



**DEPARTMENT OF THE NAVY**  
**NAVAL FACILITIES ENGINEERING SYSTEMS COMMAND**  
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24 Apr 24

From: Commander, Naval Facilities Engineering Systems Command  
To: Distribution

Subj: FUNDING REIMBURSABLE NAVAL FACILITIES ENGINEERING SYSTEMS  
COMMAND CONSTRUCTION PROJECT OVERSIGHT SUPPORT SERVICES

Ref: (a) 10 U.S.C. §169 and §2851  
(b) DoDD 4270.5, Military Construction, February 2005  
(c) SECNAVINST 5400.15D  
(d) NAVFACINST 5400.7C  
(e) SECNAVINST 7043.5C  
(f) DoD Instruction 4105.67 of 26 February 2014  
(g) DASD(EI&E) memo of 14 April 2022  
(h) FAR 17.502-2 – The Economy Act  
(i) DoD 7000.14-R  
(j) NAVFACINST 7820.1L  
(k) OPNAVINST 11010.20J

Encl: (1) Standard Construction Project Oversight Agreement  
(2) Sample Construction Project Oversight Cost Estimator

1. Naval Facilities Engineering Systems Command (NAVFAC) is the Design and Construction Agent for military construction for U.S. Navy, U.S. Marine Corps (USMC) and other Defense Agencies as defined in references (a) and (b) to “produce a complete and usable facility . . . or improvement as specifically authorized by law.” Reference (c) assigns NAVFAC to act for Assistant Secretary of the Navy (ASN) for Research Development, and Acquisition and exercise technical and management authority of the Naval Acquisition Executive for construction and facility engineering programs, including serving as the Head of the Contracting Activity. Reference (c) further describes NAVFAC’s management authority, accountability, and cognizance for facility engineering design and construction, including capital improvements, maintenance and facility services, environmental remediation and conservation, real estate, public works, utilities, transportation and weight handling equipment, anti-terrorism force protection ashore, and contingency engineering. References (c) and (d) further define NAVFAC’s Technical Authority (TA), including TA for design and construction.

2. Reference (e) provides that Department of Navy Non-appropriated Fund Instrumentalities (NAFI) have inherent authority to enter construction contracts for quality of life and Morale, Welfare, and Recreation facilities. References (e) and (f) also require NAFI to appoint a Contracting Officer Representative (COR) for complex contracts, including construction, where contractor performance cannot be readily monitored by the contracting officer.

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3. In the past, NAVFAC established Memorandum of Agreement (MOA) with various other organizations for NAVFAC to provide COR and other design and construction project oversight support services. However, many of these MOA are no longer current and applicable because organizations, funding processes, requirements, and other circumstances have changed significantly since they were established. New agreements are required to ensure compliance with references (a) through (d).

4. Therefore, to specify and ensure NAVFAC performs its responsibilities under references (a) through (d), standardize the funding for reimbursable NAVFAC COR and other design and construction project oversight support services, align with current Department of Defense (DoD) Supervision, Inspection, and Overhead rates per reference (g), and eliminate confusion associated with unenforceable agreements, all NAVFAC field offices shall negotiate reimbursable services using enclosure (1). The estimate shall be based on actual costs shall be generated using a standard format such as enclosure (2) or any other valid means of estimating actual costs. Per references (h) and (i) full reimbursable funding must be provided within the year of execution and PRIOR to commencement of any NAVFAC support services. Design and construction project oversight support shall not commence until an active, valid Financial Information Pointer backed by customer funding is made available by the Facilities Engineering Command (FEC) for labor charges.

5. These processes apply to projects for which NAVFAC is not serving as either the DoD Construction Agent (DCA) and/or the Procuring Contracting Officer (PCO) or Administrative Contracting Officer (ACO).

a. Customer funding shall be via direct reimbursement to the local field component. Generally, this will include projects for:

(1) Commander, Navy Installations Command (CNIC) N944 Non-Appropriated Funds (NAF) projects.

(2) USMC Community Services/Personal and Family Readiness Division NAF projects.

(3) U.S. Army Community and Family Support Center NAF projects.

(4) Energy Savings Performance Contracts.

(5) Utilities Energy Services Contracts.

(6) Renewable Energy Program Office projects.

(7) Enhanced Use Lease agreements.

(8) Lease-construction projects.

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(9) Engineering and Expeditionary Warfare Center centrally managed programs.

(10) Anti-Terrorism Force Protection Ashore.

(11) U.S. Special Operations Command in contingency locations.

(12) Section 233 Authority projects.

(13) Other projects where the NAVFAC field office is not the ACO.

b. NAVFAC requires full cost recovery for its construction project oversight support services, and because an artificially low fixed rate reimbursement is insufficient for ad hoc projects, small projects, and/or small programs, NAVFAC will require the local field component to prepare and negotiate a detailed estimate of actual support costs for these projects and programs. This approach helps to further ensure accuracy and funds fidelity. However, for large and diverse programs, a fixed-rate may be negotiated on a case by case basis as long as the fixed-rate is sufficient for full cost recovery.

6. For projects where NAVFAC is serving as the DCA and/or PCO or ACO, the standard Military Construction or other established rates will apply in accordance with reference (j). But, as required, reference (k) does detail NAVFAC has right of first refusal for COR services for NAF projects executed by CNIC Fleet and Family Readiness Service Center (N94) or outside agencies such as U.S. Army Installation Management Command, Family and Morale, Recreation and Welfare (G-9).

7. The NAVFAC point of contact for questions and support is Timothy Bayse. He can be reached at commercial phone: (202) 685-9414 or email: [timothy.c.bayse.civ@us.navy.mil](mailto:timothy.c.bayse.civ@us.navy.mil).

D. A. VANDERLEY

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## Standard Construction Project Oversight Support Agreement

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Current Estimated Construction Cost/Value: \$ \_\_\_\_\_

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Funding for Facilities Engineering and Acquisition Division (FEAD)/Resident Officer in Charge Construction (ROICC) Construction Support: \$ \_\_\_\_\_

Funding for Facilities Engineering Command (FEC)/FEAD Engineering or Other Support:  
Specify \$ \_\_\_\_\_

<b>Total Cost of FEC Planning, Design, and Construction Directorate (PDC) Support (Construction + Engineering/Other): \$ _____</b>
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Full funding for FEC PDC Support shall be provided prior to commencement or continuation of any onsite construction-related activities.

FEC/FEAD/ROICC Representative: \_\_\_\_\_  
(Name and Signature)

Date: \_\_\_\_\_

Supported Commander Representative: \_\_\_\_\_  
(Name and Signature)

Date: \_\_\_\_\_

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[Please tailor to the project as necessary.]

Generally, FEC FEAD/ROICC responsibilities include:

- Provide constructability review (Requestor must coordinate review with Naval Facilities Engineering Systems Command (NAVFAC) field office in advance of final design/Request for Proposal. If this review is requested, it may have to be a separately funded action in advance of the contract award since it occurs pre-award.).
- Conduct preconstruction conference and provide minutes.

- Advise Supported Command (or designated representative) of key meetings and significant events, and attend.
  - Support for coordinating local permits/outages.
  - Support badges/pass requests (with Security and Activity-as applicable).
  - Support for cursory review and accept Accident Prevent Plan and corresponding Activity/Job Hazard Analyses – as applicable) and review/accept critical lift plans/crane certificate of compliance-entry/etc. Monitor contractor's adherence to Plan/contract requirements and provide higher-level notification, including the Administrative Contracting Officer (ACO), for stop work orders issued and/or mishap reporting.
  - Support for environmental oversight services – review and approve Environmental Protection Plan/Erosion Control Plan (as applicable); monitor contractor's adherence to Plan/contract requirements.
  - Confirm review process of technical construction submittals (e.g., shop drawings, catalog/product data, test results/reports, etc.) during Post Award Kickoff Meeting (PAK) or Preconstruction Conference (Precon) with designer of record or designated Government reviewer and Prime Contractor per contract documents.
  - Review Contractor's Monthly Progress Schedule – notify Supported Command/ACO of issues, discrepancies, or anticipated slippage.
  - Provide a review and endorsement of contractor payment requests/invoices to ACO.
  - Periodically conduct labor interviews to ensure compliance with labor laws and Davis-Bacon wage rates (where applicable).
  - Confirm Request for Information review process with designer of record/designated Government reviewer and Prime Contractor during PAK or Precon. Designer of Record (DOR) or ACO is responsible for providing responses. FEAD/ROICC personnel are not authorized to take any action, either directly or indirectly, that could result in a change in the pricing, quantity, quality, place of performance, delivery schedule, or any other terms of the contract. This authority resides with the ACO.
  - Provide Quality Assurance (review and approve Quality Control (QC) plan, and ensure contractor is implementing three phases of QC. Engage ACO to notify the contractor of deficiencies in their QC process and any apparent non-compliance issues).
  - Coordinate any required technical inspections where NAVFAC is separately funded to witness/approve tests, which may include system performance verification testing and acceptance conducted by construction contractor (maintain and file any copies of contractor provided inspections, test reports, and certifications). Notify ACO to coordinate all other non-funded technical inspections.
  - Coordinate and conduct final inspection with ACO. Monitor completion of identified punch list items.
  - Coordinate delivery of as-built drawings and Operation and Maintenance manuals to DOR for approval, and coordinate training (as applicable and needed).
  - Maintain Contracting Officer Representative file of contractor reports and submittals (such as QC, Production, field tests, inspections, and certifications).
  - Provide input to ACO on contractor performance (with regards to Contractor Performance Assessment Reporting System evaluation).
  - Other. Please specify: \_\_\_\_\_
- 

Enclosure (1)

## Sample Construction Project Oversight Cost Estimator FEC Support Agreement Questionnaire

SAMPLE	FEC Support Agreement Questionnaire ( Note 1 )		SAMPLE
Date of Estimate	7-Oct-16		
Fiscal Year	FY 16	Select Estimate Basis ( % or Hours )	Based upon Hours of Effort
Supported Command	COMNAVREGEURAFSWA		
Supported Command POC	Tom Clark	Supported Command POC Phone No	123-456-7890
Supported Command Organization	FEC EURAFSWA	Supported Command POC eMail Address	tom.clark@eu.navy.mil
Project Number ( eProjects / WIS / Other )	1234567890	Project Site Location	Timbuktu, North Africa
Project Title	Administration / Training Headquarters		
Work Description	This is the most important Region Funded FY 16 Project !!!!!		
CCP/ACWE	\$ 500,000	Constrained by NETOPS 33 ?????	No
Local FEAD / ROICC	FEAD Naples	Field Office Providing FEC Support	FEAD Naples
FEC / FEAD POC	Tom Clark	FEC / FEAD POC Phone No	123-456-7890
FEC / FEAD POC Organization	CI Core	FEC / FEAD POC eMail Address	tom.clark@eu.navy.mil
Burdened CM Rate ( Select from List )	70	per Hour	
Burdened ET Rate ( Select from List )	60	per Hour	
Burdened KO / CS Rate ( Select from List )	65	per Hour	
Construction Start ( Enter Date DDMMYY )	30-Sep-16	Project Duration ( Calendar Days )	365
Construction Finish ( Enter Date DDMMYY )	30-Sep-17		
Level of FEC Support	Minimum FEC Support / No ACO		
<p>Note 1: Drop Down List Choices ( Cyan ) and Data Entry Cells ( Cyan ) must be completed in order to populate fields and formulas on other tabs in this workbook. Drop Down List Choices ( White ) and Data Entry Cells ( White ) are optional. Date of Estimate ( Grey ) is automatically populated with the current date when this workbook is opened or saved.</p> <p>Note 2: <b>Save this workbook spreadsheet file under a project specific file name before proceeding to other tabs in the workbook.</b></p> <p>Note 3: Consult your FEC CIBL CI 3 / CI 4 / CI 5 Core Staff and / or your FEAD / ROICC Leadership prior to selecting CM, ET, CS rates and /or Level of FEC Support.</p>			

20160803 - FEC Support Agreement - After Fixed - Monthly - Daily - Formula Adjustments


Proj Nam Project Name		Date:			5-May-16		
Location: Camp Anywhere, USA		Current Contract Price / CWE:			\$ 500,000.00		
Phase	Engineering / QA Tasks	Supported Command Action			Supported Command Action		
		Minimal FEC Construction Support			Moderate FEC Construction Support		
		ACO is <b>NOT</b> at FEC/FEAD			ACO is <b>NOT</b> at FEC/FEAD		
		Planned Hours			Planned Hours		
I. POST AWARD ( NORMAL SUPPORT ):							
I.a. Normal Project Startup, Submittal Review, CQM and Acceptance		CM	ET	CS	CM	ET	CS
I.a.1. Normal Project Startup, including:		8.8	4.7		11.9	9.4	
	Provide Supported Commander Interface	3.8			3.8		
	Attend VIP Tours	0.6			0.6		
	Participate in PCO/ACO Turnover Meeting	0.6			0.6		
	Coordinate Ground Breaking	0.6			0.6		
	Conduct PAK Mtg. and/or Precon, Provide Minutes	1.6	1.6		3.1	3.1	
	Participate in Partnering ( CDW if DB )	1.6	1.6		3.1	3.1	
	Support Badge/Pass Requests w/ PW/Security		1.6			3.1	
	Coordinate Contractor Access to Secure Areas						
I.a.2. Normal Submittal Review, including:		6.3	0.0		12.6	0.0	
	Coordinate Review of Technical Submittals w/ AE-DOR	3.1			6.3		
	Assist Project Team w/ Reviews	3.1			6.3		
I.a.3. Normal CQM, including:		18.5	297.2		37.0	594.4	
	Review / Accept CQC Plan		10.0			20.0	
	Conduct a CQC Mutual Under'g Mtg		5.0			10.0	
	Develop Risk Assessment		5.0			10.0	
	Prepare QA Plan		5.0			10.0	
	Participate in Site Visits	7.9	39.3		15.7	78.6	
	Attend Coord'n & Mutual Under'g Mtgs		25.0			50.0	
	Attend Selected KTR QC Meetings		25.0			50.0	
	Attend Selected Production Meetings		7.9			15.7	
	Attend KTR QC Tests		25.0			50.0	
	Perform Periodic QA Observations		39.3			78.6	
	Attend Preparatory / Initial Phase Meetings		25.0			50.0	
	Monitor Preparatory/Initial Phases		7.9			15.7	
	Ensure KTR Crane Safety/Certification Compliance		3.1			6.3	
	Review/Accept/Witness/Monitor Critical Lift Plans		3.1			6.3	
	Review / Accept KTR's APP / AHAs		10.0			20.0	
	Attend KTR Safety / Tool Box Meetings		25.0			50.0	
	Assist KTR with Hot Work Permits		5.0			10.0	
	Review / Accept KTR's EPP		5.0			10.0	
	Monitor & Enforce KTR Safety Mishap Reporting Req'ts		3.1			6.3	
	Review / QA OSHA Form 300 & CSIR		5.0			10.0	
	Support Mishap Rvw Bd ( Class A & sel'd Class B only )	5.0	5.0		10.0	10.0	
	Ensure Mishap Corrective ActionsTaken by KTR	5.0	5.0		10.0	10.0	
	Attend/Perform Off Site Inspections	0.6	0.6		1.3	1.3	
	Address KTR QC/Safety Non-Compliance Issues		7.9			15.7	
I.a.4. Normal Contract Acceptance Procedures, including:		0.0	0.9		0.0	1.9	
	Witness Ordinary KTR Systems Testing & Acceptance		0.3			0.6	
	Participate in Pre-Final Insp'n/Rvw KTR's Punch List		0.3			0.6	
	Participate in Final Inspection & Acceptance		0.3			0.6	
	Coordinate Ribbon Cutting Ceremonies	2.0			2.0		
Subtotal I.a. Normal POST AWARD Project Startup, Submittal Review, CQM and Acceptance:		33.6	302.9		61.5	605.7	
I.b. Normal Project Contract Administration, Coordination, Enforcement and Contract Closeout.		CM	ET	CS	CM	ET	CS
I.b.1 Normal Contract Administration, including:		80.3	17.3		160.6	34.6	
	Maintain Records, Files, Reports, Submittals	7.9	7.9		15.7	15.7	
	Review Contractor's payroll records		9.4			18.9	
	Review KTR's Monthly Progress Schedule	9.4			18.9		
	Evaluate KTR's Progress	7.9			15.7		
	Run Monthly eContracts Status Report	30.0			60.0		
	Review Contractor's Progress Payment Requests	9.4			18.9		
	Assist ACO w/ Contract Modifications/REAs	7.9			15.7		
	Advise ACO/Supported Command about Contract	7.9			15.7		
I.b.2. Normal Contract Coordination, including:		17.6	9.7		35.2	19.5	
	Coordination of local permits/outages		1.9			3.8	
	Monitor KTR's adherence to Plan/Contract Req'ts	7.9	7.9		15.7	15.7	
	Coordinate Review of KTR RFIs w/ A-E DOR	7.9			15.7		
	Resolve Scope, Schedule, Cost Matters with PM/DM	1.9			3.8		
I.b.3. Normal Contract Enforcement Actions, including:		6.3	17.6		12.6	35.1	
	Conduct Random Labor Interviews when required		5.0			10.0	
	Address KTR Non-Compliance Issues	1.6	6.3		3.1	12.6	
	Support ACO Adverse Actions, Stop Work	1.6	6.3		3.1	12.6	
	Support Interim/Final contractor evaluations ( CPARS )	3.1			6.3		
I.b.4. Normal Contract Closeout actions, including:		1.6	17.3		3.1	34.6	
	Monitor/Enforce NAVFAC Red Zone/Checklist/POAM	1.6	12.6		3.1	25.1	
	Coordinate GFE deliveries		1.6			3.1	
	Coordinate Delivery of As-Builts, O&M Manuals & Training		1.6			3.1	
	Perform warranty reviews		1.6			3.1	
Subtotal I.b. Normal POST AWARD Project Contract Administration, Coordination, Enforcement and Contract Closeout.		105.7	61.9		211.5	123.8	
Total Normal POST AWARD Project Support		139.3	364.7		273.0	729.5	

Enclosure (2)



II & III. POST-AWARD ADDITIONAL SPECIALTY TECH'L SPT - Post Construction Award Support ( PCAS ) & Other Government Services ( OGS )								PCAS by CM	PCAS by ET	PCAS by Tch Spt	OGS byCM	OGS by ET	OGS by Tch Spt
<b>II.a. &amp; III.a. Roll-up PWBL Specialty Technical Support</b>								0.0	0.0	0.0	0.0	0.0	0.0
	Utilities Engineering												
	Dive Support												
	Crane Engineering, Testing & Certification												
	EMS/AWEMS/EMCS/SCADA												
	Utilities Metering												
	Boiler/Pressure Vessel Inspection												
	Elevator Inspection												
	NCTS/NMCI												
	Other [ Specify ]												
	Other [ Specify ]												
	Other [ Specify ]												
<b>II.b. &amp; III.b. Roll-up CIBL Specialty Technical Support</b>								0.0	0.0	0.0	0.0	0.0	0.0
	Basic Tech'l Support (A, ID, CE, SE, ME, EE, PE, FPE )												
	Specialty Tech'l Spt ( Sml Arms, Systems Safety, etc. )												
	Other [ Specify ]												
	Other [ Specify ]												
	Other [ Specify ]												
<b>II.c. &amp; III.c. Roll-up EVBL Specialty Technical Support</b>								0.0	0.0	0.0	0.0	0.0	0.0
	Env'l Tech'l Consultations & RFI Feedback												
	Solid Waste Management												
	Environmental Permitting												
	Asbestos Abatement												
	Lead Based Paint Abatement												
	Air Permitting												
	Wetlands Delineation												
	Endangered/Threatened Species Monitoring												
	Cultural/Historic Resources												
	Other [ Specify ]												
	Other [ Specify ]												
	Other [ Specify ]												
<b>II.d. &amp; III.d. Roll-up Enhanced Commissioning ( Cx / PVT )</b>								4.0	8.0	0.0	8.0	16.0	0.0
	HVAC Systems							4.0	8.0		8.0	16.0	
	DDC Systems												
	Hi-Voltage Systems												
	Other [ Specify ]												
	Other [ Specify ]												
	Other [ Specify ]												
<b>Total POST-AWARD Specialty Engineer'g Technical Spt ( PCAS )</b>								4.0	8.0	0.0	8.0	16.0	0.0
<b>V. PRE-AWARD PHASE ( ADDITIONAL SUPPORT ):</b>													
<b>V.a. Roll-up AE Contracting, Administration &amp; Contract Closeout:</b>								0.0	0.0	0.0	0.0	0.0	0.0
	Contracting for A-E Services												
	Administration of A-E Services Contract												
	Constructability Review												
	Review Contract General Conditions												
	Close-Out for A-E Services Contract												
<b>V.b. Roll-up Construction Contracting, Solicitation, Evaluation &amp; Award</b>								0.0	0.0	0.0	0.0	0.0	0.0
	Attend RFP Review Conference												
	Attend Pre-Proposal Conference and Site Visit												
	Participate in Proposal Evaluation Sessions												
	Support Award of Construction Contract												
<b>Subtotal Pre-Award AE Contracting, Construction Contracting &amp; Post Award Technical Support ( PCAS )</b>								0.0	0.0	0.0	0.0	0.0	0.0

Enclosure (2)

		<b>Reimbursable FEC Support Agreement</b> <b>Cost Estimate</b>			
Minimum FEC Support / No ACO					
Field Office: CI Core			Estimate Date: 10/7/16		
eProjects / WIS / Other#: 1234567890			Fiscal Year: FY 16		
Project Title: Administration / Training Headquarters			CCP / ACWE: \$ 500,000		
<b>NAVFAC FEC / Field Office POC</b>			<b>Supported Command POC</b>		
Name: Tom Clark			Name: Tom Clark		
Org: CI Core			Org: FEC EURAFSWA		
Phone: 123-456-7890			Phone: 123-456-7890		
email: <a href="mailto:tom.clark@eu.navy.mil">tom.clark@eu.navy.mil</a>			email: <a href="mailto:tom.clark@eu.navy.mil">tom.clark@eu.navy.mil</a>		
<b>WORK DESCRIPTION:</b>			<b>RATES</b>		
This is the most important Region Funded FY 16 Project !!!!			CM: 70 per Hour		
			ET: 60 per Hour		
			KO / CS: 65 per Hour		
ID	DESCRIPTION	QUANTITY (HRS)	UNIT COST (\$ / HR)	LINE TOTAL (\$)	PHASE TOTAL (\$)
I & II	<b>POST-AWARD: Normal Project Start-up, Submittal Review, CQM, Acceptance Procedures, Contract Administration, Coordination, Contract Enforcement &amp; Closeout</b>				
	Construction Manager	139.3	70	\$ 9,752	
	Engineering Technician	364.7	60	21,884	
	Contracting Officer/Contract Specialist	0.0	65	-	
	<b>TOTAL REIMBURSABLE POST-AWARD ( NORMAL SUPPORT ):</b>				\$ 31,636
	<b>MINIMUM POST-AWARD REIMBURSEMENT ( NORMAL SUPPORT - Notes 1 &amp; 2 )</b>				\$ 12,500
	<b>GRAND TOTAL REIMBURSABLE POST AWARD ( NORMAL SUPPORT - Note 3 )</b>				\$ 31,636
II	<b>POST-AWARD ADDITIONAL SPECIALTY TECH'L SPT - Post Construction Award Support ( PCAS ) ( Note 4 ):</b>				\$ 5,000
III	<b>POST-AWARD ADDITIONAL SPECIALTY TECH'L SPT - Other Government Services ( OGS ) ( Note 4 ):</b>				\$ 10,000
IV	<b>REIMBURSABLE TRAVEL EXPENSES:</b>				\$ 10,000
V	<b>PRE-AWARD TECHNICAL SUPPORT:</b>				\$ 2,000
	<b>II + III + IV + V = TOTAL REIMB PRE &amp; POST-AWARD ( ADDITIONAL SUPPORT ) + TRAVEL EXP</b>				\$ 27,000
	<b>TOTAL REIMB PRE &amp; POST-AWARD ( NORMAL + ADDITIONAL SUPPORT ) + TRAVEL EXP</b>				\$ 58,636
		Funds Required	10%	CFY	\$ 5,864
		Funds Required	80%	CFY + 1	\$ 46,909
		Funds Required	10%	CFY + 2	\$ 5,864
Prepared by:					
<p>Above information is only a budget estimate for services described above. If the amount of effort required to perform this work substantially increases due to unforeseen circumstances, additional funds will be required to complete the work. If you have any questions concerning this invoice, contact the NAVFAC Field Office POC above.</p> <p><b>Note 1:</b> Cost reimbursement for "Minimum FEC Support / No ACO" level of service shall not exceed 2.5% x Current Contract Price ( CCP ) or Current Working Estimate ( CWE ), but in no case shall be less than \$12,500.</p> <p><b>Note 2:</b> Cost reimbursement for "Moderate FEC Support / No ACO" level of service shall not exceed 4.0% x CCP or CWE, but in no case shall be less than \$20,000.</p> <p><b>Note 3:</b> This form is intended to be used in conjunction with the Supported Command's Request for Funds form(s).</p> <p><b>Note 4:</b> Additional Reimbursable Pre- and Post-Award Services, not funded by SIOH, and provided by CM, ET, CS, PM and/or DM in support of the Project as well as Travel Expenses should be negotiated and funded separately using the Reimbursable Support Estimator Spreadsheet Tool.</p>					

Enclosure (2)