



COMPTROLLER

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-1 100

June 19, 2020

MEMORANDUM FOR ASSISTANT SECRETARIES OF THE MILITARY DEPARTMENTS
(FINANCIAL MANAGEMENT AND COMPTROLLER)
COMPTROLLER, JOINT STAFF
CHIEF FINANCIAL EXECUTIVES OF THE COMBATANT
COMMANDS
CHIEF FINANCIAL EXECUTIVES OF DEFENSE AGENCIES
CHIEF FINANCIAL EXECUTIVES OF DOD FIELD ACTIVITIES

SUBJECT: Mandatory Use of Federal Forms for DoD Activity and Mission Assignment Work
Performed on Behalf of Other Federal Agencies

Since October 2019, DoD components have been required to document reimbursable buy/sell goods and services between trading partners using the U.S. Department of the Treasury Fiscal Service (FS) Form 7600A, "United States Government General Terms & Conditions." FS Form 7600B, "United States Government Order Form," is also required for tracking and accounting for specific orders from other federal agencies executed for a specific FS Form 7600A. This requirement also applies to the government-wide G-Invoicing initiative for unclassified, reimbursable buy/sell intragovernmental transactions.

An exception to this requirement is reimbursable Mission Assignment (MA) work performed on behalf of the Federal Emergency Management Administration (FEMA). MA work performed by DoD components on behalf of FEMA must have the applicable signed and documented MA form in place to support audit purposes.

As we continue to monitor and track Coronavirus Disease 2019 (COVID-19) actions, DoD components must use FS Forms 7600 A/B executed under the Economy Act of 1933 and use required MA forms executed under the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 to track reimbursable work performed on behalf of other federal agencies. As applicable, the action should be identified as "COVID-19" in the description field. If not using G-Invoicing, DoD components must establish a common location within their own Service or agency for COVID-19 related FS Forms 7600 A/B. Utilizing DoD funds without sufficient internal controls and supporting documentation to seek reimbursement from our federal partners can cause delays in reimbursements and ultimately reduce DoD's overall buying power in these critical times.

I appreciate your continued cooperation. My point of contact for this subject is Mr. Scott Young. Reach him at 703-693-9720 or scott.d.young2.civ@mail.mil.

Mark E. Easton
Deputy Chief Financial Officer