Reference (k).

b. Calculation of Final or Total Costs. The service provider must provide the correct calculation of final or total costs incurred for billing and collection as identified in section 3 of this enclosure.

c. Return of Balance of Funds. The service provider must return the balance of funds within 7 calendar days after notifying the DoD Component of the final or total cost.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

BMF	Building Maintenance Fund
DA&M	Director of Administration and Management
DD Form	Department of Defense Form
DoDD	DoD directive
MIPR	Military Interdepartmental Purchase Request
NCR	National Capital Region
PFPA	Pentagon Force Protection Agency
PRMRF	Pentagon Reservation Maintenance Revolving Fund
RPW	Reimbursable Project Worksheet
WHS	Washington Headquarters Services

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this instruction.

above-standard services. Services that are in addition to or exceed in frequency, quality, or scope those commercially-equivalent (standard level) services that are funded by the tenant through basic rent payments to the BMF and the PRMRF. Some examples may include overtime heating, ventilation, or air conditioning operations and daytime cleaning of office space. Also known as premium services.

appropriation obligation rules. Rules for obligations in accordance with Federal appropriations law, as stated by the U.S. Code, U.S. Government Accountability Office, and applicable implementing DoD publications.

cost estimate. The approximation of the cost of a program, project, or service.

delegated facility. A facility where the operational responsibilities are delegated from General Services Administration to an agency or department, such as the DoD.

MIPR. A method for transferring funds among DoD organizations.

NCR. The geographic area located within the boundaries of the District of Columbia, Montgomery and Prince Georges counties in the State of Maryland, Arlington, Fairfax, Loudoun, and Prince William counties and the City of Alexandria in the Commonwealth of Virginia, all cities and other units of government within the geographic areas of such District, counties, and city, and the land and physical facilities associated with the Raven Rock Mountain Complex.

obligation. Amount representing orders placed, contracts awarded, services received, and similar transactions during an accounting period that will require payment during the same, or a future, period.

RPW. Order form used exclusively for projects or services in buildings operated by WHS to formalize the request for performance of specific work between a customer and the performing office and the acceptance of that order, including the cost estimate, final cost, and certification of project completion.

scope of work. The description of work to be performed under contract in the completion of a project or service, typically broken out into specific tasks with associated deadlines and period of performance.

service providers. Organizational elements responsible for providing specific goods or services to tenants of Federally-owned or -operated buildings and DoD-leased facilities in the NCR under the control of WHS.