



DEPARTMENT OF THE AIR FORCE

WASHINGTON DC 20330-1080

OFFICE OF THE UNDER SECRETARY

30 July 2002

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/IAPX
1080 Air Force, Pentagon
Washington, DC 20330-1080

SUBJECT: Recoupment and Payment of Office Relocation and Furniture Expenses (IAPX02-029)

There has been considerable debate on the subject of office relocation expenses and who is responsible to pay costs associated to relocation. This policy sets the guidelines for office relocation and furniture expenses.

Operations and Maintenance (O&M) funds are the **primary** source of funds used to cover relocation expenses when a base and/or organization relocates, renovates, or upgrades office furniture. Because O&M funds are limited and may be unavailable does not invalidate the appropriateness of their use - funds availability and appropriateness are mutually exclusive.

FMS Administrative funds can be used for **dedicated** FMS organizations. The Air Force defines two organizations as dedicated - the Air Force Security Assistance Center (AFSAC) and the Air Force Security Assistance Training (AFSAT) Squadron. Only these organizations qualify to use FMS administrative funds to cover office relocation expenses, to include the purchase of office furniture. Further, expenditures of FMS administrative funds must be approved in writing, in accordance with procedures identified in the Security Assistance Management Manual (SAMM).

FMS case funds may be used only when it becomes necessary to relocate, renovate, or upgrade office furniture driven by a requirement(s) of the foreign customer(s). For example, it is foreseeable that a customer(s) may desire to co-locate offices with their Air Force counterparts. If this request requires the movement of existing organizations into a larger space to accommodate the size of the office, case funds would be appropriate to cover relocation expenses. However, it should be noted that the purchase of furniture is only appropriate if existing furniture and equipment do not meet appropriate safety codes and operational standards. The customer(s) should only be charged for expenses directly related to their request.

Questions concerning this matter can be directed to Mr. Patrick Fox, SAF/IAPX, DSN 425-8589, commercial 703-588-8985, or email: patrick.fox@pentagon.af.mil.

//Signed//

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