



# Department of Defense Education Activity

## PROCEDURAL GUIDE

**NUMBER** 14-PGRMD-016

**DATE** June 27, 2014

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### MILITARY COMMUNITY AND FAMILY POLICY

**SUBJECT:** Procedures for Funding Authorization Documents

**References:** (a) DoD 7000.14-R, "Department of Defense Financial Management Regulation," August 2012, Volume 3, Chapter 2  
(b) Military Community and Family Policy, Resource and Oversight Office, "Funding Authorization Documents Standard Operating Procedure," updated March 2014

1. PURPOSE. The purpose of this Procedural Guide is to document the proper processes and procedures used for issuing and monitoring Funding Authorization Documents (FADs) for Military Community and Family Policy (MC&FP).

2. APPLICABILITY. This Procedural Guide applies to the Department of Defense Education Activity (DoDEA) Resource Management Division (RMD); Military Community and Family Policy (MC&FP); and the Comptroller Offices of the Department of the Army, Department of the Navy, and the Department of the Air Force (hereafter referred to as "the Services").

3. DEFINITIONS. See Glossary.

4. GUIDANCE. This Procedural Guide defines the processes, roles, and responsibilities of MC&FP and DoDEA for issuing FADs to MC&FP Headquarters (HQ) and the Services. The MC&FP FAD issuance process is governed in accordance with References (a) and (b).

5. ROLES AND RESPONSIBILITIES. See Enclosure 1.

6. PROCEDURES. See Enclosure 2.

7. EFFECTIVE DATE. This Procedural Guide is effective immediately.



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Enclosures

1. Roles and Responsibilities
2. Procedures
3. Sample R&O Monthly Obligation Plan (MOP) Report
4. Sample Monthly Phasing and Obligation Report
5. Sample Email Request for Budget Authority

Glossary

ENCLOSURE 1

ROLES AND RESPONSIBILITIES

1. MILITARY COMMUNITY AND FAMILY POLICY (MC&FP). MC&FP is responsible for determining Family Advocacy Program (FAP) and Relocation Assistance Program (RAP) funding amounts for MC&FP Headquarters (HQ) and the Services; requesting funding from the Department of Defense Education Activity (DoDEA) Resource Management Division (RMD); and monitoring obligations to the Services.

a. Director, Resource and Oversight (R&O) Office. The Director, R&O Office determines the budget authority for MC&FP HQ and each of the Services' accounts.

b. Deputy Assistant Secretary of Defense (DASD)(MC&FP). The DASD(MC&FP) has final approval authority for all MC&FP budget authorities.

c. Lead R&O Program Analyst. After receiving approval from the DASD(MC&FP), the Lead R&O Program Analyst sends an e-mail to the DoDEA HQ Chief, RMD requesting funding authorization documents (FADs) for specified amounts.

d. R&O Program Analysts. The R&O Program Analysts are responsible for executing the funding on the FADs issued to MC&FP HQ.

(1) The R&O Program Analyst maintains funding execution supporting documentation at the MC&FP R&O office. At the beginning of each fiscal year (FY), MC&FP R&O submits a Monthly Obligation Plan (MOP) to DoDEA HQ RMD (see sample in Enclosure 3). Each month, the MOP is revised and re-sent with updated actual obligation data.

(2) The R&O Program Analyst monitors funds execution throughout the FY. If necessary, MC&FP R&O can request shifts to MC&FP HQ and Service funding authorizations.

2. DoDEA HQ RMD. DoDEA HQ RMD issues FADs to MC&FP for MC&FP HQ and the Services. If necessary, at MC&FP R&O's request, DoDEA can adjust FADs.

3. THE SERVICES. Each Service is responsible for:

a. Executing FAP and RAP funding.

b. Maintaining funding execution supporting documentation at each of the Services' Comptroller offices for at least six years and three months.

c. Granting system access for DoDEA MC&FP funds so MC&FP can readily access and audit the Services' supporting documentation.

ENCLOSURE 1

ROLES AND RESPONSIBILITIES

d. Provide MC&FP R&O with a Monthly Phasing and Obligation Report (see sample in Enclosure 4)

ENCLOSURE 2

PROCEDURES

1. FAD PROCESS. MC&FP R&O determines, within MC&FP budget authority, the annual funding amount for MC&FP HQ and each of the Services' FAP and RAP accounts.

a. After MC&FP has determined the amount of annual funding for each of the Services' FAP and RAP accounts, the Lead R&O Program Analyst sends a request to the DoDEA HQ Chief, RMD to issue FADs to each of the Services when FY funding becomes available. The required amounts are submitted to DoDEA HQ RMD by funding limits and operating agencies (OAs). Enclosure 5 provides a sample request e-mail from MC&FP R&O to the DoDEA HQ Chief, RMD.

(1) The DoDEA HQ Chief, RMD issues FADs for the Services after receiving funding from the Office of the Under Secretary Defense (Comptroller). DoDEA HQ RMD also provides MC&FP with a FAD for the MC&FP HQ account.

(2) The Service Program Managers report their funds obligation status to MC&FP via the Monthly Phasing and Obligation Report (Enclosure 4). This report records the Service's actual obligations and an object class breakdown.

(a) The R&O Program Analyst monitors funds execution throughout the FY. MC&FP R&O compares the Services' reports to their own plans to ensure the Services are purchasing according to the budget authority granted them. If necessary, the Services may provide a revised phasing plan to adjust to actual obligations and current circumstances.

(b) If necessary, MC&FP R&O can submit requests to DoDEA HQ RMD for shifts to MC&FP HQ and Service funding authorizations.

(3) Each month, the DoDEA HQ RMD Accounting Branch provides MC&FP with the Defense Finance and Accounting Service (DFAS) Report 1176. This Report serves as the official accounting record of total obligations.

(a) MC&FP R&O compares the Services' monthly reports on actual obligations to the DFAS 1176 Reports to ensure accurate reporting.

(b) If a Service's report differs from the DFAS 1176 Report, the R&O Program Analyst works with the Service to reconcile differences.

b. At the beginning of each FY, MC&FP reports obligation status to DoDEA using a MOP Report.

(1) This Report includes both MC&FP and the Services' account information.

ENCLOSURE 2

PROCEDURES

(2) Each month, the R&O Program Analyst revises and resends the R&O MOP Report (Enclosure 3) with actual, updated obligation data.

c. MC&FP R&O retains supporting documentation for all MC&FP financial transactions, including Military Interdepartmental Purchase Requests (MIPRs), MIPR Acceptances, Standard Form (SF) 1034s, SF 182s, and copies of contracts; the individual Service's financial management offices maintain the supporting documentation for the Service's financial transactions.

(1) MC&FP has access to all of the Services' systems that contain supporting documentation for DoDEA MC&FP-funded obligations, including (but not limited to) civilian pay systems, the Defense Travel System, and the Services' General Ledger accounting systems.

(2) MC&FP R&O retains copies of the Services' monthly obligation plans; additionally, DoDEA HQ RMD has access to all FADs recorded in the Program Budget Accounting System.

(3) Each responsible organization (i.e. the Services, MC&FP R&O) retains all required documentation, specific to that organization's particular DoDEA MC&FP funding, for at least six years and three months. MC&FP will also have access to all such documentation.



ENCLOSURE 4

SAMPLE MONTHLY PHASING AND OBLIGATION REPORT

FY 14 Phasing Plan

Service: USMC  
Limit:

RAP	FUNDING AUTHORIZATION												Total	
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Requirements	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 2,047,320
Req Cumulative	\$ 170,610	\$ 341,220	\$ 511,830	\$ 682,440	\$ 853,050	\$ 1,023,660	\$ 1,194,270	\$ 1,364,880	\$ 1,535,490	\$ 1,706,100	\$ 1,876,710	\$ 2,047,320		
Authorized														
Auth Cumulative														
Obligated														
Obl Cumulative														
Current Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>PHASING PLAN</b>														
Please provide breakdown of estimated obligations by the following categories by month														
Salaries	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 170,610	\$ 2,047,320
Contracts - Personnel														
Contracts - other than personnel														
Travel														
Research														
Education/Training														
Equipment														
Other														
Total	170,610	170,610	170,610	170,610	170,610	170,610	170,610	170,610	170,610	170,610	170,610	170,610	170,610	2,047,320

<b>ACTUAL OBLIGATION</b>														
Please provide breakdown of actual obligations by the following categories by month														
Salaries														\$ 746,451
Contracts - Personnel														
Contracts - other than personnel														
Travel														
Research														\$ 1,495
Education/Training														
Equipment														
Other														
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	747,946

ENCLOSURE 5SAMPLE EMAIL REQUEST FOR BUDGET AUTHORITY

-----Original Message-----

From: Smith, Jane (MC&FP)  
 Sent: Tuesday, October 22, 2013 8:13 AM  
 To: Doe, John (DoDEA HQ RMD)  
 Subject: Allocation  
 Importance: High

Hi John,

Here is what we need to get us through Jan 15th:

FAP - Army	\$ 9.8M
AF	\$ 7.0M
Navy	\$21.0M
MC	\$ 9.0M
HQs	\$ .2M
<b>Total FAP</b>	<b>\$47.0M</b>
RAP - Army	\$ .5M
AF	\$ 1.4M
Navy	\$ 2.6M
MC	\$ 1.0M
<b>Total RAP</b>	<b>\$ 5.5M</b>
MC&FP Pay	\$ 5.6M
MyCAA	\$15.0M
TTT	\$ 1.0M
MOS Contract	\$27.0M

Total MC&amp;FP Base \$101.1M

OCO Requirement for Internet Café Contract - \$23.0M

Total Base and OCO Requirement - \$124.1M

Breakdown by limits and OAs:

FAP

6041, 2A	\$4.9M
6041, 74	\$4.9M
6042, 15	\$7.0M
6044	\$21.0M
6045	\$9.0M
6046	\$0.12M

Total FAP \$46.92M

RAP

6091, 2A	\$0.5M
6092 FA0	\$1.4M
6094	\$2.6M
6095	\$1.0M
6096	\$.08M

Total RAP \$5.58M

6047: \$71.6M (includes \$23M OCO)

Total : \$124.1M

Thanks,  
 Jane

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GLOSSARY

ABBREVIATIONS AND ACRONYMS

DFAS	Defense Finance and Accounting Service
DoDEA	Department of Defense Education Activity
DTS	Defense Travel System
FAD	Funding Authorization Document
FAP	Family Advocacy Program
GL	General Ledger
HQ	Headquarters
MC&FP	Military Community & Family Policy
MIPR	Military Interdepartmental Purchase Request
MOP	Monthly Obligation Plan
OA	Operating Agency
OUSD	Office of the Under Secretary of Defense
PBAS	Program Budget Accounting System
R&O	Resources & Oversight Office
RAP	Relocation Assistance Program
RMD	Resource Management Division
SF	Standard Form