



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

SECNAVINST 7000.21C
ASN(I&E)

10 November 1994

SECNAV INSTRUCTION 7000.21C

From: Secretary of the Navy

Subj: REIMBURSEMENT FOR GENERAL SERVICES ADMINISTRATION AND
DEPARTMENT OF DEFENSE CONTROLLED SPACE, SERVICES
AND FACILITIES

Ref: (a) Title 40 U.S.C., Section 490
(b) DODINST 5030.53 of 13 Sep 88 (NOTAL)
(c) SECNAVINST 5910.7A of 22 Apr 93 (NOTAL)
(d) OPNAVINST 11010.44E of 15 Dec 87 (NOTAL)

1. Purpose. To provide policies and procedures for reimbursement and payment to the General Services Administration (GSA) and Department of Defense (DOD) for space, services and facilities.
2. Cancellation. SECNAVINST 7000.21B. This instruction has been substantially revised and should be reviewed in its entirety.
3. Background. Per reference (a), all Federal agencies are subject to a rental charge ("rent") for GSA-provided space, services and facilities. The rent rates are approximately equivalent to commercial charges for comparable space and related services and are based on the type, quality, and geographic location of the space provided. Recurring and nonrecurring services not included in the rent are furnished by GSA on a reimbursable basis. Per reference (b), GSA annually prepares space occupancy data reflecting application of the prescribed rate matrix. This information is provided via the Office of the Secretary of Defense, Washington Headquarters Services (OSD, WHS) for space inside the National Capital Region (NCR). WHS simultaneously provides the rate matrix for the Pentagon Reservation (the Pentagon and Arlington Annex) to the National Capital Region Space Coordinator (NCRSC). The NCRSC receives directly from GSA a rate matrix for all Department of the Navy (DON) occupied space outside the National Capital Region and provides the data to all Navy major claimants, Commandant



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Marine Corps (LFL), (CMC(LFL)) and each Marine Corps activity occupying rented space. This affords an opportunity to review the accuracy of the space assignment and occupancy data and to forecast changes which affect budget year requirements. The review and forecast process provides a basis for the preparation of the individual activity's rent budget, affords major claimants increased visibility of leased-space costs, and allows identification of those costs associated with space and related services, with the goal of providing a direct incentive to economize.

4. The Department of the Navy Policy. The Assistant Secretary of the Navy (Installations and Environment) (ASN(I&E)) is responsible for policies and procedures for all-DON functions and programs related to the acquisition, construction, management, maintenance, and repair of DON facilities, including all planning per reference (c). Also, ASN(I&E) designated the Commandant, Naval District Washington as the DON NCRSC.

5. Financial Management

a. General. The Comptroller of the Navy (NAVCOMPT) is responsible for all matters related to DON financial management, including reimbursements. NAVCOMPT is the DON contact point with the Comptroller, Department of Defense for budgetary matters concerning the DON Rent Fund. The DON NCRSC is the DON contact point for program execution and non-budget matters, and is responsible for the financial administration of the DON Rent Fund.

b. Budgetary Responsibilities. Budget and financial support responsibilities for DON space occupancy requirements are assigned as follows:

(1) Navy major claimants and Marine Corps activities will administer DON program requirements within the appropriate Operation and Maintenance appropriations, the Research, Development, Test and Evaluation, Navy appropriation, or the Defense Business Operations Fund (DBOF).

(2) The Navy International Programs Office will reimburse the DON Rent Fund for all space occupied by foreign and U.S. personnel involved in foreign military sales programs.

(3) Requirements for recurring and non-recurring services in GSA- or WHS-controlled space will be funded by the requester.

(4) The DON is responsible for work or minor construction within GSA- or WHS-controlled facilities which cannot normally be expected from the lessor. When operation and maintenance appropriations are used to fund such work or minor construction, it will be funded per reference (d).

c. Financial Administration. The DON, NCRSC is responsible for financial administration of the DON Rent Fund and is specifically designated as the DON-point of contact with OSD for this program.

(1) The Chief of Naval Operations and the Commandant of the Marine Corps are responsible for ensuring space occupied by subordinate commands is efficiently and effectively used, and plans concerning space changes are made with due consideration of the fiscal impact. Program and budget constraints are such that the level of budgeting for these costs has a direct impact on funds availability for other programs.

(2) Major claimants are responsible for funding costs which result in overall increases in Rent. Major claimants requesting space increases are responsible for identifying the resources applicable to such costs and ensuring that a funding base is established in their annual budgets. Major claimants will forward all requests for additional space, after identification of funds, to the NCRSC for processing.

6. Reimbursement Procedures

a. Within the NCR. GSA provides computerized data on all GSA-controlled space assigned to the DON. WHS, in turn, forwards it with the WHS-controlled space data to the NCRSC. The DON NCRSC is responsible for verifying the accuracy of the data and distribution to Navy major claimants and Marine Corps activities (copy to CMC(LFL)) occupying rented space in the NCR. The computerized data, after verification by the major claimant and CMC(LFL), will be returned to the DON NCRSC to be used as the database for program administration.

b. Outside the National Capital Region (ONCR). The GSA provides computerized data on all GSA-controlled space occupied by the DON directly to the DON NCRSC, who is responsible for certifying the accuracy of the information and for forwarding it to Navy major claimants and Marine Corps activities (copy to CMC(LFL)) occupying rented space ONCR.

c. Reimbursement for GSA and OSD Occupied Space. The DON NCRSC will distribute the rent bills directly to the Navy major claimants and Marine Corps activities (copy to CMC(LFL)) and request payments in advance, which may be semiannual or quarterly depending on the dollar amounts.

d. Verification of Bills for DON-Occupied GSA and OSD Space. Navy major claimants and Marine Corps activities will verify the bills, e.g., proper space classifications and square footage, and send payment within five working days via NAVCOMPT 2275, to the DON NCRSC for consolidation and eventual payment to GSA. Navy major claimants and Marine Corps activities will notify the DON NCRSC of any perceived discrepancies and withhold payment until the discrepancy is resolved. If resolution is not possible within the normal verification and payment time frame, a partial payment for the agreed-to portion will be made. The unresolved portion will be resolved with a sense of urgency by all parties. Refunds from either GSA or WHS for past billing cycles will revert to the Navy major claimant or Marine Corps activity for which the billing refund pertains. In the event of multiple occupants, refunds will be in proportion to the space occupied.

e. Vacating DON-Occupied GSA and OSD Space

(1) Navy major claimants and Marine Corps activities occupying GSA-controlled space within the NCR will notify the NCRSC as soon as possible, but at least 180 calendar days before vacating space that is no longer needed (Marine Corps activities will submit their notice via CMC(LFL)). Notification will be in writing, giving a description of the space, a floor plan, and the estimated date of release.

(2) Navy major claimants and Marine Corps activities occupying GSA-controlled space ONCR will notify the appropriate Naval Facilities Engineering Command Engineering Field Division (EFD) or Engineering Field Activity (EFA) as soon as possible, but at least 180 calendar days before vacating space that is no longer

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needed (Marine Corps activities will submit their notice via CMC(LFL)). Notification will be in writing, giving a description of the space, a floor plan, and the estimated date of release. A copy of the notification letter will be forwarded to the DON NCRSC.

(3) Navy major claimants and Marine Corps activities will be responsible for rent and any other related costs associated with the occupancy of space, within the 180 calendar day notification period discussed above or until the date the vacated space is accepted by GSA or WHS, whichever is less.

f. Recurring and Nonrecurring Services. Recurring and non-recurring services are special services not included in the rent, but are provided by GSA and WHS on a reimbursable basis. Examples of recurring services are overtime, heating, ventilation and air conditioning, additional guard service, daytime cleaning, etc. Examples of nonrecurring services are removal or installation of telephone and electrical outlets, rearrangement of walls and partitions, installation of carpets, drapes, etc. These services will be funded by the requestor.

7. Construction in GSA- or WHS-controlled Facilities. The DON is responsible for work which cannot normally be expected from a lessor. When O&M funds are used to fund construction within GSA- or WHS-controlled facilities, the cost of such construction will not exceed \$300,000 per reference (d). Construction costs that exceed \$300,000 will be placed in the claimant's Military Construction Program. Projects for construction or alteration of GSA- or WHS-controlled space may be sent via the appropriate EFD or EFA for review. For the purpose of these provisions, RDT&E,N and DBOF funds are to be considered in the category of appropriations available for Operations and Maintenance.



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