



# Department of Defense INSTRUCTION

NUMBER 5030.53

October 16, 2012

Incorporating Change 1, July 31, 2017

---

---

WHS

**SUBJECT:** Reimbursement for General Services Administration (GSA) Space, Services, and Facilities; and Department of Homeland Security (DHS), Washington Headquarters Services (WHS), and Pentagon Force Protection Agency (PFPA) Services

References: See Enclosure 1

1. PURPOSE. This Instruction:

a. Reissues DoD Instruction 5030.53 (Reference (a)) in accordance with the authority in DoD Directives (DoDD) 5105.53 and 5110.04 (References (b) and (c)).

b. Establishes policy, assigns responsibilities, and provides procedures for:

(1) Paying GSA for space, services, and facilities within and outside the National Capital Region (NCR) in accordance with Public Law (PL) 92-313 (Reference (d)) and chapter 101 of title 41, Code of Federal Regulations (also known as "The Federal Property Management Regulations" (Reference (e))).

(2) Paying DHS, WHS, and PFPA for services provided within the NCR in accordance with PL 107-296 (Reference (f)), section 1315 of title 40, United States Code (U.S.C.) (Reference (g)), DoDD 5105.68 (Reference (h)), section 2208 of title 10, U.S.C. (Reference (i)), and WHS Buildings Maintenance Fund Charter (Reference (j)).

(3) Processing the above reimbursements and payments in accordance with the Department of Defense Financial Management Regulations (Reference (k)).

2. APPLICABILITY. This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereinafter referred to collectively as the "DoD Components").

3. DEFINITIONS. See Glossary.
4. POLICY. It is DoD policy, pursuant to Reference (c), that:
  - a. DoD Components be fully responsible for the costs of the space they occupy in order to promote improved efficiency in the management and use of Government-owned and leased space.
  - b. The GSA has the primary responsibility to establish and administer the Public Buildings Service.
5. RESPONSIBILITIES. See Enclosure 2.
6. PROCEDURES. See Enclosure 3.
7. RELEASABILITY. **Cleared for public release**. This instruction is available on the Directives Division Website at <http://www.esd.whs.mil/DD>.
8. SUMMARY OF CHANGE 1. The changes to this issuance are administrative and update organizational titles and references for accuracy.
9. EFFECTIVE DATE. This Instruction is effective October 16, 2012.



MICHAEL L. KNODES  
Director of Administration and Management

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 5030.53, “Reimbursement for GSA Space, Services, and Facilities,” September 13, 1988 (hereby cancelled)
- (b) DoD Directive 5105.53, “Director of Administration and Management (DA&M),” February 26, 2008
- (c) DoD Directive 5110.04, “Washington Headquarters Services (WHS),” March 27, 2013
- (d) Public Law 92-313, “Public Buildings Amendments of 1972,” June 16, 1972, as amended
- (e) Chapter 101, title 41, Code of Federal Regulations (also known as the “Federal Property Management Regulations”)
- (f) Public Law 107-296, “Homeland Security Act of 2002,” November 25, 2002
- (g) Section 1315 of title 40, United States Code
- (h) DoD Directive 5105.68, “Pentagon Force Protection Agency (PFPA),” December 5, 2013, as amended
- (i) Section 2208 of title 10, United States Code
- (j) Office of the Secretary of Defense (OSD), “Washington Headquarters Services (WHS) Buildings Maintenance Fund (BMF) Charter,” August 26, 1994<sup>1</sup>
- (k) DoD 7000.14-R, “Department of Defense Financial Management Regulations (FMRs),” Volumes 1-15, date varies by volume

---

<sup>1</sup> Available from the Office of the Director, WHS Financial Management Directorate.

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, WHS. The Director, WHS shall:

a. Provide an annual rent estimate to all DoD NCR tenants for budget preparation purposes, in advance of each fiscal year, to forecast rent for the upcoming fiscal year and 5 additional out-years, showing the application of the WHS rent bill rates to the space assigned. All DoD tenants outside the NCR will receive annual rent estimates directly from GSA in advance of the next fiscal year to forecast rent for the upcoming fiscal year.

b. Obtain estimates from GSA for overtime heating, ventilation, air conditioning, and other building services not included in the negotiated lease costs for WHS-serviced facilities in the NCR for payment on a reimbursable basis by DoD Components.

c. Receive and review for accuracy the consolidated monthly Federal Buildings Fund rent bills for space assigned within the NCR.

d. Formally dispute and resolve billing discrepancies with GSA for GSA-assigned space within the NCR.

e. Bill DoD Components monthly for validated rent, security, and real property operations charges associated with assigned GSA space and facilities within the NCR.

f. Process each DoD Component's NCR rent payment with Defense Finance and Accounting Services-Indianapolis (DFAS-IN) no later than the 15th of the following month. Acknowledge receipt of Components' billing concerns within 30 days and provide a resolution or plan of action.

g. Transmit the lines of accounting for each DoD Component's NCR rent bill with the detailed payment data for GSA rent, DHS and PFPA security services, and WHS real property operations to the DFAS-IN on the 15th of the following month.

h. Through WHS Space Portfolio Management Division, fund and pay validated rent, security, and real property operations charges for unfunded OSD organizations.

2. HEADS OF THE DoD COMPONENTS. The Heads of the DoD Components shall:

a. Review the annual WHS rent estimates and contact WHS for clarification of any current year changes, and adjust their rent budget, as needed.

b. Prepare budget estimates in accordance with Reference (k) for costs associated with occupancy of GSA-assigned space, and defend these estimates before the appropriate congressional committee.

c. Provide direct citation lines of accounting, military interdepartmental purchase requests (MIPRs), or other designated reimbursable documents with lines of accounting that are fully funded, from which their NCR rent will be paid to Director, WHS, by October 15 each year. If there is a continuing resolution or apportionments are only received quarterly, provide full funding to the extent available by the 15th of the quarter.

d. Ensure that funding is promptly increased to pay the NCR rent bills in their entirety, upon receipt of the bills or notification from the Director, WHS.

e. Address all NCR billing concerns to the Director, WHS, in writing within 60 days of receipt of bill.

f. Withhold no portion of funding for NCR rent as a basis to resolve rent billing concerns or contingent upon any leasing actions.

g. Provide the Director, WHS, with a specific contact point and a billing address for GSA-assigned space and facilities located within the NCR.

h. Make payments for the full undisputed amount, when billed, to GSA for GSA-assigned space outside the NCR.

i. Formally dispute and resolve billing discrepancies with GSA for GSA-assigned space outside the NCR.

j. Continue to make rent payments while the Government is operating under a continuing resolution, which authorizes Government agencies to fund their agencies at the current level until either the resolution expires or an appropriations bill is passed.

3. DIRECTOR, DFAS-IN. The Director, DFAS-IN, under the authority, direction, and control of the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense, through the Director, DFAS, shall:

a. Process NCR rent payments within 3 business days of receipt (if there are no discrepancies); after which time non-receipt of concurrences shall be treated as a concurrence.”

b. Notify the Director, WHS, of any discrepancies with the NCR rent payment data within 3 business days of receipt.

c. E-mail the payment voucher, date accomplished, and Department of the Treasury document number for each NCR rent payment transaction to WHS, Financial Management Directorate (FMD) and Facilities Services Directorate (FSD).

ENCLOSURE 3

PROCEDURES

1. BILLING

a. The WHS rent bill shall be developed by incorporating negotiated lease costs, DHS security, PFFA security, and WHS real property operations charges into one consolidated bill.

b. Director, WHS shall issue bills to all DoD tenants on a monthly basis for all occupancy related charges for their NCR GSA-assigned space. The rates billed are for a one-shift a day, 5 days a week operation, and include standard level services, unless otherwise mentioned in the lease.

c. GSA issues Federal Buildings Fund rent bills monthly to WHS for NCR space, and to each DoD Component individually for space outside the NCR.

(1) Billings include adjustments for billing errors, retroactive charges, annual real estate tax and operating costs escalations, and changes in space assignments.

(2) Charges for reimbursable services, both recurring and one time, are billed by GSA directly to the requesting DoD Components' finance office cited on each GSA Form 2957, "Reimbursable Work Authorization."

2. PAYMENT

a. DoD Components shall provide concurrence of the NCR rent bills to the Director, WHS, within 3 days of receipt; after that, non-receipt of concurrences shall be treated as a concurrence.

b. WHS, FMD will provide acceptance of MIPR payments within 5 days of receipt.

c. WHS, FSD, shall consolidate NCR rent billing data and submit to WHS, FMD.

d. WHS, FMD shall certify NCR rent payment data for processing within 2 days and forward to DFAS-IN.

e. DFAS-IN shall process NCR rent payments within 3 days (if there are no discrepancies) to DHS, GSA, PFFA, and WHS, and e-mail confirmation of each NCR rent payment transaction to the WHS, FMD and WHS, FSD.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

|         |  |
|---------|--|
| DFAS-IN | Defense Finance and Accounting Services-Indianapolis |
| DHS     | Department of Homeland Security                      |
| DoDD    | Department of Defense Directive                      |
| FMD     | Financial Management Directorate                     |
| FSD     | Facilities Services Directorate                      |
| GSA     | General Services Administration                      |
| MIPR    | military interdepartmental purchase request          |
| NCR     | National Capital Region                              |
| PFFPA   | Pentagon Force Protection Agency                     |
| PL      | Public Law   |
| U.S.C.  | United States Code                                   |
| WHS     | Washington Headquarters Services                     |

PART II. DEFINITION

Unless otherwise noted, this term and its definition are for the purpose of this Instruction.

Public Buildings Service. A program within GSA that acquires space on behalf of the Federal Government through new construction and leasing, and acts as a caretaker for Federal properties across the country.