

VOLUME 11A CHAPTER 6: “ANNUAL REIMBURSABLE RATES”**SUMMARY OF MAJOR CHANGES**

Changes are identified in this table and also denoted by **blue** font.

Substantive revisions are denoted by an (*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by ***bold, italic, blue, and underlined font.***

The previous version dated **November 2019** is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
1.0	This paragraph was substantively revised to add Overview, update Purpose narratives, and add the required list of Authoritative Guidance information.	Revision/ Addition
2.2	Added the Revolving Funds Director for responsibility of the Working Capital Funds.	Addition
3.1	Updated the table to reflect changes for the Exhibit Submissions requirements/information.	Revision
Appendix A	Updated the table template and the required format for the authoritative guidance. Replaced “shall be” to “must” in the instructions.	Revision
Appendix B	Updated narratives and defined indicators for the Department of Defense (DoD) Working Capital Funds Civilian/Military Equivalency Rate table and its contents.	Revision
Appendix D	Updated tables to remove Defense Logistics Agency and add Defense Contract Management Agency. Corrected the superscript and note number assignments. Accounted for the eleventh federal holiday.	Revision
Appendix F	This appendix was substantively revised to reflect updated information and reference links for Medical and Dental Services Rate Computation.	Revision
Appendix G	Incorporated nondiscretionary revisions in support of fiscal year (FY) 2022, FY 2023, FY 2024, and FY 2025 DoD Military Personnel Composite Standard Pay and Reimbursement Rates policy memorandums issued on July 29, 2021; June 17, 2022; May 9, 2023; and April 30, 2024.	Revision
Appendix H	Updated tables to correct the superscript and note number assignments. Accounted for the eleventh federal holiday.	Revision

Table of Contents

VOLUME 11A CHAPTER 6: “ANNUAL REIMBURSABLE RATES”	1
*1.0 GENERAL	3
1.1 Overview	3
1.2 Purpose.....	3
1.3 Authoritative Guidance	3
2.0 RESPONSIBILITY	3
2.1 Deputy Comptroller (P/B).....	3
*2.2 DoD Components.....	4
3.0 EXHIBITS	5
*3.1 Reimbursable Rate Exhibits.....	5
3.2 Exhibits Submissions	5
*APPENDIX A: SERVICE ACADEMIES’ FOREIGN CADET/MIDSHIPMAN REIMBURSABLE.....	A-1
*APPENDIX B: DOD WORKING CAPITAL FUNDS CIVILIAN/MILITARY EQUIVALENCY RATE	B-1
APPENDIX C: CIVILIAN FRINGE BENEFIT RATE COMPUTATION.....	C-1
*APPENDIX D: CONTRACT ADMINISTRATION SERVICES.....	D-1
APPENDIX E: COLLECTIONS FOR REIMBURSEMENTS OF DOD-OWNED AIRCRAFT (FIXED/ROTARY WING).....	E-1
*APPENDIX F: MEDICAL AND DENTAL SERVICES RATE COMPUTATION	F-1
*APPENDIX G: MILITARY COMPOSITE STANDARD PAY AND REIMBURSEMENT RATES	G-1
*APPENDIX H: REIMBURSEMENT COST FOR CONTRACT ADMINISTRATION AND RELATED SUPPORT SERVICES FURNISHED TO THE NASA	H-1

CHAPTER 6

ANNUAL REIMBURSABLE RATES

*1.0 GENERAL

1.1 Overview

The Department of Defense (DoD) provides goods and services to meet military mission requirements. The Economy Act allows the Department to provide certain goods to DoD Components, other government agencies, and the private sector under specified conditions. Reimbursable rates, published by the Under Secretary of Defense (Comptroller)/DoD Chief Financial Officer, provide a basis for the Department and its Components to be reimbursed for such goods and services provided.

1.2 Purpose

The purpose of this chapter is to provide guidance relative to the preparation of specific exhibits and due dates for the submission of such exhibits, used to develop and support those reimbursable rates published by the DoD Deputy Comptroller (Program/Budget) (P/B). This guidance applies to all DoD Components and goods or services encompassed by or subject to reimbursable rates approved by the DoD Chief Financial Officer.

1.3 Authoritative Guidance

The financial management and requirements prescribed by this chapter are in accordance with the applicable provisions of:

1.3.1. Title 10, United States Code, section 347, (10 U.S.C. § 347), “International engagement authorities for service academies”

1.3.2. 10 U.S.C. § 2205, “Reimbursements”

1.3.3. 22 U.S.C. § 2347, “International Military Education and Training”

1.3.4. 22 U.S.C. § 2761, “Sales from stocks”

1.3.5. Title 32, Code of Federal Regulations (CFR), part 199.14 (5 CFR 199.14), “Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)”

2.0 RESPONSIBILITY

2.1 Deputy Comptroller (P/B)

The Office of the Under Secretary of Defense (Comptroller) (OUSD(C)) is responsible for reviewing, coordinating, and publishing reimbursable rates for the Department. Where feasible,

applicable reimbursable rates will be published before the beginning of each new fiscal year (FY), allowing sufficient lead time for the distribution of rates and updating billing systems.

*2.2 DoD Components

DoD Components are required to:

2.2.1. Maintain systems that use generally accepted cost accounting procedures to formulate proposed rates. Each such DoD Component is responsible for maintaining, in conjunction with the Defense Finance and Accounting Service, an appropriate cost accounting system enabling the accumulation of data needed to formulate reimbursable rates for consumers of such goods or services. Generally accepted cost accounting procedures will be the basis for such proposed rates.

2.2.2. Submit to the DoD Deputy Comptroller (P/B) or the Revolving Funds Director for the Working Capital Funds, reimbursable rate exhibits that propose reimbursable rates for the upcoming fiscal year. Such exhibits must be prepared and submitted per the time frames specified in section 3.0 and in accordance with the formats specified in the appendices to this chapter.

2.2.3. Bill using rates approved by the DoD Deputy Comptroller (P/B) or the Revolving Funds Director for the Working Capital Funds. Goods or services provided in an academic year or a fiscal year, as applicable, will be billed at the approved academic or fiscal year rate, respectively, effective with the beginning of the academic year or October 1 of the fiscal year, as appropriate, irrespective of whether the rates have been established in the billing system.

2.2.4. Ensure that rates different from those approved by the DoD Chief Financial Officer are not issued or changed without the prior written approval of that official or the Deputy Chief Financial Officer.

3.0 EXHIBITS

*3.1 Reimbursable Rate Exhibits

The following reimbursable rate exhibits will be submitted each year in support of the President's Budget submission. Detailed instructions are included with each exhibit, and specific due dates are identified:

<u>TYPE OF REIMBURSABLE RATE</u>	<u>APPENDIX</u>	<u>DUE DATE*</u>	<u>SUBMITTING COMPONENT</u>	<u>Reviewing OUSD(C) COMPONENT</u>
Academy Foreign Cadet	A	Per Data Call	All Military Depts and OASD (Health Affairs)	Operations
Civilian/Military Equivalency, DoD Working Capital Fund	B	Per Data Call	OUSD(C)	Revolving Funds
Civilian Personnel Fringe Benefit	C	Per Data Call	OUSD(C)	Operations
Contract Administration Services	D	Per Data Call	DCMA, DCAA, All Military Depts	Operations
Fixed/Rotary Wing Aircraft	E	Per Data Call	All Military Depts	Operations
Medical and Dental Services	F	Per Data Call	OASD(Health Affairs)	Military Personnel and Construction
Military Composite Pay	G	Per Data Call	All Military Depts	Military Personnel and Construction
NASA	H	Per Data Call	DCMA, DCAA, All Military Depts	Operations

3.2 Exhibits Submissions

Exhibits should be submitted to the attention of the corresponding reviewing component in both electronic format and hard copy to the DoD Deputy Comptroller (P/B), The Pentagon, Washington, DC 20301-1100. Spreadsheet and text files provided in electronic format should be compatible with Microsoft Excel.

*APPENDIX A: SERVICE ACADEMIES' FOREIGN CADET/MIDSHIPMAN
REIMBURSABLE

UNITED STATES MILITARY ACADEMY		
Service Academies' Foreign Cadet/Midshipman Reimbursable Rate		
FY ____ President's Budget		
Rate Calculation	FY 20CY ⁽¹⁾	FY 20BY ⁽¹⁾
Program Element ⁽²⁾ :		
PE 0804721A Service Academies (\$ from BES)		
O&M,A		
MPA		
OPA		
Total U.S. Army Academy	-	-
*Cadet/Midshipmen Workyears/Average Strength ⁽³⁾		
Medical Support Costs per capita ⁽⁴⁾		
Total Medical Costs ⁽⁵⁾	-	-
Total Costs ⁽⁶⁾	-	-
Cost per Cadet/Midshipman ⁽⁷⁾		
1/3 of FY 20CY		
2/3 of FY 20BY		
Academic Year Reimbursable Rate ⁽⁸⁾		
* Workyears includes Foreign Cadets		

GENERAL

Department of Defense Service Academies' Foreign Cadet Reimbursable Rate is to be used when billing foreign cadets and midshipmen instruction cost. 10 U.S.C. § 347 requires a Foreign Government to reimburse instruction costs to the United States for cadets and midshipmen permitted to attend one of the military academies to include the United States Military Academy, the Naval Academy, and the Air Force Academy. Each Service Department calculates its internal Service Academies' Foreign Cadet Reimbursable Rate using the rate calculation in the instructions. OUSD(C) calculates the Department of Defense Service Academies' Foreign Cadet Reimbursable Rate from the Services' submissions and publishes on the OUSD(C) public website prior to the commencement of the academies' academic year.

INSTRUCTIONS

Instruction costs include faculty, staff, learning material, housing, basic pay and allowance, subsistence (meals), and medical expenses of a cadet/midshipman. The instruction costs are identified in the Operations and Maintenance (O&M), Military Personnel (MILPER), and Other Procurement (OP) appropriations. Detailed instructions for calculating the Services' foreign cadet and midshipman reimbursable rate follows:

- (1) Insert the applicable current year (CY) and budget year (BY) for the fiscal year being calculated. For example, when computing the FY 2026 Budget Year rate, the current year would be FY 2025 and the budget year would be FY 2026.
- (2) Include all budgeting and programming data in the Service Academies Program Element (PE) 804721 for all appropriations. The Service Academy PE **must** be exclusively used for cadet and midshipman instruction cost. The O&M appropriation must include the PE, budget activity, and subactivity group for instruction cost. For the O&M and OP accounts the current year reflects the enacted appropriation and the budget year reflects the President's Budget. In the MILPER accounts CY **must** reflect the CY Estimate (i.e., not the enacted) in the BY President's Budget and BY **must** reflect the BY in the BY President's Budget. When there is no enactment of an appropriation, the CY is an estimate for all appropriations.
- (3) Insert the Cadet/Midshipman workyears/average strength which includes Foreign Cadets (Basic Pay, Average Number) shown in the Military Personnel justification books for budget activity 3, Pay and Allowances for Cadets/Midshipmen submitted to the Congress in support of the President's Budget. The workyears/average strength CY column **must** reflect the CY Estimate in the BY President's Budget and BY **must** reflect the BY in the BY President's Budget.
- (4) Obtain the Cadet/Midshipman medical support cost from the OUSD(C). The Service Academies' Cadet/Midshipman medical support costs include both clinic and hospital costs. The Office of the Assistant Secretary of Defense (Health Affairs) **must** provide a cost per capita for the CY and BY, by Academy to the Director, for Operations Directorate, OUSD(C), Room 3C749, the Pentagon, 30 days after the submission of the President's Budget to the Congress. This amount will be calculated by multiplying the per capita cost provided by the OASD(HA) by the sum of the cadet/midshipman workyears/average strength included in the President's budget.

- (5) Multiply the number of cadet workyears/average strength by the medical support costs per capita rate to get the total Medical charge for the academy.
- (6) Sum the Service Academies PE (804721) cost, the total medical charge Program Element cost, and medical support cost.
- (7) Divide the Total Costs (6) by Cadet/Midshipman workyears/average strength (3).
- (8) Sum $\frac{1}{3}$ of the cost per cadet/midshipman for the CY and $\frac{2}{3}$ of the CY cost per cadet/midshipman for the BY.

*APPENDIX B: DOD WORKING CAPITAL FUNDS CIVILIAN/MILITARY EQUIVALENCY RATE

Fiscal Year _____

The cost of military personnel assigned to a Defense Working Capital Fund (DWCF) is included in the total cost of operations of the DWCF activities at civilian equivalent rates. Military personnel assigned to DWCF activities are to be costed at civilian equivalent rates, using the rates in the table. See Volume 2B, Chapter 9 and Volume 11B, Chapter 12 for guidance for calculating, budgeting, paying (reimbursing), recording and reporting DWCF military personnel costs.

Military Grade	Civilian Grade Equivalent	Civilian Equivalent Rate BY(s) 20--
O-9	ES Level III	
O-8	ES Level IV	
O-7	ES Level V	
O-6	GS-15	
O-5	GS-14	
O-4	GS-13	
O-3	GS-12	
O-2	GS-11	
O-1	GS-9	
W-5	GS-12	
W-4	GS-12	
W-3	GS-11	
W-2	GS-10	
W-1	GS-9	
E-9	GS-8	
E-8	GS-7	
E-7	GS-6	
E-6	GS-5	
E-5	GS-5	
E-4	GS-4	
E-3	GS-3	
E-2	GS-2	
E-1	GS-1	

The “E” in E-1 represents enlisted while the “1” indicates the paygrade for that position. The other pay categories are “W” for warrant officers and “O” for commissioned officers. Some enlisted paygrades have more than one rank. The “GS” represents Civil Service employees that are paid using the General Schedule (GS) pay scale while the “ES” represents the civilian employees that are paid using the Executive Service (ES) pay scales.

Stabilized customer rates and reimbursement to the Military Personnel accounts are not based on the rates in appendix A. Rather, such amounts are based on the absolute total dollar amount

specified in the President's budget (rather than based on the number, or military composite rate, of individuals actually assigned).

INSTRUCTIONS

The Department of Defense Working Capital Funds civilian/military equivalency rate will be calculated as follows:

1. Use the generic (Rest of U.S.) pay amount for Step 5 of each appropriate General Schedule (GS) civilian grade, or the applicable Executive Service (ES) pay level, from the current civilian pay schedules,
2. Add as required, the applicable portion (pro-rata) of the proposed pay raise, if any, for civilians (GS/ES) that was effective for the budget fiscal year, and
3. Add the average civilian personnel fringe benefits factor applicable to the Military Services and Defense Agencies. The amount for unfunded civilian retirement is not to be included in the fringe benefits percentage factor. Civilian personnel fringe benefit rates are provided by the OUSD (Comptroller) and published on the Comptroller website.

APPENDIX C: CIVILIAN FRINGE BENEFIT RATE COMPUTATION

DOD COMPONENT (1)

		<u>Prior Year (2,3)</u>	<u>Current Year (2,3)</u>	<u>Budget Year (2,3)</u>
A.	<u>Object Class 12.1 Civilian Personnel Benefits (4)</u>			
B.	<u>Object Class 11 Civilian Personnel Compensation (5)</u>			
	11.1 Full-time Permanent			
	11.3 Other Than Full-Time Permanent			
	11.5 Other Personnel Compensation			
	11.8 Special Personal Services Payments			
C.	Total Personnel Compensation (Total of 11.1, 11.3, 11.5, 11.8) (6)			
D.	Civilian Fringe Benefit (Interagency) Rate (7)			
E.	Office of Personnel Management (OPM) Unfunded Retirement Factor (8)			
F.	Public, and Private Activities (9)			
(See footnoted instructions on following page)				

INSTRUCTIONS

- (1) Insert the name of the applicable DoD Component submitting the exhibit. A separate exhibit is required from each Military Service (including the U.S. Marine Corps) and from all Defense Agencies.
- (2) Insert the applicable fiscal year.
- (3) Insert the applicable amounts for each fiscal year. A brief description should be provided to explain changes of 10 percent or more between (a) previously budgeted and actual amounts for the prior fiscal year, (b) previously budgeted and currently budgeted amounts for the current year, and (c) the currently budgeted amounts for the budget year.
- (4) Insert the applicable amounts shown in the current President's Budget for Object Class 12.1, Civilian Personnel Benefits.
- (5) Insert on the applicable lines, the applicable amounts shown in the current President's Budget for Object Class 11.1, 11.3, 11.5 and 11.8.
- (6) Enter the total of personnel compensation from Object Class 11.1, 11.3, 11.5 and 11.8.
- (7) Divide the amount reported in line A. by the amount reported in line C. The resultant percentage is the percentage rate to be applied to civilian labor costs for billings to other Federal Agencies. This is DoD's funded rate.
- (8) The civilian fringe benefit rate--to be used in this calculation--will be obtained annually from the Directorate for Accounting and Finance Policy.
- (9) Add lines D. and lines E. to determine the percentage to be applied on billings to the public and private activities.

*APPENDIX D: CONTRACT ADMINISTRATION SERVICES

Contract administration services (CAS) hourly reimbursable billing rates should be applied to direct labor hours incurred in support of CAS efforts. These CAS rates are to be used in billing other Federal Agencies, the public, and Foreign Military Sales (FMS) customers. FMS customers are to be billed in accordance with the Security Cooperation Policy guidance provided in Volume 15, Chapter 7, paragraph 16.0 and Chapter 8, paragraph 7.0. Waivers and exclusions are to be granted in accordance with Volume 15, Chapter 7, paragraph 13.0.

<u>PERFORMING DOD COMPONENT</u>	<u>OTHER FEDERAL AGENCIES RATES</u> (1)	<u>FMS RATES</u> (2)	<u>PUBLIC RATES</u> (3)
Army			
Navy			
Air Force			
Defense Contract Audit Agency (DCAA)			
Defense Contract Management Agency (DCMA)			

NOTES:

- (1) Use the Budget Year “Gross Cost Per Direct Hour” amount from page 2.
- (2) Sum Budget Year lines C, E, and G from page 2 and multiply the resultant amount by .167 (obtained from OMB Circular No. A 76) Revised Supplemental Handbook, “Performance of Commercial Activities”). That product then is divided by the applicable total direct work-hours (line V from page 2) to derive an hourly unfunded civilian retirement cost. The resultant hourly unfunded civilian retirement cost is added to the “Other Federal Agencies Rate” (column 1) to yield the FMS rate.
- (3) Use the FMS Rate plus 4% for asset use charge. This is achieved by multiplying the FMS rate by 1.04.

REIMBURSEMENT COST FOR CONTRACT ADMINISTRATION SERVICES

DoD COMPONENT _____	Prior Year ⁽¹⁾ (PY)	Current Year (CY)	Budget Year (BY)
<u>Gross Workyear Cost</u>			
A. Total Salaries of Direct Labor Personnel ⁽²⁾	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs) ⁽²⁾	_____	_____	_____
C. Average Salary of Direct Labor Personnel [(A) ÷ (B)]	\$ _____	\$ _____	\$ _____
D. Total Salaries of Indirect Supervision & Administrative Personnel ⁽²⁾	\$ _____	\$ _____	\$ _____
E. Indirect Supervision & Administrative Salaries per FTE [(D) ÷ (B)]	\$ _____	\$ _____	\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel ⁽²⁾⁽³⁾	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F) ÷ (B)]	\$ _____	\$ _____	\$ _____
H. Personnel Benefits ⁽²⁾	\$ _____	\$ _____	\$ _____
I. Average Personnel Benefits Costs per FTE [(H) ÷ (B)]	\$ _____	\$ _____	\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____
K. Total Travel Costs ⁽³⁾⁽⁴⁾	\$ _____	\$ _____	\$ _____
L. Average Travel Costs per FTE [(K) ÷ (B)]	\$ _____	\$ _____	\$ _____
M. Other Support Costs ⁽³⁾⁽⁵⁾	\$ _____	\$ _____	\$ _____
N. Average Support Costs per FTE [(M) ÷ (B)]	\$ _____	\$ _____	\$ _____
O. Total Gross Work-Year Cost [(J) + (L) + (N)]	\$ _____	\$ _____	\$ _____
Direct Work-Hours			
P. Work-Hours Available	_____	_____	_____
Q. Less Holidays	88	88	88
R. Less Annual Leave ⁽³⁾	_____	_____	_____
S. Less Sick Leave ⁽³⁾	_____	_____	_____
T. Less Other Leave (e.g., Military, Jury and Administrative) ⁽³⁾	_____	_____	_____
U. Less Training Time	_____	_____	_____
V. Total Direct Work-Hours [(P) - (Q) - (R) - (S) - (T) - (U)]	_____	_____	_____
Gross Cost Per Direct Hour [(O) ÷ (V)]	\$ _____	\$ _____	\$ _____

REIMBURSEMENT COST FOR CONTRACT ADMINISTRATION SERVICES**Notes:**

- (1) The amounts reflected should be the “actual” cost and work-hour data for the most recently completed Fiscal Year. This should be the FY 20PY of the President’s Budget.
- (2) The amounts reflected should be that shown in the “Total” column of the attached schedule, “Personnel Cost For Contract Administration Services” (page 4) for the applicable year, i.e., PY, CY, BY.
- (3) Separately, show basis of computation.
- (4) Includes all travel costs, i.e., local, temporary additional duty, and permanent change of station, of the civilian and military personnel included under items (A), (D) and (F).
- (5) Includes other expenses such as supplies, equipment, training and communications.

PERSONNEL COST FOR CONTRACT ADMINISTRATION AND RELATED SUPPORT SERVICES

DoD COMPONENT _____	Civilian (a)	Military (b)	Total (a) + (b)
<u>Gross Workyear Cost For Prior Year (Actual)</u>			
A. Total Salaries of Direct Labor Personnel ⁽⁶⁾	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs)	_____	_____	_____
C. Average Salary of Direct Labor Personnel [(A) ÷ (B)]	\$ _____	\$ _____	\$ _____
D. Total Salaries of Indirect Supervision & Administrative Personnel ⁽⁷⁾	\$ _____	\$ _____	\$ _____
E. Indirect Supervision & Administrative Salaries per FTE [(D) ÷ (B)]	\$ _____	\$ _____	\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel ⁽⁸⁾	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F) ÷ (B)]	\$ _____	\$ _____	\$ _____
H. Personnel Benefits ⁽⁹⁾	\$ _____	\$ _____	\$ _____
I. Average Personnel Benefits Costs per FTE [(H) ÷ (B)]	\$ _____	\$ _____	\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____
<u>Gross Workyear Cost For Current Year</u>			
A. Total Salaries of Direct Labor Personnel ⁽⁶⁾	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs)	_____	_____	_____
C. Average Salary of Direct Labor Personnel [(A) ÷ (B)]	\$ _____	\$ _____	\$ _____
D. Total Salaries of Indirect Supervision & Administrative Personnel ⁽⁷⁾	\$ _____	\$ _____	\$ _____
E. Indirect Supervision & Administrative Salaries per FTE [(D) ÷ (B)]	\$ _____	\$ _____	\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel ⁽⁸⁾	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F) ÷ (B)]	\$ _____	\$ _____	\$ _____
H. Personnel Benefits ⁽⁹⁾	\$ _____	\$ _____	\$ _____
I. Average Personnel Benefits Costs per FTE [(H) ÷ (B)]	\$ _____	\$ _____	\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____

PERSONNEL COST FOR CONTRACT ADMINISTRATION SERVICES

DoD COMPONENT _____	Civilian (a)	Military (b)	Total (a) + (b)
<u>Gross Workyear Cost For Budget Year</u>			
A. Total Salaries of Direct Labor Personnel ⁽⁶⁾	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs)	_____	_____	_____
C. Average Salary of Direct Labor Personnel [(A) ÷ (B)]	\$ _____	\$ _____	\$ _____
D. Total Salaries of Indirect Supervision & Administrative Personnel ⁽⁷⁾	\$ _____	\$ _____	\$ _____
E. Indirect Supervision & Administrative Salaries per FTE [(D) ÷ (B)]	\$ _____	\$ _____	\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel ⁽⁸⁾	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F) ÷ (B)]	\$ _____	\$ _____	\$ _____
H. Personnel Benefits ⁽⁹⁾	\$ _____	\$ _____	\$ _____
I. Average Personnel Benefits Costs per FTE [(H) ÷ (B)]	\$ _____	\$ _____	\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____

Notes:

(6) Include the salary expenses of direct civilian and military personnel, e.g., contract administrators.

- a. Civilian. The cost of civilian personnel assigned full-time to contract administration requirements should reflect the annual salary for the applicable pay grades. Otherwise, an hourly rate of 1/2087 of the annual rate **must** be used and a leave and holiday factor of 18 percent of pay cost added.
- b. Military. The cost of military personnel assigned full-time to contract Administration requirements should be based on the annual Military Composite Pay rates. Otherwise, an hourly rate of 1/2080 of the annual Military Composite Pay rate **must** be used and a leave and holiday factor of 14 percent of pay cost added.

(7) Include the indirect salary expenses for civilian and military personnel that perform supervisory and administrative (clerical) functions. Such costs are computed as indicated in (6)a. and (6)b.

(8) Include the salary expenses for civilian and military personnel at the district, regional and headquarters level. Such costs are computed as indicated in (6)a. and (6)b.

- (9) Include the fringe benefit expenses for all civilian and military personnel included in items (A), (D) and (F).
- a. Civilian. Fringe benefits are computed by multiplying civilian personnel costs by the civilian fringe benefit rate. The fringe benefit rate must be that reported for the applicable fiscal year on the OP-8 exhibit, "Civilian Personnel Costs."
 - b. Military. Fringe benefits are computed by multiplying separately the officer and enlisted salaries by 6 percent for officers and 18 percent for enlisted personnel.

VARIANCES IN THE REIMBURSEMENT COST FOR CONTRACT ADMINISTRATION SERVICES

DoD COMPONENT _____	Civilian (a)	Military (b)	Total (a) + (b)
<u>Gross Workyear Cost For Budget Year</u>			
A. Total Salaries of Direct Labor Personnel ⁽⁶⁾	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs)	_____	_____	_____
C. Average Salary of Direct Labor Personnel [(A) ÷ (B)]	\$ _____	\$ _____	\$ _____
D. Total Salaries of Indirect Supervision & Administrative Personnel ⁽⁷⁾	\$ _____	\$ _____	\$ _____
E. Indirect Supervision & Administrative Salaries per FTE [(D) ÷ (B)]	\$ _____	\$ _____	\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel ⁽⁸⁾	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F) ÷ (B)]	\$ _____	\$ _____	\$ _____
H. Personnel Benefits ⁽⁹⁾	\$ _____	\$ _____	\$ _____
I. Average Personnel Benefits Costs per FTE [(H) ÷ (B)]	\$ _____	\$ _____	\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____

Notes:

- (10) Computed using the cost and hour data from page 2. Divide the current year amount for each element by the prior year amount, subtract 1 and multiply by 100.
- (11) Computed using the cost and hour data from page 2. Divide the budget year amount for each element by the current year amount, subtract 1 and multiply by 100.

**APPENDIX E: COLLECTIONS FOR REIMBURSEMENTS OF DOD-OWNED AIRCRAFT
(FIXED/ROTARY WING)**

DEPARTMENT OF _____(1)
ACCOUNTS TO WHICH COLLECTIONS ARE TO BE DEPOSITED FOR
REIMBURSEMENTS FOR THE USE OF DOD-OWNED AIRCRAFT (FIXED WING)
FISCAL YEAR _____(2)
(DOLLAR AMOUNT PER HOUR)

Aircraft	DoD	Federal Agency and FMS Users			All Other Users			
	O&M	O&M	MilPers	Total	O&M	MilPers	Asset Utl	Total
(3)	(4)	(5,6)	(5,6)	(5,6)	(7)	(7)	(7)	(7)

INSTRUCTIONS

- (1) Insert Army, Navy or Air Force, as applicable.
- (2) Insert the applicable [\(current\)](#) fiscal year.
- (3) Separately list and provide data for each type/model/series of aircraft (fixed or rotary wing) in the DoD Component's inventory which is subject to reimbursement as a composite rate of all Service Components (Active, Guard, and Reserve).
- (4) The DoD rate will include costs for (8)--Fuel, (9)--DLRs, (10)--Depot Maintenance, and (11)--Other. This rate is to be used for interdepartmental (e.g., Navy to Air Force) billing purposes. Location of calculation instructions in this appendix are indicated by the number in parenthesis before the name of the cost category.
- (5) The Other Federal Agency Rate will include costs for (8)--Fuel, (9)--DLRs, (10)--Depot Maintenance, (11)--Other, and (12)--Crew Salary. Location of calculation instructions in this appendix are indicated by the number in parenthesis before the name of the cost category.
- (6) The FMS rate will include costs for (8)--Fuel, (9)--DLRs, (10)--Depot Maintenance, (11)--Other, (12)--Crew Salary. Location of calculation instructions are indicated by the number in parenthesis before the name of the cost category.
- (7) The Public Rate will include costs for (8)--Fuel, (9)--DLRs, (10)--Depot Maintenance, (11)--Other, (12)--Crew Salary, (13)--Asset Utilization and an unfunded civilian retirement cost (The civilian fringe benefit rate--to be used in this calculation--will be obtained annually from the OUSD(C), Program/Budget, Operations Directorate, 3C749, the Pentagon, Washington, DC 20301-1100) for any civilian personnel costs included in (4), (5), (6), (7) or (8). Location of calculation instructions in this appendix are indicated by the number in parenthesis before the name of the cost category.
- (8) Fuel costs will be equal to the corresponding amounts shown in the related OP-20 Exhibit for the applicable type/model/series. (If for any reason, the OP-20 Exhibit series does not include an applicable type/model/series of aircraft, fuel costs will be computed using the same methodology as that used for aircraft included in the OP-20 Exhibit series, i.e., by dividing the total cost of fuel for the fiscal year for each type of aircraft by the total number of flying hours for that same aircraft.) Services should also include fuel costs for non-fly fuel directly supporting the flying hour program (such as fuel used in engine test cells and auxiliary powers units). [Fuel costs are consistent with the current year's fuel price per barrel, set at the standard fuel price effective October 1 for the respective fiscal year, i.e., the FY 2024 reimbursable rates are consistent with the FY 2024 Standard Fuel Price effective October 1, 2024.](#)
- (9) Depot-level reparable (DLR) costs will be equal to the corresponding amounts shown in the related OP-20 Exhibit series for the applicable type/model/series. (If for any reason, the OP-20 Exhibit series does not include an applicable type/model/series of aircraft, DLR costs will be computed using the same methodology as that used for aircraft included in the OP-20 Exhibit

series, i.e., by dividing the total DLR costs for the applicable fiscal year by the total number of flying hours for that same aircraft.)

(10) Include an hourly rate for depot maintenance cost for airframes, engines, and components for the applicable type/model/series. This cost will be an average cost for that type/model/series and be computed by dividing the total amount of depot maintenance budgeted for the applicable type/model/series by the number of flying hours budgeted for that type/model/series.

(11) Other costs will equal corresponding “other” amounts shown in the related OP-20 Exhibit series (for Air Force, this is equal to the consumables required in Exhibit OP-20). (If for any reason, the OP-20 Exhibit series does not include an applicable type/model/series of aircraft, other costs will be computed using the same methodology as that used for aircraft included in the OP-20 Exhibit series, i.e., by adding all operating costs ((other than fuel, DLRs, depot maintenance, crew salary, and asset utilization)) and dividing the total of such other costs for the applicable fiscal year by the total number of flying hours.) If for any reason the OP-20 Exhibit does not include details for contract logistics support (CLS), use a five-year average of variable CLS or equivalent costs and hours.

(12) Crew salary amounts will be computed based on the number and grade of military personnel operating the aircraft. Crew salary costs will be computed by:

(a) Multiplying the standard number of crew members in each applicable military grade times the annual Military Standard Composite Rate for that grade available on the reimbursable rates page of the OUSD(C) website. For Federal Agencies and Public rates, use the applicable rates in the “Annual Rate Billable to Other Federal Agencies” column. For the FMS rate, use the applicable rate in the “Annual DoD Composite Rate” column plus the annual acceleration factor.

(b) Dividing the result of (a) by 2080 (hours) to convert the annual rate to an hourly rate, by grade.

(c) Multiplying the results of (b) by a factor of 1.14 percent for both officers and enlisted personnel. (This calculation increases the hourly rate by 14 percent for officers and enlisted personnel fringe benefits.)

(d) Adding the amounts arrived at in (c) for each grade, to arrive at a total hourly rate for the entire crew.

NOTE: The computation of crew salary amounts should be supported by a separate table attached to this exhibit.

(13) The asset utilization amount will be computed by applying an asset utilization factor of 4 percent times the sum of columns (8)--Fuel, (9)--DLRs, (10)--Depot Maintenance, (11)--Other and (12)--Crew Salary for each specific aircraft.

(14) Provide a brief narrative to explain significant changes between fiscal years.

APPENDIX F: MEDICAL AND DENTAL SERVICES RATE COMPUTATION*SUBMITTED BY THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
(HEALTH AFFAIRS)**

Budget exhibit includes Inpatient, Outpatient, Pharmacy and other rates. This exhibit is to be included only in the President's budget. The format of the budget exhibit for medical, dental, and pharmacy rates may vary slightly from year to year due to the addition/deletion of rates, changes in nomenclature, updated notes, and other unforeseen reasons. The tables are for informational purposes only.

INPATIENT, OUTPATIENT AND OTHER RATES AND CHARGES***1.0 Inpatient Rates**

Room and Board rates are the weighted average of occupied bed day (OBD) Rates at each MTF within a Regional Charge Table. Final Room and Bed rates include rates for Intensive Care (1.2X) and Step-Down Care (1.1X). Room and board rates are a direct result of the previous fiscal year's costs associated with providing care at the inpatient level, and do not include medications, supplies, procedures performed, or any additional expenses other than providing a room and bed for the patient. Room and Board rates consist of the Full Cost rate, and adjustments are applied such as the Interagency Rate (IAR) or the International Military Education and Training (IMET) rate.

The IMET program is a key funding component of U.S. security assistance that provides training on a grant basis to students from allied and friendly nations. Authority for the IMET program is found pursuant to 22 U.S.C. 2347. Funding is appropriated from the International Affairs budget of the Department of State. Not all foreign national patients participate in the IMET program. The IAR rates are used to bill other federal agencies. The full/Third Party Collection (TPC) rates are used to bill insurance carriers, pay patients, and other payers.

Each MTF providing inpatient care has a regionally assigned room and board full cost rate, step-down rate, and intensive care unit rate. The total number of inpatient stay days not including the date of discharge, multiplied by the MTF's regional daily room and board rate is the charge submitted on the institutional claim for total room and bed charges. In addition, other itemized supplies and ancillary services performed during the inpatient stay (laboratory, radiology, pharmacy) will be included in the total amount of charges on the institutional claim payers will use for reimbursement purposes. Professional fee charges related to an inpatient stay are captured separately on a professional claim. The Department of Defense (DoD) publishes this data annually for hospital reimbursement rates under TRICARE/CHAMPUS pursuant to 32 CFR 199.14(a)(1). Examples of how to calculate the reimbursement charges for room and board follow.

Examples Applying Room and Board Rates to Compute Inpatient Stay Charges

The cost to be recovered for an inpatient stay is the product of the regionally applied room and bed rate and other itemized inpatient charges. This includes the costs of both inpatient institutional and professional services. In the examples, billing is at the full/TPC rate for the calculation of the room and board charges only.

For this example, an MTF assigned to a Texas regional fee schedule will be used to calculate room and board charges. For each day of an inpatient stay, a revenue code is assigned and drives the daily rate at which a room and board charge is applied.

Date of Admission	Date of Discharge	Total Days	Regional Charge Table
October 1, 2024	October 11, 2024	10	Texas
Revenue Code	CDM Description	Room and Board Rate	Total Room and Board Rate Charges
151	Med/Surg (Full cost rate)	\$2,001.24	\$20,012.40

The total room and bed charge is the number of days multiplied by the room and board rate. Additional ancillary and other facility charges may be accrued on an institutional claim as well.

The full table of the current regional room and board rates and other itemized rates are published on the [Defense Health Agency Uniform Business Office \(UBO\) website](#) and [Comptroller Financial Management Reports website](#).

***2.0 Outpatient Rates**

Outpatient Rates are the charges for professional and institutional health care services provided in MTFs financed by the Defense Health Program Appropriation. These rates are used to submit claims for reimbursement of the costs of the health care services provided by MTFs in accordance with the various MTF Cost Recovery Programs: Medical Services Account (MSA), Third Party Collections and Medical Affirmative Claims (MAC).

MTFs utilize charging and billing methodology aligned with the modernized electronic health record and billing system. Health care service procedure codes outlined in the Inpatient and Outpatient Rates policy letters are housed in the MHS Charge Description Master (CDM) for itemized billing of patient care provided in MTFs.

Outpatient Rates consists of CHAMPUS Maximum Allowable Charge (CMAC) Rate Tables (modified for UBO use); Dental Rates; Immunization/Injectable Rates; Anesthesia Rates; and Durable Medical Equipment/Durable Medical Supplies (DME/DMS) Rates.

Outpatient Rates are updated annually on a CY basis, with an effective date [set by the DHA UBO Program Office and outlined in the outpatient rates policy letter](#). The actual rate tables are not included in this section, due to size. The current CY Outpatient rates are on the Defense Health Agency (DHA) Management Control & Financial Studies UBO Website.

CMAC Rates

[TRICARE](#) CMAC Reimbursement rates, established under 32 CFR 199.14(j), are used to determine the appropriate charge for the professional and technical components of services based on the Healthcare Common Procedure Coding System (HCPCS) methodology, which includes the Current Procedural Terminology (CPT®) codes. DHA UBO CMAC rates differ from standard TRICARE CMAC rates in that DHA UBO CMAC rates are formatted for [MHS](#) military billing systems and include charges for additional services not reimbursed by TRICARE. DHA UBO CMAC rates pertain to professional services (e.g., office and clinic visits), ancillary services (e.g., laboratory and radiology) and [Observation](#) professional services.

DHA UBO CMAC rates are calculated for distinct “localities”. These localities recognize differences in local costs to provide health care services in the different geographic regions in which MTFs are located. Each MTF Defense Military Information System Identification (DMIS ID) is mapped to its corresponding CMAC locality code to obtain the correct rates. For all MTFs located outside the continental United States, Alaska, and Hawaii, the national average CMAC locality file (300) is used except for Guam and Puerto Rico which have their own CMAC localities. The complete DMIS ID-to-CMAC Locality table is available on the DHA UBO Website.

For each CMAC locality, the DHA UBO creates two sub-tables of rates: CMAC and Component. The [Component](#) rate table specifies [which](#) rates to use for CPT® codes, which can be provided as distinct professional and technical components, or as a combined professional and technical service. A separate rate is provided for each component. UBO CMAC rates for billing of professional services are available on the DHA UBO Website.

[For use in the MHS CDM, CMAC localities are further mapped to DHA Markets in an effort to consolidate into fewer regional price fee schedules. The MHS approved a Parent-Child Defense Medical Information System \(DMIS\) Identifier \(ID\) Market Mapping methodology to serve as a new MTF Regional Grouping Transition Plan. This methodology is known as the Regional Charge Table approach. At a high level, the Market Mapping Assignment will decrease the number of locality charge tables from the 100+ CMAC Charge Tables to 15 Regional Charge Tables for use within the MHS CDM.](#)

Dental Rates

The UBO Dental Rate Table consists of MTF dental charges [and are](#) based on a flat rate multiplied by the DoD established dental weighted value (DWV) for each American Dental Association (ADA) Current Dental Terminology (CDT) procedure code. The dental flat rate represents the average DoD cost of dental services at all dental treatment facilities. [The example](#)

illustrates the Full Outpatient Rate (FOR) dental charge for ADA CDT code D0270. The Dental rates table may be found on DHA UBO Website.

Example: CY 2024 Dental Rates

CDT Code	Clinical Service	DoD DWV	FOR Rate
D0270	Bitewing – Single radiographic image	0.37	\$

Immunization/Injectable Rates

Immunization or injectable rate charges are applicable for any administered immunization, injection or medication in the MTFs. UBO Immunization rates are based on DHA TRICARE injectable rates whenever TRICARE rates are available. If there is no TRICARE rate available, Purchased Care Data is used to derive rates. Rates are derived from Purchased Care Data by using the Military Health System Management Analysis and Reporting Tool or M2 system. This reporting tool allows for querying and detailed trend analysis including summaries and detailed views of population, clinical, and financial data from all MHS regions worldwide. Data pulled from previous and current FY (to date) allows calculation of average amount allowed for rate use. Outlier rates are adjusted using historical Purchased Care Data of up to five (5) years.

The UBO Immunization/Injectable rate table consists of the CPT®/HCPCS Code, rate, and the short and long descriptions. The current CY Immunization rate table is found on the DHA UBO Website.

Example: CY 2024 Immunization Rate Table

CPT®/HCPCS Code	Rate	Short Description	Long Description
90288	\$	BOTULISM IG, IV	BOTULISM IMMUNE GLOBULIN, HUMAN, FOR INTRAVENOUS USE

Anesthesia Rates

Anesthesia charges are split into base rates and interval rates. The anesthesia base rates are determined by multiplying the anesthesia relative value base unit by the locality-specific TRICARE anesthesia conversion factor (RVU base unit * locality-specific TRICARE anesthesia conversion factor). The anesthesia interval rates are determined per interval of time; the rate calculation for one anesthesia time-based interval is the RVU interval unit of 1 multiplied by the locality-specific TRICARE anesthesia conversion factor (Interval of 1 * locality-specific TRICARE anesthesia conversion factor). An RVU interval unit of 1 is equal to 15 minutes. The total charge for professional anesthesia-based rates is calculated by adding the base rate to the interval rate multiplied by the number of time units in 15-minute intervals. Total professional anesthesia-based rate = [(base rate) + (interval rate * number of 15-minute time intervals)]

TRICARE provides the anesthesia RVU base units for each anesthesia procedure. The locality-specific TRICARE anesthesia conversion factors are mapped based on TRICARE locality. The calculated anesthesia rates are for professional anesthesia-based services performed within the MTFs.

The UBO Anesthesia rate table consists of the CPT® Code, rate, and the short and long descriptions. The current CY Anesthesia [Rate table](#) is published on the DHA UBO Website.

Example: CY 2024 [Anesthesia](#) Rate Table

CPT® Code	Rate	Short Description	Long Description
01820	\$	ANESTH, LOWER ARM PROCEDURE	ANESTHESIA ALL CLOSED PROC RADIUS, ULNA, WRIST, HAND BONES

Durable Medical Equipment/Durable Medical Supplies (DME/DMS) Rate:

UBO DME/DMS rates are based on the CMS Medicare Fee Schedule floor rate when available. If there is no Medicare Fee Schedule floor rate, Purchased Care data is used to establish a rate based on the average amount allowed. [Additionally, the Defense Medical Logistics Standard Support \(DMLSS\) Master Catalog](#) captures the average price paid for over 100,000 medical supplies commonly used by DHA. Only DMLSS line items with an associated HCPCS code listed in the DMLSS Master Catalog will be utilized to develop a weighted average unit cost.

The UBO DME/DMS rate table consists of the alpha numeric HCPCS Code, the description and the rate. The current CY DME/DMS Rate table is published on the DHA UBO Website.

Example: CY 2024 [DME/DMS](#) Rate Table

HCPCS Code	Description	Rate
A4620	Variable concentration mask	\$

*3.0 Pharmacy Rates

[Outpatient](#) Pharmacy rates are established on a unit measure price basis (e.g., cost per tablet) and are standardized for National Drug Codes (NDCs) within each generic sequence number (GSN). Pharmacy rates are derived from the Managed Care Pricing File (MCPF) and are based on TRICARE allowable charges, Average Wholesale Price (AWP) or Prime Vendor Program (PVP) prices listed for the NDCs in the MCPF. Rates are computed based on the median unit measure cost for all of the listed AWP NDCs in each GSN group. The median unit measure price is applied to all the NDCs in that GSN group.

Inpatient Pharmacy rates are established using a conversion of HCPCS/CPT level pricing established by the DHA UBO for any applicable immunizations/injectables, to an NDC level price for NDCs that map to a HCPCS/CPT code with an assigned rate. For NDCs that are not linked to a code with an assigned rate, the outpatient pharmacy rate NDC level pricing is assigned. For any remaining NDCs with no price, a stacked price is assigned based on the GSN.

The Pharmacy tables consist of the 11-digit NDC number, the corresponding name/description of the drug (generic or brand), the form of the dosage (tablet, capsule, powder), the strength of the dosage and the current unit price. Pharmacy rates are updated biannually, [dates are set by the DHA UBO Program Office](#). Available Pharmacy rates are available on the DHA UBO Website.

Example: CY 2024 Pharmacy Rate Table

NDC	Name/Description	Dose Form	Dose Strength	Unit Price
64842012006	LYTGOBI	TA	xxx	\$

***4.0** Cosmetic Surgery

Elective cosmetic procedures *are not* TRICARE covered benefits. Elective cosmetic procedures provided in MTFs are restricted to TRICARE-eligible beneficiaries, including TRICARE for Life, on a “space-available” basis. Patients receiving elective cosmetic procedures (e.g., Active Duty personnel, retirees, family members, and survivors) are responsible for charges for all services (including implants, injectables, anesthesia, and other separately billable items) associated with elective cosmetic procedures. A list of elective cosmetic procedures and their associated rates can be found on the DHA UBO Website.

Professional Charges for Elective Cosmetic Procedures

Professional charges for elective cosmetic procedures are based on the [CY 2024](#) CMAC national average when available. When CMAC allowable charges are not available, charges are determined based on estimates of the medical resources required relative to procedures that have CMAC pricing. Professional charges for elective cosmetic procedures are applied in both inpatient and ambulatory settings. Elective cosmetic charges are not adjusted for the treating MTF’s geographical location.

CMAC [CY 2024](#) “facility physician” allowable charges are used for the professional component for services furnished by a provider in a hospital operating room or designated Ambulatory Procedure Unit (APU). CMAC [CY 2024](#) “non-facility physician” allowable charges are used for the professional component for services furnished in a provider’s office.

Institutional Charges for Elective Cosmetic Procedures

Institutional charges for elective cosmetic procedures are based on the procedure performed and the location of the service provided (i.e., provider's office/minor surgery room, hospital operating room (either on an outpatient or inpatient basis), operating room of a MTF that is not a hospital (i.e., does not provide inpatient services)).

For elective cosmetic procedures conducted in a provider's office/minor surgery room, the institutional fee is included in the "non-facility physician" professional charge.

The institutional charge for elective cosmetic procedures performed in a hospital operating room on an outpatient basis is based on the APV flat rate for the primary procedure with no additional institutional charge for bilateral or additional procedures.

The institutional charge for elective cosmetic procedures performed in an operating room of a facility that is not a hospital is also based on the APV flat rate for the primary procedure with no additional institutional charge for bilateral or additional procedures.

The institutional charge for an elective cosmetic procedure performed in a hospital on an inpatient basis is calculated by multiplying the CY 2024 TRICARE Adjusted Standardized Amount (ASA), \$8,552.20, by the relative weighted product (RWP) associated with the Diagnostic Related Group (DRG).

If an elective cosmetic procedure is combined with a medically necessary procedure during the same surgical visit, the elective cosmetic procedure charge is adjusted to avoid duplicate institutional charges. The institutional charge, for an elective cosmetic procedure, when combined with a medically necessary procedure is reduced by 50 percent (%) from the initial charge.

Most ancillary services (e.g., laboratory, radiology, and routine pre-operative testing) are included in the institutional pricing methodology described. Ancillary services and supplies not included are billed at the FOR.

Anesthesia Charges for Elective Cosmetic Procedures

Anesthesia rates associated with elective cosmetic procedures include anesthesia professional services. Anesthesia charges are calculated using the CY 2024 national anesthesia conversion factor, multiplied by the sum of base units and national average time units (measured in 15-minute increments) of the primary procedure. An additional anesthesia charge, based on additional minutes of service, is added for secondary procedures performed during the same surgical encounter. Anesthesia charges are applied in both inpatient and ambulatory settings. The current CY **Elective Cosmetic** Rate table is published on the DHA UBO Website.

*APPENDIX G: MILITARY COMPOSITE STANDARD PAY AND REIMBURSEMENT RATES

DEPARTMENT OF THE _____ FOR FISCAL YEAR _____

Grade	Average Strength	Basic Pay	Retired Pay Accrual	Basic Allowance for Housing	Basic Allowance for Subsistence/SIK	Incentive and Special Pay	Permanent Change of Station	Miscellaneous Expense	Eligible Retiree Health Care Accrual	Acceleration Factor	DoD Composite Standard Pay Rate	Rate Billable to DoD Entitles	Rate Billable to Other Federal Entitles	Rate Billable to FMS Entitles
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
O-10 ^{1/}														
O-9 ^{1/}														
O-8 ^{1/}														
O-7 ^{1/}														
O-6 ^{2/}														
O-5														
O-4														
O-3														
O-2														
O-1														
WO-5														
WO-4														
WO-3														
WO-2														
WO-1														
Cadets/Midshipmen														
E-9														
E-8														
E-7														
E-6														
E-5														
E-4														
E-3														
E-2														
E-1 ^{3/}														

Notes:

^{1/} Basic pay for grades O-7 to O-10 is limited by Level II of the Executive Schedule.^{2/} Basic pay for grade O-6 is limited by Level V of the Executive Schedule.^{3/} E-1 basic pay must be no less than four months at the E-1 "4 months or less" monthly rate plus eight months at the E-1 "2 or less" monthly rate.

MILITARY COMPOSITE STANDARD PAY AND REIMBURSEMENT RATES

INSTRUCTIONS

Each Military Service must complete an Appendix G using the attached standard format. The heading to each Appendix G consists of three lines. The first line identifies the appendix by number, the second line states “MILITARY COMPOSITE STANDARD PAY AND REIMBURSABLE RATES,” and the third line identifies the Military Service that has developed the rates and the fiscal year that the rates will be used.

The Military Composite Standard Pay and Reimbursement Rates exhibit for the Budget Year should include the following cost elements listed for each report column. Amounts listed **must** be equal to corresponding amounts contained in the applicable Military Service's justification book in support of their military personnel appropriation budget request included in the latest President's budget:

(Column 1) Average Strength. Include the average strength, as provided in the President's budget justification.

(Column 2) Basic Pay. Include the average basic pay amounts by pay grade, as provided in the President's budget justification, Budget Subactivity (BSA) 1-A, Pay and Allowance of Officers, BSA 2-A, Pay and Allowances of Enlisted Personnel, and BSA 3-A, Pay and Allowances of Cadets and Midshipmen. The cadet and midshipmen rate is computed as a single rate for all cadets and midshipmen. Basic Pay for O-7 to O-10 pay grades is limited by Level II of the Executive Schedule. **Basic pay for grade O-6 is limited by Level V of the Executive Schedule. E-1 basic pay must be no less than four months at the E-1 “4 months or less” monthly rate plus eight months at the E-1 “2 or less” monthly rate.**

(Column 3) Retired Pay Accrual. Include average retired pay accrual amounts by pay grade, as provided in the President's budget justification, BSA 1-B, Retired Pay Accrual for Officers, and BSA 2-B, Retired Pay Accrual of Enlisted. The applicable retired pay accrual percentage is statutory and published annually.

(Column 4) Basic Allowance for Housing (BAH). Compute the BAH rate separately for officers and enlisted personnel by pay grade, using amounts from the President's budget justification books. The officer rate is computed by dividing BSA 1-F, BAH for officers by the average strength of officer personnel. The enlisted rate is **calculated** by dividing BSA 2-K, BAH for enlisted by the average strength of enlisted personnel.

(Column 5) Basic Allowance for Subsistence. Compute the basic allowance for subsistence rate separately, for officers and enlisted personnel, by pay grade, and for cadets and midshipmen, using amounts from the President's budget justification books. The officer rate is computed by dividing BSA 1-G, Basic Allowance for Subsistence for officers, by the officer average strength by grade. The enlisted rate is [calculated](#) by adding BSA 4-A, Basic Allowance for Subsistence for enlisted, BSA 4-B, Subsistence-in-Kind (SIK) for enlisted, and BSA 4-C, Family Subsistence Supplemental Allowance (FSSA), and then dividing the total by the enlisted average strength by grade. Compute a single rate for cadets and midshipmen.

(Column 6) Incentive and Special Pays. Compute the Incentive and Special Pay rate separately for officers and enlisted personnel by pay grade, using amounts from the President's budget justification books. Add the incentive and special pay amounts [for each pay grade](#) and then divide the sum by the average end strength, separately for officers and enlisted personnel. The officer rate is computed by adding the amounts for BSA 1-D, Incentive Pay for officers, and BSA 1-E, Special Pay for officers, then dividing the sum by the average strength [of](#) officer personnel. The enlisted rate is computed by adding the amounts for BSA 2-D, Incentive Pay for enlisted, BSA 2-E, Special Pay for enlisted, BSA 2-F, Special Duty Assignment Pay for enlisted, BSA 2-G, Reenlistment Bonus, BSA 2-H, Enlistment Bonus, BSA 2-I, Education Benefits (College Fund), and BSA 2-J, Loan Repayment Program, then dividing the sum by the average strength for enlisted personnel.

(Column 7) Permanent Change of Station (PCS) Expense. This element represents the average cost of amounts provided in the President's budget justification books for PCS travel, Budget Activity 5. Compute the average PCS by adding the following types of travel each for officers, enlisted personnel, and cadets, from the BSAs contained in the justification books: [BSA 5-A, Accession Travel](#), [BSA 5-B, Training Travel](#), [BSA 5-C Operational Travel between duty stations \(within CONUS and within overseas\)](#), [BSA 5-D, Rotational Travel to and from overseas](#), [BSA 5-E, Separation Travel](#), and [BSA 5-F, Travel of Organized Units](#). The sum of BA-5 is divided by the average strength separately for officer and enlisted personnel. Compute a single rate for cadets and midshipmen.

(Column 8) Miscellaneous Expense. This rate is the average computed separately for officers and enlisted personnel by pay grade, and for cadets and midshipmen, of amounts provided in the President's budget justification books for Budget Activity 6, Other Military Personnel Costs, and other amounts for miscellaneous allowances and payments for officers, enlisted, and cadets/midshipmen as contained in BSAs listed in the following matrix:

<u>Miscellaneous Expense</u>	<u>Officer</u>	<u>Enlisted</u>
TSP Matching Contributions	BSA 1-C	BSA 2-C
Clothing Allowances	BSA 1-J	BSA 2-N
Station Allowances, Overseas	BSA 1-H	BSA 2-L
CONUS COLA	BSA 1-I	BSA 2-M
Family Separation Allowances	BSA 1-K	BSA 2-O
Separation Payments	BSA 1-L	BSA 2-P
Special Compensation for Assistance with Activities of Daily Living	BSA 1-M	BSA 2-Q
Social Security Tax-Employer's Contribution	BSA 1-N	BSA 2-R
Other Military Personnel Costs	BA 6	BA 6

Sum the amounts in each of the categories for officer and enlisted [personnel](#) by pay grade and divide the sum by the average strength of officer and enlisted by pay grade, as shown in the budget justification materials. A single rate [must](#) be used for cadets and midshipmen.

(Column 9) Medicare-Eligible Retiree Health Care (MERHC) Accrual. The annual rate is provided in OUSD(Comptroller) budget guidance. It covers the cost of future [healthcare](#) benefits for current officer and enlisted personnel once they retire and become Medicare-eligible, as well as their dependents and annuitants. It does not apply to cadets and midshipmen. See Volume 12, Chapter 16, Paragraph 5.7, for additional information about Reimbursements of MERHC. [To compute the Daily or Hourly Rate of the reimbursement from FMS Entities to be deposited into the Miscellaneous Receipts Account 3041, apply the Daily \(.00452\) or Hourly \(.00057\) factor to the per capita normal cost for the MERHC accrual. Do not use this if the assignment is annual.](#)

(Column 10) Acceleration Factor. This rate is provided by the OUSD(Comptroller) and covers the medical health care costs of active duty personnel and their dependents associated with the Defense Health Program. It does not apply to cadets and midshipmen. [To compute the Monthly or Daily Rate of the reimbursement from Other Federal Entities to be deposited into the Defense Health Program \(97*0130\), apply the Monthly \(.09083\) or Daily \(.00303\) factor to the acceleration factor. Do not use this if the assignment is annual. To compute the Daily or Hourly Rate of the reimbursement from FMS Entities to be deposited into the Defense Health Program \(97*0130\), apply the Daily \(.00452\) or Hourly \(.00057\) factor to the acceleration factor. Do not use this if the assignment is annual.](#)

(Column 11) DoD Composite Standard Pay Rate. This rate **must** be used when determining the military personnel appropriations cost for budget/management studies. **Still, it** should not be considered a **fully burdened** cost **for** military personnel **to make** workforce-mix decisions. Enter the sum of columns (2) through (9). Rates include a per capita normal cost for MERHC accruals since MERHC accruals are counted as part of the Military Departments' discretionary budget authority.

(Column 12) Rate Billable to DoD Entities. This rate **must** be used when obtaining reimbursement for services provided to entities **inside** the DoD. See Volume 11A, Chapter 1, Paragraph 2.3, for billing DoD entities. Add columns (2) through (8). Rates exclude the per capita normal cost of MERHC accruals. Beginning with FY 2006, MERHC accruals are paid from the General Fund of the Treasury and cannot be reimbursed to the Services' personnel accounts during the year of execution. **To compute a Monthly Rate, apply a factor of .08333 (1/12). To calculate a Daily Rate, apply a factor of .00278 (1/360). Per Volume 7A, Chapter 1, Paragraph 3.2.1, "compute monthly compensation as if each month had 30 days"; "the daily rate is 1/30 of the monthly rate."**

(Column 13) Rate Billable to Other Federal Entities. This rate **must** be used when obtaining reimbursement for services provided to other federal **entities** outside of the DoD. See Volume 11A, Chapter 1, Paragraph 2.3, for billing other federal entities. Add columns (10) and (12). Rates include an acceleration factor to cover medical costs for **active-duty** personnel and their dependents. Reimbursements of the acceleration factor **must** be deposited into the Defense Health Program (97*0130). Rates exclude the per capita normal cost of MERHC accruals. Beginning with FY 2006, MERHC accruals are paid from the General Fund of the Treasury and cannot be reimbursed to the Services' personnel accounts during the year of execution. Military labor **must** be charged to non-DoD organizations **based on** actual hours worked or assigned (detailed). To compute a **Monthly Rate, apply a factor of .09083 (1.09/12). To compute a Daily Rate, apply a factor of .00303 (1.09/360). This factor represents a leave factor of 9% and compensates for wages paid during leave. Do not use this factor if the assignment is annual. This factor assumes the member will be contracted for no less than 30 days, resulting in leave accrued. If a member is contracted for less than 30 days, use the Daily Rate factor provided under (Column 12) Rate Billable to DoD Entities. Per Volume 7A, Chapter 35, Paragraph 2.2.2, "Leave accrues to a Service member serving on active duty for 30 days or more. It accrues at the rate of 2½ days for each month of active service. For partial months, it accrues at the rate of ½ day for any period of 6 days or less."** To compute the Monthly or Daily Rate of the reimbursement from Other Federal Entities to be deposited into the Defense Health Program (97*0130), apply the Monthly (.09083) or Daily (.00303) factor to the acceleration factor. Do not use this factor if the assignment is annual.

(Column 14) Rate Billable to Foreign Military Sales (FMS) Entities. This rate **must** be used when obtaining reimbursement for services provided to FMS Entities. Add columns (9) and (13). **Reimbursement procedures for FMS are specifically addressed in the Volume 15, Chapter 8, Paragraph 2.2. 22 U.S.C. § 2761(a)(1)(C) of the Arms Export Control Act requires foreign countries or international organizations, in the case of the sale of a defense service, to pay "the full cost to the United States Government of furnishing such service."** Therefore, the acceleration factor and the per capita normal cost for MERHC accruals **must** be included in the DoD

Annual Rate Billable to FMS. Reimbursement of the acceleration factor **must** be deposited into the Defense Health Program (97*0130). Reimbursement of the per capita normal cost for MERHC accrual **must** be deposited into the Miscellaneous Receipts Account 3041. See Volume 12, Chapter 16, Paragraph 5.7, for additional information about Reimbursements of MERHC. Military labor **must** be charged to non-DoD organizations **based** on actual hours worked or assigned (detailed). To compute a **Daily Rate**, **apply** a factor of .00057 (1.18/2087). **To calculate** an **Hourly Rate**, **apply** a factor of .00057 (1.18/2087). This represents a leave/holiday factor of 18%. This factor compensates for wages paid during leave or holiday and only **applies** when reimbursements are based on time worked. Do not use this factor if the assignment is full-time. **When computing the daily or hourly reimbursable rates for FMS Entities, see Volume 15, Chapter 7, Exhibit 7-12, for examples of military personnel services price computation.** To compute the Daily or Hourly Rate of the reimbursement from FMS Entities to be deposited into the Miscellaneous Receipts Account 3041, apply the Daily (.00452) or Hourly (.00057) factor to the per capita normal cost for the MERHC accrual. Do not use this if the assignment is annual. To compute the Daily or Hourly Rate of the reimbursement from FMS Entities to be deposited into the Defense Health Program (97*0130), apply the Daily (.00452) or Hourly (.00057) factor to the acceleration factor. Do not use this if the assignment is annual.

*APPENDIX H: REIMBURSEMENT COST FOR CONTRACT ADMINISTRATION AND RELATED SUPPORT SERVICES
FURNISHED TO THE NASA

DoD COMPONENT _____	Prior Year ⁽¹⁾ (PY)	Current Year (CY)	Budget Year (BY)
<u>Gross Workyear Cost</u>			
A. Total Salaries of Direct Labor Personnel ⁽²⁾	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs) ⁽²⁾	_____	_____	_____
C. Average Salary of Direct Labor Personnel [(A) ÷ (B)]	\$ _____	\$ _____	\$ _____
D. Total Salaries of Indirect Supervision & Administrative Personnel ⁽²⁾	\$ _____	\$ _____	\$ _____
E. Indirect Supervision & Administrative Salaries per FTE [(D) ÷ (B)]	\$ _____	\$ _____	\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel ⁽²⁾⁽³⁾	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F) ÷ (B)]	\$ _____	\$ _____	\$ _____
H. Personnel Benefits ⁽²⁾	\$ _____	\$ _____	\$ _____
I. Average Personnel Benefits Costs per FTE [(H) ÷ (B)]	\$ _____	\$ _____	\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____
K. Total Travel Costs ⁽³⁾⁽⁴⁾	\$ _____	\$ _____	\$ _____
L. Average Travel Costs per FTE [(K) ÷ (B)]	\$ _____	\$ _____	\$ _____
M. Other Support Costs ⁽³⁾⁽⁵⁾	\$ _____	\$ _____	\$ _____
N. Average Support Costs per FTE [(M) ÷ (B)]	\$ _____	\$ _____	\$ _____
O. Total Gross Work-Year Cost [(J) + (L) + (N)]	\$ _____	\$ _____	\$ _____
<u>Direct Work-Hours</u>			
P. Work-Hours Available (see OMB circular No. A-11, Section 85)	_____	_____	_____
Q. Less Holidays	88	88	88
R. Less Annual Leave ⁽³⁾	_____	_____	_____
S. Less Sick Leave ⁽³⁾	_____	_____	_____
T. Less Other Leave (e.g., Military, Jury and Administrative) ⁽³⁾	_____	_____	_____
U. Less Training Time	_____	_____	_____
V. Total Direct Work-Hours [(P) - (Q) - (R) - (S) - (T) - (U)]	_____	_____	_____
Gross Cost Per Direct Hour [(O) ÷ (V)]	\$ _____	\$ _____	\$ _____

REIMBURSEMENT COST FOR CONTRACT ADMINISTRATION AND RELATED SUPPORT SERVICES
FURNISHED TO THE NASA

Notes:

- (1) The amounts reflected should be the “actual” cost and work-hour data for the most recently completed fiscal year. This should be the FY 20PY of the President’s budget.
- (2) The amounts reflected should be that shown in the “Total” column of the attached schedule, “Personnel Cost For Contract Administration and Related Support Services Furnished to the NASA” (pages 3 and 4) for the applicable year, i.e., PY, CY, BY.
- (3) Separately, show basis of computation.
- (4) Includes all travel costs, i.e., local, temporary additional duty, and permanent change of station, of the civilian and military personnel included under items (A), (D) and (F).
- (5) Includes other expenses such as supplies, equipment, training and communications.

Personnel Cost for Contract Administration and Related Support Services Furnished to the NASA

DoD COMPONENT _____	Civilian (a)	Military (b)	Total (a) + (b)
<u>Gross Workyear Cost for Prior Year (Actual)</u>			
A. Total Salaries of Direct Labor Personnel ⁽⁶⁾	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs)	_____	_____	_____
C. Average Salary of Direct Labor Personnel [(A) ÷ (B)]	\$ _____	\$ _____	\$ _____
D. Total Salaries of Indirect Supervision & Administrative Personnel ⁽⁷⁾	\$ _____	\$ _____	\$ _____
E. Indirect Supervision & Administrative Salaries per FTE [(D) ÷ (B)]	\$ _____	\$ _____	\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel ⁽⁸⁾	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F) ÷ (B)]	\$ _____	\$ _____	\$ _____
H. Personnel Benefits ⁽⁹⁾	\$ _____	\$ _____	\$ _____
I. Average Personnel Benefits Costs per FTE [(H) ÷ (B)]	\$ _____	\$ _____	\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____
<u>Gross Workyear Cost for Current Year</u>			
A. Total Salaries of Direct Labor Personnel ⁽⁶⁾	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs)	_____	_____	_____
C. Average Salary of Direct Labor Personnel [(A) ÷ (B)]	\$ _____	\$ _____	\$ _____
D. Total Salaries of Indirect Supervision & Administrative Personnel ⁽⁷⁾	\$ _____	\$ _____	\$ _____
E. Indirect Supervision & Administrative Salaries per FTE [(D) ÷ (B)]	\$ _____	\$ _____	\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel ⁽⁸⁾	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F) ÷ (B)]	\$ _____	\$ _____	\$ _____
H. Personnel Benefits ⁽⁹⁾	\$ _____	\$ _____	\$ _____
I. Average Personnel Benefits Costs per FTE [(H) ÷ (B)]	\$ _____	\$ _____	\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____

Personnel Cost for Contract Administration and Related Support Services Furnished to the NASA

DoD COMPONENT _____	Civilian (a)	Military (b)	Total (a) + (b)
<u>Gross Workyear Cost for Budget Year</u>			
A. Total Salaries of Direct Labor Personnel ⁽⁶⁾	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs)	_____	_____	_____
C. Average Salary of Direct Labor Personnel [(A) ÷ (B)]	\$ _____	\$ _____	\$ _____
D. Total Salaries of Indirect Supervision & Administrative Personnel ⁽⁷⁾	\$ _____	\$ _____	\$ _____
E. Indirect Supervision & Administrative Salaries per FTE [(D) ÷ (B)]	\$ _____	\$ _____	\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel ⁽⁸⁾	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F) ÷ (B)]	\$ _____	\$ _____	\$ _____
H. Personnel Benefits ⁽⁹⁾	\$ _____	\$ _____	\$ _____
I. Average Personnel Benefits Costs per FTE [(H) ÷ (B)]	\$ _____	\$ _____	\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____

Notes:

(6) Include the salary expenses of direct civilian and military personnel, e.g., contract administrators, and auditors.

a. Civilian. The cost of civilian personnel assigned full-time to NASA requirements should reflect the annual salary for the applicable pay grades. Otherwise, an hourly rate of 1/2087 of the annual rate **must** be used and a leave and holiday factor of 18 percent of pay cost added.

b. Military. The cost of military personnel assigned full-time to NASA requirements should be based on the annual Military Composite Pay rates. Otherwise, an hourly rate of 1/2080 of the annual Military Composite Pay rate **must** be used and a leave and holiday factor of 14 percent of pay cost added.

(7) Include the indirect salary expenses for civilian and military personnel that perform supervisory and administrative (clerical) functions. Such costs are computed as indicated in (6)a. and (6)b.

(8) Include the indirect salary expenses for civilian and military personnel at the district, regional and headquarters level. Such costs are computed as indicated in (6)a. and (6)b.

(9) Include the fringe benefit expenses for all civilian and military personnel included in items (A), (D) and (F).

a. Civilian. Fringe benefits are computed by multiplying civilian personnel costs by the civilian fringe benefit rate. The fringe benefit rate must be that reported for the applicable fiscal year on the OP-8 exhibit, "Civilian Personnel Costs."

b. Military. Fringe benefits are computed by multiplying separately the officer and enlisted salaries by 6 percent for officers and 18 percent for enlisted personnel.

Variances in The Reimbursement Cost for Contract Administration and Related Support Services Furnished to the NASA

DoD COMPONENT _____		
<u>Gross Workyear Cost</u>	Ratio of PY to CY ⁽¹⁰⁾	Ratio of CY to BY ⁽¹¹⁾
Average Salary of Direct Labor Personnel	_____ %	_____ %
Indirect Supervision & Administrative Salaries Per FTE	_____ %	_____ %
Regional, District and Headquarters Salaries Per FTE	_____ %	_____ %
Total Cost of Personnel Services	_____ %	_____ %
Total Travel Costs	_____ %	_____ %
Other Support Costs	_____ %	_____ %
Total Gross Workyear Costs	_____ %	_____ %
<u>Direct Work-Hours</u>		
Annual Leave	_____ %	_____ %
Sick Leave	_____ %	_____ %
Other Leave (e.g., Military, Jury, Administrative)	_____ %	_____ %
Training Time	_____ %	_____ %
Total Direct Work-Hours	_____ %	_____ %
Gross Cost Per Direct Labor Hour	_____ %	_____ %
Provide narrative explaining variance in any element greater than three percent:		

Notes:

(10) Computed using the cost and hour data from page 2. Divide the current year amount for each element by the prior year amount, subtract 1 and multiply by 100.

(11) Computed using the cost and hour data from page 2. Divide the budget year amount for each element by the current year amount, subtract 1 and multiply by 100.