



OFFICE OF THE DEAN
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996-5000

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5 July 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Research Operations and Outreach Program Reimbursable Support Personnel

REFERENCES:

- a. Department of Defense (DoD) Regulation 7000.14-R, DoD Financial Management Regulation (FMR).
- b. Department of Defense (DoD) Instruction 4000 .19, Support Agreements (previously DoD Instruction 4000.19, Inter-service and Intra-governmental Support).
- c. Department of Defense (DoD) Instruction 5010.40 , Managers' Internal Control Program Procedures.
- d. Department of Defense (DoD) Financial Management Regulation, Volume 11A, Chapter 3, Economy Act Order.
- e. USMA Dean's Policy and Operating Memoranda (DPOM) 5-1, 5-2.
 1. This memorandum outlines the Research and Outreach Operations Program costing system and establishes the positions funded under this system.
 2. Background: West Point is engaged in research and outreach with Department of Defense, Federal and Civilian organizations. The Academy is committed to increasing research productivity while simultaneously decreasing the administrative burden associated with the effective receipt, stewardship and execution of funds, as well as research compliance.
 3. This engagement has far outstripped the administrative capacity of our existing institutional system. The United States Military Academy now adds a reimbursable support personnel cost to support the salary and operating costs associated with administering reimbursements received in support of USMA's Research and Outreach Operations Program.
 4. All new support agreements and fund transfer documents (Military Interdepartmental Purchase Requests, direct charges, direct cites) will contain the following information: "IAW DoD guidelines, all support provided to the Receiver that

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SUBJECT: Research Operations and Outreach Program Reimbursable Support

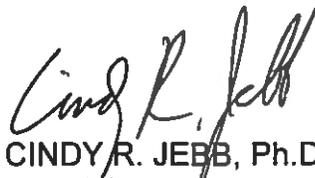
can be measured and directly attributed to the Receiver are reimbursable costs. This includes 3% of the total project cost for direct costs associated with personnel processing the financial documentation and 2% of the total project cost for direct cost for the personnel processing civilian reimbursable hiring actions (if the project includes civilian personnel)." The percentages will be reviewed each year and adjusted as required to support the program.

5. The current Reimbursable Support Personnel fee is based on actual salary and operating costs associated with the positions identified below. These positions were identified by the Academic Research Committee (ARC) as necessary to successfully operate the Research Operations and Outreach Program.

- a. Associate Dean of Research/Director of Research Operations (DEAN)
- b. Budget Analyst (G8-Reimbursable Team)
- c. Plans & Resources Division (PRD) Reimbursable Budget Analyst
- d. Civilian Personnel Advisory Center (CPAC) Human Resources Specialist

6. All Department Heads and Research Center Directors should review current support agreements and re-negotiate those that do not include the Reimbursable Support Personnel language. Department Heads and Center Directors are responsible for coordinating and/or annually updating any interagency agreements in coordination with the USMA G8 Support Agreements Manager.

7. POC for this memorandum is Dr Elizabeth V. Velilla, Associate Dean for Research.



CINDY R. JEBB, Ph.D.
BG, U.S. Army

Dean of the Academic Board

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SUBJECT: Research Operations and Outreach Program Reimbursable Support

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