



# NASA Financial Management Manual

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## **FMM 9110 REIMBURSABLE AGREEMENT NUMBERING SYSTEM (RANS)**

### **9111-1 PURPOSE AND SCOPE**

- a. The agencywide Reimbursable Agreement Number System (RANS) provides a uniform method of identifying all reimbursable agreements and orders entered into by NASA with other U.S. Government agencies, foreign governments, state and local governments, and the private sector. Each agreement and order is assigned a Reimbursable Agreement Number (RAN) in accordance with FMM 9111-3.
- b. The RANS is applicable to NASA Headquarters, NASA Centers, and component Centers.
- c. The first four characters of a RAN are the customer ID and the next three characters are the agreement number. Together these seven characters make up the Customer Agreement Number. If there has been a previous request for a RAN under an agreement, the assigned agreement number must be cited on the RAN request form. The eighth and ninth characters of a RAN constitute an alpha/numeric field that references an agreement number which identifies the Purchase Order (PO) or Military Interdepartmental Purchase Request (MIPR) for another government agency. The tenth character is an alpha/numeric field and identifies the mission.
- d. The RANs are not an integrated part of the AWCS or FACS. Each Center is required to identify financial data by RAN in the Reimbursable Obligation and Cost Reporting System (ROCRS) (see also FMM 9331). Headquarters also utilizes RAN data reported in the Agency Reimbursable Reporting System (ARRS) for monitoring the agency's reimbursable activity.

### **9111-2 RESPONSIBILITY FOR THE RANS**

The Director, Financial Management Division, NASA Headquarters, exercises functional supervision over the application of the RAN structure in relation to financial systems and operations. The Director is also responsible for establishing policies for the approving, publishing, and maintaining RANs and for the publication of implementing instructions and revisions concerning the RANS.



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## **9111-3 PROCEDURES FOR REQUESTING THE ISSUANCE OF NEW RANs**

- a. Requests for RANs will be made based on accepted agreements and orders. Payment terms and mode of payment must be specified on the agreement. A NHQ Form 148 (see Appendix 9111-3A) will be completed, in duplicate, in accordance with instructions contained thereon, and forwarded, with a copy of the agreement and funding document to NASA Headquarters, Code BFB, for issuance of a RAN for Headquarters negotiated agreements, or to the Center Accounts Receivable Office for Center negotiated agreements. The Headquarters RAN Request may be submitted by e-mail with the prerequisite information, and the necessary documentation forwarded by office mail or faxed to Code BFB.
- b. Center Accounts Receivable Offices will utilize their ARRS Logon ID's to access the ARRS RAN Subsystem, and enter the new RAN with the required information. The System will prompt the user for the next RAN number, or Center personnel may add to a previously assigned number or Browse the online screen to select a new Number. The ARRS system will only permit Centers to access and modify their own previously issued RANs. RAN access problems should be addressed to NASA Headquarters, Code BFB.
- c. A Center RAN will be used for agreements that have funding less than \$250,000.

## **9111-4 DISSEMINATION OF RANs**

Comprehensive listings of RANs issued will be prepared quarterly by NASA Headquarters, Code BFB, and distributed to Headquarters program offices and Center Financial Management Offices for use in managing the reimbursable program.



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**9111-3A *RAN REQUEST (NHQ FORM 148)***