RESERVE OFFICERS TRAINING CORPS RESOURCES SUMMARY REPORT

(Dollars in Thousands)

A. SERVICE	B. DATE OF REPORT *(YYYYMMDD)*

(1) COST CATEGORY	(2) FY _____ ACTUAL	(3) FY _____ PROGRAMMED	(4) FY _____ CURRENT ESTIMATE	(5) FY _____ PRESIDENT'S BUDGET	(6) FY _____ PRESIDENT'S BUDGET
1. MILITARY PERSONNEL AND RESERVE PERSONNEL APPROPRIATION					
a. STAFF/SUPPORT					
b. CADET PAY					
c. CADET SUBSISTENCE					
d. CADET TRAVEL					
e. CADET *(Other)*					
f. SUBTOTAL					
2. OPERATION AND MAINTENANCE APPROPRIATION					
a. CIVILIAN PAY					
b. TRAVEL					
c. ADVERTISING					
d. AUDIO/VISUAL					
e. COMPUTERS *(Automation)*					
f. COMMUNICATIONS					
g. SCHOLARSHIPS					
h. EDUCATIONAL SKILLS					
i. TRAINING CAMP OVERHEAD					
j. REAL PROPERTY MAINTENANCE					
k. OTHER *(ROTC Support)*					
l. SUBTOTAL *(O&M)*					
3. PROCUREMENT APPROPRIATION					
a. COMPUTERS *(Hardware)*					
b. EQUIPMENT *(Other)*					
c. SUBTOTAL					
4. TOTALS					

COMPLETION INSTRUCTIONS FOR DD FORM 2609

For each Military Service, to include its Reserve Component, display for the ROTC program the total FY obligations attributable to a resource designation for the 4-years requested. (The following section numbers coincide with the numbers on DD Form 2609.)

1. MILITARY PERSONNEL APPROPRIATION OR RESERVE PERSONNEL APPROPRIATION. Those costs associated with pay and allowances for military personnel involved with ROTC programs that are accounted for under Military Personnel Appropriations or the Reserve Personnel Appropriations. If applicable, includes National Guard personnel appropriations with the Reserve personnel appropriations. The costs include pay and allowances for active duty personnel, Reserve personnel assigned to full-time duty (e.g., Active Guard or Reserve status on active duty or full-time National Guard duty), personnel in the Selected Reserves, and personnel in the Obligated Reserve Section (to include cadets and midshipmen).

a. Staff or Support Personnel. The total amount of pay and allowances to include retirement accrual for officers and enlisted personnel assigned to permanent duty and for temporary duty in support of the ROTC program (for purposes of this enclosure, "cadet" refers to any enrolled Senior ROTC student, regardless of unit Service affiliation):

(1) Pay and allowances to military personnel assigned administrative responsibilities and duties at field or regional organizations as well as higher headquarters.

(2) Pay and allowances to military personnel assigned to operational units (e.g., colleges and universities), to include instructors as well as support personnel.

(3) Reserve personnel using man-day spaces (Active Duty for Training or Active Duty for Special Work) in support of ROTC courses, field training, cruises, and summer camp sessions.

(4) Pay and allowances to military personnel engaged in the basic and advanced training of ROTC cadets and midshipmen. For that requirement, military pay of active duty and Reserve personnel should be computed using an established composite standard rate schedule, which includes basic pay, retired pay accrual, basic allowance for quarters, permanent change of station, incentive, special pay and miscellaneous expenses. for officers and enlisted personnel based on an average work year cost. Military pay for Reserve personnel may be computed using a composite standard rate for officer and enlisted Reserve personnel or a force structure rate (i.e., number of personnel times average rate for grade).

b. Cadet Pay. The total amount of pay and allowances paid to both scholarship and non-scholarship cadets attending field training, cruises, and summer camp sessions, to include funds to any advanced training program and language-related or immersion programs.

c. Cadet Subsistence. The total amount for all subsistence allowances provided to both scholarship and non-scholarship cadets during the academic year. Specifically, the monthly allowance provided to cadets enrolled in the basic and advanced courses, and payments for subsistence while attending field training, cruises, and summer camp sessions.

d. Cadet Travel. The total amount paid to cadets for all travel costs whether as a direct payment or on a reimbursable basis. It is the total of funds provided for ROTC students to and from summer training activities and field training as well as initial travel for scholarship cadets to the educational institution and on discharge from the ROTC program.

e. Cadet Other. The total of all remaining costs (i.e., those not explained in paragraphs 1a through 1d of this enclosure.) paid to cadets under the heading of "Active or Reserve Military Appropriations" account. That heading would include uniform expenses both issue-in-kind and commutation costs.

2. O&M APPROPRIATIONS. Those costs in support of the ROTC program that are accounted for under the DoD heading of "Operation & Maintenance (O&M) Appropriations" to include funding for the Reserve or National Guard (e.g.., O&M Army Reserve).

a. Civilian Pay. O&M funds for direct hire civilian personnel assigned to duties supporting military officer procurement for the ROTC program. That category would include civilian spaces in support of basic or advanced training to include the proration of facilities support and overhead personnel. It includes O&M funds for civilians in field or regional organizations as well as those at higher headquarters whose principal functions are to support the ROTC program.

b. Travel. The total amount for travel expenses by military personnel and civilians in support of the ROTC program. Does not include cadet and midshipman travel costs.

c. Advertising. O&M funds expended on national and local recruitment advertising in support of the ROTC program. Those include not only funds expended for media time, but contractor management and production costs (e.g., contractor labor, overhead, and administrative) associated with the acquisition of such media. Additionally, it includes funds expended on promotional materials, advertising research, sales report literature, printed materials, direct mail, list purchases, and miscellaneous expenses associated with advertising.

d. Audio or Visual Items. O&M funds expended for audio or visual supplies and services paid for either on a direct or a reimbursable basis. Additionally, it would include the cost for any art or display work performed by a contractor.

e. Computers (Automation). O&M funds expended on computer systems designed to manage or account for ROTC cadets and midshipmen, to include the management of items in support of the ROTC program. The cost of in-house development or purchase of software, to include support programs such as models, databases, or utilities. Includes costs for systems used in administration or training seat (e.g., reservation) programs and costs of telecommunications equipment and dedicated data links for computer systems. If telecommunication lines cannot be separately identified for computer support, then include costs with communication costs.

f. Communications. O&M funds expended for telephone calls, purchase of telecommunication equipment and the cost of any leased lines. Included in that resource category are funds for commercial, federal, and military charges, and the acquisition of leased communications systems.

g. Scholarships. O&M funds expended for ROTC scholarships, to include tuition costs, academic books, laboratory fees, room and board, and other related expenses accounted for under that heading.

h. Education Skills. O&M funds expended on the educational training of ROTC cadets and midshipmen, to include supplemental instruction courses (e.g., enhancement of English skills, basic training skills).

i. Basic or Advanced Training Costs. O&M funds expended in support of basic or advanced training sessions, to include any identifiable base operations costs, training camp or cruise overhead, additional contractual support, and operating supplies and equipment.

j. Real Property Maintenance. O&M funds for real property maintenance to include utility costs associated with buildings on military installations. Do not include the cost of capital equipment over $15,000 nor engineering projects costing in excess of $200,000.

k. Other (ROTC Support). O&M funds for all other expenses (i.e., those not explained in paragraphs 2a through 2j of this enclosure) used in support of the ROTC program. This category includes funds for the following:

(1) Operating and maintaining vehicles and aircraft.

(2) Office supplies and equipment.

(3) Miscellaneous contractual support for operational units as well as higher headquarters.

(4) Postal costs to include use of automated stamp machines paid for directly or on a non-reimbursable basis.

(5) Other costs in support of the ROTC programs from O&M appropriations (e.g., professional development courses for staff, fuel costs, shipment charges, and miscellaneous expenses).

3.PROCUREMENT APPROPRIATIONS. Those costs associated with the procurement or purchase of equipment costing less than $15,000 that are used in direct support of the ROTC program. It includes items procured for colleges, field or regional organizations, and higher headquarters.

a. Computers (Hardware). Funds used to purchase micro-, mini- or main-frame computers whose function is support of an ROTC program. In addition, funds used to purchase hardware or other machinery falling within the regulations that govern procurement funds, which is not included in funds expended on Computers (Automation) such as items in paragraph 1e of this enclosure.

b. Equipment. The use of procurement funds for the purchase of equipment or any other machinery used in direct support of the ROTC program.