



## DEFENSE INFORMATION SYSTEMS AGENCY

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DISA INSTRUCTION 620-40-2\*

### TRAVEL AND TRANSPORTATION

#### Financial Support for Deployed DISA Headquarters Units and DISA Field Offices

1. **Purpose.** This Instruction prescribes policy for financial support for deployed DISA headquarters (HQ) units and field offices.
2. **Applicability.** This Instruction applies to all DISA activities.
3. **Authority.** This Instruction is published in accordance with the authority contained in 37 United States Code (U.S.C.) § 481, Travel and Transportation Allowances: Administrative Provisions; 5 U.S.C., Chapter 57, Travel, Transportation, and Subsistence; 41 Code of Federal Regulations (CFR), Chapters 300 through 304; and DoD Instruction 1400.25, Volume 1250, DoD Civilian Personnel Management System: Overseas Allowances and Differentials, 23 February 2012.
5. **Policy.** Financial support from the DISA Operation and Maintenance appropriation for travel and transportation will be readily available prior to, during, and after war, hostilities, or other contingency operations that require the deployment of a DISA field office and DISA HQ augmentee(s).
  - 5.1 Memorandums of Agreement (MOAs) will be established between the appropriate unified combatant command and DISA HQ that will identify the financial support provided to the supporting DISA field office in both garrison and deployed environments. As with the normal garrison support provided at the home station, the supported unified combatant command should provide to the deployed DISA field office, and all supporting DISA HQ augmentation personnel, routine administrative, contracting (less Defense Information Technology Contracting Office [DITCO] support received), billeting, messing, and other standard in-theater support on a nonreimbursable basis.
  - 5.2 Funds to support standard deployment costs for the travel and transportation of both military and civilian personnel to the point of debarkation will be provided by DISA, to include both DISA field office and DISA HQ augmentation personnel deployed. Unique theater equipment will be provided by the supporting unified combatant command.

5.3 Upon notification to the responsible financial management office by the DISA field office that the field office is being deployed, the following options are available:

5.3.1 If financial support is required in addition to the annual support the DISA Chief Financial Executive/Comptroller (CFE) is providing to the field office, funds will be increased by CFE, as required.

5.3.2 If the funds required for a contingency operation are within the annual program of a DISA directorate, the Principal Director, Director, or designee will request authorization from CFE to move funding from the directorate account to the respective field office.

5.3.3 If financial support cannot be accommodated from within the annual program of the respective directorate, funds will be requested from the DISA Director's Command-Wide Activity Account or reprogrammed at the next budget execution review.



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Brigadier General, USA  
Chief of Staff

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\*This Instruction cancels DPL 2005-10, 22 September 2005, and must be reissued, canceled, or certified current within 5 years of its publication date. If not, it will expire 10 years from its publication date and be removed from the DISA Issuances Web site.

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