



DEFENSE INTELLIGENCE AGENCY
COMMITTED TO EXCELLENCE IN DEFENSE OF THE NATION

Guide to STORMS Expense Reports (SERs)



Version 2.0

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Notes about this version:

Page 2 Inclusion of instructions and process flow diagrams for new submission method of transaction formats for STORMS Expense Reports (SERs)

→ Gov't will notify once "Direct Upload" feature is ready. Currently, all proposing SITE vendors must continue to follow the same process as before: Submit the SER within 48 hours of invoice submission. The SER is submitted to the SITE SharePoint in the respective task order folder. Access the "SITE SharePoint" here: www.siteidiq.gov and email request@siteidiq.gov if you need account access.

Page 15 Updated Information Regarding the ODC Expense Reporting for G&A and Markup.

Page 18 Instructions on submitted Fixed-Price expenses in a SER

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Guide to Preparation and Submission of STORMS Transaction Formats

Purpose

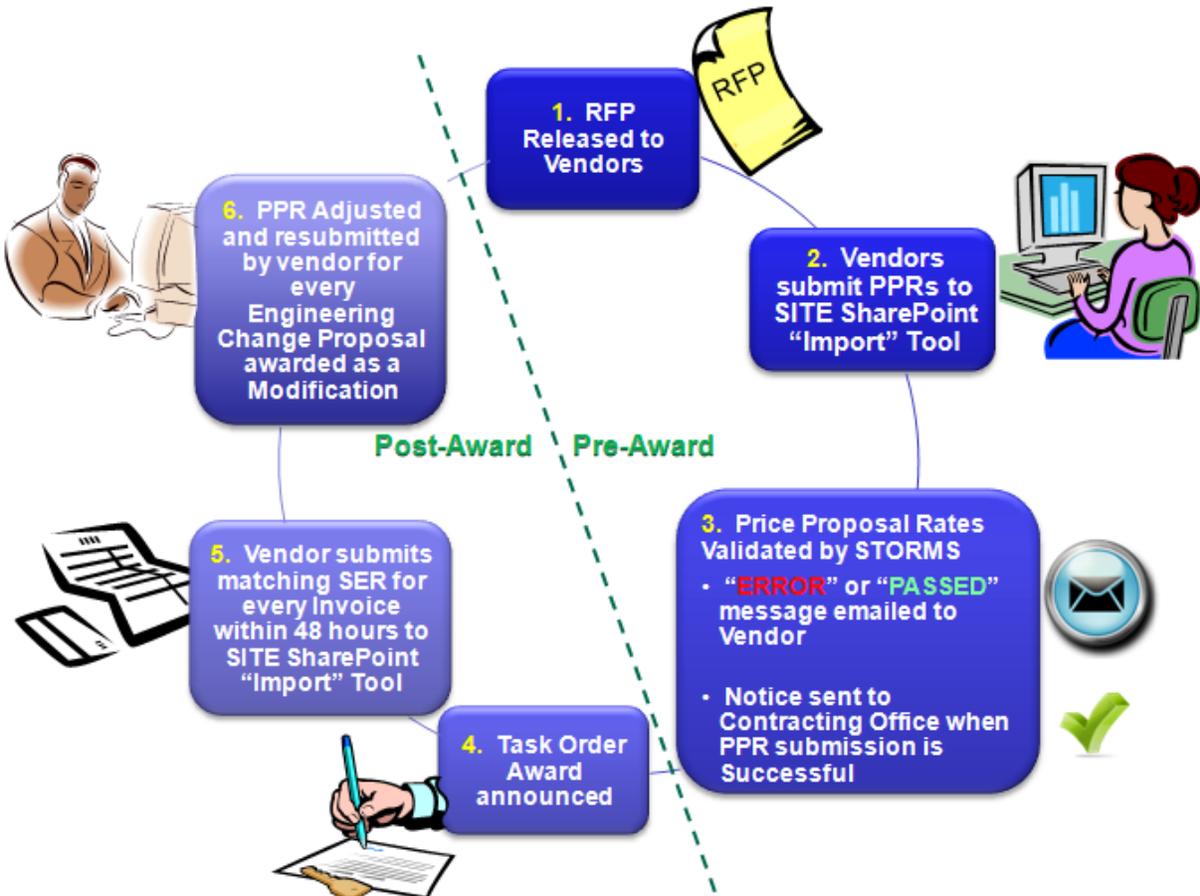
This guide provides detailed information about the formatting, submission process, and automated processing of transactions used by the SITE Task Order and Requirements Management System (STORMS).

Background

STORMS is an automated system for managing the status and detailed expenses of SITE Task Orders. Based on regular Contractor-provided inputs, the STORMS database contains information about the Labor costs and Other Direct Costs (ODCS) expenditures for each task order. STORMS also stores the IDIQ “not-to-exceed” labor rates by labor category, period of performance (PoP), and geographical work location (Price Group) for each SITE Vendor. The IDIQ rates are used during the Task Order Request for Proposal (RFP) process to validate each line of a Vendor’s submitted proposal.

Upon Task Order award, STORMS is loaded with the winning vendor’s price submission, in the form of a formatted report called the **Proposal Price Report (PPR)**. This data includes the proposed labor categories, specific Task Order not-to-exceed rates, proposed levels of effort, and ODCs, among other contract data. This information is then used during the operational life of the Task Order to validate the information submitted by Vendors in the **STORMS Expense Reports (SER)** (*formerly called Monthly Expense Reports (MERs)*).

The below process flow illustrates the timing of submission of the Proposal Price Report (PPR) and STORMS Expense Report (SER).



STORMS Transaction Files

To facilitate the automated import of data from the SITE vendors, a set of structured file formats has been developed to support the processing of the proposal and expenditure information for Task Orders.

There are two types of structured transaction files used by STORMS:

- 1) The first is the **Proposal Price Report (PPR)** which is prepared by the vendors and is a required component of the proposal response submitted for all SITE Task Order RFPs.
- 2) The second is the **STORMS Expense Report (SER)** which is used by Vendors to submit all the expenses incurred during the life of the Task Order. The separate SER file is a required delivery for all SITE Task Orders. To provide the COR with matching detailed expense information to the invoice, the SER needs to be processed into STORMS the same day (or within 2 working days) of when the invoice is submitted to NSA (or payment processing office).

STORMS Expense Report (SER) File Specifications

The STORMS Expense Report (SER) File is prepared and submitted directly to the SharePoint “Upload STORMS Expense” tool on the same day (or within 2 working days) of when the matching invoice is submitted to NSA. It consists of an MS Excel Workbook that includes two specifically named spreadsheets containing the transactions that are processed by STORMS to validate the expense data for all the Task Orders being delivered by the vendor. A separate SER shall be submitted for each Task Order.

STORMS Expense Report (SER) File Naming Convention

The STORMS SER is a MS Excel 2007 or 2010 structured file. The SER file name is composed of four parts preceding the file extension: the Vendor’s IDIQ contract number, Task Order number, Invoice Number, and the STORMS file type “SER”. Underscores (“_”) are used for separators between each part preceding the Excel file extension. The format is defined as follows:

[SITE IDIQ Contract #] + “_” + [Task Order #] + “_” + [Invoice Number] + “_” + “_SER” + [.File Type Extension]

This name can be expressed more simply as: [IDIQ #]_[Task Order #]_[Invoice #]_SER.xlsx

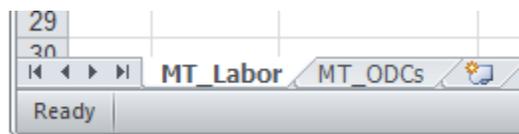
An example name is: **HHM402-10-D-00XX_0001_ABC123_SER.xlsx**

where HHM 402-10-D-00XX represents a SITE IDIQ number, 0001 is the Task Order number, ABC123 is the invoice number for the matching expenses submitted to the payment office, “SER” defines the STORMS file format, and “.xlsx” is an Excel 2010 file type.

Note: A SER file name **MUST** not contain an apostrophe (‘) or the file will not process within STORMS.

STORMS Expense Spreadsheets Naming Convention

The names of the two transactions spreadsheets that must be contained within the SER file are: “MT_Labor” and “MT_ODCs”. Both spreadsheets must exist within the SER file and the names of the spreadsheets must be labeled exactly as defined (see figure below).



The MT_Labor spreadsheet is used to submit the transactions for the Labor expenses that have been incurred during the prior month. Likewise, the MT_ODCs spreadsheet is used to submit all the transactions for ODC expenses.

Other spreadsheets can be created in the file to assist Vendors during preparation. If submitted, these spreadsheets are ignored by STORMS and have no adverse effect during processing. The order of spreadsheets within the file does not matter.

The specific transaction formats for the “MT_Labor” and “MT_ODCs” spreadsheets are defined in the next two sections.

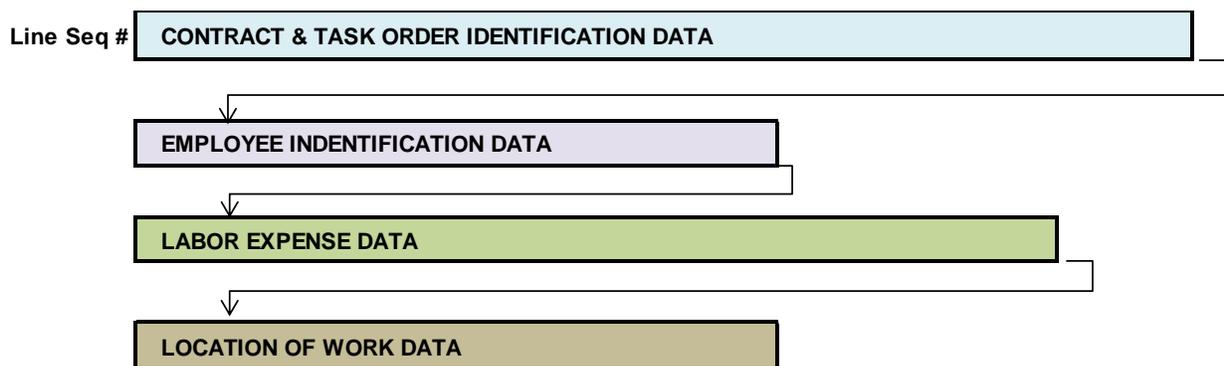
MT_Labor Spreadsheet (STORMS Transaction Labor Format)

The MT_Labor spreadsheet contains the set of transactions to be processed by STORMS for the Labor expenses incurred for a specific Task Order’s invoice.

The structure of the MT_Labor transaction contains the information used to identify the corresponding Contract, Task Order, the Contractor’s Employee associated with this labor expense, the actual expenses (rate and hours/months delivered), and the location where these expenses were incurred.

Unlike the STORMS Proposal File, every line in the Expense File is processed (i.e., lines are NOT ignored if the Contract column is blank—which will cause an error).

The logical data structure of the labor expense transaction is shown in the next diagram.



STORMS Labor Transaction Column Specifications

The specific column names and data formats for the labor expense submissions are provided on the next page. (Note: There are no embedded spaces in the column names.)

Seq # CONTRACT MANAGEMENT DATA									
Line	Invoice	InvoiceDate	Contract	TaskOrder	CLIN	SLIN	ACRN	BillingStart	BillingEnd
1	1843726	7/10/2010	HHM402-10-D-XXXX	0001	0001	0001AA	AA	6/1/2010	6/30/2010

EMPLOYEE IDENTIFICATION DATA			
LastName	FirstName	MI	Company
Tony	Smith	E	Company C

LABOR EXPENSE DATA							
Category	Group	Hours	HourlyRate	Months	MonthlyRate	Markup	Billed
23. Project Manager	Group 1	20	\$31.25	1	\$5,000.00	7%	\$6,018.75

LOCATION OF WORK DATA			
City	State	Country	Space
Washington	DC	USA	G

Column Name	Contents	Field Type
Line	Sequence Line Number of Transactions – This is a sequential one-up number for each transaction within this spreadsheet (starting with 1 each time a file is submitted). This provides a consistent reference number when discussions are required between the Government and the Vendor involving transaction errors. It also allows the data to be resorted to its original condition if it has been sorted for other purposes.	Integer Number
Invoice	Invoice Number – This must match the specific invoice number that was used to submit this expense for payment (i.e., the invoice number as sent to the Government’s payment office).	Text
InvoiceDate	Date of the Invoice – This is date on the Invoice when submitted to the Government’s payment office.	Date mm/dd/yyyy

Contract	Contract Number – This is the submitting Vendor’s SITE IDIQ contract number.	Text
TaskOrder	Task Order number – This is the Task Order number for which the expense on this line was incurred. It must match exactly the number of the awarded Task Order.	Text
CLIN	Contract Line Item Number – The CLIN under which the work was performed. Each PoP may contain multiple CLINs so correctly tracking who charges each CLIN is an area of interest monitored by the Government. In addition, labor rates are managed and validated separately for each CLIN (i.e., a specific labor Category rate can differ between CLINS).	Text
SLIN	Sub Contract Line Number – One or more SLINs may be associated with a given CLIN. This field is used to identify the specific source of funding for the work performed	Text
ACRN	Accounting Classification Reference Number – This is the associated ACRN identified for the SLIN. There is never more than one ACRN is allowed per SLIN.	Text
BillingStart	Billing Start Date – This is the first date of the work period in which the expenses for the individual cited on this line were actually incurred. This date may be for a worked performed in earlier months if it is for expenses not already submitted. This date does NOT have to match the invoice period.	Date mm/dd/yyyy
BillingEnd	Billing Ending Date – This is the last day of the work period for the individuals expenses incurred on this line. This date may be for any period of time which matches the actual expenses that have not already been submitted.	Date mm/dd/yyyy
LastName	Last Name of Vendor’s Employee – This is the surname of the employee who incurred the expenses identified on this transaction. Hyphenated names are allowed.	Text
FirstName	First Name of Employee -- This is the first name of the employee who incurred the expenses identified on this transaction.	Text



MI	Middle Initial of Vendor’s Employee – This is the first letter of the employee’s middle name. If the employee does not have a middle name – leave this field blank.	Text
Company	Company Name – This is the Company (Prime or Subcontractor) who actually employees the named individual. (Note: Do not use the Prime’s name unless this individual is an actually employed by the Prime)	Text
Category	<p>Labor Category – This is the labor category applicable to the expenses identified in this transaction. If the employee was qualified and delivered effort under more than one labor category, a separate transaction must be submitted for each Category.</p> <p>There are currently 62 IDIQ approved labor skills. The Category text must exactly match one of the IDIQ categories or an approved new labor category (see Appendix B for exact IDIQ text strings and/or alternative abbreviations that can be used).</p>	Text
Group	Price Group – This is the SITE Price Group designation which defines the labor rate authorized for the geographical location where work was performed. This text must exactly match one of the 25 IDIQ Price Groups or abbreviations as listed in Appendix C.	Text
Hours	Totals Hours Delivered – This is the number of hours delivered by this employee during the billing period for the labor category and the location of where work was performed (Group) within this transaction. If this column is used, the Months column MUST be blank.	Number
HourlyRate	Hourly Labor Rate – This is the approved rate for one (1) hour of work for the labor category (Category) and location of work (Group) for this specific Task Order. This rate should not include any authorized offsite markup.	Currency
Months	Months Delivered – This should be either blank or “1” if work was invoiced as the monthly rate. If this column is used, the Hours column MUST be blank.	Number

MonthlyRate	Monthly Rate – This is the rate for one (1) full month of delivery if this was the way the labor was submitted in the Vendor’s original proposal—otherwise the Hourly rate applies.	Currency
Markup	Offsite Markup Rate – This is a percentage markup applied to the HourlyRate column when the employee performs work at a Contractor provided facility. A markup is only allowed if it was part of the original proposal for the Task Order.	Percentage
Billed	<p>Total Amount Billed – This is the total amount billed for this specific transaction. It is independently calculated and verified in STORMS using the columns in this transaction within the following formulas.</p> <p style="padding-left: 40px;">Billed = HourlyRate * (1 + Markup) * Hours or Billed = MonthlyRate * (1 + Markup) * Months</p> <p><i>Note: To ensure that the total amount billed by the Vendor matches exactly the STORMS calculation, Vendor’s are advised that the labor rate being used will be rounded to two decimal places PRIOR to the multiplications in the formulas above. This has proven necessary because some rates in prior submissions are not rounded to two places.</i></p>	Currency
City	Military Facility or City Name – This is the name of the military facility (Joint Base, Base, Post, Camp, Station, etc.) or City where the work was performed. For work performed at DIA two examples are DIAC and Clarendon.	Text
State	US State Postal ID – This is the approved 2 character postal abbreviation for the State where work was performed (e.g., DC for District of Columbia). Leave blank If the work was performed at a non-US location.	Text
Country	County Name – This is the approved State Department US tri-graph for the name of the country where work was performed. Examples: USA for United States and GBR for United Kingdom. See Appendix D for the approved codes used by STORMS.	Text

Space Type of Work Space Code – This code describes the work Text
space used by the employee. This code must be as follows:
 “G” Government provided work space
 “C” Contractor provided work space.
A value in the “Markup” column can be entered for this
transaction only if a “C” is present in this column.

STORMS Processing Considerations

Each line processed in the MT_Labor spreadsheet is treated as a completely separate transaction. **A separate SER is to be submitted for each Task Order.** The expenses contained within the SER should correlate to the Task Order costs submitted in the matching invoice number to the Government for payment for any given period.

The SITE contract is designed to handle hybrid task orders. In effect, a Task Order may contain both Firm-Fixed-Price and Time and Material CLINS. Likewise, the SER transaction format is designed to support the full set of contract types at the CLIN level. Based on the CLIN number, STORMS validates the required data columns of each submitted line in the SER based on the CLIN order type. The table below provides the specifications used by STORMS to validate which columns are required for each type of contract CLIN.

CLIN Order Type	Type Abbr.	SER Data Required					
		Hours	Months	Hourly Rate	Monthly Rate	Mark up	Billed
FPLOE (SITE)	LOE	YES	If Applic*	YES	If Applic*	YES	YES
Labor Hour	LH	YES	If Applic*	YES	If Applic*	YES	YES
Time & Material	T&M	YES	If Applic*	YES	If Applic*	YES	YES
Cost Plus Award Fee	CPAF	YES	If Applic*	YES	If Applic*	YES	YES
Cost Plus Fixed Fee	CPFF	YES	If Applic*	YES	If Applic*	YES	YES
Cost Plus Incentive Fee	CPIF	YES	If Applic*	YES	If Applic*	YES	YES
Fixed Price **	FP	NO					YES
Fixed Price Award Fee **	FPAF	NO					YES
Fixed Price Fixed Fee **	FPIF	NO					YES
Fixed Price Incentive Fee **	FPIF	NO					YES
Other Direct Costs **	ODC	NA for Labor – STORMS will flag as ERROR					

** Certain contracts were awarded with the approval to charge a monthly-discounted rate. In this case, monthly level of effort would be included in the SER.*

*** Uses special Firm-Fixed-Price format during SER submission. See Reference Library at SITEIDIQ.gov for sample.*

Since each transaction line is treated separately, more than one expense line can be submitted per employee on the spreadsheet. This capability makes it easy for Vendors to submit accurate labor expenses based on who, what and where the work each actually performed. Three example scenarios are present below where multiple transaction lines per employee would be required (other situations may warrant this treatment):

- The Task Order labor rates are eligible to change during the month of performance on the anniversary of the IDIQ contract (for SITE this is 13/14 May annually). In this case, two transactions are submitted for each employee who performed work during one or both of these periods. The transactions should use the corresponding dates below:

BillingStart	BillingEnd
05/01/20XX	05/13/20XX
05/14/20XX	05/31/20XX
- An employee works part time on more than one task order in a given month. In this case, a separate transaction line is required for each Task Order number showing the associated level of effort delivered and the approved labor rates for each specific Task Order.
- During the same month, an employee is fully qualified to deliver work in more than one labor Category on the same Task Orders. In this situation, a transaction line is submitted for each labor category with the corresponding labor rate and level of effort.

STORMS Labor Valid Transaction Conditions

Examples of valid inputs are shown on the next page. Some situations are provided as examples to demonstrate how to submit expense transactions. The first situation involves James Johnson (lines 1 & 3) who provides hourly support on two different CLINs (rates can differ between CLINS based on original proposal). Albert Gonzales (line 2) works on a monthly charged basis. Both James and Albert work at a Government site. Buddy and John work at a Contractor-provided facility so offsite Markup is allowed. Line 5 shows an example of how to correct an error involving Buddy where 20 hours need to be backed out during the month of September. Examples of valid submissions:

Line	Invoice	InvoiceDate	Contract	TaskOrder	CLIN	SLIN	ACRN	BillingStart	BillingEnd	LastName	FirstName	MI	Company
1	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2010	10/31/2010	Johnson	James		Company A
2	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0001	0001AB	AB	10/1/2010	10/31/2010	Gonzales	Alberto	M	Company B
3	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0002	0002AA	AC	10/1/2010	10/31/2010	Johnson	James		Company A
4	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0001	0001AB	AB	10/1/2010	10/31/2010	Hays	Buddy	M	Company B
5	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0001	0001AB	AB	09/1/2010	09/31/2010	Hays	Buddy	M	Company B
6	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2010	10/31/2010	Williams	John	J	Company A

Line	Category	Group	Hours	HourlyRate	Months	MonthlyRate	Markup	Billed	City	State	Country	Space
1	07. Network Engineer	Group 7	60.00	\$87.00				\$5,220.00	Minot AFB	ND	USA	G
2	15. Storage Technician	Group 7			1.00	\$14,720.00		\$14,720.00	Minot AFB	ND	USA	G
3	07. Network Engineer	Group 7	100.00	\$83.00				\$8,300.00	Minot AFB	ND	USA	G
4	15. Storage Technician	Group 3	160.00	\$92.00			3.00%	\$15,161.60	DIAC	DC	USA	C
5	15. Storage Technician	Group 3	-20.00	\$92.00			3.00%	-\$1,895.20	DIAC	DC	USA	C
6	15. Storage Technician	Group 3			1.00	\$12,800.00	3.00%	\$13,184.00	DIAC	DC	USA	C

Line	Condition
1	Valid
2	Valid
3	Valid
4	Valid
5	Valid - example of backing out 20 hours
6	Valid

STORMS Labor Transaction Error Conditions

Examples of invalid transactions are provided below. The light blue column is for reference only and not part of the transactions.

Line	Invoice	InvoiceDate	Contract	TaskOrder	CLIN	SLIN	ACRN	BillingStart	BillingEnd	LastName	FirstName	MI	Company
7	ABC123	10/10/2010	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A
8	ABC123	11/10/2011	HHM402-10-D-XXX	0002	0001	0001AA	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A
9	ABC123	11/10/2011	HHM402-10-D-TEST	000X	0001	0001AA	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A
10	ABC123	11/10/2011	HHM402-10-D-TEST	0002	XXXX	0001AA	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A
11	ABC123	11/10/2011	HHM402-10-D-TEST	0002	0001	0001ZZ	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A
12	ABC123	11/10/2011	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2009	10/31/2011	Wilkinson	Thomas	M	Company A
13	ABC123	11/10/2011	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2011	10/31/2016	Wilkinson	Thomas	M	Company A
14	ABC123	11/10/2011	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A
15	ABC123	11/10/2011	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A
16	ABC123	11/10/2011	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A
17	ABC123	11/10/2011	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A
18	ABC123	11/10/2011	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A
19	ABC123	11/10/2011	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A
20	ABC123	11/10/2011	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A
21	ABC123	11/10/2011	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A
22	ABC123	11/10/2011	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A
23	ABC123	11/10/2011	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A
24	ABC123	11/10/2011	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A
25	ABC123	11/10/2011	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A
26	ABC123	11/10/2011	HHM402-10-D-TEST	0002	0001	0001AA	AA	10/1/2011	10/31/2011	Wilkinson	Thomas	M	Company A

Line	Category	Group	Hours	HourlyRate	Months	MonthlyRate	Markup	Billed	City	State	Country	Space
7	07. Network Engineer	Group 3	1.00	\$105.51				\$105.51	Minot AFB	ND	USA	G
8	07. Network Engineer	Group 3	1.00	\$105.51				\$105.51	Minot AFB	ND	USA	G
9	07. Network Engineer	Group 3	2.00	\$105.51				\$211.02	Minot AFB	ND	USA	G
10	15. Storage Technician	Group 3	3.00	\$131.38				\$394.14	Minot AFB	ND	USA	G
11	15. Storage Technician	Group 3	4.00	\$131.38			3.00%	\$541.29	Minot AFB	ND	USA	C
12	19. Systems Engineer	Group 3			1.00	\$23,200.00		\$23,200.00	Minot AFB	ND	USA	G
13	19. Systems Engineer	Group 3			1.00	\$23,200.00	3.00%	\$23,896.00	Minot AFB	ND	USA	C
14	19. Systems Engineer	Group 3			1.00	\$23,200.00	3.00%	\$23,896.00	Minot AFB	ND	USA	C
15	XXX	Group 3			1.00	\$23,200.00	3.00%	\$23,896.00	Minot AFB	ND	USA	C
16	19. Systems Engineer	Group 9			1.00	\$23,200.00	3.00%	\$23,896.00	Minot AFB	ND	USA	C
17	19. Systems Engineer	Group 3										
18	15. Storage Technician	Group 3	1.00					\$0.00	Minot AFB	ND	USA	C
19	15. Storage Technician	Group 3		\$131.38				\$0.00	Minot AFB	ND	USA	C
20	19. Systems Engineer	Group 3				\$23,200.00	3.00%	\$0.00	Minot AFB	ND	USA	C
21	19. Systems Engineer	Group 3			1.00		3.00%	\$0.00	Minot AFB	ND	USA	C
22	19. Systems Engineer	Group 3	4.00	\$131.38			3.00%	\$541.29	Minot AFB	ND	USA	G
23	07. Network Engineer	Group 3	1.00	\$999.00				\$999.00	Minot AFB	ND	USA	G
24	07. Network Engineer	Group 3	1.00	\$105.51				\$300.00	Minot AFB	ND	USA	G
25	07. Network Engineer	Group 3	1.00	\$105.51				\$105.51	Minot AFB	ND	USA	X
26	07. Network Engineer	Group 3	1.00	\$105.51				\$105.51	Minot AFB	ND	USA	

Line	Error Condition
7	InvoiceDate is earlier than BillingEnd
8	Invalid IDIQ Contract
9	Invalid Task Order
10	Invalid CLIN for this Task Order
11	Invalid SLIN for this task order
12	Invalid Bill Date occurs after Task Order Period of Performance
13	Invalid Bill Date occurs after Task Order Period of Performance
14	Invalid Company
15	Invalid Labor Category
16	Invalid Price Group
17	Invalid - Missing Data (Exception: not required for FFP contracts other than FFP-LOE)
18	Invalid - Missing Rate
19	Invalid - Rate Shown but Missing Hours
20	Invalid - Monthly Rate Shown but Missing Months value
21	Invalid - Missing Rate
22	Invalid - Markup not allowed on Gov Space
23	Invalid - Rate Exceeds Authorized Value
24	Invalid - Billed amount is incorrect (should be \$105.51)
25	Invalid - Must be "G" or "C"
26	Invalid - Can not be blank

In addition to the example error conditions shown above, other errors identified during STORMS transaction processing include (but are not limited to):

- The InvoiceDate cannot be before the Task Order award start date.
- The BillingStart date cannot be before the Task Order award start date.
- The BillingStart date cannot be after the Task Order's final period of performance.
- The BillingEnd date cannot be before the Task Order award start date.
- The BillingEnd date cannot be after the Task Order's final period of performance.
- The CLIN must be a valid CLIN within the Task Order for the billing period submitted
- The SLIN must be a valid SLIN within the Task Order for the billing period submitted
- The Company name text string must match one of the registered Company's in STORMS
- The Category text string must match exactly the approved labor categories for the Task Order. New labor categories are loaded per winning proposal and must match exactly.
- The HourlyRate must not exceed the approved rate for the specific Task Order.

- The MonthlyRate must not exceed the approved rate for the specific Task Order.

MT_ODCs Spreadsheet

The MT_ODCs spreadsheet contains the data transactions which describe the ODC expenses incurred during the prior month. Unlike the STORMS Proposal File, every line in the Expense File is processed (no lines are ignored because of the Contract column is blank.)

The specific column names and data formats for the proposal ODC transaction submissions are as follows:

Line	Invoice	InvoiceDate	Contract	TaskOrder	CLIN	SLIN	ACRN	BillingStart	BillingEnd
2	1843726	7/10/2010	HHM402-10-D-XXXX	0001	0005	0005AA	AA	6/1/2010	6/30/2010

TrackingID	Type	Item	Count	Each	Total	Markup	G&A	Billed	Status
XZ2DF	Material	Software	2	\$400.00	\$800.00	1%	5%	\$848.40	F

ODC Expense Column Specifications

The specific column names and data format in the MT_ODCs spreadsheet are provided below. (Note: There are no embedded spaces in the column names)

Column Name	Contents	Field Type
Line	Sequence Line Number of Transactions – This is a sequential one-up number for each transaction within this spreadsheet (starting with 1 each time a file is submitted). This provides a consistent reference number when discussions are required between the Government and the Vendor involving transaction errors. It also allows the data to be resorted to its original condition if it has been sorted for other purposes.	Integer Number
Invoice	Invoice Number – This must match the specific invoice number that was used to submit this expense for payment (i.e., the invoice number as sent to the Government’s payment office).	Text
InvoiceDate	Date of the Invoice – This is date on the Invoice as submitted to the Government’s payment office.	Date mm/dd/yyyy

Contract	Contract Number – This is the submitting Vendor’s SITE IDIQ contract number.	Text
TaskOrder	Task Order name – This name will be provided by the SITE PMO and will be unique for every Task Order. It must match exactly the Task Order number of the awarded contract.	Text
CLIN	Contract Line Item Number – The CLIN under which the ODC was procured. Each PoP may contain multiple CLINs so correctly tracking who charges each CLIN is an area of interest monitored by the Government. In addition, labor rates are managed and validated separately for each CLIN (i.e., a specific labor Category rate can differ between CLINS).	Text
SLIN	Sub Contract Line Number – One or more SLINs may be associated with a given CLIN. This field is used to identify the specific source of funding for the work performed Submission of the SLIN data is mandatory for all expenses incurred after 1 Oct 1011.	Text
ACRN	Accounting Classification Reference Number – This is the associated ACRN identified for the SLIN. There is never more than one ACRN is allowed per SLIN.	Text
BillingStart	Billing Start Date – This is the first date of the billing period in which the expenses on this line were actually incurred.	Date mm/dd/yyyy
BillingEnd	Billing Ending Date – This is the last day of the billing period for the expenses incurred on this line.	Date mm/dd/yyyy
TrackingID	Unique Vendor ODC Tracking Identifier – This is a unique tracking identifier provided by the Vendor for the ODC referenced on this transaction. This field is used in conjunction with the “Status” field to monitor interim or final payments for the ODC identified on this line.	Text
Type	ODC Type – This is the type of ODC being proposed. The SITE IDIQ contract identifies the types of ODCs which may be proposed. The text in this column must exactly match one of the IDIQ approved ODC types as follows: Housing Facilities Materials	Text



OEM Payments (Relocation and other)
OTSS (Outside Technical Support Services)
Relocation
Special Vehicles
Travel (and Per Diem)
Transportation (of Equipment)
Tuition

Storms will reject any line which does not have one of these ODC types in this column.

Item	Item Description – This is a description of the ODC. It should be detailed enough for the Contracting Office and COR to understand what is proposed.	Text
Count	Item Count – Total number of units proposed for this item	Integer Number
Each	Cost Each – This is the single unit cost of the item defined on this line. The total cost is not required since it will be computed by STORMS as follows: Count * Each * Markup	Currency
Total	Item Total Cost (less Markup) – This is the total cost of the number of items being expensed BEFORE the Markup is applied. It should be calculated as the result of the following multiplication of these columns: Total = Count * Each.	
Markup	Material Handling Fee Markup – This is the percent markup allowed on selected ODCs. The PCO has identified the following ODC Types for markup: Materials OEM Payments (Relocation and other) Special Vehicles Transportation (of Equipment) STORMS will reject ODC transaction that has Markup value when one of the above types is not specified.	Percentage
G&A	General & Administrative Percentage – This is the markup percentage allowed if approved as part of the submitted Task Order pricing structure and in accordance to the Vendor’s rules for G&A.	Percentage
Billed	Total Amount Billed – This is the total amount billed for this specific transaction. It is independently calculated and verified in STORMS using the columns in this transaction in the	Currency



following formulas (because the rates are not always rounded in the submission, the rate used in STORMS is rounded to two decimal places prior to the multiplications):

$$\text{Billed} = \text{Round}(\text{HourlyRate}, 2) * \text{Hours} * (1 + \text{Markup}) * (1 + \text{G\&A})$$

Or

$$\text{Billed} = \text{Round}(\text{HourlyRate}, 2) * \text{Months} * (1 + \text{Markup}) * (1 + \text{G\&A})$$

Status Delivery Status Code (P or F) – This defines the status of the expense related to the ODC as: “P” for Partial or “F” for Final expense charge. Since some ODCs are expensed over more than one invoice, this indicates if the expenses identified by the TrackingID are a final or interim (partial) charge. Text Character

STORMS ODC Valid Transaction Conditions

Examples of valid inputs are shown below.

Line	Invoice	InvoiceDate	Contract	TaskOrder	CLIN	SLIN	ACRN	BillingStart	BillingEnd	TrackingID	Type	Item
1	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A01	Materials	Hardware
2	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A02	Materials	Software
3	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A03	Housing	House 1
4	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	09/1/2010	09/31/2010	A04	Materials	Hardware Bad
5	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A05	Travel	Trip to DoDHS

Line	Count	Each	Total	Markup	G&A	Billed	Status	Line	Condition
1	1	\$100.00	\$100.00	1.00%	4.00%	\$105.04	F	1	Valid
2	2	\$25.00	\$50.00		4.00%	\$52.00	P	2	Valid
3	1	\$200.00	\$200.00		4.00%	\$208.00	F	3	Valid
4	-1	\$50.00	-\$50.00	1.00%	4.00%	-\$52.52	F	4	Valid - Example of backing out an ODC
5	1	\$25.00	\$25.00		4.00%	\$26.00	F	5	Valid



STORMS ODC Error Transaction Conditions

Examples of various invalid transaction inputs are shown below.

Line	Invoice	InvoiceDate	Contract	TaskOrder	CLIN	SLIN	ACRN	BillingStart	BillingEnd	TrackingID	Type	Item
6	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A06	Materials	Hardware
7	ABC123	11/10/2010	HHM402-10-D-XXX	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A07	Materials	Software
8	ABC123	11/10/2010	HHM402-10-D-TEST	XXXX	0005	0005AA	AD	10/1/2010	10/31/2010	A08	Housing	House 2
9	ABC123	11/10/2010	HHM402-10-D-TEST	0002	5005	0005AA	AD	10/1/2010	10/31/2010	A09	Travel	Trip 1
10	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	000199	AD	10/1/2010	10/31/2010	A10	Travel	Trip 2
11	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2009	10/31/2010	A11	Travel	Trip 3
12	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2018	A12	Travel	Trip 4
13	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A13	Meals	Refreshments
14	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A16	Materials	Hardware 5
15	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A17	Materials	Hardware 6
16	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A18	Materials	Hardware 7
17	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A19	Travel	Travel 1
18	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A20	Housing	Housing 1
19	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A21	OTSS	OTSS 1
20	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A22	Relocation	Relocation 1
21	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A23	Transportation	Transportation 1
22	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A24	Tuition	Tuition 1
23	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A25	Facilities	Facilities 1
24	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A26	Materials	Hardware 8
25	ABC123	11/10/2010	HHM402-10-D-TEST	0002	0005	0005AA	AD	10/1/2010	10/31/2010	A27	Materials	Hardware 9

Line	Count	Each	Total	Markup	G&A	Billed	Status	Line	Error Condition
6	1	\$100.00	\$100.00	1.00%	4.00%	\$105.04	F	5	Invalid InvoiceDate occurs before Task Order PoP
7	2	\$25.00	\$50.00	1.00%	4.00%	\$52.52	P	6	Invalid Contract
8	1	\$200.00	\$200.00		4.00%	\$208.00	F	7	Invalid TaskOrder
9	1	\$25.00	\$25.00		4.00%	\$26.00	F	8	Invalid CLIN
10	3	\$75.00	\$225.00		4.00%	\$234.00	F	9	Invalis Sub CLIN
11	1	\$200.00	\$200.00		4.00%	\$208.00	F	10	Invalid BillingStart occurs before Task Order PoP
12	1	\$25.00	\$25.00		4.00%	\$26.00	F	11	Invalid BillingEnd occurs after Task Order PoP
13	1	\$200.00	\$200.00		4.00%	\$208.00	F	12	Invalid ODC Type
16	1	\$0.00	\$0.00	1.00%	4.00%	\$0.00	F	13	Invalid Each
17	1	-\$20.00	-\$20.00	1.00%	4.00%	-\$21.01	F	14	Invalid Each (must always be positive)
18	3	\$75.00	\$100.00	1.00%	4.00%	\$236.34	F	15	Invalid Total calculation (Should be \$225)
19	1	\$10.00	\$10.00	1.00%	4.00%	\$10.50	F	16	Invalid Markup not allowed on this ODC
20	1	\$10.00	\$10.00	1.00%	4.00%	\$10.50	F	17	Markup not allowed on this typ of ODC
21	1	\$10.00	\$10.00	1.00%	4.00%	\$10.50	F	18	Markup not allowed on this typ of ODC
22	1	\$10.00	\$10.00	1.00%	4.00%	\$10.50	F	19	Markup not allowed on this typ of ODC
23	1	\$10.00	\$10.00	1.00%	4.00%	\$10.50	F	20	Markup not allowed on this typ of ODC
24	1	\$10.00	\$10.00	1.00%	4.00%	\$10.50	F	21	Markup not allowed on this typ of ODC
25	1	\$10.00	\$10.00	1.00%	4.00%	\$10.50	F	22	Markup not allowed on this typ of ODC
26	2	\$25.00	\$50.00	1.00%	4.00%	\$60.00	F	23	Invalid Billed calculation (should be \$52.52)
27	1	\$200.00	\$200.00	1.00%	4.00%	\$210.08	X	24	Invalid Status (P or F)

Fixed Price Labor Valid Transaction Conditions

Firm-Fixed-Price contracts must have data in the following columns only:

Invoice
InvoiceDate
Contract
TaskOrder
CLIN
SLIN
ACRN
BillingStart
BillingEnd
Billed

An example of a valid Fixed Price transaction input is available in the “Reference Library” section of the SITE Program website located at www.siteidig.gov.

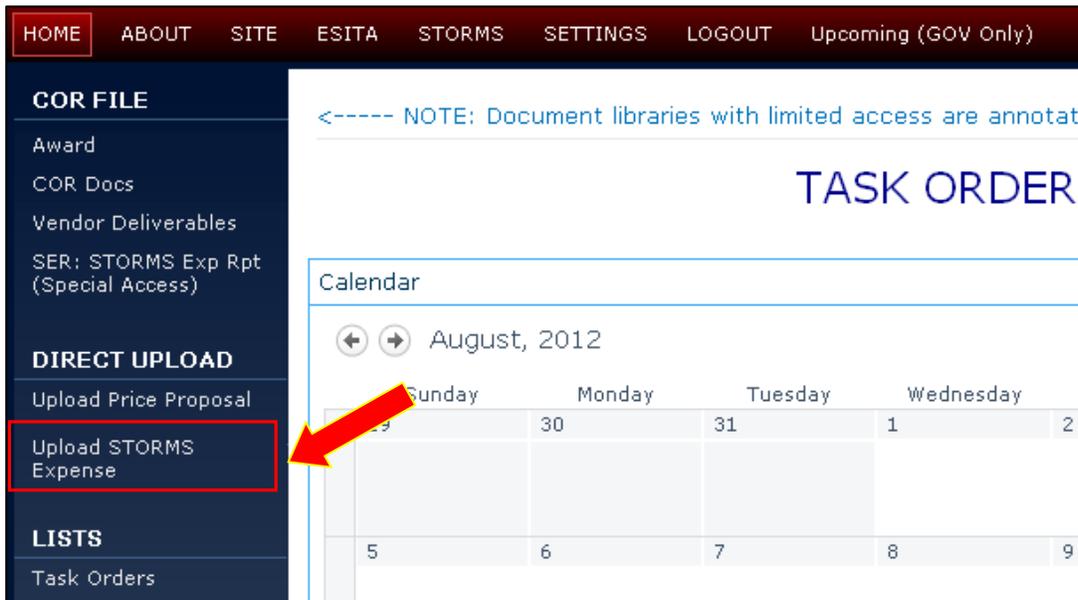
Fixed Price ODC Valid Transaction Conditions

Submit ODC Expenses as you would with any other SITE contract.

Submission of Transaction files into STORMS

Submitting STORMS Expense Reports (SER)

The STORMS Expense Report (SER) File is prepared and submitted directly to the SharePoint “Upload STORMS Expense” tool (*see below illustration*) on the same day (or within 2 working days) of when the matching invoice is submitted to the payment processing office.

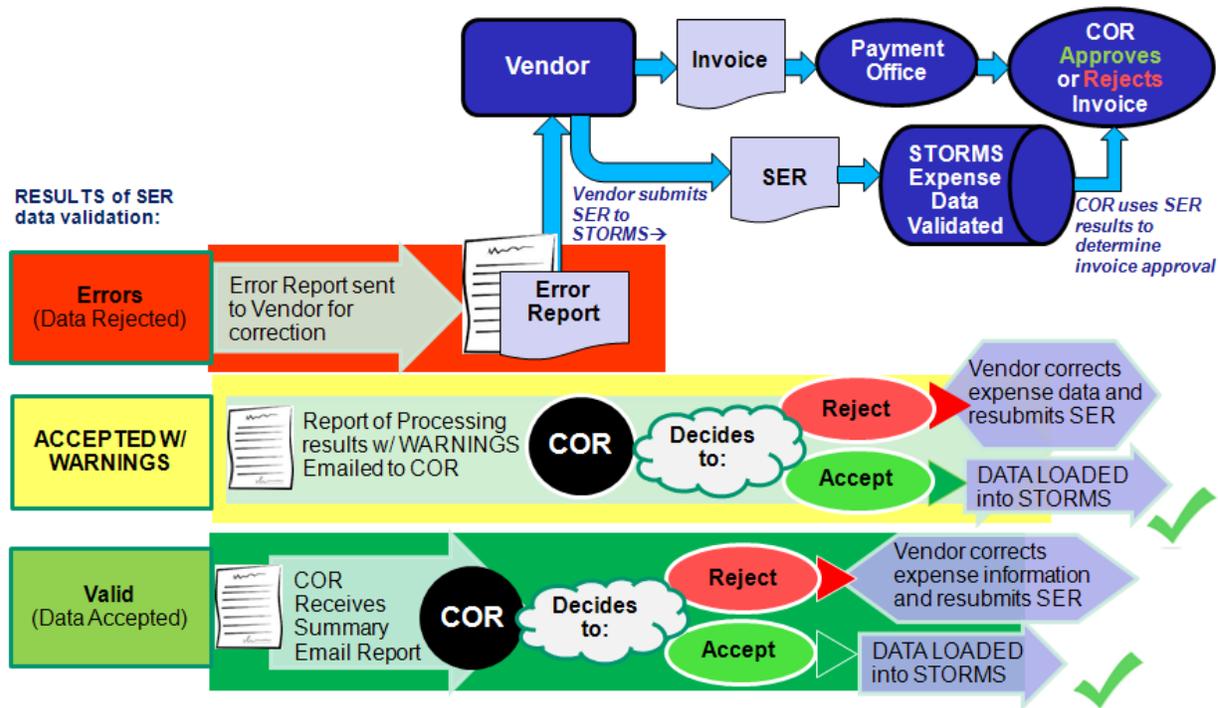


When uploaded, the SER will be automatically processed by STORMS to validate the submitted data.

If no errors are identified, a confirmation email will be returned to the submitter and the SER will be finalized within STORMS--no further action is required by the Vendor or SITE PMO.

If errors are identified by STORMS, an error report (by line number) will be returned via email to the submitting Vendor. The Vendor is responsible for making the necessary corrections and resubmitting the report until a fully correct file is accepted.

The below process flow diagram illustrates the three scenarios and required actions during submission of a SER file.



Submitting Expense Corrections

When either the Government or Vendor identifies an error within a STORMS SER or in a previously submitted invoice to the payment office, the following corrective actions must be taken.

Correcting Errors Which Occurred Only in the SER File

If the errors identified are solely constrained to the data in the SER (i.e., do not impact the actual submitted invoice), the Vendor shall make the necessary corrections in the previously submitted SER and notify their task order COR or STORMS Administrator in order to prompt a SER replacement in the STORMS database.

Correcting Submitted Invoice Errors

If the Vendor has elected (or been directed) to submit a revised invoice to the finance office, a corrected SER is also required to be processed by the Vendor in STORMS. This process is the same as if the errors were contained solely in the SER (see process in paragraph above).

If the Vendor is making the corrections/adjustments within a future invoice, the SER for that invoice should likewise contain the associated expenses. The processing of the SER would be done as usual. Because the corrections may require a reduction of some expenses, (e.g., reducing the hours delivered, backing out an ODC), negative numbers can be used in selected fields of the SER (see examples provided earlier).

Appendix A: Abbreviations

Abbreviation	Definition
CLIN	Contract Line Item Number
IDIQ	Indefinite Delivery/Indefinite Quantity
SER	STORMS Expense Report
ODC	Other Direct Cost
OTSS	Outside Technical Support Services
PoP	Period of Performance
RFP	Request for Proposal
SLIN	Sub Line Item Number (also known as SCLIN – Sub-Contract Line Item Number)
SITE	Solutions for the Information Technology Enterprise
PPR	Proposal Cost Report
STORMS	SITE Task Order and Requirements Management System

Appendix B: IDIQ Labor Categories

01. Hardware Maintenance Technician
02. Hardware Support Assistant
03. Senior Hardware Technician
04. Installation Specialist
05. Senior Installation Specialist
06. Network Administrator
07. Network Engineer
08. Senior Network Engineer
09. Systems Administrator
10. Senior Systems Administrator
11. Service Desk Specialist
12. Senior Service Desk Specialist
13. Field Service Technician
14. Satellite Field Service Technician
15. Storage Technician
16. Senior Storage Technician
17. Database Administrator
18. Senior Database Administrator
19. Systems Engineer
20. Senior Systems Engineer
21. Software Engineer
22. Senior Software Engineer
23. Project Manager
24. Information Technology Analyst
25. Senior Information Technology Analyst
26. Information Technology Data Analyst
27. IT Logistics Technician
28. Senior IT Logistics Technician
29. Program Manager
30. Junior Program Manager
31. Technical Writer
32. Graphics Specialist
33. VTC Operator
34. Senior CND Systems Engineer

35. Intermediate CND Systems Engineer
36. Junior CND Systems Engineer
37. Senior CND-SP Auditor/Inspector
38. Intermediate CND-SP Auditor/Inspector
39. Junior CND-SP Auditor
40. Senior CND-SP Infrastructure Support
41. Intermediate CND-SP Infrastructure Support
42. Junior CND-SP Infrastructure Support
43. Senior CND-SP Analyst/Certification & Accreditation Specialist
44. Intermediate CND-SP Analyst/Certification & Accreditation Specialist
45. Junior CND-SP Analyst
46. Senior CND-SP Incident Responder
47. Intermediate CND-SP Incident Responder
48. Junior CND-SP Incident Responder
49. Senior Process Improvement/Process Re-Engineering Consultant
50. Process Improvement Consultant
51. Junior Process Improvement Analyst
52. Senior Architect
53. Junior Architect
54. Subject Matter/Functional Expert
55. Quality Assurance Manager/Specialist
56. Configuration Manager/Specialist
57. Senior Information Assurance/Security Assessor
58. Junior Information Assurance/Security Assessor
59. Senior Software Developer
60. Junior Software Developer
61. Senior Program Manager
62. Principal System Engineer

Appendix C: IDIQ Price Groups

The 25 negotiated SITE IDIQ Price Groups are shown in the table below. Groups 1 thru 7 are for US locations.

Price Group
Group 1
Group 2
Group 3
Group 4
Group 5
Group 6
Group 7
BAHRAIN
BELGIUM
COLOMBIA
DJIBOUTI
GERMANY
IRAQ/AFGHANISTAN
ITALY
JAPAN, Tokyo
JAPAN, Yokosuka
KOREA, Camp Humphrey
KOREA, Camp Red Cloud
KOREA, Seoul
KOSOVO
OKINAWA
QATAR
THAILAND
TURKEY
UNITED KINGDOM

Descriptions of the locations defined for Groups 1 thru 7 are shown on the next page. Any US location not already assigned to Price Groups 1 thru 6 will be priced at Group 7 rates.

*Note: If not listed herein, the rate will be based on a Group 7 pay rate.			
State	County	Price Group*	US Site/City/Metro Area
CA	Los Angeles	Gp 1	Los Angeles
CA	San Bernardino	Gp 1	Fort Irwin, National Training Center
NJ	Monmouth	Gp 1	Fort Monmouth
CO	Denver	Gp 2	Denver
HI	Honolulu	Gp 2	Pearl Harbor, Camp Smith, Hickam AB, Ft. Shafter (Oahu)
AK	Anchorage	Gp 3	Fort Richardson
AK	Fairbanks North Star	Gp 3	Fort Wainwright
AK	SE Fairbanks	Gp 3	Fort Greely
AL	Jefferson	Gp 3	117th Intelligence Squadron, Birmingham
AR	Pulaski	Gp 3	Little Rock AFB, North Little Rock
CA	San Diego	Gp 3	San Diego, Camp Pendleton, Oceanside
DC	Washington	Gp 3	Washington DC Metro Area
MD	Anne Arundel	Gp 3	Ft. Meade
MD	Calvert	Gp 3	Washington DC Metro Area
MD	Charles	Gp 3	Washington DC Metro Area
MD	Frederick	Gp 3	Washington DC Metro Area
MD	Harford	Gp 3	US Army Aberdeen Test Center
MD	Montgomery	Gp 3	Washington DC Metro Area
MD	Prince George's	Gp 3	Washington DC Metro Area
MD	St Mary's	Gp 3	Washington DC Metro Area
VA	Alexandria	Gp 3	Washington DC Metro Area
VA	Arlington	Gp 3	Washington DC Metro Area
VA	Fairfax	Gp 3	Washington DC Metro Area, Fort Belvoir
VA	Falls Church	Gp 3	Washington DC Metro Area
VA	Fauquier	Gp 3	Washington DC Metro Area
VA	King George	Gp 3	Washington DC Metro Area
VA	Loudoun	Gp 3	Washington DC Metro Area
VA	Stafford	Gp 3	Washington DC Metro Area
WA	Island	Gp 3	Whidbey Island, RIPO-1, Oak Harbor
CA	Alameda	Gp 4	Camp Parks, W ARISC, Dublin
FL	Dade	Gp 4	Miami, SOUTHCOM HQ
FL	Duval	Gp 5	Jacksonville
GA	Fulton	Gp 5	Fort McPherson
NC	Cumberland	Gp 5	Ft. Bragg
AL	Madison	Gp 6	Redstone Arsenal, Huntsville
FL	Orange	Gp 6	Orlando
OH	Montgomery	Gp 6	Wright Paterson Air Force Base, Dayton
AL	Calhoun	Gp 7	Fort McClellan
AZ	Cochise	Gp 7	Fort Huachuca
AZ	Pima	Gp 7	Davis Monthan, Tucson
CO	El Paso	Gp 7	Colorado Springs
FL	Hillsborough	Gp 7	Madill Air Force Base, Tampa
GA	Clayton	Gp 7	Fort Gillem, SE ARISC, Forest Park
GA	Liberty	Gp 7	Fort Stewart
GA	Richmond	Gp 7	Fort Gordon
IL	Edgar	Gp 7	Scott AFB
IL	Lake	Gp 7	FT Sheridan, NC ARISC
IL	Rock Island	Gp 7	Rock Island Arsenal
KS	Geary	Gp 7	Fort Riley
KS	Leavenworth	Gp 7	Fort Leavenworth
KY	Christian	Gp 7	Fort Campbell
MA	Middlesex	Gp 7	Ft. Devens, Natick Soldier Center RIP-18
MI	Wayne	Gp 7	Detroit, Naval Air Reserve Center Selfridge, Mt. Clemens
MN	Montgomery	Gp 7	Minneapolis, RIPO-10
NC	Onslow	Gp 7	Camp LeJeune
NE	Sarpy	Gp 7	Offut AFB
NY	Jefferson	Gp 7	Fort Drum
NY	Oneida	Gp 7	Rome Labs, ON/DIA, Rome
OK	Comanche	Gp 7	Fort Sill
PA	Franklin	Gp 7	Letterkenny Army Depot, Strategic Studies Institute
SC	Charleston	Gp 7	Charleston AFB
SC	Richland	Gp 7	Fort Jackson
TN	Shelby	Gp 7	Memphis, RIPO-Memphis, Millington
TX	Bell	Gp 7	Fort Hood
TX	Bexar	Gp 7	Lackland AFB, San Antonio
TX	El Paso	Gp 7	Fort Bliss
UT	Salt Lake	Gp 7	Draper, Army National Guard, Salt Lake City
VA	Albemarle	Gp 7	Charlottesville
VA	Caroline	Gp 7	Fort A. P. Hill
VA	Norfolk	Gp 7	Norfolk
VA	Prince William	Gp 7	Quantico
VA	Suffolk City	Gp 7	Suffolk
VA	Virginia Beach	Gp 7	Virginia Beach, NSWC, Damneck
WA	Pierce	Gp 7	Fort Lewis

***Note: If not listed herein, the rate will be based on a Group 7 pay rate.**



Appendix D: Approved Country Codes for STORMS

The following three-character country code abbreviations are used by STORMS for processing all transactions which include a “Country” column.

These country codes are based on ISS 3166-1 alpha-3. (Note: The only exception is Kosovo which is a two-character country code).

Country Trigraph Code	Country Name
ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALA	Åland Islands
ALB	Albania
AND	Andorra
ANT	Netherlands Antilles
ARE	United Arab Emirates
ARG	Argentina
ARM	Armenia
ASM	American Samoa
ATA	Antarctica
ATF	French Southern Territories
ATG	Antigua and Barbuda
AUS	Australia
AUT	Austria
AZE	Azerbaijan
BDI	Burundi
BEL	Belgium
BEN	Benin
BFA	Burkina Faso
BGD	Bangladesh
BGR	Bulgaria
BHR	Bahrain
BHS	Bahamas
BIH	Bosnia and Herzegovina
BLM	Saint Barthélemy
BLR	Belarus
BLZ	Belize

BMU	Bermuda
BOL	Bolivia
BRA	Brazil
BRB	Barbados
BRN	Brunei Darussalam
BTN	Bhutan
BVT	Bouvet Island
BWA	Botswana
CAF	Central African Republic
CAN	Canada
CCK	Cocos (Keeling) Islands
CHE	Switzerland
CHL	Chile
CHN	China
CIV	Côte D'Ivoire
CMR	Cameroon
COD	Congo, The Democratic Republic Of The
COG	Congo
COK	Cook Islands
COL	Colombia
COM	Comoros
CPV	Cape Verde
CRI	Costa Rica
CUB	Cuba
CXR	Christmas Island
CYM	Cayman Islands
CYP	Cyprus
CZE	Czech Republic
DEU	Germany
DJI	Djibouti
DMA	Dominica
DNK	Denmark
DOM	Dominican Republic
DZA	Algeria
ECU	Ecuador
EGY	Egypt
ERI	Eritrea
ESH	Western Sahara
ESP	Spain
EST	Estonia

ETH	Ethiopia
FIN	Finland
FJI	Fiji
FLK	Falkland Islands (Malvinas)
FRA	France
FRO	Faroe Islands
FSM	Micronesia, Federated States Of
GAB	Gabon
GBR	United Kingdom
GEO	Georgia
GGY	Guernsey
GHA	Ghana
GIB	Gibraltar
GIN	Guinea
GLP	Guadeloupe
GMB	Gambia
GNB	Guinea-Bissau
GNQ	Equatorial Guinea
GRC	Greece
GRD	Grenada
GRL	Greenland
GTM	Guatemala
GUF	French Guiana
GUM	Guam
GUY	Guyana
HKG	Hong Kong
HMD	Heard and McDonald Islands
HND	Honduras
HRV	Croatia
HTI	Haiti
HUN	Hungary
IDN	Indonesia
IMN	Isle of Man
IND	India
IOT	British Indian Ocean Territory
IRL	Ireland
IRN	Iran (Islamic Republic Of)
IRQ	Iraq
ISL	Iceland
ISR	Israel

ITA	Italy
JAM	Jamaica
JEY	Jersey
JOR	Jordan
JPN	Japan
KAZ	Kazakhstan
KEN	Kenya
KGZ	Kyrgyzstan
KHM	Cambodia
KIR	Kiribati
KNA	Saint Kitts And Nevis
KOR	Korea, Republic of
KV	Kosovo
KWT	Kuwait
LAO	Lao People's Democratic Republic
LBN	Lebanon
LBR	Liberia
LBY	Libyan Arab Jamahiriya
LCA	Saint Lucia
LIE	Liechtenstein
LKA	Sri Lanka
LSO	Lesotho
LTU	Lithuania
LUX	Luxembourg
LVA	Latvia
MAC	Macao
MAF	Saint Martin
MAR	Morocco
MCO	Monaco
MDA	Moldova (the Republic of)
MDG	Madagascar
MDV	Maldives
MEX	Mexico
MHL	Marshall Islands
MKD	Macedonia, the Former Yugoslav Republic Of
MLI	Mali
MLT	Malta
MMR	Myanmar
MNE	Montenegro
MNG	Mongolia

MNP	Northern Mariana Islands
MOZ	Mozambique
MRT	Mauritania
MSR	Montserrat
MTQ	Martinique
MUS	Mauritius
MWI	Malawi
MYS	Malaysia
MYT	Mayotte
NAM	Namibia
NCL	New Caledonia
NER	Niger
NFK	Norfolk Island
NGA	Nigeria
NIC	Nicaragua
NIU	Niue
NLD	Netherlands
NOR	Norway
NPL	The Federal Democratic Republic of Nepal
NRU	Nauru
NZL	New Zealand
OMN	Oman
PAK	Pakistan
PAN	Panama
PCN	Pitcairn
PER	Peru
PHL	Philippines
PLW	Palau
PNG	Papua New Guinea
POL	Poland
PRI	Puerto Rico
PRK	Korea, Democratic People's Republic Of
PRT	Portugal
PRY	Paraguay
PSE	Palestinian Territory, Occupied
PYF	French Polynesia
QAT	Qatar
REU	Réunion
ROU	Romania
RUS	Russian Federation

RWA	Rwanda
SAU	Saudi Arabia
SDN	Sudan
SEN	Senegal
SGP	Singapore
SGS	South Georgia and the South Sandwich Islands
SHN	Saint Helena
SJM	Svalbard And Jan Mayen
SLB	Solomon Islands
SLE	Sierra Leone
SLV	El Salvador
SMR	San Marino
SOM	Somalia
SPM	Saint Pierre And Miquelon
SRB	Serbia
STP	Sao Tome and Principe
SUR	Suriname
SVK	Slovakia
SVN	Slovenia
SWE	Sweden
SWZ	Swaziland
SYC	Seychelles
SYR	Syrian Arab Republic
TCA	Turks and Caicos Islands
TCD	Chad
TGO	Togo
THA	Thailand
TJK	Tajikistan
TKL	Tokelau
TKM	Turkmenistan
TLS	Timor-Leste
TON	Tonga
TTO	Trinidad and Tobago
TUN	Tunisia
TUR	Turkey
TUV	Tuvalu
TWN	Taiwan, Province Of China
TZA	Tanzania, United Republic of
UGA	Uganda
UKR	Ukraine

UMI	United States Minor Outlying Islands
URY	Uruguay
USA	United States
UZB	Uzbekistan
VAT	Holy See (Vatican City State)
VCT	Saint Vincent And The Grenedines
VEN	Venezuela
VGB	Virgin Islands, British
VIR	Virgin Islands, U.S.
VNM	Viet Nam
VUT	Vanuatu
WLF	Wallis and Futuna
WSM	Samoa
YEM	Yemen
ZAF	South Africa
ZMB	Zambia
ZWE	Zimbabwe