

Army Programs

Assignment of Program and Budget Responsibilities

For the Commander:

RICHARD R. MAJASKAS  
Colonel, GS  
Chief of Staff

Official:

ROGER H. BALABAN  
Director, Information Management

**History.** This regulation revises USAREC Reg 11-1 which is effective 1 October 1999.

**Summary.** This regulation on assignment of program and budget responsibilities has been revised to include budget, accounting, and management categories and quality assurance directives that ensures the correct usage of MDEP, AMSCO, and EOR combinations. It also

reflects minor budget responsibility assignments.

**Applicability.** This regulation is applicable to Headquarters, United States Army Recruiting Command; Commander, United States Army Recruiting Support Brigade; recruiting brigades; and recruiting battalions.

**Proponent and exception authority.** The proponent of this regulation is the Director of Resource Management. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be

evaluated.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** The proponent agency of this regulation is the Office of the Director of Resource Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRM-PS), Fort Knox, KY 40121-2726.

**Distribution.** Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution C. This regulation is published in the Recruiting Brigade and Battalion Operations UPDATE.

**Contents** (Listed by paragraph number)

- Purpose • 1
- References • 2
- Explanation of abbreviations and terms • 3
- General • 4
- Responsibilities • 5
- Direction and control • 6
- Quality assurance • 7

**Appendixes**

- A. References
- B. Program Elements
- C. Monthly and Annual Program and Expense Data Levels of Reporting Status of Approved Operating Budget (RCS CSCFA-218) Section I and II to Part II

**Glossary**

**1. Purpose**

This regulation defines and assigns principal staff responsibilities for the development and execution of the command operating budget (COB), budget execution reviews (BER), other financial management reports, and establishes membership and responsibilities of the Program Budget Advisory Committee (PBAC). In addition, this regulation standardizes the third position of the accounting processing code (APC), defines Management Decision Package (MDEP), Army management structure codes (AMSCO), APC, and element of resource (EOR) combinations that may be used during fiscal year (FY) 00 (see table 1 and app B).

**2. References**

Related publications and blank forms are listed at appendix A.

**3. Explanation of abbreviations and terms**  
Abbreviations and special terms used in this regulation are explained in the glossary.

**4. General**

a. As the principal management and financial advisor to the commander and his or her staff, the Director of Resource Management has broad responsibility for exercising staff supervision over the distribution and expenditure of funds and the use of command resources (see app C).

b. The membership of Headquarters, United States Army Recruiting Command (HQ USAREC) PBAC will consist of:

- (1) Chief of Staff (CofS), Chairman.
- (2) Director of Resource Management.
- (3) Director of Recruiting Operations.
- (4) Director of Advertising and Public Affairs.
- (5) Director of Program Analysis and Evaluation.
- (6) Director for Personnel.
- (7) Director of Health Services.
- (8) Director of Training.

(9) Information Support Activity-United States Army Recruiting Command (ISA-USAREC) officer (Director of Information Management).

(10) CofS of each recruiting brigade (Rctg Bde) and the executive officer of the United States Army Recruiting Support Brigade (RS Bde).

(11) Staff Judge Advocate, Inspector General, and the United States Army Recruiting Command (USAREC) staff civilian personnel officer (CPO) will attend in an advisory capacity.

(12) The recorder will be provided by the Director of Resource Management.

c. A PBAC will be established at the Rctg Bde level to facilitate Rctg Bde resource management.

**5. Responsibilities**

a. The Director of Resource Management, HQ USAREC, is the principal management and financial advisor to the commander. The principal management and financial advisor to the commander at the Rctg Bde and RS Bde level is the comptroller. Responsibilities include:

- (1) Obtaining and interpreting overall program and budget guidance.
- (2) Disseminating budget and manpower guidance to the staff and coordinating development of program and budget documents.
- (3) Reviewing staff-developed budget and manpower documents for conformance with guidance.
- (4) Consolidating revisions and requests for reprogramming actions for submission to higher headquarters, where appropriate.
- (5) Providing reports on monthly utilization of resources to assist directorates and special staff sections in carrying out their responsibilities.
- (6) Acting as point of coordination for channeling program and budget information to higher and subordinate commands.

b. Budget activity directors (BAD) at HQ USAREC, Rctg Bdes, and RS Bde are the technical directors for specific functional areas in support of assigned mission responsibilities (see table 2). They are responsible for developing input for their segments of the COB, BER, and other financial management reports. Responsibilities include:

- (1) Developing recommendations for the annual funding program on a continuous basis.
- (2) Identifying the impact of overruns or unprogrammed actions and seeking relief or solution through the PBAC and command approval process.
- (3) Assisting the Director of Resource Management or the comptroller in ensuring proper balance among or within priorities recom-

\*This regulation supersedes USAREC Regulation 11-1, 2 October 1998.

mended by the PBAC.

(4) Maintaining the integrity of assigned budget activities in consideration of mission requirements.

c. Functional directors at HQ USAREC, Rctg Bdes, and RS Bde are the technical directors for specific pieces of a program element. In addition, they are responsible for developing and submitting input to the BAD for their segments of the COB, BER, and other financial management reports. Responsibilities include:

(1) Recommending the establishment and necessary revision of missions, assumptions, objectives, priorities, policies, factors, standards, cost estimates, resource requirements, and work loads.

(2) Reviewing data received from subordinate commanders and providing the BAD with recommendations for necessary adjustments to assigned expense categories.

(3) Recommending objectives and standards for measuring accomplishments within the category for which they are responsible.

(4) Identifying overruns or unprogrammed actions and seeking relief or solution through the PBAC and command approval process.

(5) Reviewing, recommending adjustments, and consolidating subordinate command requirements.

(6) Maintaining a current status of performance within assigned areas of responsibility.

d. The RS Bde, Rctg Bde, and recruiting battalion (Rctg Bn) commanders are assigned responsibility to plan and utilize resources for accomplishment of the assigned missions. Responsibilities include:

(1) Continual review of status of funded resources.

(2) Monitoring resource utilization on a monthly basis.

(3) Developing the COB, BER, and other financial management reports.

(4) Reviewing changes in work loads and priorities of operations for their effect on resource consumption.

(5) Promptly identifying the impact of overruns or unprogrammed actions; where impacts are substantial, commanders will immediately seek relief.

## 6. Direction and control

a. The Commanding General (CG), USAREC, directs, supervises, and reviews HQ USAREC PBAC activities.

b. The PBAC chairman will provide guidance to committee members.

c. HQ USAREC, RS Bde, and Rctg Bde staff activities will each be responsible for the management of missions, budget activities, activity groups, subactivities, and expense categories related to resources used in their assigned areas of staff responsibility.

d. Working PBAC.

(1) A working PBAC is established to assist the PBAC. The committee will meet on call of its chairman (Director of Resource Management) to prepare such papers, studies, or recommendations as may be required for PBAC consideration. The chairman will designate a secretary and an action coordinator. The Director of Resource Management will prioritize the requirements and brief the working PBAC's recommendations to the CofS prior to the PBAC meeting.

(2) Membership of the working PBAC will consist of the following or their designated representative:

(a) Director of Resource Management, Chairman.

(b) Director of Recruiting Operations.

(c) Director of Information Management.

(d) Director of Advertising and Public Affairs.

(e) Director for Personnel.

(f) Director of Program Analysis and Evaluation.

(g) Director of Health Services.

(h) Director of Training.

(i) Chief of Force Development Division, Resource Management Directorate.

(j) USAREC Budget Officer, Resource Management Directorate.

(k) Rctg Bdes' and RS Bde's comptrollers.

(l) Staff Judge Advocate, Inspector General, and HQ USAREC CPO representatives will act in an advisory capacity as needed.

(3) Unless otherwise specified, it is assumed that the assigned budget person is the working PBAC member. To ensure necessary continuity, the member designated should be able to regularly attend the meetings and should have sufficient experience to act in the best interest of the command and the director. No one person will represent more than one vote.

(4) Other staff elements will be represented as the chairman directs and may be allowed voting privileges at the discretion of the chairman if the subject at hand concerns USAREC operations.

(5) Representatives are responsible for coordinating committee recommendations within their respective offices.

## 7. Quality assurance

a. HQ USAREC, Director of Resource Management, will review data input into the Standard Financial System on a regular basis. Program execution will be closely monitored for accuracy of MDEP, AMSCO, APC, and EOR combinations, and tracked for any potential problems.

b. The Director of Resource Management will establish a series of category of expense queries through the Army Standard Information Management System. Usage of EOR by category of expense will be monitored. Errors will be forwarded to Rctg Bdes for corrective action. The following is a list of actions that non-compliance will generate:

(1) Initial notification will be made by electronic mail with 30 days to respond.

(2) Second notification will be in writing from HQ USAREC (RCRM-PS) to the Rctg Bde comptroller with 30 days to respond.

(3) Third notification will be a formal memorandum from the Director of Resource Management to the Rctg Bde CofS with 10 days to respond.

(4) Final action will be a memorandum from the CG to the Rctg Bde commander.

**Table 1**  
**Standardized structure for FY 00**

MDEP	SAG	AMSCO/PE	Mandatory	APC	EOR	Short Title	Usage
<b>OMA 2020</b>							
QMIS	135	135197	No	*SAA	11**, 12**, 13**, 14**, 15**, 16**, 17**, 21P3, 21P4, 21T1, 21T2, 22NL, 25**	Civilian Pay	RS Bde Only
QMIS	135	135197	Yes	*SNA	21T1, 21T2, 252C	Mission Travel	RS Bde Only
QMIS	135	135197	Yes	*SZV	26RB	IMPAC, Subscriptions	RS Bde Only
QMIS	135	135197	Yes	*SZ*	21T1, 21T2, 22NA, 22NL, 233B, 233Y, 24DO, 24ZO, 252C, 252G, 25FB, 2571, 26EB, 26RB	Other: Supplies, Services, Printing, Postage	RS Bde Only
FARC	324	324771.100	Yes	**YA	21T1, 21T2, 252C	ARC and Recruiting Courses (Includes Meals and Lodging)	HQ USAREC Only
FARC	324	324771.100	Yes	**YC	21T1, 21T2, 252C, 26RB	All Other Training	HQ USAREC, Rctg Bdes, RS Bde
TTDY	324	324771.000	Yes	**YD	21T1, 21T2, 252C	MTSA TDY and Return	HQ USAREC, Rctg Bdes, RS Bde
MXCL	331	331026.000	Yes	LKXV	233H, 25FA	Long-Haul Communications (Fort Huachuca and Fort Knox)	HQ USAREC Only
FARC	331	331711.000	No	**A*	11**, 12**, 13**, 14**, 15**, 16**, 17**, 21P3, 21P4, 21T1, 21T2, 22NL, 22NZ, 25**	Civilian Pay	HQ USAREC, Rctg Bdes, RS Bde
FARC	331	331711.000	Yes	**B*	21S0, 2551, 25GB, 26EM	GSA and Commercial Leased Vehicles	Rctg Bdes, RS Bde
FARC	331	331711.000	Yes	**C*	232Z, 233B, 252G, 2551, 25GB	Bachelor Leased Housing	Rctg Bdes Only
FARC	331	331711.000	Yes	**D*	21T1, 21T2, 252G, 26RB	COI Events/DEP/Educator Tours	HQ USAREC, Rctg Bdes, RS Bde
FARC	331	331711.000	Yes	**E*	252G	REA	Rctg Bdes Only
FARC	331	331711.000	Yes	**F*	21T1, 252G, 26RB	Applicant MLT	Rctg Bdes Only
FARC	331	331711.000	No	**G*	252G, 26EB, 26RB	Military Awards	HQ USAREC, Rctg Bdes, RS Bde
FARC	331	331711.000	No	**L*	252G, 26RB, 31**	Purchase, Rental, or Maintenance of Equipment	Rctg Bdes, RS Bde
FARC	331	331711.000	Yes	**N*	21T1, 21T2, 252G, 26RB	Mission Travel	HQ USAREC, Rctg Bdes, RS Bde
FARC	331	331711.000	No	**R*	21T1, 21T2, 252C, 252G, 26RB	Civilian Training	HQ USAREC, Rctg Bdes, RS Bde
FARC	331	331711.000	Yes	**T*	21S0, 21T1, 21T2, 2571, 26EB, 26EK, 26RB	Touring Exhibits	RS Bde Only
FARC	331	331711.000	Yes	**UA	24D0, 2512, 2514, 25FB,	Market and Operational Studies	HQ USAREC Only
FARC	331	331711.000	Yes	**V*	21T1, 21T2, 252G	Family Life Programs	HQ USAREC, Rctg Bdes, RS Bde
FARC	331	331711.000	Yes	**Z*	22NA, 22NL, 233Y, 24D0, 24Z0, 252C, 252B, 252G, 25FB, 2571, 26EB, 26RB	Other: Supplies, Printing, Services, Postage, IMPAC, Subscriptions	HQ USAREC, Rctg Bdes, RS Bde

**Table 1**  
**Standardized structure for FY 00--continued**

<b>MDEP</b>	<b>SAG</b>	<b>AMSCO/PE</b>	<b>Mandatory</b>	<b>APC</b>	<b>EOR</b>	<b>Short Title</b>	<b>Usage</b>
VTER	331	331711.000	Yes	HSKA	252G	Antiterrorism	RS Bde Only
VINJ	331	331711.000	Yes	DKAC	12RB	Civilian Injury Compensation	HQ USAREC Only
FARC	331	331712.100	Yes	BKDX	2512	National Advertising Agency	HQ USAREC Only
FARC	331	331712.100	Yes	**DY	24D0	Printing/Other Contracts	HQ USAREC, Rctg Bdes
FARC	331	331712.100	Yes	BKZG	24D0	Recruiter Journal	HQ USAREC Only
FARC	331	331712.100	Yes	BKZP	2334	Postage	HQ USAREC Only
FARC	331	331712.100	No	**A*	11**, 12**, 13**, 14**, 15**, 16**, 17**, 21P3, 21P4, 21T1, 21T2, 22NL, 25**	Civilian Pay	HQ USAREC, Rctg Bdes
FARC	331	331712.100	Yes	**N*	21T1, 21T2, 252G	Travel	HQ USAREC, Rctg Bdes
FARC	331	331712.100	No	**R*	21T1, 21T2, 252C, 252G, 26RB	Civilian Training	HQ USAREC, Rctg Bdes
FARC	331	331712.100	Yes	**WA	21T1, 21T2, 252G, 25FB, 26RB	TAIR/COI	Rctg Bdes Only
FARC	331	331712.100	Yes	**Z*	22NA, 22NL, 233Y, 24D0, 24Z0, 252C, 252G, 25FB, 2551, 2571, 26EB, 26RB	Other: Supplies, Services, Printing, Postage, IMPAC, Subscriptions	HQ USAREC, Rctg Bdes
MS5Z	331	331715.000	Yes	**J*	252B, 2575	Purchase, Rental, or Maintenance of Copiers	HQ USAREC, Rctg Bdes
MS5Z	331	331715.000	Yes	**MA	2312, 252B	ARADS	HQ USAREC Only
MS5Z	331	331715.000	Yes	**MB	22NL, 252B	IVD/CD ROM Production and Shipping	HQ USAREC Only
MS5Z	331	331715.000	Yes	**MC	252B	ARC3S Mainframe Megacenter Support	HQ USAREC Only
MS5Z	331	331715.000	Yes	**MD	21T1, 21T2	Travel	HQ USAREC Only
MS5Z	331	331715.000	Yes	**MD	21T1, 21T2, 252C, 26RB	Training	HQ USAREC Only
MS5Z	331	331715.000	Yes	**MD	22NA, 22NL, 22NZ, 252B, 252E, 25FA, 252G, 25GX, 2575, 26EB, 31CF, 31ED, 31EF	Other: Supplies, Equipment, ADP Shipping, and Maintenance	HQ USAREC, Rctg Bdes
MS5Z	331	331715.000	Yes	**MD	24D0	Printing, IVD Replication	HQ USAREC Only
MS5Z	331	331715.000	Yes	**MD	25FA	Civilian Pay - ISA-USAREC	HQ USAREC Only
MS5Z	331	331715.000	Yes	**ME	21T1, 21T2, 252B	Y2K	HQ USAREC Only
MS5Z	331	331715.000	Yes	**MV	26RB	IMPAC	HQ USAREC Only
XMGH	331	331798.300	No	**A*	11**, 12**, 13**, 14**, 15**, 16**, 17**, 21P3, 21P4, 21T1, 21T2, 22NL, 25**	Civilian Pay	HQ USAREC Only
XMGH	331	331798.300	Yes	**N*	21T1, 21T2, 252B, 252G, 26RB	Mission Travel	HQ USAREC Only
XMGH	331	331798.300	No	**R*	21T1, 21T2, 252C, 252G, 26RB	Civilian Training	HQ USAREC Only
XMGH	331	331798.300	Yes	**VG	21T1, 21T2, 252C, 252G, 26EB	Chaplain	HQ USAREC Only
XMGH	331	331798.300	Yes	**Z*	22NA, 22NL, 233Y, 24D0, 24Z0, 252C, 252G, 25FB, 2571, 26EB, 26RB	Other: Supplies, Services, Printing, Postage, IMPAC	HQ USAREC Only

**Table 1**  
**Standardized structure for FY 00--continued**

<b>MDEP</b>	<b>SAG</b>	<b>AMSCO/PE</b>	<b>Mandatory</b>	<b>APC</b>	<b>EOR</b>	<b>Short Title</b>	<b>Usage</b>
XMGH	331	331798.300	Yes	**ZJ	21T1, 21T2, , 252G, 26RB	Contingency Fund	HQ USAREC Only
TRVP	333	333733.000	Yes	MA50	252G	VEAP	HQ USAREC Only
TACV	334	334751.100	Yes	TKAC	11**, 12**, 13**, 21P3, 21P4, 21T1, 21T2, 22NL	Intern Payroll	HQ USAREC Only
TACV	334	334751.100	Yes	TKRD	21T1, 21T2, 252C	Intern Training	HQ USAREC Only
TACV	334	334751.410	Yes	TKRF	21T1, 21T2, 252C	Executive Development Training	HQ USAREC Only
FARC	336	336790.000	Yes	**ZM	2540	Special Purpose Facility Contract GOCO Direct	RS Bde Only
MXCB	336	336895.000	Yes	**XA	233F	800 Service	Rctg Bdes Only
MXCB	336	336895.000	Yes	**XB	233F	Leased Communications (Pagers/Beepers)	HQ USAREC, Rctg Bdes
MXCB	336	336895.000	Yes	**XD	233F, 25FA	Commercial Monthly Line and Local Toll Charges	HQ USAREC, Rctg Bdes
MXCB	336	336895.000	Yes	**XG	233F, 25FA	Telephone Credit Cards	HQ USAREC, Rctg Bdes
MXCB	336	336895.000	Yes	**XH	233F, 25FA	Cellular Telephone Usage	HQ USAREC, Rctg Bdes
MXCB	336	336895.000	Yes	**XL	233F	Long Distance Toll Charges and FTS 2000	HQ USAREC, Rctg Bdes
MXCB	336	336895.000	No	**XN	233F	Local Service	HQ USAREC, Rctg Bdes
MXCB	336	336895.000	Yes	**XR	233F, 26EB, 31ED, 31EL	Equipment and Supplies for Communications	HQ USAREC, Rctg Bdes
MXCB	336	336895.000	Yes	**XS	233F, 252B, 252G, 25GX, 31ED, 31EL	Maintenance and Installation of Communications	HQ USAREC, Rctg Bdes
MXCB	336	336895.000	Yes	**X3	26RB	IMPAC Communications	HQ USAREC, Rctg Bdes
VFGN	434	434716.200	No	GSA*	11**, 12**, 13**, 14**, 15**, 16**, 17**, 21P3, 21P4, 21T1, 21T2, 22NL, 25**	Civilian Pay	RS Bde Only
VFGN	434	434716.200	Yes	GSB*	21S0, 2571	GSA and Commercial Leased Vehicles	RS Bde Only
VFGN	434	434716.200	No	GSL*	252G, 26RB, 31**	Purchase, Rental, or Maintenance of Equipment	RS Bde Only
VFGN	434	434716.200	Yes	GSN*	21T1, 21T2, 252G	Mission Travel	RS Bde Only
VFGN	434	434716.200	Yes	GSNB	21T1, 21T2, 252G, 26RB	Winter Training Program	RS Bde Only
VFGN	434	434716.200	No	GSR*	21T1, 21T2, 252C, 252G	Civilian Training	RS Bde Only
VFGN	434	434716.200	Yes	GSZK	22NA, 22NL, 233Y, 24D0, 24Z0, 252C, 252G, 25FB, 2571, 26EB, 26RB, 31**	Other: Supplies, Services, Printing, Postage, IMPAC	RS Bde Only
VFGN	434	434716.200	Yes	GSZA	25FB, 2571, 26**, 31**	All Aircraft Maintenance (Includes Credit Card) Tail # 1607 (Fokker)	RS Bde Only
VFGN	434	434716.200	Yes	GSZB	25FB, 2571, 26**, 31**	All Aircraft Maintenance (Includes Credit Card) Tail # 1608 (Fokker)	RS Bde Only

**Table 1**  
**Standardized structure for FY 00--continued**

MDEP	SAG	AMSCO/PE	Mandatory	APC	EOR	Short Title	Usage
VFGN	434	434716.200	Yes	GSZC	25FB, 2571, 26**, 31**	All Aircraft Maintenance (Includes Credit Card) Tail # 3255 (Otter)	RS Bde Only
VFGN	434	434716.200	Yes	GSZD	25FB, 2571, 26**, 31**	All Aircraft Maintenance (Includes Credit Card) Tail # 3256 (Otter)	RS Bde Only
VFGN	434	434716.200	Yes	GSZE	25FB, 2571, 26**, 31**	All Aircraft Maintenance (Includes Credit Card) Tail # 3253 (Porter)	RS Bde Only
VFGN	434	434716.200	Yes	GSZG	25FB, 2571, 26**, 31**	All Aircraft Maintenance (Includes Credit Card) Tail # 3254 (Porter)	RS Bde Only
<b>OMA 2023</b>							
FARC	331	331A11	Yes	TBD	TBD	Recruiter Support Activities	HQ USAREC Only
FARC	333	331A12	Yes	BKZZ	2512, 2558	Advertising Activities	HQ USAREC Only
TRVP	333	333A34.000	Yes	MA60	252G	VEAP	HQ USAREC Only
<b>OMAR 2080</b>							
FARC	434	434R10.100	No	**A*	11**, 12**, 13**, 14**, 15**, 16**, 17**, 21P3, 21P4, 21T1, 21T2, 22NL, 25**	Civilian Pay	HQ USAREC, Rctg Bdes
FARC	434	434R10.100	Yes	**B*	21S0, 2571, 26EM	GSA and Commercial Leased Vehicles	Rctg Bdes Only
FARC	434	434R10.100	Yes	**C*	232Z, 233B, 252G, 2571	Bachelor Leased Housing	Rctg Bdes Only
FARC	434	434R10.100	Yes	**D*	21T1, 21T2, 252G, 26RB	AMEDD Educator/COI/DEP Tours	Rctg Bdes Only
FARC	434	434R10.100	Yes	**E*	252G	REA	Rctg Bdes Only
FARC	434	434R10.100	Yes	**F*	21T1, 252G, 26RB	Applicant MLT	Rctg Bdes Only
FARC	434	434R10.100	No	**G*	252G, 26EB, 26RB	Military Awards	HQ USAREC, Rctg Bdes
FARC	434	434R10.100	No	**L*	252G, 26RB, 31**	Purchase, Rental, or Maintenance of Equipment	Rctg Bdes Only
FARC	434	434R10.100	Yes	LKM2	252B	Other ADP Equipment, Maintenance, and Shipping	HQ USAREC Only
FARC	434	434R10.100	Yes	**N*	21T1, 21T2, 252G, 26RB	Mission Travel	HQ USAREC, Rctg Bdes
FARC	434	434R10.100	No	**R*	21T1, 21T2, 252C, 252G, 26RB	Civilian Training	HQ USAREC, Rctg Bdes
FARC	434	434R10.100	Yes	**U1	24D0, 2512, 2514, 2571	Market and Operations Studies	HQ USAREC Only
FARC	434	434R10.100	Yes	**V1	21T1, 21T2, 252C	Chaplain	HQ USAREC, Rctg Bdes
FARC	434	434R10.100	Yes	**Y3	21T1, 21T2, 252C, 26RB	Other Military Training	HQ USAREC, Rctg

**Table 1**  
**Standardized structure for FY 00--continued**

MDEP	SAG	AMSCO/PE	Mandatory	APC	EOR	Short Title	Usage
FARC	434	434R10.100	Yes	**Z*	22NA, 22NL, 233Y, 24D0, 24Z0, 252C, 252G, 25FB, 2571, 26FB, 26RB	Other: Supplies, Services, Printing, Postage, IMPAC, Subscriptions	Bdes HQ USAREC Only
FARC	434	434R20.20	Yes	AKD3	2512	National Advertising Agency	HQ USAREC Only
FARC	434	434R20.20	No	AKD4	24D0	Printing/Other Contracts	HQ USAREC Only
FARC	434	434R20.20	Yes	AKZ7	2334	Postage	HQ USAREC Only
FARC	434	434R20.10	Yes	**A*	11**, 12**, 13**, 14**, 15**, 16**, 17**, 21P3, 21P4, 21T1, 21T2, 22NL, 25**	Civilian Pay	HQ USAREC, Rctg Bdes
FARC	434	434R20.10	Yes	**N*	21T1, 21T2, 252G	Travel	HQ USAREC, Rctg Bdes
FARC	434	434R20.10	No	**R*	21T1, 21T2, 252C, 252G, 26RB	Civilian Training	Rctg Bdes Only
FARC	434	434R20.10	Yes	**Z*	22NA, 22NL, 233Y, 24D0, 24Z0, 252C, 252G, 25FB, 2512, 2571, 26EB, 26RB	Other: Supplies, Services, Printing, Postage, IMPAC	HQ USAREC, Rctg Bdes
<b>OMAR 2081</b>							
FARC	434	434520.100	Yes	AKZZ	2512	Advertising Activities	HQ USAREC Only
<b>DOD 970100</b>							
N/A	N/A	047601	Yes	PKCD	11**, 12**, 13**, 14**, 15**, 21T1, 21T2, 252C, 252G, 26EB, 26RB	Family Advocacy Civilian Pay and Prevention Activities	HQ USAREC Only
N/A	N/A	047602	Yes	PKCE	21T1, 21T2, 252C, 252G, 26RB	Family Advocacy Direct Services	HQ USAREC Only
N/A	N/A	047603	Yes	PKCF	11**, 12**, 13**, 14**, 15**, 21T1, 21T2, 252C, 252G, 26EB, 26RB	Family Advocacy Civilian Pay -- Administration	HQ USAREC Only
N/A	N/A	047604	Yes	PKCG	21T1, 21T2, 252C, 252G, 26RB	Family Advocacy Evaluation	HQ USAREC Only
N/A	N/A	047605	Yes	PKCS	21T1, 21T2, 252C, 252G, 26RB	Family Advocacy Training	HQ USAREC Only
N/A	N/A	047503	Yes	PKVD	252G, 2571, 26EB, 26RB	RAP Direct Client	HQ USAREC Only
N/A	N/A	047504	Yes	PKVE	21T1, 21T2, 252C	RAP Training	HQ USAREC Only
N/A	N/A	047505	Yes	PKVH	252G, 2571, 26EB, 26RB, 31EB	RAP Automation	HQ USAREC Only

**Table 2**  
**Budget activity responsibility**

MDEP	AMSCO/PE	APC	Short Title	Budget Activity Responsibility*						
				HQ	RS Bde	1st Bde	2d Bde	3d Bde	5th Bde	6th Bde
<b>OMA 2020</b>										
QMIS	135197	*SAA	Civilian Pay		Compt					
QMIS	135197	*SNA	Mission Travel		Compt					
QMIS	135197	*SZV	IMPAC, Subscriptions		Compt					
QMIS	135197	*SZ*	Other: Supplies, Services, Printing, Postage		Compt					
FARC	324771.1	**YA	ARC and Recruiting Courses (Includes Meals and Lodging)	PER/TNG						
FARC	324771.1	**YC	All Other Training	RO	Compt	Compt	Compt	Compt	Compt	Compt
TTDY	324771.0	**YD	MTSA TDY and Return	RO	Compt	Compt	Compt	Compt	Compt	Compt
MXCL	331026	LKXV	Long-Haul Communications (Fort Huachuca and Fort Knox)	IM						
FARC	331711	**A*	Civilian Pay	RM	Compt	Compt	Compt	Compt	Compt	Compt
FARC	331711	**B*	GSA and Commercial Leased Vehicles		Compt	Compt	Compt	Compt	Compt	Compt
FARC	331711	**C*	Bachelor Leased Housing			Log	Log	Log	Log	Log
FARC	331711	**D*	COI Tours/DEP/Educator Tours	HS/RO	Compt	APA/ESS RO	APA/RO	RO	RO	RO
FARC	331711	**E*	REA	RM		Compt	Compt	Compt	Compt	Compt
FARC	331711	**F*	Applicant MLT	PER		Compt	Compt	Compt	Compt	Compt
FARC	331711	**G*	Military Awards	PER	Compt	Compt	PER	RO	RO	PER
FARC	331711	**L*	Purchase, Rental, or Maintenance of Equipment	RM	Compt	Log	Log	Log	Log	Log
FARC	331711	**N*	Mission Travel	RM	Compt	Compt	Compt	Compt	Compt	Compt
FARC	331711	**R*	Civilian Training	CPO	Compt	Compt	Compt	Compt	Compt	Compt
FARC	331711	**T*	Touring Exhibits		Compt					
FARC	331711	**UA	Marketing and Operations Studies	PAE						
FARC	331711	**VA	Family Life Programs	PER	Compt	FSC	PER	PER	PER	PER
FARC	331711	**Z*	Other: Supplies, Printing, Services, Postage, IMPAC, Subscriptions	RM	Compt	Compt	Compt	Compt	Compt	Compt
VTER	331711	HSKA	Antiterrorism		Compt					
VINJ	331711	DKAC	Civilian Injury Compensation	RM						
FARC	331712.1	BKDX	National Advertising Agency	APA		APA	APA	APA	APA	APA
FARC	331712.1	**DY	Printing/Other Contracts (PPI)	APA		APA	APA	APA	APA	APA
FARC	331712.1	BKZG	Recruiter Journal	APA						
FARC	331712.1	BKZP	Postage	APA						
FARC	331712.1	**A*	Civilian Pay	APA		APA	APA	Compt	APA	APA
FARC	331712.1	**N*	Travel	APA		APA	APA	APA	APA	APA
FARC	331712.1	**R*	Civilian Training	APA		APA	APA	APA	APA	APA
FARC	331712.1	**WA	TAIR/COI	APA		APA	APA	APA	APA	APA
FARC	331712.1	**Z*	Other: Supplies, Services, Printing,	APA		APA	APA	APA	APA	APA

**Table 2**  
**Budget activity responsibility--continued**

MDEP	AMSCO/PE	APC	Short Title	Budget Activity Responsibility*						
				HQ	RS Bde	1st Bde	2d Bde	3d Bde	5th Bde	6th Bde
MS5Z	331715	**J*	Postage, IMPAC, Subscriptions							
			Purchase, Rental, or Maintenance of Office Copiers	IM		Compt	Compt	Compt	Compt	Compt
MS5Z	331715	**MA	ARADS	IM						
MS5Z	331715	**MB	IVD/CD ROM Production and Shipping	IM/TNG						
MS5Z	331715	**MC	ARC3S Mainframe Megacenter Support	IM						
MS5Z	331715	**MD	Travel	IM						
MS5Z	331715	**MD	Training	IM						
MS5Z	331715	**MD	Other: Supplies, Equipment, ADP Shipping, and Maintenance	IM		Compt	Compt	Compt	Compt	Compt
MS5Z	331715	**MD	Printing/IVD Replication	IM						
MS5Z	331715	**MD	Civilian Pay - ISA-USAREC	IM						
MS5Z	331715	**ME	Y2K	IM						
MS5Z	331715	**MV	IMPAC	IM						
XMGH	331798.3	**A*	Civilian Pay	RM						
XMGH	331798.3	**N*	Mission Travel	RM						
XMGH	331798.3	**R*	Civilian Training	RM						
XMGH	331798.3	**VG	Chaplain	Chaplain						
XMGH	331798.3	**Z*	Other: Supplies, Services, Printing, Postage, IMPAC	RM						
XMGH	331798.3	**ZJ	Contingency Fund	RM						
TRVP	333733	MA50	VEAP	RM						
TACV	334751.1	TKAC	Intern Payroll	RM						
TACV	334751.1	TKRD	Intern Training	RM						
TACV	334751.41	TKRF	Executive Development Training	RM						
FARC	336790	**ZM	Special Purpose Facility Contract GOCO Direct		Compt					
MXCB	336895	**XA	800 Service	IM		Compt	Compt	Compt	Compt	Compt
MXCB	336895	**XB	Leased Communications (Pagers/ Beepers)	IM		Compt	Compt	Compt	Compt	Compt
MXCB	336895	**XD	Commercial Monthly Line and Local Toll Charges	IM		Compt	Compt	Compt	Compt	Compt
MXCB	336895	**XG	Telephone Credit Cards	IM		Compt	Compt	Compt	Compt	Compt
MXCB	336895	**XH	Cellular Telephone Usage	IM		Compt	Compt	Compt	Compt	Compt
MXCB	336895	**XL	Long Distance Toll Charges and FTS 2000	IM		Compt	Compt	Compt	Compt	Compt
MXCB	336895	**XN	Local Service	IM						
MXCB	336895	**XR	Equipment and Supplies for Communications	IM		Compt	Compt	Compt	Compt	Compt

**Table 2**  
**Budget activity responsibility--continued**

MDEP	AMSCO/PE	APC	Short Title	Budget Activity Responsibility*						
				HQ	RS Bde	1st Bde	2d Bde	3d Bde	5th Bde	6th Bde
MXCB	336895	**XS	Maintenance and Installation of Communications	IM		Compt	Compt	Compt	Compt	Compt
MXCB	336895	**X3	IMPAC Communications	IM		Compt	Compt	Compt	Compt	Compt
VFGN	434716.2	GSA*	Civilian Pay		Compt					
VFGN	434716.2	GSB*	GSA and Commercial Leased Vehicles		Compt					
VFGN	434716.2	GSL*	Purchase, Rental, or Maintenance of Equipment		Compt					
VFGN	434716.2	GSN*	Mission Travel		Compt					
VFGN	434716.2	GSNB	Winter Training Program		Compt					
VFGN	434716.2	GSR*	Civilian Training		Compt					
VFGN	434716.2	GSZK	Other: Services, Printing, Postage, IMPAC		Compt					
VFGN	434716.2	GSZA	Aircraft Maintenance (Includes Credit Card) Tail # 1607 (Fokker)		Compt					
VFGN	434716.2	GSZB	Aircraft Maintenance (Includes Credit Card) Tail # 1608 (Fokker)		Compt					
VFGN	434716.2	GSZC	Aircraft Maintenance (Includes Credit Card) Tail # 3255 (Otter)		Compt					
VFGN	434716.2	GSZD	Aircraft Maintenance (Includes Credit Card) Tail # 3256 (Otter)		Compt					
VFGN	434716.2	GSZE	Aircraft Maintenance (Includes Credit Card) Tail # 3253 (Porter)		Compt					
VFGN	434716.2	GSZG	Aircraft Maintenance (Includes Credit Card) Tail # 3254 (Porter)		Compt					
<b>OMA 2023</b>										
FARC	331A11	TBD	Recruiter Support Activities	RM						
FARC	331A12	BKZZ	Advertising Activities	APA						
TRVP	333A34.000	MA60	VEAP	RM						
<b>OMAR 2080</b>										
FARC	434R10.100	**A*	Civilian Pay	RM		Compt	Compt	Compt	Compt	Compt
FARC	434R10.100	**B*	GSA and Commercial Leased Vehicles	RM		Log	Log	Log	Log	Log
FARC	434R10.100	**C*	Bachelor Leased Housing	RM		Log	Log	Log	Log	Log
FARC	434R10.100	**D*	AMEDD Educator/COI/DEP Tours	RO/APA		RO	RO	RO	RO	RO
FARC	434R10.100	**E*	REA	RM		Compt	Compt	Compt	Compt	Compt
FARC	434R10.100	**F*	Applicant MLT	RM		Compt	Compt	Compt	Compt	Compt
FARC	434R10.100	**G*	Military Awards	RO		Compt	PER	RO	RO	PER
FARC	434R10.100	**L*	Purchase, Rental, or Maintenance of Equipment		Compt	Compt	Compt	Compt	Compt	Compt
FARC	434R10.100	LKM2	Other ADP Equipment, Maintenance, and Shipping	IM						
FARC	434R10.100	**N*	Mission Travel	RM		Compt	Compt	Compt	Compt	Compt

**Table 2**  
**Budget activity responsibility--continued**

MDEP	AMSCO/PE	APC	Short Title	Budget Activity Responsibility*						
				HQ	RS Bde	1st Bde	2d Bde	3d Bde	5th Bde	6th Bde
FARC	434R10.100	**R*	Civilian Training	CPO		Compt	Compt	Compt	Compt	Compt
FARC	434R10.100	**U1	Marketing and Operations Studies	PAE						
FARC	434R10.100	**V1	Chaplain	Chaplain		PER	PER		PER	PER
FARC	434R10.100	**Y3	Other Military Training	TNG		RO	RO	RO	RO	RO
FARC	434R10.100	**Z*	Other: Supplies, Services, Printing, Postage, IMPAC, Subscriptions	RM		Compt	Compt	Compt	Compt	Compt
FARC	434R20.200	AKD3	National Advertising Agency	APA		APA	APA	APA	APA	APA
FARC	434R20.200	AKD4	Printing/Other Contracts	APA		APA	APA	APA	APA	APA
FARC	434R20.200	AKZ7	Postage	APA		APA	APA	APA	APA	APA
FARC	434R20.100	**A*	Civilian Pay	APA		APA	APA	APA	APA	APA
FARC	434R20.100	**N*	Travel	APA		APA	APA	APA	APA	APA
FARC	434R20.100	**R*	Civilian Training	APA		APA	APA	APA	APA	APA
FARC	434R20.100	**WA	COI Events	APA						
FARC	434R20.100	**Z*	Other: Supplies, Services, Printing, Postage, IMPAC	APA		APA	APA	APA	APA	APA
<b>OMAR 2081</b>										
FARC	434520.100	AKZZ	Advertising Activities	APA						
<b>DOD 970100</b>										
N/A	47601	PKCD	Family Advocacy - Civilian Pay and Prevention Activities	PER						
N/A	47602	PKCE	Family Advocacy Direct Services	PER						
N/A	47603	PKCF	Family Advocacy - Civilian Pay and Administration	PER						
N/A	47604	PKCG	Family Advocacy Evaluation	PER						
N/A	47605	PKCS	Family Advocacy Training	PER						
N/A	47503	PKVD	RAP Support	PER						
N/A	47504	PKVE	RAP Training	PER						
N/A	47505	PKVH	RAP Automation	PER						

\* RO = Recruiting Operations; IM = Information Management; RM = Resource Management; PER = Personnel; PAE = Program Analysis and Evaluation; APA = Advertising and Public Affairs; TNG = Training; HS = Health Services; Compt = comptroller; Log = logistics; and ESS = education services specialist.

**Appendix A  
References**

**Section I  
Related Publications**

**AR 25-1**

The Army Information Resources Management Program.

**AR 570-4**

Manpower Management.

**AR 690-950**

Career Management.

**CTA 50-909**

Field and Garrison Furnishings and Equipment.

**DFAS-IN Manual 37-100-XX**

The Army Management Structure (AMS).

**DFAS-IN Reg 37-1**

Finance and Accounting Policy Implementation.

**USAREC Reg 1-18**

Management of Centers of Influence Events.

**USAREC Reg 37-16**

Recruiter Expense Allowance.

**USAREC Reg 360-12**

Unit Membership in Private Associations.

**USAREC Reg 601-81**

Educator/Centers of Influence Tour Program.

**USAREC Reg 601-95**

Delayed Entry and Delayed Training Program.

**USAREC Reg 672-10**

Recruiting Incentive Awards.

**Section II  
Related Form**

**DD Form 652**

Meal Ticket.

## Appendix B Program Elements

### B-1. General

This appendix contains the AMSCO, APC, and EOR associated with each budget activity. Asterisks within the APC are used as placeholders for other identifying variables.

### B-2. Operation and Maintenance, Army (OMA) - 2020

a. OMA: Army Marksmanship Unit; Activity Group 13, Subactivity Group 135 (135197). This program is used to identify costs associated with the Army Marksmanship Unit. These categories are to be used by the RS Bde only.

(1) Civilian Pay (APC: \*SAA -- optional). Provides for the aggregate of the EOR for full-time permanent, temporary, part-time, and intermittent employment and the related element classes for terminal leave payments in conjunction with operations. Also includes all costs associated with civilian permanent change of station (PCS) moves and all cash awards. (EOR: 11\*\*, 12\*\*, 13\*\*, 14\*\*, 15\*\*, 16\*\*, 17\*\*, 21P3, 21P4, 21T1, 21T2, 22NL, 25\*\*.)

(2) Mission Travel (APC: \*SNA -- mandatory). All costs incurred for mission travel. Includes temporary duty (TDY) travel, per diem, contract lodging, rent, and supplies. Includes inspections, investigations, quality assurance visits, and staff assistance visits for financial management audits, management studies, and property accountability. (EOR: 21T1, 21T2, 252C.)

(3) International Merchant Purchase Authorization Card (IMPAC) (APC: \*SZY -- mandatory). IMPAC cards, subscriptions, and memberships in private associations in accordance with USAREC Reg 360-12. (EOR: 26RB.)

(4) Other (APC: \*SZ\* -- mandatory). Provides for cost of supplies and services not applicable to other AMSCO or APC. Also provides for cost of expendable Information Mission Area (IMA) supplies purchased at self-service supply stores such as floppy disks, computer and printer ribbons, ink cartridges and laser toner cartridges, and copier and computer paper. Provides for costs of printing, reproduction, and related supplies. Includes parking, contract storage facilities, and relocation, maintenance, and cleaning of facilities (includes purchase of blinds, draperies, etc.). Provides for fees paid to the United States Postal Service (USPS) for commercial instruments such as stamps, postage on meters, and other postal services. Includes rental, purchase, and maintenance costs for postage meters and express or overnight mail charges. (EOR: 21T1, 21T2, 22NA, 22NL, 233B, 233Y, 24DO, 24ZO, 252C, 252G, 25FB, 2571, 26EB, 26RB.)

b. OMA: Training and Recruiting; Activity Group 32, Basic Skill and Advanced Training. Subactivity Group 324 (324771.10), Student Travel and Per Diem in Conjunction with Military Training. This program is used to identify costs associated with USAREC training of assigned military. Excluded are USAREC personnel on TDY for the purpose of instructing or speaking to classes. Includes tuition costs.

(1) Army Recruiter Course (ARC) (APC: \*\*YA -- mandatory). Travel and per diem of students in conjunction with training at the ARC.

HQ USAREC use only. (EOR: 21T1, 21T2, 252C.)

(2) Other Courses (APC: \*\*YC -- mandatory). Travel and per diem of students attending courses other than ARC. Includes courses that are job related, less than 20 weeks in length, and the participant returns to his or her unit. (Excludes Ranger School, Advanced Noncommissioned Officers' Course, Basic Noncommissioned Officers' Course, and Combined Arms Services Staff School.) Includes Recruiting Operations Course and the Instructor Course. Does not include instructors, lecturers, or guest speakers. (EOR: 21T1, 21T2, 252C, 26RB.)

(3) 324771.000 (APC: \*\*YD -- mandatory). Military Training Specific Allotment (MTSA) TDY and training. Used for TDY (travel and per diem) costs to and from training site and for training costs. APC established must have a functional cost account code of F9871. (EOR: 21T1, 21T2, 252C.)

c. OMA: Long-Haul Communications (Fort Huachuca and Fort Knox); Activity Group 33, Subactivity Group 331 (331026) (APC: LKXV - - mandatory). Operation and maintenance of Department of the Army (DA) portion of Defense Communications System long-haul communications services, networks, and equipment systems provided within Army-owned or -leased facilities. Services and networks include Automatic Digital Network, Defense Data Network, Defense Information System Network, Defense Message System, Defense Switched Network, Wide Area Telecommunications System, and Federal Telecommunications System (FTS) 2000 Switched Voice Service. Excludes those communications costs reported in program elements 432142 and all the base communication program elements ending with \*\*\*\*95. HQ USAREC use only. (EOR: 233H, 25FA.)

d. OMA: Training and Recruiting; Activity Group 33, Recruiting and Other Training and Education. Subactivity Group 331 (331711.00) Personnel Procurement - Operations of Recruiting Support Activities. This is the USAREC program that identifies day-to-day field administration activities. It provides for resources associated with programs and activities designed to attract personnel into military service. This program covers the administration and operation of Rctg Bde headquarters, Rctg Bn commands, and subordinate activities, including meals, overnight lodging, travel of applicants, General Services Administration (GSA) vehicles, and travel of recruiting personnel. Includes provision for applicants at Military Entrance Processing Stations (MEPS) and educational liaison activities. Provides for RS Bde costs not chargeable to 336790.00.

(1) Civilian Pay and Benefits (APC: \*\*A\* -- optional). Provides for the aggregate of the EOR for full-time permanent, temporary, part-time, and intermittent employment, and the related element classes for terminal leave payments in conjunction with operation of Rctg Bdes and below. Also includes all costs associated with civilian PCS moves and all cash awards. (EOR: 11\*\*, 12\*\*, 13\*\*, 14\*\*, 15\*\*, 16\*\*, 17\*\*, 21P3, 21P4, 21T1, 21T2, 22NL, 22NZ, 25\*\*.)

(2) Commercial Vehicle Lease Costs, GSA Vehicle Costs, and Organic Vehicle Maintenance and Fuel (APC: \*\*B\* -- mandatory). Provides for all costs associated with GSA-furnished ve-

hicle authorized usage (costs identified on GSA billing documents). Includes such costs as recurring monthly billings from GSA for permanent dispatch and loaner vehicles, billings for accident damage (damage costs are chargeable to other purchased services EOR, not travel EOR), and theft cost. Provides for the cost of preventive and repair maintenance on organic vehicles at Government facilities where reimbursement is required and at commercial facilities with or without a contract. Includes cost of parts and materials such as tires, batteries, components, paint, oils, lubricants, antifreeze, etc. Also includes accident repairs and fuel for organic vehicles. Any commercial, rental, lease, or charter of an entire passenger carrying conveyance by the activity. Rental and leases must be done by GSA and stay within tables of distribution and allowances (TDA) authorizations. Includes petroleum, oil, and lubricants (POL). Excludes temporary rentals for specific purposes (e.g., Total Army Involvement in Recruiting (TAIR) and moving recruiting stations). Does not include parking. (EOR: 21S0, 2551, 25GB, 26EM.)

(3) Bachelor Leased Housing (APC: \*\*C\* -- mandatory). Costs incurred for the housing of assigned single personnel in leased housing units. Includes Corps of Engineers administrative cost utilities, furniture, reimbursement of security deposits, and all restoration costs. Rctg Bde use only. (EOR: 232Z, 233B, 252G, 2551, 25GB.)

(4) Centers of Influence (COI) Events/Delayed Entry Program (DEP)/Educator Tours (APC: \*\*D\* -- mandatory). Provides for the costs of food and nonalcoholic beverages to include gratuity and nonexempt tax incurred by COI events as defined in USAREC Reg 1-18 and for DEP functions as defined in USAREC Reg 601-95. It also provides for all costs associated with educator tours as defined in USAREC Reg 601-81. Costs include TDY of educators and COI participating in tours who have been issued invitational travel orders and tour escorts. Costs associated with special tours conducted by HQ USAREC are also included. (EOR: 21T1, 21T2, 252G, 26RB.)

(5) Recruiter Expense Allowance (REA) (APC: \*\*E\* -- mandatory). Reimbursement of minor expenses of Regular Army recruiting personnel incurred during the performance of their duties such as parking fees (does not include MEPS parking) incurred while at itinerary stops, official telephone calls, purchases by recruiters for prospective recruits and their families (snacks, nonalcoholic beverages, and occasional meals). Includes cost of COI events and DEP functions defined in USAREC Reg 37-16. Rctg Bde use only. (EOR: 252G.)

(6) Applicant Meals, Lodging, and Travel (MLT) (APC: \*\*F\* -- mandatory). Travel of Army applicants from the place of application or their home to the place of examination and/or processing, band auditions, and other qualification tests. Also includes travel of rejected applicants or those accepted and ordered to return home to wait for further orders or a reporting date. Includes DD Form 652 (Meal Ticket) issued in conjunction with that travel as well as contract meals and lodging. Rctg Bde use only. (EOR: 21T1, 252G, 26RB.)

(7) Military Awards (APC: \*\*G\* -- optional).

Includes gold achievement stars, recruiter rings, plaques, loving cups, printing certificates, and any other device or object in recognition of accomplishment or outstanding achievement authorized by the CG. Value of award will not exceed \$75 for an individual award or \$250 for a team award, except for recruiter rings, which will not exceed \$250 each. Cash prizes or savings bonds are not authorized. Refer to USAREC Reg 672-10 which governs award of trophies and similar devices. Purchase of picture frames from military awards funds is prohibited. Picture frames may be purchased through supply sources. (EOR: 252G, 26EB, 26RB.)

(8) Purchase, Rental, or Maintenance of Equipment, Office Machines, or Furniture (APC: \*\*L\* -- optional). Costs incurred for equipment, office machines, and furniture rental. Includes cost of maintenance of purchased equipment and office machines. Includes the purchase of all items authorized by CTA 50-909 (furniture: desks, chairs, bookcases, typewriters, calculators), and all initial acquisition of equipment authorized by appropriate TDA and common table of allowances (CTA). Also included is the replacement of TDA and CTA items of equipment that have been determined to be unserviceable or have met their life expectancy in accordance with appropriate technical bulletins. All property book items will be charged to this account. Excludes purchase, rental, and maintenance of office copiers and the rental and maintenance of postage meters. (EOR: 252G, 26RB, 31\*\*.)

(9) Mission Travel (APC: \*\*N\* -- mandatory). All costs incurred at HQ USAREC and Rctg Bde level and below for mission travel. Includes TDY travel, per diem, contract lodging, rent, and supplies. Includes inspections, investigations, quality assurance visits, and staff assistance visits for financial management, audits, management studies, and property accountability. Includes TDY travel and per diem costs incurred by recruiters and supervisors in support of the recruiting mission. Includes conference travel. (EOR: 21T1, 21T2, 252G, 26RB.)

(10) Civilian Training Costs (APC: \*\*R\* -- optional). Provides for travel, per diem, tuition, and all other costs in conjunction with civilian training. Excludes intern and executive management development training. (EOR: 21T1, 21T2, 252G, 26RB.)

(11) Touring Exhibit Costs (APC: \*\*T\* -- mandatory). Provides for TDY travel, per diem, supplies, fuel, and one-time vehicle repairs for the touring program. The touring program includes operations of the national conventions, cinema pods, and Army adventure van exhibitors. RS Bde use only. (EOR: 21S0, 21T1, 21T2, 2571, 26EB, 26EK, 26RB.)

(12) Marketing and Operations Studies (APC: \*\*UA -- mandatory). Studies related to efforts that focus upon improving the utilization or cost-effectiveness of resources (recruiting personnel, advertising dollars, enlistment incentives) committed to satisfying the manpower requirements of the Army. Includes the development and operation of mathematical models which input recruiting market variables; the design and analysis of market experiments to test new incentives, recruiting strategies, etc.; the design and analysis of attitudinal surveys; statistical evaluations of recruiting environments, acces-

sions, contracts, etc.; and the development of marketing concepts, information, measures, strategies, forecasts, and plans. HQ USAREC use only. (EOR: 24D0, 2512, 2514, 25FB.)

(13) Family Life Program (APC: \*\*V\* -- mandatory). Provides for TDY travel, per diem, contract lodging, conference facility rent, and all other costs in support of the family life program incurred by HQ USAREC and Rctg Bdes and below. Includes travel and other expenses associated with support of DA human resources team members. Excludes costs associated with chaplain activities. (EOR: 21T1, 21T2, 252G.)

(14) Supplies and Other (APC: \*\*Z\* -- mandatory). Provides for cost of supplies not applicable to other AMSCO or APC. Also provides for cost of expendable IMA supplies purchased at self-service supply stores such as floppy disks, computer and printer ribbons, ink cartridges and laser toner cartridges, and copier and computer paper. Provides for costs of printing and reproduction. Includes printing-related supplies. Includes parking, contract for canvassing high school senior applicants, criss-cross directories, contract storage facilities, subscriptions, memberships in private associations in accordance with USAREC Reg 360-12, and relocation, maintenance, and cleaning of recruiting facilities (includes purchase of blinds, draperies, etc.). Provides for fees paid to the USPS for commercial instruments such as stamps, postage on meters, and other postal services. Includes rental, purchase, and maintenance costs for postage meters, shipping applicant packages to MEPS, express or overnight mail charges, and post office box rentals. IMPAC usage for civilian and military training tuition, costs will be transferred to \*\*R\* for civilian and program element 324771, APC \*\*YC for military. (EOR: 22NA, 22NL, 233Y, 24D0, 24Z0, 252C, 252G, 25FB, 2571, 26EB, 26RB.)

(15) Antiterrorism (APC: HSKA -- mandatory). Provides for costs associated with protecting soldiers, DA civilians, equipment, and facilities from terrorists and other criminal elements. Includes such items as key storage cabinets, burglar alarms, special locking devices, training related to antiterrorism, etc. Excludes costs for general physical security. RS Bde use only. (EOR: 252G.)

(16) Civilian Injury Compensation (APC: DKAC -- mandatory). HQ USAREC use only. (EOR: 12RB.)

e. OMA Subactivity Group 331 (331712.10) Advertising Activities - Personnel Procurement. The commercial production, reproduction, and placement of advertising for use in national and local media such as television, radio, magazines, newspapers, billboards, etc.; direct marketing programs such as direct mail, Internet, 1-800 telephone response, fulfillment systems, etc.; promotional programs; and recruiter sales support items such as recruiting publicity items (RPI), personal presentation items (PPI), etc. Includes all overhead costs associated with the development and execution of advertising and public affairs programs.

(1) Advertising Through the National Advertising Agency (APC: BKDX -- mandatory). Provides for all advertising placed through a national advertising agency. HQ USAREC use only. (EOR: 2512.)

(2) Printing/Other Contracts (APC: \*\*DY --

mandatory). Provides for all printing in support of the national and local advertising programs. At HQ USAREC is used for all printing through the Government Printing Office excluding the Recruiter Journal. Includes Rctg Bdes, Rctg Bns, and Army Medical Department (AMEDD) detachments staff support services funding for newsletters, command information publications, posters, and other promotional items and publicity. (EOR: 24D0.)

(3) Recruiter Journal (APC: BKZG -- mandatory). HQ USAREC use only. (EOR: 24D0.)

(4) Postal (APC: BKZP -- mandatory). Supports the mailing and distribution of print projects such as direct mail, RPI, etc. HQ USAREC use only. (EOR: 24RO.)

(5) Civilian Pay (APC: \*\*A\* -- optional). Provides for the aggregate of EOR for OMA full-time permanent, temporary, part-time, and intermittent employment, and the related element classes for terminal leave payments in conjunction with the operation of civilian personnel assigned to advertising and public affairs organizational elements at HQ USAREC, Rctg Bde, and Rctg Bn level. Also includes all costs associated with civilian PCS moves and all cash awards for OMA civilian personnel in the advertising and public affairs organizational elements. (EOR: 11\*\*, 12\*\*, 13\*\*, 14\*\*, 15\*\*, 16\*\*, 17\*\*, 21P3, 21P4, 21T1, 21T2, 22NL, 25\*\*.)

(6) Travel (APC: \*\*N\* -- mandatory). Includes TDY travel, per diem, and contract lodging for OMA personnel assigned to the advertising and public affairs organizational elements at HQ USAREC, Rctg Bde, and Rctg Bn level. (EOR: 21T1, 21T2, 252G.)

(7) Civilian Training (APC: \*\*R\* -- optional). Provides for travel, per diem, tuition, and all other costs in conjunction with civilian training of OMA personnel in the advertising and public affairs organizational elements at HQ USAREC, Rctg Bde, and Rctg Bn level. Excludes intern and executive management development training. (EOR: 21T1, 21T2, 252C, 252G, 26RB.)

(8) TAIR (APC: \*\*WA -- mandatory). Provides for all costs associated with TAIR events including general officer speakers. Includes costs of Army personnel participating in TAIR awareness events (Army parachute teams, bands, drill teams, ceremonial units, and prominent speakers) as well as TAIR activities that are designed to generate leads for recruiters (demonstration teams, skill and sports clinics, static exhibits or displays, Army speakers, and prospective enlistee orientations). Includes program management costs associated with the scheduling, coordination, covering TAIR events, and TAIR conferences and meetings. (EOR: 21T1, 21T2, 252G, 25FB, 26RB.)

(9) Other (APC: \*\*Z\* -- mandatory). Provides for cost of supplies for those OMA personnel in the advertising and public affairs organizational elements at HQ USAREC, Rctg Bdes, and Rctg Bns not applicable to other AMSCO. Provides for the cost of expendable IMA supplies for OMA personnel in the advertising and public affairs organizational elements. Provides funding for items such as crisscross directories, subscriptions, memberships in private associations (related to public affairs activities), and postal costs related to the mailing or shipment of public information and/or command information materials. Includes costs of local ex-

hibit space and/or convention space purchase with IMPAC. Costs for civilian training tuition paid for with the IMPAC will be transferred to \*\*R\*. (EOR: 22NA, 22NL, 233Y, 24D0, 24Z0, 252C, 252G, 25FB, 2551, 2571, 26EB, 26RB.)

f. OMA Subactivity Group 331 (331715.00) Recruiting and Examining Data Processing Activities - Information Management.

(1) Purchase, Rental, or Maintenance of Office Copiers (APC: \*\*J\* -- mandatory). Captures all costs associated with the purchase, lease, and maintenance of copiers. Excludes copier and computer paper. (EOR: 252B, 2575.)

(2) IMA Services (APC: \*\*M\* -- mandatory). Provides for costs for rental, lease, maintenance, and purchase of automatic data processing (ADP) and office automation equipment (does not include furniture). Also includes reimbursement to supporting installations for other IMA services. Army Recruiting and Accession Data System (ARADS) (APC: \*\*MA) and Interactive Video Display (IVD), Compact Disk-Read Only Memory, and Digital Versatile Disk production and shipping (APC: \*\*MB) costs are charged to Headquarters, ISA-USAREC. Excludes communications (APC: \*\*X\*). ADP is defined as systems that use automated electronics equipment and related information technologies to support information procedures. Technologies include, but are not limited to: Micrographics, word processing, and general-purpose data processing. Equipment components include: Hardware, software, firmware, and other products which are used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information. (APC: \*\*MV) costs are charged to IMPAC. If any further clarification is needed, Rctg Bdes may contact ISA-USAREC.

(a) All costs associated with ARADS (APC: \*\*MA -- mandatory). HQ USAREC use only. (EOR: 2312, 252B.)

(b) All costs associated with IVD, Compact Disk-Read Only Memory, and Digital Versatile Disk production and shipping (APC: \*\*MB -- mandatory). HQ USAREC use only. (EOR: 22NL, 252B.)

(c) All costs associated with Army Recruiting Command Central Computer System (ARC3S) mainframe (APC: \*\*MC -- mandatory). HQ USAREC use only. (EOR: 252B.)

(d) All costs associated with other ADP (APC: \*\*MD -- mandatory). (EOR: 21T1, 21T2 (travel); 21T1, 21T2, 252C, 26RB (training); 22NA, 22NL, 22NZ, 252B, 252E, 25FA, 252G, 25GX, 2575, 26EB, 31CF, 31ED, 31EF (other: supplies, equipment, ADP shipping, maintenance); 24D0 (printing: i.e., recruiter business cards, IVD replication); 25FA (ISA-USAREC civilian pay). HQ USAREC uses all only except other, which is also used by HQ USAREC and Rctg Bdes.

(e) All costs associated with hardware and software compliance with Year 2000 (Y2K) (APC: \*\*ME -- mandatory). The APC established must have the functional cost account code of F9118 loaded in the APC file. HQ USAREC use only. (EOR: 21T1, 21T2, 252B.)

(f) All costs associated with use of the IMPAC (APC: \*\*MV -- mandatory). HQ USAREC use only. (EOR: 26RB.)

g. OMA: Subactivity Group 331 (331798.30) HQ USAREC. All codes under Army management structure (AMS) 331798 will be used by HQ USAREC only. The purpose of this AMS is

to collect costs relating to headquarters management function of USAREC (as defined in AR 570-4). All staff and direct support functions at the HQ USAREC level will be costed to this AMS. HQ USAREC centrally managed field operation programs will be charged to AMS 331711 (e.g., DEP awards, military awards (centrally procured for lower echelon presentation), sales kits (centrally procured for use by recruiters), management studies, and marketing research will be costed to AMS 331711 since they are not cost related to the operation of HQ USAREC).

(1) Civilian Pay and Benefits Employment (APC: \*\*A\* -- optional). Provides for the aggregate of the EOR for full-time permanent, temporary, part-time, and intermittent employment, and the related element classes for terminal leave payments in conjunction with operation of HQ USAREC. Also includes all costs associated with civilian PCS moves and all cash awards. (EOR: 11\*\*, 12\*\*, 13\*\*, 14\*\*, 15\*\*, 16\*\*, 17\*\*, 21P3, 21P4, 21T1, 21T2, 22NL, 25\*\*.)

(2) Mission Travel (APC: \*\*N\* -- mandatory). All costs incurred at HQ USAREC for mission travel. Includes TDY travel, per diem, contract lodging, rent, and supplies. Includes inspections, investigations, quality assurance visits, and staff assistance visits for financial management, audits, management studies, and property accountability. Includes TDY travel and per diem costs incurred by HQ USAREC employees in support of the recruiting mission. Also includes conference travel. (EOR: 21T1, 21T2, 252B, 252G, 26RB.)

(3) Civilian Training Costs (APC: \*\*R\* -- optional). Provides for travel, per diem, tuition, and all other costs in conjunction with civilian training. Excludes intern and executive management development training and USAREC training conferences. (EOR: 21T1, 21T2, 252C, 252G, 26RB.)

(4) Chaplain Activities (APC: \*\*VG -- mandatory). Provides for travel, per diem, religious support materials, literature, training, and all other costs in support of the chaplain activities incurred by HQ USAREC chaplain team. (EOR: 21T1, 21T2, 252C, 252G, 26EB.)

(5) Other (APC: \*\*Z\* -- mandatory). Provides for cost of supplies not applicable to other AMSCO or APC. Also provides for cost of expendable IMA supplies purchased at self-service supply stores such as floppy disks, film, computer and printer ribbons, ink cartridges and laser toner cartridges, and limited quantities of copier and computer paper. Printing Costs. Provides for costs of printing and reproduction to include developing as defined in DFAS-IN Reg 37-1, EOR 2400. Fees paid to the USPS for commercial instruments such as stamps, postage meters, and other postal services. Includes rental, purchase, and maintenance costs for postage meters and express or overnight mail charges. Also includes IMPAC usage to include civilian training tuition which will be transferred to EOR \*\*R\*. (EOR: 22NA, 22NL, 233Y, 24D0, 24Z0, 252C, 252G, 25FB, 2571, 26EB, 26RB.)

(6) Contingency Funds (APC: \*\*ZJ -- mandatory). Identifies those costs associated with official Army representation activities. Expenditures must be approved by HQ USAREC and costs incurred at HQ USAREC only. (EOR: 21T1, 21T2, 252G, 26RB.)

h. OMA: Subactivity Group 333 (333733.00). Veterans' Education Assistance Program (VEAP) (APC: MA50 -- mandatory). HQ USAREC use only. (EOR: 252G.)

i. OMA: Subactivity Group 334 (334751.00) Army Civilian Training, Education, and Development.

(1) Headquarters, Department of the Army (HQDA) Intern Training (Student Detachment) (APC: TKAC -- mandatory). Provides for the aggregate of the EOR for intern employment in conjunction with HQ USAREC. Also includes costs associated with intern PCS moves where the cost is chargeable to EOR in the 1200 series. (Excludes cash awards per AR 690-950, para 3-1a.) (EOR: 11\*\*, 12\*\*, 13\*\*, 21P3, 21P4, 21T1, 21T2, 22NL.)

(2) HQDA Intern Training (Student Detachment) (APC: TKRD -- mandatory). Costs to support all civilian career program interns assigned to HQDA civilian training, education, and development student detachment who are assigned to HQ USAREC. HQ USAREC use only. (EOR: 21T1, 21T2, 252C.)

(3) Executive and Management Short-Term Training, Education, and Development Program (APC: TKRF -- mandatory). Costs required for the procurement of training spaces, conducting training, and otherwise providing for short-term (120 calendar days or less) management training, education, and development of merit pay employees, other managers, and high-potential nonmanagers. Funds are centrally managed at HQ USAREC. (EOR: 21T1, 21T2, 252C.)

j. OMA: Subactivity Group 336 (336790.00) Audio and Visual Information Production, Acquisition, and Support (Government-Owned Contractor-Operated (GOCO) Contract). Audiovisual Support of Recruiting (APC: \*\*ZM -- mandatory). Acquisition of IMA equipment must have prior approval of the Director of Information Management (ref AR 25-1, para 2-3d). Provides for production of audiovisual original materials up to the stage of camera-ready copy for prints, exhibits, brochures, posters, etc., to master elements for films and to master tapes for audio recordings. Purchase, Rental, or Maintenance of Audiovisual Equipment. Costs incurred for audiovisual equipment rental. Includes cost of maintenance of purchased audiovisual equipment. Includes all purchase items authorized by CTA 50-909 (audiovisual equipment, i.e., projectors, cameras, etc.), all initial acquisition of equipment authorized by appropriate TDA and CTA and replacement of TDA and CTA items of equipment that have been determined to be unserviceable or have met their life expectancy in accordance with appropriate technical bulletins. Excludes purchase, rental, and maintenance of postage meters. Costs of commercial activities contract plus those minor costs associated directly with accession mission and not otherwise covered by other AMSCO (i.e., express mail and film processing or development). RS Bde use only. (EOR: 2540.)

k. OMA: Subactivity Group 336 (336895.00) Base Communications - Other General Purpose Activities. Base communications provides for all costs associated with base communications support to include local leased communications circuits and equipment; long distance telephone charges and local area telephone access costs; cellular telephone costs for dial tone and monthly

usages; and costs of credit cards issued to AMEDD recruiters and Rctg Bde and Rctg Bn commanders. The following categories are for HQ USAREC and Rctg Bde use unless indicated otherwise.

(1) All costs associated with 800 service (APC: \*\*XA -- mandatory). Rctg Bde use only. (EOR: 233F.)

(2) All costs associated with leased communications to include pagers and beepers (APC: \*\*XB -- mandatory). (EOR: 233F.)

(3) All costs associated with commercial monthly line (APC: \*\*XD -- mandatory). (EOR: 233F, 25FA.)

(4) All costs associated with telephone credit cards (APC: \*\*XG -- mandatory). (EOR: 233F, 25FA.)

(5) All costs associated with cellular telephone usage (APC: \*\*XH -- mandatory). (EOR: 233F, 25FA.)

(6) All costs associated with long distance toll charges and FTS 2000 (APC: \*\*XL -- mandatory). (EOR: 233F.)

(7) All costs associated with local service charges (APC: \*\*XN -- mandatory). (EOR: 233F.)

(8) All costs associated with equipment and supplies for communications (APC: \*\*XR -- mandatory). (EOR: 233F, 26EB, 31ED, 31EL.)

(9) All costs associated with maintenance and installation of communications (APC: \*\*XS -- mandatory). (EOR: 233F, 252B, 252G, 25GX, 31ED, 31EL.)

(10) IMPAC communications (APC: \*\*X3 -- mandatory). (EOR: 26RB.)

I. OMA: Subactivity Group 434 (434716.20) Golden Knights. The following categories are to be used only by RS Bde for the Golden Knights.

(1) Civilian Pay (APC: GSA\* -- optional). Provides for the aggregate of the EOR for full-time permanent, temporary, part-time, and intermittent employment, and the related element classes for terminal leave payments in conjunction with operations. Also includes all costs associated with civilian PCS moves and all cash awards. (EOR: 11\*\*, 12\*\*, 13\*\*, 14\*\*, 15\*\*, 16\*\*, 17\*\*, 21P3, 21P4, 21T1, 21T2, 22NL, 25\*\*.)

(2) GSA and Commercial Vehicle Lease Costs (APC: GSB\* -- mandatory). Any commercial rental, lease, or charter of an entire passenger carrying conveyance by the activity. Rentals and leases must be done by GSA and stay within TDA authorizations. Includes POL. Excludes temporary rental for specific purposes. (EOR: 21S0, 2571.)

(3) Purchase, Rental, or Maintenance of Equipment, Office Machines, or Furniture (APC: GSL\* -- optional). Costs incurred for equipment, office machines, and furniture rental. Includes cost of maintenance of purchased equipment and office machines. Includes purchases of all items authorized by CTA 50-909 (furniture: desks, chairs, bookcases, typewriters, calculators), all initial acquisition of equipment authorized by appropriate TDA and CTA and replacement of TDA and CTA items of equipment that have been determined to be unserviceable or have met their life expectancy in accordance with appropriate technical bulletins. All property book items will be charged to this account. Excludes purchase, rental, and maintenance of office copiers and the rental and maintenance of postage meters. (EOR: 252G, 26RB, 31\*\*.)

(4) Mission Travel (APC: GSN\* -- mandatory). All costs incurred for mission travel. Includes TDY travel, per diem, contract lodging, rent, and supplies. Includes inspections, investigations, quality assurance visits, and staff assistance visits for financial management, audits, management studies, and property accountability. (EOR: 21T1, 21T2, 252G.)

(5) Winter Training Program (APC: GSNB -- mandatory). Includes costs for TDY, training, equipment rentals, and IMPAC charges. (EOR: 21T1, 21T2, 252G, 26RB.)

(6) Civilian Training (APC: GSR\* -- optional). Provides for travel, per diem, tuition, and all other costs in conjunction with civilian training. Excludes intern and executive management development training. (EOR: 21T1, 21T2, 252C, 252G.)

(7) Other (APC: GSZK -- mandatory). Provides for cost of supplies not applicable to other AMSCO or APC. Also provides for cost of expendable IMA supplies purchased at self-service supply stores such as floppy disks, computer and printer ribbons, ink cartridges and laser toner cartridges, and copier and computer paper. Provides for costs of printing, reproduction, and related supplies. Includes parking, contract storage facilities, subscriptions, memberships in private associations in accordance with USAREC Reg 360-12, and relocation, maintenance, and cleaning of facilities (includes purchase of blinds, draperies, etc.). Provides for fees paid to the USPS for commercial instruments such as stamps, postage on meters, and other postal services. Includes rental, purchase, and maintenance costs for postage meters and express or overnight mail charges. Also includes IMPAC usage to include civilian training tuition which will be transferred to EOR GSR\*. (EOR: 22NA, 22NL, 233Y, 24D0, 24Z0, 252C, 252G, 25FB, 2571, 26EB, 26RB, 31\*\*.)

(8) All Aircraft Maintenance (APC: GSZA -- mandatory) and POL/Fuel (APC: GSZA -- mandatory). Includes credit card charges for tail number 1607 (Fokker). (EOR: 25FB, 2571, 26\*\*, 31\*\*.)

(9) All Aircraft Maintenance (APC: GSZB -- mandatory) and POL/Fuel (APC: GSZB -- mandatory). Includes credit card charges for tail number 1608 (Fokker). (EOR: 25FB, 2571, 26\*\*, 31\*\*.)

(10) All Aircraft Maintenance (APC: GSZC -- mandatory) and POL/Fuel (APC: GSZC -- mandatory). Includes credit card charges for tail number 3255 (Otter). (EOR: 25FB, 2571, 26\*\*, 31\*\*.)

(11) All Aircraft Maintenance (APC: GSZD -- mandatory) and POL/Fuel (APC: GSZD -- mandatory). Includes credit card charges for tail number 3256 (Otter). (EOR: 25FB, 2571, 26\*\*, 31\*\*.)

(12) All Aircraft Maintenance (APC: GSZE -- mandatory) and POL/Fuel (APC: GSZE -- mandatory). Includes credit card charges for tail number 3253 (Porter). (EOR: 25FB, 2571, 26\*\*, 31\*\*.)

(13) All Aircraft Maintenance (APC: GSZG -- mandatory) and POL/Fuel (APC: GSZG -- mandatory). Includes credit card charges for tail number 3254 (Porter). (EOR: 25FB, 2571, 26\*\*, 31\*\*.)

### B-3. Recruiter Support and Advertising Pro-

### grams, OMA - 2023

a. OMA: Training and Recruiting: Activity Group 33. Subactivity Group 331 (331A11) Personnel Procurement - Operations of Recruiting Support Activities (APC: TBD -- mandatory). This is the USAREC program that identifies day-to-day field administration activities. It provides for resources associated with programs and activities designed to attract personnel into military service. This program covers the administration and operation of Rctg Bde headquarters, Rctg Bn commands, and subordinate activities, including meals, overnight lodging, travel of applicants, GSA vehicles, and travel of recruiting personnel. Includes provision for applicants at MEPS and educational liaison activities. HQ USAREC use only. (Two-year appropriation.) (EOR: TBD.)

b. 331A12.00 Advertising Activities - Personnel Procurement (APC: BKZZ -- mandatory). The commercial production, reproduction, and placement of advertising for use in national and local media such as television, radio, magazines, newspapers, billboards, etc.; direct marketing programs such as direct mail, Internet, 1-800 telephone response, fulfillment systems, etc.; promotional programs; and recruiter sales support items such as RPI, PPI, etc. Includes all overhead costs associated with the development and execution of advertising and public affairs programs. HQ USAREC use only. (Two-year appropriation.) (EOR: 2512, 2558.)

c. OMA: Subactivity Group 333 (333A34). Loan Repayment Program (APC: MA60 -- mandatory). (Two-year appropriation.) HQ USAREC use only. (EOR: 252G.)

### B-4. Operation and Maintenance, Army Reserve (OMAR) -- 2080

a. OMAR: Operating Forces, Activity Group 43. Subactivity Group (434R10.10) Operation of Reserve Recruiting Activities.

(1) Civilian Pay and Benefits (APC: \*\*A\* -- optional). Provides for pay and benefits for assigned civilian personnel specifically assigned in support of the United States Army Reserve (USAR) mission. Also includes all costs associated with civilian PCS moves and all cash awards. (EOR: 11\*\*, 12\*\*, 13\*\*, 14\*\*, 15\*\*, 16\*\*, 17\*\*, 21P3, 21P4, 21T1, 21T2, 22NL, 25\*\*.)

(2) GSA Vehicle Costs and Organic Vehicles Maintenance and Fuel (APC: \*\*B\* -- mandatory). Provides for all costs associated with GSA-furnished vehicle authorized usage (costs identified on GSA billing document). Includes such costs as recurring monthly billings from GSA for permanent dispatch and loaner vehicles, billings for accident damage (damage costs are chargeable to other purchased services EOR, not travel EOR), and theft cost. Includes the cost of preventive and repair maintenance on organic vehicles at Government facilities where reimbursement is required and at commercial facilities with or without contract. Provides for the cost of parts and materials such as tires, batteries, components, paint, oils, lubricants, antifreeze, etc. Also included are accident repairs and fuel for organic vehicles. (EOR: 21S0, 2571, 26EM.)

(3) Bachelor Leased Housing (APC: \*\*C\* -- mandatory). Costs incurred for the housing of assigned single personnel in leased housing units. Includes Corps of Engineers administra-

tive cost utilities, furniture, reimbursement of security deposits, and all restoration costs. Rctg Bde use only. (EOR: 232Z, 233B, 252G, 2571.)

(4) AMEDD Educator/COI/DEP Tours (APC: \*\*D\* -- mandatory). Provides for all costs associated with AMEDD tours conducted to attract USAR AMEDD officers. This includes TDY of USAR AMEDD educators and COI participating in USAR tours. Provides only for the cost of food and nonalcoholic beverages to include gratuity and nonexempt tax incurred in DEP functions as defined in USAREC Reg 601-95. Also provides for DEP Awards Program administered by HQ USAREC. (EOR: 21T1, 21T2, 252G, 26RB.)

(5) REA (APC: \*\*E\* -- mandatory). Reimbursement of minor expenses of USAR military recruiting personnel (excludes civilian recruiters) incurred during the performance of their duties such as parking fees (does not include MEPS parking) incurred while at itinerary stops, official telephone calls, and purchases by recruiters for prospective recruits and their families (snacks, nonalcoholic beverages, and occasional meals). Includes cost of COI events and Delayed Training Program functions defined in USAREC Reg 37-16. Rctg Bde use only. (EOR: 252G.)

(6) Applicant MLT (APC: \*\*F\* -- mandatory). Travel of USAR applicants from the place of application or their home to the place of examination and/or processing; includes band auditions and other qualification tests. Also includes travel of rejected applicants or those accepted and ordered to return home to wait further orders or a reporting date. Includes DD Forms 652 issued in conjunction with that travel as well as contract meals and lodging. (EOR: 21T1, 252G, 26RB.)

(7) Military Awards (APC: \*\*G\* -- optional). Includes USAR gold achievement stars, recruiter rings, plaques, loving cups, printing certificates, and any other device or object in recognition of accomplishment or outstanding achievement authorized by the CG. Value of award will not exceed \$75 for an individual award or \$250 for a team award, except for recruiter rings which will not exceed \$250 each. Cash prizes or savings bonds are not authorized. Refer to USAREC Reg 672-10 for recruiting incentive awards. Purchase of picture frames from military award funds is prohibited. Picture frames may be purchased through supply sources. (EOR: 252G, 26EB, 26RB.)

(8) Purchase, Rental, or Maintenance of Equipment, Office Machines, or Furniture (APC: \*\*L\* -- optional). Costs incurred for equipment, office machines, and furniture rental. Also includes cost of maintenance of purchased equipment and office machines. Includes purchase of all items authorized by CTA 50-909 (furniture: desks, chairs, bookcases, typewriters, calculators), all initial acquisition of equipment authorized by appropriate TDA and CTA and replacement of TDA and CTA items of equipment that have been determined to be unserviceable or have met their life expectancy in accordance with appropriate technical bulletins. All property book items will be charged to this account. Excludes purchase, rental, and maintenance of office copiers and the rental and maintenance of postage meters. (EOR: 252G, 26RB, 31\*\*.)

(9) Other ADP (APC: LKM2 -- mandatory).

All costs associated with OMAR purchases and contracts. HQ USAREC use only. (EOR: 252B.)

(10) Mission Travel (APC: \*\*N\* -- mandatory). All costs incurred at Rctg Bde level and below for USAR mission travel. Includes TDY travel, per diem, contract lodging, rent, and supplies. Includes TDY travel and per diem costs incurred by recruiters and supervisors in support of the OMAR recruiting mission. Includes conference travel. (EOR: 21T1, 21T2, 252G, 26RB.)

(11) Civilian Training (APC: \*\*R\* -- optional). Provides for TDY, tuition, and all other costs in conjunction with civilian training programs (for civilians). Excludes civilian recruiter training and USAREC training conferences. (EOR: 21T1, 21T2, 252C, 252G, 26RB.)

(12) Marketing and Operations Study (APC: \*\*U1 -- mandatory). Studies and related efforts which focus upon improving the utilization or cost-effectiveness of resources (recruiting personnel, advertising dollars, enlistment incentives) committed to satisfying the manpower requirements of the USAR. The term includes the development and operation of mathematical models which input recruiting market variables; the design and analysis of market experiments to test new incentives, recruiting strategies, etc.; the design and analysis of attitudinal surveys; statistical evaluations of recruiting environments, accessions, contracts, etc.; and the development of marketing concepts, information, measures, strategies, forecasts, and plans. (HQ USAREC use only.) (EOR: 24D0, 2512, 2514, 2571.)

(13) Chaplain Activities (APC: \*\*V1 -- mandatory). Provides for travel, per diem, religious support materials, literature, training, and all other costs in support of chaplain activities. (EOR: 21T1, 21T2, 252C.)

(14) Other Military Training (APC: \*\*Y3 -- mandatory). For costs that are attributable to students attending courses associated with recruiting mission not otherwise specified within this appendix. Includes courses that are job related, less than 20 weeks in length, and the participant returns to his or her unit (does not include Ranger School). Includes the Recruiting Operations Course and the Instructor Course. Does not include instructors, lecturers, or guest speakers. (EOR: 21T1, 21T2, 252C, 26RB.)

(15) Other Costs (APC: \*\*Z\* -- mandatory). Those costs incurred that are not included in other AMSCO or APC. Provides for postage costs incurred for mailing of USAR direct marketing pieces to potential enlistees. IMPAC usage. Civilian and military training tuition costs purchased with the IMPAC will be transferred to \*\*R\* for civilian and \*\*Y3 for military. (EOR: 22NA, 22NL, 233Y, 24D0, 24Z0, 252C, 252G, 25FB, 2571, 26EB, 26RB.)

b. OMAR Subactivity (434R20.20) Army Reserve Advertising Activities. The commercial production, reproduction, and placement of OMAR advertising for use in national and local media such as television, radio, magazines, newspapers, billboards, etc.; direct marketing programs such as direct mail, Internet, 1-800 telephone response, fulfillment systems, etc.; promotional programs; and recruiter sales support items such as RPI, PPI, etc.

(1) Advertising Through the National Adver-

tising Agency (APC: AKD3 -- mandatory). Provides for all advertising placed through a national advertising agency. HQ USAREC use only. (EOR: 2512.)

(2) Printing/Other Contracts (APC: AKD4 -- mandatory). Provides for all printing in support of the OMAR national and local advertising programs. At HQ USAREC it is used for all printing through the Government Printing Office. Includes Rctg Bde, Rctg Bn, and AMEDD detachments staff support services funding for newsletters, command information publications, posters, and other promotional and publicity. (EOR: 24D0.)

(3) Postage (APC: AKZ7 -- mandatory). Supports the mailing and distribution of print projects such as direct mail, RPI, etc. HQ USAREC use only. (EOR: 233Y.)

c. OMAR Subactivity (434R20.10) Army Reserve Advertising Staff Services Support Activities. Includes all overhead costs associated with the development and execution of OMAR advertising and public affairs programs.

(1) Civilian Pay (APC: \*\*A\* -- optional). Provides for the aggregate of the EOR for OMAR full-time permanent, temporary, part-time, and intermittent employment, and the related element classes for terminal leave payments in conjunction with the operation of civilian personnel assigned to advertising and public affairs organizational elements at HQ USAREC, Rctg Bde, and Rctg Bn level. Also includes all costs associated with civilian PCS moves and all cash awards for OMAR civilian personnel in the advertising and public affairs organizational elements. (EOR: 11\*\*, 12\*\*, 13\*\*, 14\*\*, 15\*\*, 16\*\*, 17\*\*, 21P3, 21P4, 21T1, 21T2, 22NL, 25\*\*.)

(2) Travel (APC: \*\*N\* -- mandatory). Includes TDY travel, per diem, and contract lodging for OMAR personnel assigned to the advertising and public affairs organizational elements at HQ USAREC, Rctg Bde, and Rctg Bn level. (EOR: 21T1, 21T2, 252G.)

(3) Civilian Training (APC: \*\*R\* -- optional). Provides for travel, per diem, tuition, and all other costs in conjunction with civilian training of OMAR personnel in the advertising and public affairs organizational elements at HQ USAREC, Rctg Bde, and Rctg Bn level. Excludes intern and executive management development training. (EOR: 21T1, 21T2, 252C, 252G, 26RB.)

(4) COI Events (APC: \*\*WA -- mandatory). This includes TDY of USAR COI participating in USAR tours. HQ USAREC use only. (EOR: 21T1, 21T2, 252G, 26RB.)

(5) Other Costs (APC: \*\*Z\* -- mandatory). Provides for cost of supplies for those OMAR personnel in the advertising and public affairs organizational elements at HQ USAREC, Rctg Bdes, and Rctg Bns not applicable to other AMSCO. Provides for the cost of expendable IMA supplies for OMAR personnel in the advertising and public affairs organizational elements at HQ USAREC, Rctg Bdes, and Rctg Bns. Also provides funding for items such as crisscross directories, subscriptions, memberships in private associations (related to public affairs activities), and postal costs related to the mailing or shipment of public information and command information materials. Includes costs of local exhibit space and/or convention space purchase with IMPAC. Costs for civilian training tuition purchased with the IMPAC will be transferred to

\*\*R\*. (EOR: 22NA, 22NL, 233Y, 24D0, 24Z0, 252C, 252G, 25FB, 2512, 2571, 26EB, 26RB.)  
d. Reserve Personnel, Army (RPA) Subactivity 434R10.G30 and 434R10.G10. RPA funding for USAR Active Duty for Special Work Program is held at the Major United States Army Reserve Command level and is distributed by the United States Army Reserve Command. HQ USAREC (RCRO-PP) is the proponent for and provides guidance on distribution and use of active duty for special work RPA funds.

#### **B-5. OMAR - 2081**

OMAR: Army Reserve Advertising Activities: Activity Group 43. Subactivity Group 434 (434S20.10). Advertising Activities (APC: AKZZ -- mandatory). The commercial production, reproduction and placement of OMAR advertising for use in national and local media such as television, radio, magazines, newspapers, billboards, etc.; direct marketing programs such as direct mail, Internet, 1-800 telephone response, fulfillment systems, etc.; promotional programs; and recruiter sales support items such as RPI, PPI, etc. Includes all overhead costs associated with the development and execution of OMAR advertising and public affairs programs. HQ USAREC use only. (EOR: 2512.)

#### **B-6. Department of Defense (DOD) -- 970100**

a. Family Advocacy Program (FAP). HQ USAREC use only.

(1) 047601 Prevention Activities (APC: PKCD). Provides for efforts, programs, and supportive services aimed at positively influencing children and parents before abuse or neglect occurs. Efforts shall be targeted on the general military community and upon specific groups that are considered to be "at risk." (EOR: 11\*\*, 12\*\*, 13\*\*, 14\*\*, 15\*\*, 21T1, 21T2, 252C, 252G, 26EB, 26RB.)

(2) 047602 Direct Services (APC: PKCE). Provides for all identification, diagnosis, treatment, counseling, rehabilitation, followup, and other services directed toward the victims and perpetrators of abuse and neglect and their families. (EOR: 21T1, 21T2, 252C, 252G, 26RB.)

(3) 047603 Administration (APC: PKCF). Provides for all services logistical support and equipment necessary to ensure the effective and efficient operation of the FAP. (EOR: 11\*\*, 12\*\*, 13\*\*, 14\*\*, 15\*\*, 21T1, 21T2, 252C, 252G, 26EB, 26RB.)

(4) 047604 Evaluation (APC: PKCG). Provides for needs assessments, analysis, evaluation, research, and other similar tools and services utilized by and for the FAP to measure program effectiveness. (EOR: 21T1, 21T2, 252C, 252G, 26RB.)

(5) 047605 Training (APC: PKCS). Provides all educational and/or instructional measures, supplies, or equipment used to prepare or maintain the skills of personnel working in the FAP. (EOR: 21T1, 21T2, 252C, 252G, 26RB.)

b. Relocation Assistance Program (RAP). HQ USAREC use only.

(1) 047503 Direct Client Services (APC: PKVD). Covers the cost of services provided to individuals or groups including RAP counseling and planning, community information guidance, education on the relocation process, stress management, referral and followup, and emergency process. (EOR: 252G, 2571, 26EB,

26RB.)

(2) 047504 Training (APC: PKVE). Covers the cost of staff training to include training for RAP volunteers. Includes time spent on volunteer training and development and implementation, and any training TDY and temporary additional duty costs as well as course costs. (EOR: 21T1, 21T2, 252C.)

(3) 047505 Automation (APC: PKVH). (EOR: 252G, 2571, 26EB, 26RB, 31EB.)

**Appendix C**  
**Monthly and Annual Program and Expense**  
**Data Levels of Reporting Status of Approved**  
**Operating Budget (RCS CSCFA-218) Sec-**  
**tion I and II to Part II**

**C-1. Funding levels**

a. OMA — 2020:

- (1) 135197.000.
- (2) 324771.100.
- (3) 331026.000.
- (4) 331711.000.
- (5) 331712.100.
- (6) 331715.000.
- (7) 331798.300.
- (8) 333733.000.
- (9) 334751.000.
- (10) 334751.410.
- (11) 336790.000.
- (12) 336895.000.
- (13) 434716.200.

b. OMA — 2023:

- (1) 331A11.000.
- (2) 331A12.000.
- (3) 333A34.000.

c. OMAR — 2080:

- (1) 434R10.100.
- (2) 434R20.100.
- (3) 434R20.200.

d. OMAR — 2081: 434S20.100.

e. Office of Secretary of Defense — 97-0100:

(1) FAP project code:

- (a) 047601.
- (b) 047602.
- (c) 047603.
- (d) 047604.
- (e) 047605.

(2) RAP project code:

- (a) 047503.
- (b) 047504.
- (c) 047505.

**C-2. Performance factors**

This regulation makes no reference to performance factors that are reported biannually. You must refer to DFAS-IN Manual 37-100-XX to ensure you use the correct performance factors.

## Glossary

### Section I Abbreviations

**ADP**  
automatic data processing

**AMEDD**  
Army Medical Department

**AMS**  
Army management structure

**AMSCO**  
Army management structure code

**APC**  
accounting processing code

**ARADS**  
Army Recruiting and Accession Data System

**ARC**  
Army Recruiter Course

**ARC3S**  
Army Recruiting Command Central Computer System

**BAD**  
budget activity director

**BER**  
budget execution review

**CG**  
Commanding General

**COB**  
command operating budget

**CofS**  
Chief of Staff

**COI**  
centers of influence

**CPO**  
civilian personnel office(r)

**CTA**  
common table of allowances

**DA**  
Department of the Army

**DEP**  
Delayed Entry Program

**DOD**  
Department of Defense

**EOR**  
element of resource

**FAP**  
Family Advocacy Program

**FTS**  
Federal Telecommunications System

**FY**

fiscal year

**GOCO**  
Government-owned contractor-operated

**GSA**  
General Services Administration

**HQDA**  
Headquarters, Department of the Army

**HQ USAREC**  
Headquarters, United States Army Recruiting Command

**IMA**  
Information Mission Area

**IMPAC**  
International Merchant Purchase Authorization Card

**ISA-USAREC**  
Information Support Activity-United States Army Recruiting Command

**IVD**  
interactive video display

**MDEP**  
Management Decision Package

**MEPS**  
Military Entrance Processing Station

**MLT**  
meals, lodging, and travel

**MTSA**  
military training specific allotment

**OMA**  
Operation and Maintenance, Army

**OMAR**  
Operation and Maintenance, Army Reserve

**PBAC**  
Program Budget Advisory Committee

**PCS**  
permanent change of station

**POL**  
petroleum, oil, and lubricants

**PPI**  
personal presentation item

**RAP**  
Relocation Assistance Program

**Rctg Bde**  
recruiting brigade

**Rctg Bn**  
recruiting battalion

**REA**  
recruiter expense allowance

**RPA**  
Reserve Personnel, Army

**RPI**  
recruiting publicity item

**RS Bde**  
United States Army Recruiting Support Brigade

**TAIR**  
Total Army Involvement in Recruiting

**TDA**  
tables of distribution and allowances

**TDY**  
temporary duty

**USAR**  
United States Army Reserve

**USAREC**  
United States Army Recruiting Command

**USPS**  
United States Postal Service

**VEAP**  
Veterans' Education Assistance Program

**Y2K**  
Year 2000

### Section II Terms

#### **budget activity directors**

At all levels of command, they are responsible for specific budget activity groups and subactivities related to an assigned mission. They serve as the representative on the working PBAC for their assigned budget activities. They coordinate with functional directors and recommend to the PBAC the controls necessary to maintain the integrity of assigned activity groups.

#### **functional directors**

The technical experts for individual pieces of an activity group or subactivity. They develop policies and recommend budgeting for assigned expense categories throughout the command. They provide guidance to commanders and BAD which will facilitate efficient and effective use of funds for those expense categories. In addition, they monitor and evaluate the efficient expenditure of funds throughout the command for assigned expense categories.

#### **Program Budget Advisory Committee**

The committee serves as the commander's primary advisory committee to review, coordinate, and recommend action on program, budget, and resource matters; to ensure balance between command missions and the distribution of resources; to ensure consistency in command plans, objectives, capabilities, and requirements; and to formulate assumptions.