

COMSCINST 7040.1 w/CH-1	COG CODE N85	DATE 8 JUL 1980
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 7040.1
M-55
8 July 1980

COMSC INSTRUCTION 7040.1

Subj: FUNDING FOR REIMBURSABLE CONTRACTS/SERVICES

Ref: (a) COMSCINST 4330.22
(b) COMSCINST 4330.30
(c) NAVSO P-1280, Chapter 8

1. Purpose. To promulgate policies and procedures for obtaining and administering funds for reimbursable contractual services.

2. Policy

a. Authority to negotiate contracts for services is set forth in references (a) and (b). However, before a contract for services other than routine transportation may be awarded, specific funding authority must be obtained from the requesting activity.

b. Reference (c) provides that authority to accept funding documents and allocate funds is retained by COMSC (M-5).

c. Award of contracts exceeding funds authorized and received can result in violation of 31 U.S.C. Section 665.

3. Procedures

a. The office receiving the request for contractual service will:

(1) Develop a cost estimate including all direct expense and forward to COMSC (M-5). COMSC will request funding from the sponsor.

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(2) In the event of severe time constraints, provide the sponsor with estimated total cost, including administrative cost, and concurrently request that funding authorization be forwarded directly to COMSC (M-5). Advise the sponsor that a funding citation/authorization may be provided to COMSC (M-5) by message with documentation to follow.

(3) Release 2276 to the Contracting Office upon advice of fund availability provided by COMSC (M-5) after receipt and acceptance of sponsor funding.

(4) Assure COMSC (M-5) is info addressee on all related correspondence not for COMSC action.

b. Any office receiving a funding document will immediately forward the document to COMSC (M-5) for acceptance.

c. Area command comptroller offices will annotate direct expenses for reimbursable services on monthly financial statement submissions.

d. Upon receipt of the expenses reported by the cognizant area command, COMSC (M-5) will process the billing to the sponsor.

4. Action

a. The policies and procedures set forth in this instruction are to be adhered to without exception.

b. Any condition related to reimbursable contractual service funding that is not included in the scope of this instruction will be referred to COMSC (M-5) for resolution.

"Signed"
B. KEENER, III

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