DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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I&L
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MARINE CORPS ORDER 7100.13

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS PREPOSITIONING PROGRAMS BUDGET GUIDANCE

Ref: (a) MCO 3000.17
(b) DC I&L Advocacy Process Charter, May 3, 2013
(c) Title 31, U.S.C.
(d) MCO 4610.37F
(e) MCPP-N Terms of Reference (TOR)
(f) NAVMC 2907
(g) SECNAV M-5210.1
(h) SECNAVINST 5211.5E
(i) 5 U.S.C. 552a

Encl: (1) Budget Development

1. Situation. The Maritime Prepositioning Force (MPF), Aviation Logistics Ship (T-AVB) and the Marine Corps Prepositioning Program-Norway (MCPP-N) programs are resourced through Operation and Maintenance, Marine Corps (O&M MC) and Navy (O&M N). The resource requirements and budget estimates are developed by program managers, validated by resource sponsors and boards/councils, and executed through financial managers. A defensible budget is one that is informed by well-defined requirements, budget estimates, and risk assessments. In accordance with reference (a), the Deputy Commandant for Installations and Logistics (DC I&L) is designated the Budget Sponsor for the Prepositioning Programs. References (b) through (f) are applicable.

a. Purpose. To promulgate procedures and policies governing the development and consolidation of O&M MC budget estimates in support of the Marine Corps Prepositioning Programs Program Objective Memorandum (POM) submission. Additionally, identify roles and responsibilities for determining and managing

O&M MC fund distributions and MCPP-N fiscal burden sharing requirements.

b. Scope. This Order focuses on developing O&M MC budget estimates for MPF and MCPP-N program support, sustainment, and exercise requirements as determined by program managers and validated by their respective commanders. Although this Order does not address financial execution responsibilities (e.g., 31 U.S.C. 1517 authority), prepositioning program managers and financial management personnel have an interdependent relationship to ensure program resources are used to provide the maximum program benefits possible to the Marine Corps.

2. Mission. Promulgate policy on the roles, responsibilities and procedures governing the standardization of prepositioning programs budget estimates in order to develop a coordinated, integrated, and defendable prepositioning programs POM submission. In addition, this Order defines MCPP-N Burden Sharing management roles and responsibilities.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. The MPF and MCPP-N programs enable support to the National Military Strategy of the United States. Congressional funding of the MPF and MCPP-N programs acknowledges the importance of investing in these programs to enable the Marine Corps to be the most ready when the Nation is least ready.

(a) MPF and MCPP-N enable U.S. forces to respond to crisis across the range of military operations, provide global reach and simultaneously provide a forward presence. Headquarters Marine Corps (HQMC) ensures that commanders are resourced to successfully conduct operations using prepositioned assets. Programmatic efforts that include operational planning teams, program reviews, operational advisory groups, exercise lessons learned, etc., are vital to ensuring continuous communication with prepositioning program stakeholders throughout the Navy and Marine Corps. The continued employment of MPF and MCPP-N in support of global crisis response coupled with a unified service-level resource plan will ensure continued support for this national strategic capability.

(b) The MPF program is sustained and executed through the MPF Maintenance Cycle (MMC) conducted by Marine

Corps Logistics Command (MARCORLOGCOM) Blount Island Command (BICmd) in Jacksonville, Florida. The MCPP-N program is sustained and executed in Norway as a bilateral program between the Marine Corps and the Norwegian Defense Logistics Organization (NDLO). Both programs must be sufficiently funded to sustain the highest state of readiness for their forward deployed equipment and supplies. The goal for maintenance readiness is 100 percent for all mission essential readiness reportable equipment and 98 percent for all other equipment.

(c) The Marine Corps and Navy must continually train in prepositioning operations to maintain proficiencies in conducting maritime prepositioning arrival and assembly operations to support Geographic Combatant Commander (GCC) Operation Plans, Concept Plans, and crisis response demands.

(2) Concept of Operations. There are three main components of the prepositioning program budget estimate: operation and maintenance, exercising the program's operational capabilities, and program management. Each component will be described in detail in enclosure (1) in order to develop a cohesive and mutually supporting budget.

(a) Budget estimates are collected from HQMC, component headquarters for U.S. Marine Corps Forces (MARFOR), and MARCORLOGCOM with risk assessments and justifications that are consolidated into a POM that justifies funding requirements across multiple fiscal years, supports all program objectives, and is defensible within the Sustaining Program Evaluation Board (SUSPEB).

(b) Clearly defined roles and responsibilities identified within this Order are necessary to ensure the development of effective budgets. Resources will be justified and provide maximum effectiveness for Marine Corps prepositioning programs support to expeditionary operations.

(c) As the prepositioning programs budget sponsor, DC I&L advocates for the prepositioning programs budget through the SUSPEB. HQMC (I&L) will articulate and defend the prepositioning programs budgetary requirements and program risk.

(d) Well documented planning factors, coordination with prepositioning stakeholders, and an integrated assessment of the operational risks associated with any funding deficiencies will assist HQMC in supporting the MPF and MCPP-N POM through the deliberation processes.

b. HQMC Departments and Subordinate Commands

(1) Deputy Commandant for Programs and Resources (DC P&R). Commandant's advocate for the Marine Corps budget and POM. Publishes guidance on POM preparation, timelines for submissions, and review process; presents the USMC POM to the Commandant for approval; subsequent to Commandant approval of the POM, is responsible for the development, review, and submission of Marine Corps budget to the Department of Navy, Office of the Secretary of Defense, Office of Management and Budget, and Congress; responsible for the allocation of funds upon enactment.

(2) Deputy Commandant for Plans, Policies and Operations (DC PP&O). Commandant's advocate for Marine Corps prepositioning programs; identifies program operational requirements; prioritizes prepositioning exercises for funding support; validates prepositioning exercise objectives and associated funding requests; assesses risk in exercise funding deficiencies and identifies internal program management support 1B1B requirements to HQMC (I&L) for POM development.

(3) Deputy Commandant for Installations and Logistics (DC I&L). Budget sponsor for the sustainment and logistics support for Marine Corps prepositioning programs; provides direct advocacy for the MPF and MCPP-N program through the SUSPEB and Program Working Groups (PWGs), ensures budgetary submissions provide for maximum readiness of the equipment and supplies pre-positioned in MPF and MCPP-N, consolidates budget requirements, and advocates for prepositioning program funding in support of the POM development.

(4) Deputy Commandant for Aviation (DC AVN). Lead agency for coordinating aviation logistics support requirements with Naval Air Systems Command, MARFOR Aviation Logistics Departments (ALD), and MARCORLOGCOM (BICmd) for requirements determination and resourcing of aviation support equipment for MPF, MCPP-N and the T-AVB's SS Curtiss and Wright; identifies 1B1B prepositioning program support requirements and validates MARFOR 1B1B submissions for the T-AVB exercises.

(5) Commanders, U.S. Marine Corps Forces (MARFORs). Lead for exercising the prepositioning program to support expeditionary operations and identify prepositioning program operational capabilities and requirements. Each MARFOR identifies MARFOR (and Marine Expeditionary Forces (MEFs) as appropriate) funding requirements for MPF and MCPP-N exercises.

U.S. Marine Corps Forces Pacific (MARFORPAC) (ALD) and U.S. Marine Corps Forces Command (MARFORCOM) (ALD) coordinates and identifies funding requirements for movement and ground transportation in support of the T-AVB. 1B1B funding requirements for exercises will be identified to HQMC (PP&O and I&L) during the Prepositioning Exercise Working Group (PEWG).

(6) Commanding General, Marine Corps Logistics Command (MARCORLOGCOM). Lead agency for the maintenance and readiness of the equipment and supplies within the prepositioning programs which is executed by MARCORLOGCOM (BICmd); develops annual budget estimates to support stock rotation, maintenance, resupply, contract support, exercise support, and program management responsibilities in support of maintenance and readiness. Identifies program maintenance and readiness support 1B1B funding requirements, justification, and risks if not funded in support of POM development.

(7) Commander, Marine Corps Systems Command (MARCORSYSCOM). MARCORSYSCOM Program Manager for Ammunitions (PM Ammo) is the lead agency for the maintenance and readiness of Class V (W) munitions on MPF and in MCPP-N. These funding requirements will be included within the Ammunition Life-Cycle Management Marine Corps Program Code (MCPC) for POM development. PM Ammo will identify 1B1B program management/action officer support requirements (i.e., Temporary Additional Duty (TAD) to HQMC I&L (LPO-2) for POM development and identify Second Destination Transportation (SDT) estimates for ammo movement to MCPP-N.

c. Adjacent Commands

(1) Chief of Naval Operations, Fleet Readiness and Logistics (OPNAV N4). Serves as resource and budget sponsor for Maritime Prepositioning Ships (MPS) assigned to the MPF program. OPNAV (N42) coordinates with Military Sealift Command (MSC) and PACFLT (N42)/COMLOGWESTPAC (N41) to develop MPS operating/fuel costs. HQMC (PP&O/I&L) will coordinate with OPNAV (N42) and MSC (PM3) to ensure MPF exercise requirements are identified to ensure sufficient funding is planned for future exercises. In concert, the MARFOR will coordinate with their respective Navy component staff to ensure planned exercises are identified and supportable.

(2) Chief of Naval Operations, Warfare Systems (OPNAV N9). Serves as resource sponsor for Naval Construction Force (NCF) and Navy Support Element (NSE) equipment funding. The MPF

programs require close coordination between the MARFOR, NCF and NSE units to ensure NCF forces are available and adequately funded to participate in MPF exercises.

(3) Chief of Naval Operations, Logistics Programs & Business Operations Division (OPNAV N41). Serve as the resource sponsor for the Expeditionary Medical Facilities (EMF). The Chief of Naval Operations, Director Medical Resources, Plans, and Policy (OPNAV N0931) is the program manager for the Expeditionary Medical Program. The Logistics Program Office, Naval Medical Logistics Command, is the program manager for all elements of equipment and supplies, design, procurement, storage, maintenance, and utilization of EMF materials prepositioned on MPF.

(4) Commander, Military Sealift Command (MSC PM3). Serves as administrator for the operations and readiness of the MPS and identifies incremental costs associated with the operations of the MPS in support of exercises. HQMC (PP&O/I&L) will coordinate with MSC (PM3) in order to determine additional funding that may be required to support unfunded MPS incremental costs for exercises.

(5) Norwegian Defense Logistics Organization (NDLO). Represents the Norwegian government as HQMC's primary bilateral partner for the execution of the MCPP-N program. The NDLO provides oversight of Norwegian funding requirements to support the Marine Corps equipment and supplies prepositioned in the caves and hangers in Norway in support of the MCPP-N program. The Marine Corps and the Government of Norway maintain a burden sharing agreement which states that both governments will share a portion of the yearly costs in maintaining the equipment and supplies in the MCPP-N program.

4. Administration and Logistics

a. Forward recommendations concerning the contents of this Order to the Commandant of the Marine Corps (CMC), HQMC (I&L/LPO-2).

b. Although this Order pertains to Marine Corps units, it identifies various fiscal responsibilities for Navy commands and seeks to stress the importance of inter-service coordination.

c. Records created as a result of this Order shall be managed according to National Archives and Records

Administration to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

d. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The DON recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (h)) and implemented per reference (i).

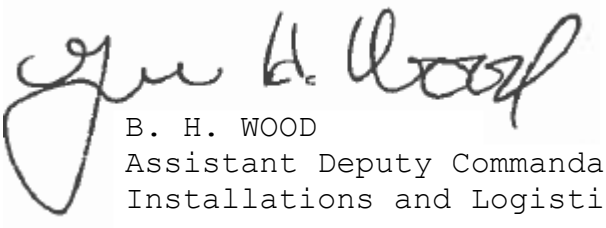
5. Command and Signal

a. Command

(1) This Order is applicable to the Marine Corps Total Force.

(2) For development of the POM for the prepositioning programs, DC I&L is the supported organization.

b. Signal. This Order is effective the date signed.



B. H. WOOD
Assistant Deputy Commandant for
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RECORD OF CHANGES

Log completed change action as indicated.

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TABLE OF CONTENTS

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Chapter 1

Roles and Responsibilities

1. Introduction. This chapter addresses the specific roles and responsibilities associated with developing the prepositioning programs POM and supporting DC I&L as its resource sponsor to effectively advocate, support and defend funding requirements and oversight responsibilities. The roles and responsibilities outlined below identify the primary agency for completing the action or task, however, close coordination with HQMC I&L (LPO-2) is recommended to ensure adjacent efforts/actions are synchronized.

2. Roles and Responsibilities

a. Deputy Commandant for Programs and Resources (DC P&R)

(1) Supports program funding requirements and distribute funding in accordance with appropriations and fiscal guidelines.

(2) Coordinates review of the OP-5 Exhibit with HQMC (I&L) for the prepositioning programs when required.

(3) Coordinates 1B1B funding distribution with HQMC (I&L) IAW program requirements and priorities.

b. Deputy Commandant for Plans, Policies and Operations (DC PP&O)

(1) Reviews, approves, and prioritizes prepositioning exercise funding support between MARFORs for MPF and MCPP-N exercises.

(2) Identifies Service program requirements for MPF and MCPP-N in support of the prepositioning programs POM data call.

(3) Identifies priorities for current year funding when execution requirements do not align with POM requirements.

c. Deputy Commandant for Aviation (DC AVN)

(1) Reviews, prioritizes, and advocates for all T-AVB funding requirements at HQMC and MARFOR level.

(2) Identifies Service program requirements for MPF and MCPP-N and submits budget estimates to HQMC (I&L) in support of the prepositioning programs POM data call.

(3) Participates in HQMC (I&L) program assessments to identify changes to DC AVN current year requirements and provides T-AVB funding priorities.

d. Deputy Commandant for Installations and Logistics (DC I&L). Develops a consolidated POM for logistics and sustainment programs and identifies program initiatives through the SUSPEB council consisting of O-5 level representatives from HQMC, MARFORCOM, MARFORPAC, and MARCORLOGCOM. The SUSPEB council reviews all funding requirements and justifications and balances them against enterprise guidance and funding priorities. Per reference (b), the following Divisions assist the DC I&L in support of the Planning, Programming, Budget, and Execution duties:

(1) Assistant Deputy Commandant, Logistics Plans, Operations, and Strategic Mobility (ADC I&L (LP)). Functions as the SUSPEB advocate and designates Maritime and Geo-Prepositioning Section (LPO-2) as the MCPC manager for 650198 (MPF) and 650298 (MCPP-N) responsible for developing an integrated, coordinated, and defendable Service level POM for the prepositioning programs. Responsibilities include:

(a) Review prepositioning program budget requirements and justifications to develop a consolidated Service-level baseline review brief for MCPC 650198 and MCPC 650298 to submit to the SUSPEB Chair for review/approval.

(b) Identify the program risks incurred during budget reduction drills and coordinate the spread of risk and funding cuts with all stakeholders by cross-leveling reductions as required.

(c) Validate POM initiatives for the prepositioning programs when required.

(d) Coordinate with HQMC (P&R) to review and validate the prepositioning programs description and readiness matrix in the OP-5 Exhibit.

(e) Conduct program budget analysis and coordinate with program and budget managers at the MARFORs and HQMC agencies on budget gaps and/or discrepancies.

(f) Minimize Current Year Deficiencies (CYDs) submissions for the prepositioning programs and strive to maximize utilization of the POM process to inject desired funding increases into the Future Years Defense Program (FYDP).

(g) Receive and compile stakeholder budget estimates.

(h) Identify budgetary deficiencies to HQMC, (PP&O/POE-40) in coordination with submitting the POM to the SUSPEB Chair.

(i) Create a 1B1B (Centrally Managed Program (CMP) and Operational Budget (OPBUD)) master phasing plan that includes distribution of CMP funding for MARFOR exercises.

(j) Consolidate all 1B1B direct program costs and budget estimates for the MCPP-N program in support of developing a consolidated POM and comprehensive program costs that influence the cost sharing agreement with Norway.

(k) Capture MCPP-N program support costs that are not a part of the MCPC 650298 data collection (e.g., MILPERS, CIVPERS, BSS1, SDT and O&M N) but critical to maintaining MCPP-N program modernization and readiness.

(l) Validate the annual MCPP-N program cost sharing amount with the Norwegian Program Management Group (PMG) Co-Chair and forward to the MCPP-N Executive Committee (EXCOM) for approval.

(m) Conduct quarterly program assessments with prepositioning stakeholders.

(2) Director, Facilities Division and Commander, Marine Corps Installations Command (MCICOM). Functions as the Comptroller authority for DC I&L and maintains the Department's official memorandum accounting records (e.g., electronic execution report). As such, performs Comptroller functions for DC I&L per reference (b) and other appropriate fiscal management orders and directives. In addition, MCICOM Comptroller conducts funding administrative functions for DC I&L through the Logistics Support Resources section and executes the following functions:

(a) Coordinates the distribution of all 1B1B funds assigned to HQMC (I&L).

(b) Provides Status of Funds reports, tracks obligations rates, and forwards CYDs to HQMC (P&R) in support of HQMC (I&L/LPO-2).

(c) Realigns 1B1B CMP funds as requested by HQMC I&L (LPO-2) in coordination with HQMC (P&R).

(d) Manages HQMC I&L (LPO-2) 1B1B Fund Administrator (FA) distributions in accordance with the Phasing Plans.

e. Commanding General, Marine Corps Logistics Command (MARCORLOGCOM). Functions as the Comptroller authority for MARCORLOGCOM (BICmd) and maintains the Command's official memorandum accounting records (e.g., electronic execution report) and performs all Comptroller functions for CG MARCORLOGCOM as per reference (b) and other appropriate fiscal management orders and directives. As such, MARCORLOGCOM Comptroller receives 1B1B funding through OPBUD from HQMC (P&R), which is then executed by the CO, BICmd. MARCORLOGCOM (BICmd) has the following POM and budget responsibilities:

(1) Provides budget estimates and annual funding requirements needed to maintain and sustain the operational readiness and effectiveness of the equipment and supplies prepositioned on MPF and MCPP-N.

(2) Validates projected budget controls with MARCORLOGCOM Comptroller and identifies any concerns to meet BICmd program requirements.

(3) Identifies budget requirements to include training, program management, support to exercises, purchasing starter stocks (Class II, III (P), IV, IX), civilian labor, and contract support.

(4) Assists HQMC I&L (LPO-2) to identify program risks associated with budget cuts when directed by POM guidance (e.g., 5, 10, and 15 percent reductions).

(5) Identifies program initiatives (capability enhancements) as required.

(6) Identifies funding requested for Marine Corps Support Facility Blount Island (MCSF-BI) to assist with identifying National costs associated with MCPP-N.

(7) Identifies POM and budget requirement estimates to HQMC I&L (LPO-2) for MCPP-N ground equipment and sustainment.

(8) Identifies SDT estimates to HQMC (I&L/LPD-3) for the rotation/movement of equipment and supplies for prepositioning programs.

(9) Identifies MARCORLOGCOM (BICmd) prepositioning program requirements for MPF and MCPP-N and submits budget estimate(s) to HQMC I&L (LPO-2) in support of the prepositioning programs POM data call.

(10) Participates in HQMC I&L (LPO-2) Quarterly Program Assessments to identify changes to MARCORLOGCOM (BICmd) current year requirements.

f. Commander, Marine Corps Systems Command (MARCORSYSCOM)

(1) Serves as PM AMMO to identify budget estimates and annual funding requirements needed to maintain and sustain the operational readiness and effectiveness of the munitions prepositioned on MPF and MCPP-N.

(2) Identifies prepositioning program requirements for MPF and MCPP-N and submits budget estimate(s) to HQMC I&L (LPO-2) in support of the Prepositioning programs POM data call.

(3) Participates in HQMC I&L (LPO-2) quarterly program assessments to identify changes to MARCORSYSCOM (PM AMMO) current year requirements.

(4) Identifies SDT estimates to HQMC (I&L/LPD-3) for the rotation/movement of munitions for prepositioning programs.

g. Commanders, U.S. Marine Corps Forces (MARFORs). The MARFOR is responsible for coordinating, consolidating, and developing budget estimates/requirements for exercising the prepositioning program capabilities within their AOR. Prepositioning funds allocated to the MARFORs are limited to events supporting program management (e.g., Tailoring, OPTs, Working Groups) and exercises in direct support of the Arrival and Assembly Area as identified in Chapter 2.

(1) Identifies prepositioning program requirements for MPF and MCPP-N and submits budget estimate(s) to HQMC I&L (LPO-2) in support of the prepositioning programs POM data call as required.

(2) Participates in HQMC I&L (LPO-2) Quarterly Assessments to identify changes to current year requirements.

(3) Identifies prepositioning exercise funding requirements for MPF arrival and assembly operations, equipment withdrawals from Norway, and/or regeneration activities in accordance with Appendix F. HQMC I&L (LPO-2) will export data from the Prepositioning Exercise Budget Forecast Tool (PEBFT) approximately 30 days prior to the PEWG.

(4) Validates MEF budget estimates and justification for prepositioning funds.

(5) Prioritizes the allocation of funding across the MARFOR.

(6) Coordinates and/or de-conflicts 1B1B POM submission to HQMC I&L (LPO-2) with the Comptroller and/or ALD as required.

(7) Ensures respective MARFOR SUSPEB representative is familiar with 1B1B (OPBUD/CMP) exercise funding requests in order to validate requirements and support 1B1B funding requested for MPF and MCPP-N programs.

Chapter 2

Budget Estimates

1. Introduction. The prepositioning programs budget estimate is the summarization of individual stakeholder budget estimates. Stakeholder budget estimates are developed using the methods described within this Order to provide reliable and defendable budget estimates to support future program requirements. The procedures outlined in this chapter will define and standardize the methods used to develop reliable and comprehensive stakeholder budget estimates that support the development of a program budget estimate used to compete in the POM process.

2. Purpose. To provide guidance for developing stakeholder budget estimates for prepositioning programs.

3. Overview. Requests for stakeholder budget estimates will be initiated by HQMC I&L (LPO-2) in the fourth quarter of each fiscal year. Data calls for budget estimates require each stakeholder to provide separate MPF and MCPP-N budget estimates that identify projected costs for all program, maintenance and exercise support requirements. Stakeholder budget estimates will contain previous fiscal year (PFY) execution, current year, budget years, plus five additional years for POM, using the OSD directed inflation rate for each consecutive year. Each stakeholder will develop and maintain accurate and well-documented budget estimates and submit them along with supporting documentation to HQMC I&L (LPO-2) using the cost element structures defined in this chapter. Budget estimates along with phasing plans are used to determine the initial funding distribution for the next FY as discussed in Chapter 4 of this Order.

4. Cost Element Structure. The cost element structure for prepositioning programs is standardized using the same three cost elements: Program Support, Maintenance Support, and Exercise Support.

a. Program Support. The Program Support cost elements consist of program TAD requirements, contracted services and other program related expenses. Program Support element requirements will be submitted as part of the budget estimate and will include the following documentation showing the estimated stakeholder costs.

(1) TAD requirements will be calculated for each individual conference, working group and scheduled event for each command from the MEF level and higher in accordance with Appendix B. The sum of all TAD requirements from Appendix B will be entered in Line Item 1 of the Annual Budget Estimate (Figure 2-1).

(2) Contracted services require a detailed Statement of Objectives (SOO) along with an accompanying Independent Government Cost Estimate (IGCE) worksheet in accordance with Appendix C. Only approved contracted services are entered in Line Item 2 of the Annual Budget Estimate (Figure 2-1).

(a) Requests for contracted services (not to include BICmd) that will begin during the FYDP must be identified to, and will be validated by HQMC (PP&O and I&L) for submission in the annual POM process. Approval will be dependent on the outcome of the overall POM process and the PB funding allocated to the MCPCs.

(b) Requests for contracted services (not to include BICmd) that will begin before the FYDP and are in excess of an approved POM amount, or were not identified in the POM at all, will be identified to, validated by and approved by HQMC (PP&O and I&L). These contract requests will be addressed as part of the regular quarterly assessment schedule with approval being based on funding limitations, contract vehicle availability and competing stakeholder priorities for CY or BY 1B1B resources.

(3) Other program related costs such as administrative expenses must be fully justified and submitted in accordance with Appendix D and submitted as Line Item 3 of the Annual Budget Estimate (Figure 2-1).

b. Logistics and Maintenance Support (BICmd only). The Maintenance Support cost elements consist of all costs related to conducting equipment maintenance, TAD, resupply, ship loading, and data collection requirements during the maintenance cycles. Appendix E documents cost elements (including CIVPERS) and a method MARCORLOGCOM (BICmd) uses to determine Maintenance Support requirements for the MPF and MCPP-N programs. All Maintenance Support cost requirements will be rolled up by Object Class (OC) and entered in Line Items 4 through 7 of the Annual Budget Estimate (Figure 2-1).

c. Exercise Support. Prepositioning exercises cost elements are complex and dependent on a myriad of planning

factors and resourced through multiples sources of funding (i.e., O&M,MC/N, Joint Service Incremental Funds (SIF), Joint Exercise Training Program (JETP), etc.). As a result, HQMC I&L (LPO-2) developed PEBFT to standardize the process and methods used in estimating exercise requirements and determine appropriate funding sources. Appendix F provides an overview of PEBFT and defines the Exercise Support cost element structure and methods used for computing exercise related costs. PEBFT will be used to provide supporting documentation for exercise budget estimates during the PEWG. Each exercise will be listed separately with costs defined by OC and submitted under Line Item 8 of the Annual Budget Estimate (Figure 2-2).

(1) Exercise Support reimbursement. The MARFOR's may be required to reimburse BICmd for exercise related costs (e.g. repair parts, consumables, SECREPS, Norwegian MCPP-N workforce labor, TAAT costs, etc.). BICmd will submit to the MARFOR conducting the exercise a Final Exercise Discrepancy Report that captures all related reimbursement costs using Appendix J as an example. The MARFOR will initiate an OPBUD transfer of funds through their chain of command to HQMC P&R. HQMC P&R will convert non 1B1B funds to 1B1B funds and send through MARCORLOGCOM to BICmd for final reimbursement. Reimbursement of funding must adhere to para 7 of this chapter. Coordination between BICmd and the MARFOR fiscal/comptroller will take place beforehand to ensure a smooth transfer of funds.

5. Object Class (OC). Budget estimates include all cost elements identified for program, maintenance and exercise support. Cost elements are categorized using the following OC codes:

a. OC 110 - 130 (CIVPERS Labor) is used to identify all costs related to civilian personnel labor. Currently this is only applicable to MARCORLOGCOM (BICmd).

b. OC 210 (Travel/Transportation of Personnel) is used to identify costs for personnel travel related to program support events, exercise TAD, and commercial ticket program/Strategic Lift to support exercises (e.g., MPF, MCPP-N, and T-AVB).

c. OC 220 (Transportation of Things) is used to identify costs for equipment transportation for arrival and assembly operations and T-AVB operations.

d. OC 251 (Advisory and Assistance Services) are cost of services acquired by contract from non-Federal, as well as from other Federal Agencies for the following services:

- Management and professional support services
- Studies, analyses, and evaluations
- Engineering and technical services

e. OC 252 (Other Services from Non-Fed Sources) are cost of services and contracts not defined within any other 25X series object class.

f. OC 253 (Other Purchases of Goods and Services from Federal Sources) are purchases from other Federal Government agencies not specified in other object classes.

g. OC 260 (Supplies and Materials) is used to identify all costs for purchasing consumable and administrative stocks directly related to MPF and MCPP-N.

6. Budget Estimates. The prepositioning program budget stakeholders will provide an annual budget estimate in the 4th quarter of each FY. Annual budget estimates serve to support POM development as described in Chapter 3 and Program Assessment as described in Chapter 4.

a. Annual budget estimates contain the PFY and current FY execution data, two upcoming FYs (budget years), and developing/revalidating a five year FYDP budget estimate (POM). See Figure 2-1.

	Execution		Budget Years		POM (FYDP)				
	PY	CY	BY	BY+1	BY+2	BY+3	BY+4	BY+5	BY+6
POM-18	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
POM-19	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
POM-20	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
POM-21	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
POM-22	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26

Figure 2-1: Annual Budget Estimate FY Structure

b. Annual budget estimates should be a refinement of the previous year President's Budget estimate submission.

c. Execution data contained in budget estimates should be reviewed and validated by the appropriate comptroller before inclusion in the annual budget estimate submission.

d. Exercise costs identified by the MARFORs during the annual PEWG should be the same exercise costs used when submitting the annual budget estimate. When exercise costs in the budget submission are different from the PEWG, the MARFOR will be required to justify the variation and gain approval from HQMC (PP&O/I&L).

(1) Detailed exercise cost estimates will be provided by the MARFORs using the PEBFT described in Appendix F.

(2) Exercises will be assigned a Special Interest Code (SIC) in PEBFT based on current codes in SABRS to track fiscal execution in order to extract historical data. If a SIC has not been assigned in SABRS, HQMC I&L (LPO-2) will coordinate their assignments with HQMC P&R for Service Level Exercises. Local exercises are required to have SIC codes assigned by the appropriate comptroller.

e. HQMC I&L (LPO-2) will request budget estimates and other supporting documentation required per the procedures outlined in chapter 4.

7. 1B1B Funding Criteria. 1B1B funding is appropriated to support the MPF, MCPP-N and T-AVB programs. Valid requirements identified in the Program Support and Maintenance Support cost element structures will be funded using 1B1B. When exercising MPF, MCPP-N, and T-AVB programs, HQMC provides 1B1B funding to support program training objectives.

a. Prepositioning program 1B1B funding is provided to support exercise training objectives in the following areas:

(1) MPF and MCPP-N arrival and assembly and withdrawal operations, to include TAAT support.

(2) Operations associated with preparation, utilization and reconstitution of the MPF and MCPP-N capability, to include Norwegian workforce labor.

(3) Operations associated with the Offload Preparation Party (OPP), Employment Preparation Party and Survey, Liaison, Reconnaissance Party.

(4) Logistics support within the port or beach area of operations.

(5) Port and inland transportation costs will only be funded for the movement of equipment and personnel from the Aerial Port of Debarkation/Sea Port of Debarkation to Arrival and Assembly Operations Element (AAOE)/Equipment Reception Point (ERP) or from the AAOE/ERP to the Aerial Port of Embarkation/Sea Port of Embarkation (SPOE).

(6) Preparation and reconstitution operations associated with returning equipment and supplies withdrawn from MPF and/or MCPP-N.

(7) Attendance by prepositioning planners (i.e., personnel holding organizational billets titled, "MPF Officer", "Prepositioning Chief", etc.) to exercise planning conferences.

b. Prepositioning program 1B1B funding is **not** provided for the events below that are normally funded from MARFOR operating funds (1A1A/2A), SIF, Overseas Contingency Operations (OCO) and/or JETP:

(1) Strategic airlift of exercise forces.

(2) The repair and replenishment of MPF or MCPP-N equipment, supplies, consumables and SECREPs used during exercises.

(3) Logistical support for the Field Training Exercise (FTX) (unless the FTX is the Arrival and Assembly Exercise). The FTX portion of an exercise should be supported by MARFOR/MEF Operations and Training (1A1A/2A) funding.

(4) Ship operating costs (fuel, crewing, etc.) are funded by the Navy per OPNAVINST 4627.1B.

(5) MEU Augmentation Program Kuwait (MAP-K) remains an OCO funded program and does not fall within the 1B1B funding guidelines delineated in this Order. If MAP-K becomes a baseline funded program of record, the expanded use of 1B1B funding will be re-evaluated at that time.

c. For T-AVB exercises and training: 1B1B funding provides exercise support cost associated with T-AVB in support of training and exercise objectives. It cannot be used for ship

enhancements, equipment procurement, ship activation, ship deactivation or primarily ship related costs.

d. Prior to utilizing approved 1B1B funding for something other than exercising the MPF, MCPP-N and T-AVB programs, the CG of MARFOR/MARCORLOGCOM will coordinate with DC I&L.

8. Budget Estimate Submission Format

a. All Prepositioning Program 1B1B stakeholders will submit their budget estimates to HQMC I&L (LPO-2) in support of developing the upcoming POM. Budget estimates will be submitted during the 4th Quarter Program Assessment. Separate budget estimates are required for MPF and MCPP-N programs.

b. Budget estimates will be developed using the cost structure, cost elements and methods described in this Order to capture all program related costs. Figure 2-2 is provided as a template to be used to submit all budget estimates. Electronic copies will be provided by HQMC I&L (LPO-2) as a part of the budget data call.

Prepositioning Programs Stakeholder Annual Budget Estimate
(In $ Thousands)

Command: HQMC/MCLC/MARFOR-SAMPLE
Date Submitted: 1-Jul-15

Annual Infaltion Rate:			2%		Execution		Budget Years		POM-18					
Line Item	Appendix	Cost Element Structure	Description	OC	FY14	FY15	FY16 (BLY)	FY17 (BLY+1)	FY18 (BLY+2)	FY19 (BLY+3)	FY20 (BLY +4)	FY21 (BLY + 5)	FY22 (BLY+6)	FYDP
1	B	Program Support	TAD Requirements	210	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	C		Contracted Services	250	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	D		Program Related Expense	260	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			Total Program Support	**N/A**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
4	E	Maintenance Support (BICMD Only)	Civilian Labor	110	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5			Supply Support	260	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6			Contracted Services	250	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7			Temporary Duty	210	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			Total Maint Support	**N/A**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
8	F	Exercise Support (Breakout each Exercise)	**Exercise -1**		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
			TAD	210	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			CONTRACTED SERVICES	250	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			SUPPLY SUPPORT	260	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			TRANSPORT OF THINGS	220	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			Exercise -2		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
			TAD	210	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			CONTRACTED SERVICES	250	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			SUPPLY SUPPORT	260	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			TRANSPORT OF THINGS	220	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			Total Exercises		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Budget Estimate					**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Note: MARFOR ALD (TAV-B Exercise Requirements and TAD Costs) will be submitted seperately using this form to HQMC ASL for validation. HQMC ASL will submit to I&L.

Figure 2-2: Sample Stakeholder Budget Estimate

c. Budget estimates will use the sum of baseline year (BLY) calculations and will be adjusted with the approved OSD inflation rates for the next 6 years.

d. The three main cost structure elements for a prepositioning program budget estimate include:

(1) Program Support. Requirements developed per Appendix B, C and D.

(2) Maintenance Support (BICmd only). Requirements developed per Appendix E.

(3) Exercise Support. Requirements developed per Appendix F.

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Chapter 3

POM Development

1. Introduction. The prepositioning programs annual budget requirements are reviewed and validated each year during the SUSPEB program review and/or POM deliberations led by DC I&L. In preparation for the SUSPEB POM review, HQMC I&L (LPO-2) develops an integrated service level POM budget estimate for MPF and MCPP-N. The service level budget estimate is developed in coordination with designated program managers and stakeholders who provide annual stakeholder budget estimates for their organization in accordance with Chapter 2. The service level budget estimate identifies all program related requirements using the cost element structures of Maintenance Support, Exercise Support, and Program Support.

2. Purpose. To promulgate guidance for developing a consolidated POM for the MPF and MCPP-N programs for the SUSPEB while identifying the roles and responsibilities for those commands participating in this process.

3. Prepositioning Programs POM

a. Each year, HQMC (P&R) will send out Service level POM and budget guidance in support of developing a Marine Corps POM. HQMC (I&L/LP) will release SUSPEB guidance and instructions that address briefing format, templates, and POA&M. HQMC I&L (LPO-2) will conduct data calls to the budget PMs at MARCORLOGCOM (BICmd), MARCORSYSCOM (PM Ammo), the MARFORs, and designated HQMC staff officers for their budget estimates as outlined in Chapter 4.

b. Annual budget estimates submitted by all stakeholders will be used to develop a service level budget estimate for each prepositioning program. The service level budget estimate will be used to develop Program Reviews (PR) and/or POM briefs per the SUSPEB guidance for MCPC 650198 (MPF) and 650298 (MCPP-N).

c. Annual budget estimates submitted by stakeholders must be submitted with supporting documentation as outlined throughout this order and SUSPEB guidance in order to validate service level budget estimates and defend PR/POM submissions.

d. In creating a service level budget, HQMC I&L (LPO-2) will establish a CMP OPBUD for MPF and MCPP-N that will be used to manage change in exercise requirements during the year of

execution. In support of MARFOR planning, the service level budget will initially allocate CMP funds to support exercise requirements that exceed the MARFOR OPBUD funding levels. Initial CMP allocation will be conducted during the PEWG but will be refined through the annual stakeholder budget submissions and Program Assessment process (Chapter 4).

e. The use of the CMP OPBUD by HQMC (I&L) provides the programs the greatest flexibility in managing change during the year of execution by shifting funds to meet the program priorities while minimizing CYD submissions to P&R. Figure 3-1 shows a sample MARFOR & CMP OPBUD Funding Plan that will be part of the service level budget and PR/POM submissions.

MARFOR	PROGRAM	Requirement	1B1B Rqmnt	OPBUD Funding Plan		
				MARFOR	CMP	+/-
MARCENT	MPF	Program Support	$ 25	$ 25	$ -	$ -
MARCENT	MPF	Maintenance Support	$ -	$ -	$ -	$ -
MARCENT	MPF	Staff Seminar	$ 90	$ 29	$ 61	$ -
MARCENT	MPF	Native Fury	$ 800	$ -	$ 800	$ -
MARCENT TOTAL			**$ 915**	**$ 54**	**$ 861**	**$ -**
MARFORCOM	MPF	Program Support	$ 25	$ 25		$ -
MARFORCOM	MPF	Maintenance Support	$ -	$ -	$ -	$ -
MARFORCOM	MPF	MPFEX	$ 500	$ -	$ 500	$ -
MARFORCOM	TAVB	T-AVB (ALL)	$ 355	$ 318	$ 37	$ -
MARFORCOM TOTAL			**$ 880**	**$ 343**	**$ 537**	**$ -**
MARFORPAC	MPF	Program Support	$ 130	$ 130		$ -
MARFORPAC	MPF	Maintenance Support	$ -	$ -	$ -	$ -
MARFORPAC	MPF	Cobra Gold	$ 250	$ 250	$ -	$ -
MARFORPAC	MPF	Freedom Banner	$ 1,500	$ 1,356	$ 144	$ -
MARFORPAC	TAVB	T-AVB (ALL)	$ 162	$ 162	$ -	$ -
MARFORPAC TOTAL			**$ 2,042**	**$ 1,898**	**$ 144**	**$ -**
MARFOREUR/AF	MPF	Program Support	$ 50	$ 50		$ -
MARFOREUR/AF	MPF	Maintenance Support	$ -	$ -	$ -	$ -
MARFOREUR/AF	MCPP-N	Program Support	$ 50	$ 50		$ -
MARFOREUR/AF	MCPP-N	Maintenance Support	$ -	$ -	$ -	$ -
MARFOREUR/AF	MCPP-N	Trident Juncture	$ 500	$ 130	$ 370	$ -
MARFOREUR/AF	MCPP-N	Cold Response	$ 800	$ -	$ 800	$ -
MARFOREUR/AF	MPF	Saber Strike	$ 450	$ -	$ 450	$ -
MARFOREUR/AF TOTAL			**$ 1,850**	**$ 230**	**$ 1,620**	**$ -**
TOTAL			**$ 5,687**	**$ 2,525**	**$ 3,162**	**$ -**

Figure 3-1: Sample MARFOR & CMP OPBUD Funding Plan

f. Program initiatives (capability enhancements) are requests for increased funding levels during the POM submissions based on changes within the program. Program initiatives will be developed at the service level based on annual budget estimates and SUSPEB guidance. Program initiatives, if approved, will impact funding levels for the FYDP and not the budget

years. Prepositioning Program budget initiatives that require funding during the budget years will be handled through Funding Distribution Management and/or CYDs.

4. Review Process. Once the prepositioning programs POM is submitted to the SUSPEB Chair, HQMC I&L (LPO-2) will provide the SUSPEB council information on any program initiatives (capability enhancements) and/or identify any program risks based on the budget/POM development guidance.

a. POM Working Group (PWG). A HQMC (P&R) sponsored working group consisting of O5-level representation from the HQMC agencies, MARFORCOM, MARFORPAC, and U.S. Marine Corps Forces Reserve that will analyze and assess the prioritized lists from each PEB and will integrate all programs into one consolidated prioritized list.

b. Marine Requirements Oversight Council (MROC) Review Board (MRB). The MRB is a General Officer/Senior Executive Service (GO/SES) venue (1- and/or 2-star or equivalent) that serves as a vetting mechanism for the PWG outputs prior to MROC review. The MRB is chaired by the Assistant DC P&R (Programs).

c. Final POM Development Phase. The PWG outputs, once reviewed by the MRB and MROC, are presented to CMC for approval via the Executive MROC. This becomes the Marine Corps POM, which is sent to HQMC (P&R) for budget formulation and submission to the Department of the Navy (DoN).

5. Budget Adjustments. If the amount of prepositioning funds requested in the POM is greater than the amount of funds approved through the POM review process (to include reviews by the DoN, OSD, and Congress), HQMC I&L (LPO-2) will coordinate with the affected stakeholders to identify mitigation actions, review program risks with HQMC (PP&O/POE-40) for operational impacts, and cross level reductions as necessary.

Chapter 4

Program Assessment

1. Introduction. Detailed budget estimates combined with an integrated POM creates a defendable prepositioning program budget that is distributed in accordance with the President's Budget each fiscal year. Even with a solid budget, the reality is that prepositioning programs and exercise requirements undergo refinements during the year of execution and budget estimates were based on best available information at the time they were developed. As a result, HQMC I&L (LPO-2) reviews and revalidates budget estimates with the stakeholders on a quarterly basis to ensure OPBUD and CMP distributions are optimized to meet current operational and program requirements.

2. Purpose. To identify the requirements, timelines, objectives and deliverables in conducting quarterly program assessments for the prepositioning programs.

3. Overview. Once the POM has been developed and program funding approved by Congress, the focus shifts to executing authorized funding for the current year. As the prepositioning programs budget sponsor, HQMC I&L (LPO-2) will ensure CMP funding distribution requirements are reconciled, validated, and executed in accordance with annual budget estimates, phasing plans, execution status reports and 1B1B funding criteria.

a. Stakeholder comptrollers are responsible to comply for their command with Section 1517 of reference (c) by ensuring funds are properly executed within current fiscal laws, regulations, and policies. This is referred to as "31 U.S.C. 1517 authority".

b. HQMC I&L (LPO-2) conducts quarterly program assessments using annual budget estimates, phasing plans, execution status reports, and 1B1B funding criteria to ensure program objectives are met. In addition, HQMC I&L (LPO-2) will manage adjustments to the MARFOR & CMP OPBUD Exercise Funding Plan developed from the PEWG results as part of the service level budget to meet exercise requirements to the maximum extent possible.

c. Stakeholders will submit information required by data calls conducted by HQMC I&L (LPO-2) in support of quarterly assessments.

4. Prepositioning Programs (1B1B) funding flow. Funding for the prepositioning programs is provided to the MARFORs via their OPBUD from HQMC (P&R) and CMP funds managed by HQMC (I&L/LPO-2). The total 1B1B (OPBUD and CMP) funding requirements are reflected in the consolidated prepositioning programs POM delivered to the SUSPEB.

a. OPBUDs. HQMC (P&R) provides select stakeholders a baseline amount of 1B1B funding reflected in their respective budget controls as part of the service level budget. OPBUD amounts will have been approved during the POM deliberation process and will not pass through HQMC (I&L), but go directly to select stakeholder comptrollers. HQMC I&L (LPO-2) also has an OPBUD that supports HQMC stakeholders (I&L, PP&O, ASL, and PM AMMO) program requirements and their attendance at program management events (i.e., Tailoring, PEWG, etc.).

b. CMP. HQMC (P&R) maintains prepositioning program funds at HQMC in a CMP designated for DC I&L prepositioning programs. The CMP funding levels are part of the service level budget estimate, and are designed to support funding movement to 1B1B stakeholders during the year of execution. The CMP was established to account for the dynamic nature inherent in determining prepositioning program exercise costs and the refinements that occur in the two years between POM submission and year of execution.

5. Phasing Plans. A phasing plan shows how funds are expected to be obligated by month during the year of execution and are used by HQMC I&L (LPO-2) to help manage funding distribution. Each stakeholder who receives an OPBUD will be required to submit a phasing plan to their respective comptroller to show how they anticipate spending funds allocated to them within their OPBUD. In addition each stakeholder who receives 1B1B from the CMP will develop a CMP phasing plan showing by month when they plan to execute CMP funds provided by HQMC (I&L/LPO-2). It is the summation of the 1B1B OPBUD and CMP phasing plans that provide each stakeholder the visibility of the total funding provided by month to meet their prepositioning program requirements. 1B1B phasing plans should reflect the utilization of MARFOR OPBUD funding before utilizing HQMC CMP funding. Appendix G provides the format for developing CMP phasing plans.

a. All stakeholders who receive a 1B1B OPBUD from P&R will develop their OPBUD phasing plan (per their respective comptroller's guidance) and provide HQMC I&L (LPO-2) a copy, along with any adjustments throughout the year of execution.

b. All stakeholders who require a 1B1B CMP distribution from HQMC I&L (LPO-2) will develop a CMP phasing plan using PEBFT and the MARFOR & CMP OPBUD Funding Plan (Figure 3-1) in the format provided in Appendix G, and submit to HQMC I&L (LPO-2) for consolidation during the PEWG.

c. HQMC (POE-40/LPO-2) will provide comments and guidance to each MARFOR with respect to available funding from OPBUD and CMP controls in order to prioritize exercise requirements during the PEWG. The consolidation of stakeholder CMP phasing plans in PEBFT will be used to develop a FY Exercise OPBUD Allocation Plan as part of the service level budget estimate.

6. Program Assessments. Throughout the year, HQMC I&L (LPO-2) will conduct program assessments through quarterly meetings with all prepositioning program stakeholders to ensure funding distribution supports the program requirements.

a. Prepositioning Program (1B1B) stakeholders that attend the quarterly program assessments are:

(1) HQMC (LPO-2/POE-40/ASL)

(2) MARCORSYSCOM (PM Ammo)

(3) MARCORLOGCOM (BICmd)

(4) MARFORCOM (G4/Prepo/ALD)

(5) MARFORPAC (G4/Prepo/ALD)

(6) MARFOREUR/AF (G4/Prepo)

(7) MARCENT (G3/Prepo)

b. HQMC I&L (LPO-2) will use budget data calls as the foundation for the program assessments. The primary focus of each program assessment is to reconcile and prioritize current year CMP funding requirements. In addition, 3rd and 4th quarter program assessments will be used to develop the Service Level POM, upcoming FY Budget, Phasing Plans and Exercise OPBUD Allocation Plans. The 1st Quarter program assessment will be used to validate previous FY execution. Figure 4-1 identifies the program assessment schedule and focus by quarter.

Qtr	DoN Tracker		Assessment	Focus
	Release	Due		
1st	Oct	Nov	Nov	CY 2-4 Qtrs, Previous FY
2nd	Jan	Feb	Feb	CY 3 & 4 Qtrs
3rd	Apr	May	May	CY 4th Qtr, NFY Exercise Requirements
4th	Jul	Aug	Aug	CY end of Year Closeout, BY Phasing Plans and Budget estimates

Figure 4-1. Program Assessment Quarterly Schedule

c. Program Assessment Quarterly Objectives are identified below:

	QUARTER				
Objectives	**1**	**2**	**3**	**4**	**Data Call Requirements**
Previous FY Focus					
Validate MARFOR execution against spending plan	X				- Previous FY Budget Estimate - SMARTS/SABRS data calls by OC.
Current FY Focus					
Review/Update MARFOR & CMP OPBUD Funding Plan	X	X	X	X	CY-Monthly OPBUD Phasing Plan
Review/Update CMP Phasing Plan	X	X	X	X	CY-Monthly CMP Phasing Plan
Review Def/Excess Rpt	X	X	X	X	CY-Deficiency/Excess Rpt
Prioritize Funding Distribution Actions	X	X	X	X	N/A
Review/Update Current FY Service Level Budget	X	X	X	X	-CY-Annual Budget Estimate
Provide Current FY PEBFT Exercise Cost Summary Reports ISO funding Movement	X	X	X	X	-CY-Exercise Plan (PEBFT)
Next FY Focus					
Review Program SUSPEB PR/POM submissions developed by I&L.	X				-Shaped by all BY Data Calls
Review PEBFT exports (Budget Years and FYDP) submitted to PEWG			X		-PEBFT - Input to PEWG

	QUARTER				
Objectives	**1**	**2**	**3**	**4**	**Data Call Requirements**
Prioritize Exercise Funding			X		-PEBFT - Input to PEWG -FUNDING CONTROLS
Develop Next FY MARFOR & CMP OPBUD Funding Plan			X		-PEBFT - Input to PEWG -FUNDING CONTROLS
Review Next FY Consolidated				X	-Stakeholders BY Annual Budget Estimate
Review/Validate Stakeholder Annual Budget Estimate against 3rd Qtr PEWG Exercise Requirements (PEBFT)				X	-PEBFT - Input to PEWG -FUNDING CONTROLS -Stakeholders BY Annual Budget Estimate
Review Next FY CMP Phasing Plan				X	Stakeholders BY Monthly CMP Phasing Plan

Figure 4-2. Quarterly Program Assessment Objectives

7. Data Calls. Data calls will be sent out to Prepositioning Program (1B1B) stakeholders via DoN Tracker by HQMC I&L (LPO-2) in support of the quarterly assessments. Data calls can include annual budget estimates with supporting documentation, current year execution status, phasing plans, PEBFT Exercise Cost Worksheets and other related documents as requested. Figure 4-3 provides the anticipated data call deliverables by quarter.

	QUARTER				
Deliverables	**1**	**2**	**3**	**4**	**Reference**
CY Budget Estimate	R	R	R	R	Chapter 2
CY OPBUD Phasing Plan	R	R	R	R	IAW Comptroller
CY CMP Phasing Plan	R	R	R	R	Appendix - G
CY Deficiency/Excess Report	A/R	A/R	A/R	A/R	Appendix - H
CY Exercise Plan (PEBFT)	R	R	R	R	Appendix - G
PEBFT - Input to PEWG			S		Appendix - G
BY CMP Phasing Plan			I	S	Appendix - G
BY Annual Budget Estimate				S	Chapter 2
BY OPBUD Phasing Plan				S	IAW Comptroller
Legend: S-Submit Final, I-Initial Submission, R-Review if unchanged. If Changed Submit Update, A/R-As required.					

Figure 4-3. Data Call Quarterly Requirements

8. Execution Status Reports. The purpose of the Execution Status Report is to provide a current snapshot of 1B1B funding

for each prepositioning program stakeholder during the quarterly program assessments to support the reconciliation process. Execution Status Reports are used to show how much funding is being executed compared to the authorized controls and allows for stakeholders to identify any potential funding excess or deficiency. The deficiency/excess report will be submitted in the format identified in Appendix I.

Chapter 5

Marine Corps Prepositioning Program-Norway

1. Introduction. The MCPP-N is bilaterally funded by the Governments of the United States (USG) and Norway (GON). The Memorandum of Understanding (MOU) Governing Pre-stockage and Reinforcement of Norway signed on 8 June 2005 by U.S. SECDEF and Norwegian Minister of Defense reaffirms that the USG and GON will share the cost of operations and maintenance in support of MCPP-N. Norway's contribution is limited to half of the total costs incurred or the ceiling set in U.S. dollars to be negotiated by the parties, whichever is less. This agreement is referred to as the burden sharing agreement.

2. Purpose. To identify the unique budget characteristics of the MCPP-N program that must be accounted for when developing budget estimates and support the burden sharing agreement between the United States and Norway.

3. Burden Sharing. The burden sharing agreement is a minimum yearly funding level agreement between Norway and the U.S. The annually agreed upon minimum funding level budgeted to be spent by Norway and the U.S. on the MCPP-N program is called the "Cost Share" amount. The actual annual amount budgeted towards MCPP-N by either the U.S. or Norway does not have to match the agreed upon Cost Sharing amount, however it must not be less than the agreed upon Cost Sharing amount. The U.S. contribution towards the Cost Share amount will consist of program costs only. Program costs are listed in the following paragraph. National Costs will be tracked and captured by each respective country, but will not be put against the annual Cost Share amount. The Cost Share amount will be agreed to by each country's Co-Chair in the bilateral PMG. Program and National Costs consists of the following:

a. U.S. Program Costs

(1) All 1B1B funding identified in the MCPC 650298 (MCPP-N) program budget estimate.

(2) SDT TACs M2PB and M2PC as prescribed in reference (d).

(3) Navy "Blue Dollar" expenditures allocated to 2d MAW in support of MCPP-N. These include:

(a) Reimbursement to NDLO/MEB documented by 2d MAW ALD/comptroller department.

(b) Travel for active duty/civil servants in support of MCPP-N documented by the 2d MAW ALD/comptroller department.

(c) CONUS supply support for MCPP-N documented by MALS-14.

(d) Transportation of people (TOP) in support of MCPP-N documented by the 2d MAW ALD/comptroller department.

b. U.S. National Costs

(1) Manpower costs that are attributed to MCPP-N based on a percentage of overall labor hours that is determined by MCPP-N stakeholder commands towards their yearly manpower totals (both MILPERS and CIVPERS).

(2) Base Support (BSS1) costs that are attributed to MCPP-N based on a percentage of MARCORLOGCOM (BICmd) total yearly base costs.

4. Budget Estimates. Program budget estimates will be collected by HQMC I&L (LPO-2) from MARCORLOGCOM (BICmd), MARFOREUR/AF, MARCORSYSCOM (PM AMMO), and HQMC (LPO, POE, ASL). Similar to the MPF program, MCPP-N program budget estimates are divided into three cost element structures: Program Support, Maintenance Support, and Exercise Support.

a. Program Support. Program support comprises TAD divided between planned bilateral TAD requirements and TAD required for MCPP-N stakeholders in support of unilateral TAD required for the program. Bilateral TAD requirements are laid out in reference (e). The composition of those groups and the mandatory meetings that are required, which will be budgeted yearly are:

(1) EXCOM meeting, at least yearly.

(2) Plans Group (PG) meeting, semi-annually.

(3) PMG meeting, semi-annually.

(4) PMG Subgroup meetings (Ground, Aviation, AIS, etc.) as required or as directed by the PMG Co-Chairs.

b. Maintenance Support. Maintenance Support costs for MCPP-N will be submitted by MARCORLOGCOM (BICmd) to HQMC (I&L/LPO-2). Maintenance costs will be based off of historical execution, current best practices, managerial expertise and current budget controls by MARCORLOGCOM (BICmd).

c. Exercise Support. Exercise Support costs will be determined by the MARFORs and entered into the PEBFT (Appendix F). The Exercise Summary Cost Report will be submitted to HQMC I&L (LPO-2) through the program quarterly assessments. The Exercise Summary Cost Report will also be briefed by HQMC I&L (LPO-2) during the PEWG.

5. POM Development. HQMC I&L (LPO-2) is responsible to collect all MCPP-N budget estimates during the 4th Quarter Program Assessment in order to develop a consolidated MCPP-N POM (650298 MCPC) in support of SUSPEB POM development guidance.

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Appendix A

Glossary

BSS1. Budget line item that identifies authorizations intended to provide funding required to support base operations. This type of funding is controlled primarily by Marine Corps Installations Command (MCICOM).

BUDGET. A plan of financial operations showing the estimate of funds needed to carry out the assigned mission, or missions, over a specific period of time in dollars.

BUDGET EXECUTION SUB-ACTIVITY (BESA). The BESA is a two position code that represents a functional or business process cost category. The BESA can be the same code as used for the Budget Execution Activity (BEA). For all O&M,MC funded activities the BESA codes have been standardized. The Financial Code Manual referenced in Appendix B of this Order contains the valid BESA codes by command WCI.

BUDGET LINE ITEM (BLI). The BLI identifies additional sub-divisions below the BA and BSA levels for budget purposes. The information required at this budget subdivision level is the same for the same type of account regardless of Service Component.

BUDGET SPONSOR. The designated office responsible for collecting all required budget needs for a program. The designated office will then consolidate the budget requirements into a POM and present and represent the program at the yearly PEB deliberations.

BUDGET YEAR (BY). The Fiscal Year (FY) for which funding is requested in the following year's budget submission.

CENTRALLY MANAGED PROGRAM (CMP). One of three accounts used to fund the MPF and the MCPP-N. This account is managed by HQMC I&L (LPO-2) and provides a financial shock absorber to help alleviate the variances that can occur between MARFOR exercise expenses planned across the FYDP and the current year fiscal realities that may affect the exercise come the year of execution.

COST ACCOUNT CODE (CAC). The CAC is a four-position code used to classify financial transactions according to their purpose and uniformly identify the cost for management reporting

requirements. There are CACs specific for contingency operations, garrison force operations, installations, etc. The Financial Code Manual referenced in Appendix B of this order contains a listing of valid CACs for use in SABRS.

FUND CODE (FC). The FC is a two-position code used as a short key to identify the appropriation, subhead, budget activity, budget sub-activity group, budget line item, and program element number. Valid FCs can be found in SABRS table 020.

FUTURE YEAR DEFENSE PLAN (FYDP). Program and financial plan for the DoD as approved by the Secretary of Defense. The FYDP arrays cost data, manpower, and force structure over a 5-year period (force structure for an additional 3 years), portraying this data by major force program for DoD internal review for the program and budget review submission. It is also provided to the Congress annually in conjunction with the President's Budget.

MARINE CORPS PROGRAM CODE (MCPC). MCPCs group like functions, regardless of appropriation, into a total resource perspective for funding decisions. The MCPC is contained in the SABRS. This code for linkage of execution back to the program amounts will be done through the use of FC, BESA, BLI, and select CACs.

MARINE CORPS PREPOSITIONING PROGRAM-NORWAY (MCPP-N). The USMC ashore prepositioning program consists of equipment and supplies stored in six climate-controlled caves and two host-nation airfields in Norway designed to support a MCPP-N MAGTF centered around a reinforced Infantry Bn Task Force with a composite aviation squadron. It is a HQMC managed program and is not assigned to a GCC.

MARITIME PREPOSITIONING FORCE (MPF). The MPF program consists of two squadrons of seven ships each loaded with the majority of equipment and supplies needed to support a MEB for up to 30 days. Both squadrons are forward sited in the U.S. Pacific Command area of responsibility. Although the squadrons are currently assigned to PACOM, they are apportioned for planning to other GCCs.

OPERATING BUDGET (OPBUD) SUBOPERATING BUDGET (SUBOPBUD). An operating budget is an annual budget of an activity (responsibility center) stated in terms of functional/sub-functional categories and cost accounts. It contains estimates of the total value of all resources required for the performance of the mission of an activity including reimbursable work and/or

services for others. Operating budgets are issued by HQMC to all responsibility centers. OPBUD transfers (aka SUBOPBUD) are issued by designated responsibility centers to subordinate commands.

OPERATION AND MAINTENANCE, MARINE CORPS (O&M,MC). This appropriation provides funds to finance the costs of operation and maintenance of each U.S. Marine Corps activity, exclusive of military personnel costs. It is used to buy from the stock fund, purchase utilities, make open market purchases, and finance temporary duty.

PREPOSITIONING EXERCISE BUDGET FORECAST TOOL (PEBFT). A tool used by the MARFORs and HQMC to assist in developing, prioritizing and managing funding requirements in support of exercises. PEBFT is a standalone application that utilizes role based functions, and import/export process to standardize the budget estimating process, cost elements, and methods used to accurately forecast exercise expenses associated with the various prepositioning exercises.

PREPOSITIONING OBJECTIVE (PO). This is the approved future inventory for the Maritime Prepositioning Force (MPF) and the Marine Corps Prepositioning Program-Norway (MCPP-N). This objective represents the total of both the Navy and Marine Corps ground and aviation equipment and supplies.

PROGRAM OBJECTIVE MEMORANDUM (POM). The final product of the programming process within DoD, a Component's POM displays the resource allocation decisions of the military department in response to, and in accordance with the Defense Planning Guidance (DPG). The POM identifies future program requirements for 7 years.

RESOURCES. Consists of military and civilian personnel, material on hand and on order, and the entitlement to procure or use material, utilities, and services as required for performance of the basic mission of the responsibility center and work performed for others.

RESOURCE SPONSOR. An organization that verifies and validates that the funds cited on commitments or obligation documents are accurate and available.

STANDARD ACCOUNTING BUDGETING AND RESOURCE SYSTEM (SABRS). A single-source reporting system designed to maximize the sharing of financial data between itself and other automated systems.

As a single-source reporting system, it significantly enhances efficiency and effectiveness of financial reporting and management.

SEAPORT OF DEBARKATION (SPOD). A land facility designated for reception of personnel or materiel moved by sea, and that serves as an authorized port of entrance into the country in which located.

SEAPORT OF EMBARKATION (SPOE). A land facility designated for reception of personnel or materiel moved by sea, and that serves as an authorized port of departure from the country in which located.

SECOND DESTINATION TRANSPORTATION (SDT). The transportation required to affect the movement of materiel from, to, or between service/agency activities worldwide, once government owned items have reached the first point of delivery (CONUS or Overseas). HQMC SDT generally, refers to funding that is managed by HQMC (I&L/LPD-3) to pay for the transportation of things across the entire enterprise.

SPECIAL INTEREST CODE (SIC). A 3-digit alphanumeric code that identifies specific functions within the budgetary sub-division field (i.e., MCCS, Health Care, etc.) or other un-programmed, highly visible issues (i.e., Desert Shield/Desert Storm).

SUB-ACTIVITY GROUP (SAG). A two-digit code that represents a finer functional breakdown within the Activity Groups.

1B1B. The budget line item for the prepositioning programs that includes costs associated with supplying and maintaining MPS, maintaining the equipment in a ready-to-operate status, facility leases, port operations, stevedoring costs, contractor support, transportation of prepositioning equipment/supplies, and training/exercise associated with T-AVB.

Appendix B

Program Support: TAD Expenses

1. Forecasting TAD requirements is part art and part science in assessing multiple variables (i.e., location, projected airfare, Per Diem rates, etc.) and projecting future command participation. The further into the future the projections, the increasingly unreliable the forecasted requirement. The quarterly program assessments and annual POM data calls minimize variations between forecasted and actual TAD requirements. The below methods and cost elements are provided to standardize the requirements and process in order to minimize the unreliability of forecasting TAD requirements.

2. Figure B-1 represents a standardized TAD Event Matrix that identifies the average number of conferences scheduled and the number of attendees anticipated by a command over a given year for MPF and MCPP-N Programs. Although the actual events, locations and number of participants from each command will vary from year to year, this matrix standardizes the planning factors that will be used by each command in determining TAD requirements as part of the budget estimate submission. Each command will use the events, locations, duration, and their respective command Attendee Planning Factors displayed in Figure B-1 to develop their BLY TAD requirement estimates as outlined in Appendix B, in support of their budget estimate submission outlined in Chapter 2.

3. Figure B-2 is a sample TAD Cost Element Worksheet, which will be developed by each stakeholder in support of their annual budget estimate. A separate TAD cost estimate is required for MPF, MCPP-N and T-AVB, and must be submitted in conjunction with their budget estimates to HQMC I&L (LPO-2) to document their TAD requirement.

4. The sum of all baseline event costs (Figure B-2: Column M) represents the total TAD requirement for the BLY and will be entered as line item 1 of the stakeholder budget estimate (Figure 2-2). The remaining out year requirements (BLY+6) will be calculated using the OSD-published inflation rate for that year.

Program	Event	Location	Duration	Attendee Planning Factors													
				HQMC-PPO	HQMC-I&L	HQMC-AVN	MCSC-PM AMMO	MARFORPAC-HQ	I MEF	III MEF	MARFORCOM-HQ	II MEF	MARCENT	MARFORREUR/AF	MCLC-HQ	MCLC-BIC	Total
MPF	MPF OAG	Quantico, VA	3 Days	3	3	1	1	2	2	2	1	1	1	1	1	4	**23**
MPF	EFIS	Quantico, VA	3 Days	2	4	1	1	2	2	2	1	1	1	1	1	8	**27**
MPF	Tailoring Confernce -1	Camp Pendleton, CA	3 Days	2	4	1	1	2	5	5	1	1	1	1	1	8	**33**
MPF	Tailoring Confernce -2	Blount Island, Fl	5 Days	2	4	1	1	2	5	5	1	1	1	1	1	8	**33**
MPF	Tailoring Confernce -3	Camp Smith, HI	3 Days	2	4	1	1	2	2	2	1	1	1	1	1	8	**27**
MPF	PEWG	Norfolk, VA	2 Days	2	1		1	2	2	2	1	1	1	1	1	8	**23**
MPF	OPT/WG-1	Camp Pendleton, CA	3 Days	1	1	1	1	1	1	1	1		1	1		2	**12**
MPF	OPT/WG-2	Blount Island, Fl	3 Days	1	1	1		1	1	1	1		1	1		2	**11**
MPF	OPT/WG-3	Quantico, VA	3 Days	1	1	1	1	1	1	1	1		1	1		2	**12**
MPF	OPT/WG-4	Blount Island, Fl	3 Days	1	1	1		1	1	1	1		1	1		2	**11**
Total MPF TAD Trips Per FY				**17**	**24**	**9**	**8**	**16**	**22**	**22**	**10**	**6**	**10**	**10**	**6**	**52**	**212**
MCPP-N	EXCOM (Odd years)	Norway	3 Days	2	1	1	1					1		2		2	**10**
MCPP-N	EXCOM (Even years)	Quantico, VA	3 Days	2	1	1	1					1		2		2	**10**
MCPP-N	PMG/PG	Norway	3 days	2	1	1	1					1		2		2	**10**
MCPP-N	PMG/PG	Washington, DC	3 days	2	1	1	1					1		2		2	**10**
MCPP-N	Fiscal - Working Group	Blount Island, Fl	2 days		1	1	1					1		1		2	**7**
MCPP-N	Ground Equipment- W	Blount Island, Fl	2 days	1	1	1						1		1		2	**7**
MCPP-N	AIS-Working Group	Blount Island, Fl	2 days		1							1		1		1	**4**
MCPP-N	AMMO- Working Group	Washington, DC	2 days				1					1		1		1	**4**
MCPP-N	Aviation-Working Grou	Washington, DC	2 days			1						1		1		1	**4**
Total MCPP-N TAD Trips Per FY				**9**	**7**	**7**	**6**	**0**	**0**	**0**	**0**	**9**	**0**	**13**	**0**	**15**	**66**
T-AVB	TBD	TBD	TBD														**0**
T-AVB	TBD	TBD	TBD														**0**
T-AVB	TBD	TBD	TBD														**0**
Total T-AVB TAD Trips Per FY				**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total TAD Trips by Command				**26**	**31**	**16**	**14**	**16**	**22**	**22**	**10**	**15**	**10**	**23**	**6**	**67**	**278**

Figure B-1: Sample TAD Event Matrix

PREPOSITIONING PROGRAM STAKEHOLDER TAD REQUIREMENT WORKSHEET

Command MARFORPAC
Program: MPF
Baseline Year FY16

				Cost Elements												
				A	B	C	D	E	F	G	H	I	J	K	L	M
							Rates			Per Indv Cost				Rental Cars		
Event	Location	Duration	Command	Number Attendees	TAD Days	Travel Days	Lodging	M&IE	Car	Travel	MISC	Total Lodging	Total M&IE	Cost	Qty	Baseline Event Cost
MPF OAG	Quantico, VA	3	MARFORPAC-HQ	2	3	2	$ 84	$ 56	$ 35	$1,200	$ 75	$ 336	252	$175	1	$ 3,901
EFIS	Quantico, VA	3	MARFORPAC-HQ	2	3	2	$ 84	$ 56	$ 35	$1,200	$ 75	$ 336	252	$175	1	$ 3,901
Tailoring Confernce -1	Camp Pendleton, CA	3	MARFORPAC-HQ	2	3	2	$ 142	$ 71	$ 35	$ 750	$ 75	$ 568	319.5	$175	1	$ 3,600
Tailoring Confernce -2	Blount Island, Fl	5	MARFORPAC-HQ	2	5	2	$ 83	$ 46	$ 35	$1,590	$ 75	$ 498	299	$245	1	$ 5,169
Tailoring Confernce -3	Camp Smith, HI	3	MARFORPAC-HQ	0	3	2	$ 177	$ 117	$ 35	$ -	$ 75	$ 708	526.5	$175	0	$ -
PEWG	Norfolk, VA	2	MARFORPAC-HQ	2	2	2	$ 87	$ 61	$ 35	$1,440	$ 75	$ 261	213.5	$140	1	$ 4,119
OPT/WG-1	Camp Pendleton, CA	3	MARFORPAC-HQ	1	3	2	$ 142	$ 71	$ 35	$ 750	$ 75	$ 568	319.5	$175	1	$ 1,888
OPT/WG-2	Blount Island, Fl	3	MARFORPAC-HQ	1	3	2	$ 83	$ 46	$ 35	$1,590	$ 75	$ 332	207	$175	1	$ 2,379
OPT/WG-3	Quantico, VA	3	MARFORPAC-HQ	1	3	2	$ 84	$ 56	$ 35	$1,200	$ 75	$ 336	252	$175	1	$ 2,038
OPT/WG-4	Blount Island, Fl	3	MARFORPAC-HQ	1	3	2	$ 83	$ 46	$ 35	$1,590	$ 75	$ 332	207	$175	1	$ 2,379
MARFORPAC-HQ TAD REQUIREMENTS																**$ 29,374**
MPF OAG	Quantico, VA	3	I MEF	2	3	2	$ 84	$ 56	$ 35	$ 892	$ 75	$ 336	252	$175	1	$ 3,285
EFIS	Quantico, VA	3	I MEF	2	3	2	$ 84	$ 56	$ 35	$ 892	$ 75	$ 336	252	$175	1	$ 3,285
Tailoring Confernce -1	Camp Pendleton, CA	3	I MEF	0	3	2	$ 142	$ 71	$ 35	$ -	$ 75	$ 568	319.5	$175	0	$ -
Tailoring Confernce -2	Blount Island, Fl	5	I MEF	5	5	2	$ 83	$ 46	$ 35	$ 514	$ 75	$ 498	299	$245	2	$ 7,420
Tailoring Confernce -3	Camp Smith, HI	3	I MEF	2	3	2	$ 177	$ 117	$ 35	$ 750	$ 75	$ 708	526.5	$175	1	$ 4,294
PEWG	Norfolk, VA	2	I MEF	2	2	2	$ 87	$ 61	$ 35	$ 706	$ 75	$ 261	213.5	$140	1	$ 2,651
OPT/WG-1	Camp Pendleton, CA	3	I MEF	0	3	2	$ 142	$ 71	$ 35	$ -	$ 75	$ 568	319.5	$175	0	$ -
OPT/WG-2	Blount Island, Fl	3	I MEF	1	3	2	$ 83	$ 46	$ 35	$ 514	$ 75	$ 332	207	$175	1	$ 1,303
OPT/WG-3	Quantico, VA	3	I MEF	1	3	2	$ 84	$ 56	$ 35	$ 892	$ 75	$ 336	252	$175	1	$ 1,730
OPT/WG-4	Blount Island, Fl	3	I MEF	1	3	2	$ 83	$ 46	$ 35	$ 514	$ 75	$ 332	207	$175	1	$ 1,303
I MEF TAD REQUIREMENTS																**$ 25,271**
MPF OAG	Quantico, VA	3	III MEF	2	3	2	$ 84	$ 56	$ 35	$2,600	$ 75	$ 336	252	$175	1	$ 6,701
EFIS	Quantico, VA	3	III MEF	2	3	2	$ 84	$ 56	$ 35	$2,600	$ 75	$ 336	252	$175	1	$ 6,701
Tailoring Confernce -1	Camp Pendleton, CA	3	III MEF	5	3	2	$ 142	$ 71	$ 35	$2,106	$ 75	$ 568	319.5	$175	2	$ 15,693
Tailoring Confernce -2	Blount Island, Fl	5	III MEF	5	5	2	$ 83	$ 46	$ 35	$2,700	$ 75	$ 498	299	$245	2	$ 18,350
Tailoring Confernce -3	Camp Smith, HI	3	III MEF	2	3	2	$ 177	$ 117	$ 35	$2,368	$ 75	$ 708	526.5	$175	1	$ 7,530
PEWG	Norfolk, VA	2	III MEF	2	2	2	$ 87	$ 61	$ 35	$2,800	$ 75	$ 261	213.5	$140	1	$ 6,839
OPT/WG-1	Camp Pendleton, CA	3	III MEF	1	3	2	$ 142	$ 71	$ 35	$2,106	$ 75	$ 568	319.5	$175	1	$ 3,244
OPT/WG-2	Blount Island, Fl	3	III MEF	1	3	2	$ 83	$ 46	$ 35	$2,700	$ 75	$ 332	207	$175	1	$ 3,489
OPT/WG-3	Quantico, VA	3	III MEF	1	3	2	$ 84	$ 56	$ 35	$2,600	$ 75	$ 336	252	$175	1	$ 3,438
OPT/WG-4	Blount Island, Fl	3	III MEF	1	3	2	$ 83	$ 46	$ 35	$2,700	$ 75	$ 332	207	$175	1	$ 3,489
III MEF TAD REQUIREMENTS																**$ 75,473**
MARFORPAC TOTAL TAD REQUIREMENTS (BASELINE)																**$ 130,118**

Figure B-2: Sample TAD Cost Element Worksheet

TAD Cost Elements and Calculation Methods: The following cost elements and calculation methods will be used in determining each event's cost and ultimately the total TAD requirement (Baseline) as depicted in Figure B-2.

[Cost Element]

[A] = Number of Attendees. Use command's attendee planning factor for each event as listed in Figure B-1.

[B] = Duration. Use duration per event as listed in Figure B-1.

[C] = Travel Days. Each event will have (2) travel days.

[D] = Daily Lodging Cost. Use the Defense Transportation Management Office (DTMO) website http://www.defensetravel.dod.mil/site/perdiemCalc.cfm to lookup the current maximum lodging cost for the event location listed in Figure B-1.

[E] = Daily Meals and Incidentals and Expenses (MI&E). Use the DTMO website http://www.defensetravel.dod.mil/site/perdiemCalc.cfm to lookup the MI&E rate for the event location listed in Figure B-1.

[F] = Daily Rental Car Rate. Rate of $35 per day will be used. Rental cars will only be calculated based on 1 car per 3 attendees.

[G] = Travel Costs. Round trip air travel costs will be determined using the Fed Travel website (http://fedtravel.com/flight-search.html) to travel from the respective command to the TAD location for the event location as listed in Figure B-1. If the event location is under 150 miles from the command calculate the cost to drive to the event and back by calculating the DoD Mileage Rate times the miles to the event and back.

- DoD mileage rates can be found on the DTMO website (http://www.defensetravel.dod.mil/site/otherratesMile.cfm)
- Miles from your command to the event location can be found using Defense Travel System (DTS) under the "Administrative" menu.

[H] = Miscellaneous Expenses. An additional $75 per person per event will be added to cover miscellaneous expenses such as airport parking fees, POV mileage to airport and rental car fuel expenses.

[I] = Lodging Cost. Calculate the lodging requirement for one person, by using the lodging rate times duration plus one travel day. **([D] * ([B]+1) = [I])**

[J] = M&IE Cost. Calculate the M&IE for one person using the M&IE rate times the duration, plus, 75% of the M&IE rate times travel days. **([E]*[B]) + (([E]*.75)*[C]) = [J]**

[K] = Rental Car Cost. Calculate the rental car cost by summing duration plus travel days and times it by the daily rental car cost rate. **([B]+[C])*[F])=[K]**

[L] = Number of rental cars. Calculate the number of rental cars required per event, by taking the number of attendees and divide by (3) and roundup to next whole number. **(ROUNDUP [A] / (3) = [L])**

[M] = Calculate Baseline Event Cost. Calculate the total event cost by adding travel costs plus miscellaneous expense plus lodging cost plus M&IE together, then times the sum by number of attendees, then add the rental car cost times the number of rental cars. **(([G]+[H]+[I]+[J])*[A]))+([K]*[L])=[M]**

Once a total event cost is determined for all events by command, a total Base Line Year (BLY) TAD Requirement will be calculated for each command by adding up the total event cost for each event. The total command TAD requirement will be calculated by adding up all commands under the stakeholder's purview and be entered as line item 1 in the Stakeholder Budget Estimate (Figure 2-2). A separate TAD Cost Element Worksheet (Figure B-2) will be submitted in accordance with Chapter 2 for each program (MPF & MCPP-N & T-AVB) to document the Stakeholder Budget Estimate submissions.

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Appendix C

Program Support: Contracted Services

1. The Prepositioning Program relies on program funding to support contracted services. The majority of the funding for contracted services will be distributed as OPBUD funding to MARCORLOGCOM (BICmd) which are captured per instructions in Appendix E and Figure 2-2 in support of their maintenance contracts and HQMC ASL in support of their contracts. Additional contracted services are funded by HQMC to support current program support requirements.

2. Program Stakeholders may submit requests for contracted services for current program related requirements through their budget estimate submissions in accordance with this Order. The sum of all approved contracted services in support of program management will be identified in the budget estimate (Figure 2-2, Line item 2). New initiatives will compete in the POM review and deliberation process. Program Stakeholders also have the option to submit program topics for studies and analysis through HQMC (CD&I) Studies and Analysis Division.

3. When submitting budget estimates for contracted support a SOO and IGCE must be provided as supporting documentation.

a. Statement of Objectives (SOO). A SOO states the overall objectives, addressing product-oriented goals rather than performance requirements. This provides the maximum flexibility in developing design approach, cost-effective solutions, and innovative alternatives to meet the top-level objectives and product goals. Figure C-1 provides a sample SOO Format, with key characteristics being:

- Typically 2-4 pages
- Separates requirements from objectives to have maximum flexibility in design approach
- Avoids “how-to” statements
- Tends to be product-oriented
- Identifies conditions and constraints

1. Purpose:

2. Scope or Mission:

3. Period and Place of Performance:

4. Background:

5. Performance Objectives:

   1.

   2.

   3.

   4.

6. Operating Constraints:

Note:

1. A SOO is a short (2 or 3 page) statement of the Contracting Officer's objectives, instead of specific task and is included in an RFP instead of a PWS.
2. The RFP instructs each offeror to write a PWS as a part of its proposal.
3. Offerors propose tasks and standards to achieve Contracting Officer's objectives.
4. The successful offeror's PWS becomes a part of the contract. The SOO is discarded.
5. While this technique relieves the Contracting Officer of the task of preparing a PWS, it greatly increases the work of source selection. Each proposed PWS must be carefully considered and its shortcomings and pitfalls identified and evaluated in terms of the buyers objectives.

Figure C-1: Sample Statement of Objectives Format

b. Independent Government Cost Estimate (IGCE). An IGCE identifies the resources and expenses that are expected to be incurred in the performance of the contract to meet the SOO. IGCEs must be current, valid, reliable and tied to market research. An explanation of how the IGCE was developed, what assumptions were made, where/how cost information was obtained is also required. Figure C-2 provides the sample format for an IGCE developed for prepositioning programs.

Independent Government Cost Estimate (IGCE)

Date:
Period of Performance: 26 Jun 2015 - 31 September 2016
Project:
Contract:

1. FY15 Direct Labor (Jul - Sep 2015) - *Fully Burden Rates*

Labor Category	FTE	Hours	Rate	PoP Cost
Principal Scientist/Analyst	1.0	528	$160.00	$84,480.00
Senior Scientist/Analyst	1.0	528	$135.50	$71,544.00
Scientist/Analyst	1.5	792	$95.00	$75,240.00
FY15 Direct Labor	**3.5**	**1,848**		**$231,264.00**

2. FY16 Direct Labor (Oct 2015 - Sep 2016) - *Fully Burden Rates*

Labor Category	FTE	Hours	Rate	PoP Cost
Principal Scientist/Analyst	1.0	2,280	$163.20	$372,096.00
Senior Scientist/Analyst	1.0	2,280	$138.21	$315,118.80
Scientist/Analyst	1.5	3,420	$96.90	$331,398.00
FY16 Direct Labor	**3.5**	**7,980**		**$1,018,612.80**

3. Total Labor POP	**9,828**	**$1,249,876.80**

4. ODCs and Travel	
FY15 Long Distance Travel	$12,000.00
FY16 Long Distance Travel	$48,000.00
Total Long Distance Travel	**$60,000.00**
FY15 Local Travel	$1,000.00
FY16 Local Travel	$4,000.00
Total Local Travel	**$5,000.00**
FY15 Miscellaneous Expenses	$500.00
FY16 Miscellaneous Expenses	$2,000.00
Total Miscellaneous Expenses	**$2,500.00**
Total Contract Costs	$1,317,376.80
5. Contract Fees	
Contract Fee (1.1%)	$14,491.14
6. IGCE Total	**$1,331,867.94**

	Contract Cost	DTIC Fee 1.1%	Grand Total/Total
FY15 Total	$244,764.00	$2,692.40	**$247,456.40**
FY16 Total	$1,072,612.80	$11,798.74	**$1,084,411.54**
Grand Totals	**$1,317,376.80**	**$14,491.14**	**$1,331,867.94**

Figure C-2. Sample IGCE Format

(1) Direct Labor Costs. Direct labor expenses should be based on the fully burden rate (includes payroll taxes, pension costs, health insurance, dental insurance, and any other benefits that a company provides an employee). Labor is calculated based on the labor category rate times the number of hours. Labor costs will need to be broken out by FY.

(a) Labor categories and rates are published by the U.S. General Services Administration (GSA) and can be found on GSA.gov. Rates are normally categorized as on-site or off-site

labor rates. On-site rates will be used if you expect to provide the contractor a place to work (government expense). Off-site rates will be used if the work will be performed in the contractor's building.

(b) Hours will be calculated based on the number of Full Time Equivalents (FTEs) times the number of months expected to complete the job times 172 (Average Monthly Hours based on a 40 hour work week).

(2) Other Direct Costs (ODCs) and Travel. These costs are estimated based on SOO and requirements by FY and are categorized as follows:

(a) Long distance travel is calculated in the same manner as TAD requirements per the Federal Travel Regulations.

(b) Local travel should be calculated only if you expect the contractors to attend multiple meetings away from their normal place of work. Local travel is only reimbursable if expenses incurred for travel to an alternate place of work exceed the expense ordinarily incurred by the traveler to commute to his normal place of work.

(c) Miscellaneous expenses may include other authorized costs not categorized as travel or labor.

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Appendix D

Program Support: Program Related Expenses

1. Administrative expenses are categorized as expenses directly related to prepositioning programs but are not categorized as TAD, analysis, maintenance, or exercise expenses. Administrative program related expenses will vary by command (HQMC, MARFOR, MEF, etc.).

2. Administrative expenses will be identified and justified in the budget estimate (Figure 2-2, Line item 3). The sum of all program related expenses will be reinforced by supporting documentation to identify the requirement, justification and method for calculating the expense. Figure D-1 represents a sample of program related requirements and justification that must be submitted with the budget estimate for administrative expenses.

Program Related Expenses WorkSheet						
Item	Unit of Issue	Quantity	Indv Cost	Total Cost	Justification	Method used to determine Costs.
Red Ink Cartridge	EA	3	$ 80	$ 240	Plotter supplies are required to print ship deck diagrams for Prepositioning Ships to support planning efforts. The inherently high costs of plotter supplies is not within the current G-4 Budget.	- Program Related Expenses is the sum of all Total Cost. - Total Cost is the sum of Indv Cost * Quantity (per item). - Indv Cost was researched using GSA and local market values. - Quantity is based on historic use total.
Blue Ink Cartridge	EA	3	$ 80	$ 240		
Black Ink Cartridge	EA	6	$ 80	$ 240		
Plotter Paper	100' Roll	3	$ 100	$ 300		
Program Related Expenses				**$ 1,020**		

Figure D-1. Sample Program Related Expenses Worksheet

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Appendix E

BICmd 1B1B POM Submission

1. MARCORLOGCOM (BICmd) is responsible to identify and budget for all maintenance support requirements for the MPF and MCPP-N programs to ensure maximum program readiness. The methods for determining the budget estimates for maintenance support for MPF and MCPP-N differ and therefore each OC is documented below. The following guidelines for 1B1B budget estimates apply:

a. Base operating costs are not funded with 1B1B funds and will not be part of the 1B1B budget submission. A separate budget estimate for base operations will be completed IAW MCICOM budget guidance.

b. SDT expenses are not funded with 1B1B and will not be part of the 1B1B budget submission. A separate budget estimate will be completed IAW HQMC SDT budget guidance for submission under 4A3G funding.

c. Aviation and Navy specific requirements for MPF and MCPP-N are not funded with 1B1B and will not be part of the 1B1B budget submission. A separate budget estimate will be completed IAW Aviation and Navy budget guidance.

d. Ammunition specific requirements for MPF and MCPP-N are not funded with 1B1B and will not be part of the 1B1B budget submission. A separate budget estimate will be completed per Aviation and MARCORSYSCOM budget guidance.

2. MARCORLOGCOM (BICmd) will use MARCORLOGCOM budget submission, MMC RFM, budget controls and execution data in PEBFT to capture 1B1B costs by the following OCs and submit as line items 4-7 of the budget submission (Figure 2-2). Anomalies/variances between MCLC budget submission, MMC RFM output, budget controls and execution data will be adjudicated during POM development (All source documentation related to 1B1B funding will be catalogued by fiscal year and retained by BICmd to substantiate budget submissions and satisfy GAO requirements for accurate and well-documented source data).

a. Civilian Labor (OC-110-130). Determine a BLY civilian labor cost for approved billets funded with 1B1B and submit as Line Item (4) in Figure 2-2. Methods and calculations for determining civilian labor costs will be based on number of

approved billets times their anticipated wage. Out year costs will be adjusted based on the OSD annual pay raise assumptions.

b. Supply Support (OC-260). Determine a BLY requirement for anticipated procurements (Government and Open Purchase) to support the maintenance and replenishment of all equipment and supplies in accordance with reference (f) and submit as Line Item 5 (Figure 2-2). Out years costs will be adjusted based on the OSD annual inflation rates. The following guidance is provided in determining supply support requirements.

(1) SAC-3. Determine anticipated costs to maintain and resupply all items listed in reference (f). Do not calculate procurement costs if item is short, as SAC-3 items are procured through MARCORSYSCOM.

(2) SAC-1. Determine anticipated costs to procure, maintain and resupply all items listed in reference (f). SAC-1 items can be procured with 1B1B funds if not available through MARCORLOGCOM or MARCORSYSCOM.

(3) Sustainment. Determine all sustainment procurements required due to shelf life expiration/stock rotation or consumption.

c. Contracted Services (OC-25X). The sum of all contracted services required to conduct maintenance at MCSF-BI, on MPF ships, or in Norway (e.g., Logistics Support Team), ship loading/stevedoring, data collection, and other support functions directly related to the maintenance support, will be captured as Line Item 6 (Figure 2-2). The following guidance is provided in capturing Contracted Services requirements.

(1) Contract services will be calculated for the BLY plus 6 years and then populated in Figure 2-2.

(2) Use actual contract costs when available for all out years based on approved periods of performance within the contract.

(3) If the contract is due to expire, use the last known contract cost and adjust from that year forward per the OSD annual inflation rates.

(4) For new contracts or contracts under re-compete, use historical costs.

(5) Documentation for the budget estimate submission will identify all contracts by name, their contract number, a summary of the purpose of contract, start and end dates of the contract, and anticipated cost per FY.

d. Temporary Duty (TAD) (OC-210). TAD cost element structure is comprised of all TAD requirements of military or civilian personnel in the performance of maintenance, ship or in-country inspections, and exercise/operations support functions. These costs will be totaled and submitted as Line Item 7 (Figure 2-2). The following guidance is provided in capturing TAD requirements.

(1) Define TAD requirements and quotas by location to support ship visits, Norway Quality Assurance, Technical Advisory & Assistance Team (TAAT) support for exercises, ammunition loadouts in Charleston, SC, and other maintenance related TAD costs.

(2) Do not calculate contractor TAD requirements.

(3) Use methods and calculations provided in Appendix B as a guide to determine TAD costs for maintenance support requirements.

(4) Prepare and maintain a detailed list of TAD requirements and costs (similar to Figure B-1 and B-2) showing how costs were developed.

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Appendix F

Prepositioning Exercise Budget Forecast Tool (PEBFT)

1. Overview. In order to assist the MARFORs in developing a standardized budget estimate for exercises, HQMC (I&L) has developed the PEBFT.

a. The PEBFT standardizes the budget estimating process, cost elements, and methods used to accurately forecast exercise expenses associated with the various prepositioning exercises, and is used to support the MARFOR budget estimate submissions (Chapter 2). PEBFT forecasts total exercise costs by type of funding to enable the MARFOR planners to develop, maintain and refine individual exercise budget estimates and project funding distribution across multiple years in support of the POM process.

b. The PEBFT Exercise Planning Technical Report dtd 5 Jun 2015 provides detailed instructions on the use, cost elements and cost methods behind PEBFT.

c. Data from the PEBFT will be reviewed during the PEWG. The PEWG is hosted by MARFORCOM in conjunction with one of the quarterly Force Synchronization Conferences. It provides the opportunity for MARFORs to identify funding requirements for prepositioning exercises. A product of this working group is the Five Year Prepositioning Exercise Schedule. If it is necessary to prioritize exercises for funding purposes, the data in PEBFT will be considered authoritative and will be used in the analysis and decision process by HQMC (PP&O/POE-40) in accordance with reference (a).

2. Organizational Purpose. PEBFT provides separate functionality for HQMC and the MARFORs.

a. HQMC I&L (LPO-2) collects and consolidates all exercise requirements from the MARFORs through the import/export process, maintains exercise planning factors used to calculate exercise requirements and assigns OPBUD and CMP funding to the MARFORs.

b. MARFORs will utilize PEBFT to: develop individual exercise cost estimates in support of the PEWG and POM Process, assign available OPBUD funding to each exercise, and submit Exercise Summary Cost Worksheets to HQMC I&L (LPO-2) as part of the budget estimate submissions and quarterly assessment meetings as required.

3. Exercise Views and Data Input. PEBFT has two ways to view and enter data for an exercise: the Summary Planning View (SPV) and the Detailed Planning View (DPV).

a. The SPV minimizes the information required to calculate exercise costs, and is used to develop exercise cost estimates for exercises three or more years away in support of the POM. SPV is built upon many assumptions and is prepopulated with defaults for some fields as details for future exercises are likely not yet known.

b. The DPV is used to refine SPV exercise as more details become available to the specific exercises. The DPV enables the MARFOR to provide more accurate cost estimations for nearer term exercises. DPV also contains numerous pre-populated fields and assumptions that can be over written as true costs are determined. DPV requires a greater level of planning by the MARFOR and has many more fields for the user to complete and review.

4. Exercise Development. PEBFT forecasts exercise requirements by funding categories based on the "Exercise Type" selected by the user. The methods used to calculate costs for the four Exercise Cost elements are the same, regardless of the "Exercise Type" selected, Figure F-1 provides the default Exercise Type and funding category assigned in PEBFT.

		Exercise Types											
Cost Elements	**Sub Elements (3)**	MPF Only	MPF W/FTX	MPF ICW JCS & FTX	MCPP-N Only	MCPP-N W/FTX	MCPP-N ICW JCS & FTX	MPF & MCPP-N Only	MPF & MCPP-N W/FTX	MPF & MCPP-N ICW JCS & FTX	T-AVB	TTX (1)	TSC(2)
Planning Conferences	IPC, MPC, FPC, Site Surveys	1B1B	1A1A	JCS	1B1B	1A1A	JCS	1B1B	1A1A	1B1B	1B1B	1B1B	1A1A
Exercise Operations	Arrival & Assembly	1B1B	1B1B	1B1B	1B1B	1B1B	1B1B	1B1B	1B1B	1B1B	1B1B		1A1A
	FTX		1A1A	JCS		1A1A	JCS		1A1A	JCS			1A1A
	Reconstitution	1B1B	1A1A	JCS	1B1B	1A1A	JCS	1B1B	1A1A	JCS	1B1B		1A1A
Ship Operations	OPP Movement	1B1B	1B1B	1B1B	1B1B	1B1B	1B1B	1B1B	1B1B	1B1B			1A1A
	Normal Ship Operating Costs	MSC	MSC	MSC	MSC	MSC	MSC	MSC	MSC	MSC	MSC		MSC
	Excess Ship Operating Costs	1A1A	1A1A	1A1A	1A1A	1A1A	1A1A	1A1A	1A1A	1A1A			1A1A
	NSE/Lighterage Ops	NAVY	NAVY	NAVY	NAVY	NAVY	NAVY	NAVY	NAVY	NAVY			NAVY
PAX/Cargo Movement	Deployment/Redeployment	1B1B	1A1A	JCS	1B1B	1A1A	JCS	1B1B	1A1A	JCS	1B1B		1A1A

Notes:

(1) PEBFT Plans only (1) Conference event, no site Surveys.

(2) TSC events are not currently programmed in PEBFT, but will be incorporated soon.

(3) PEBFT calculates all MRE and Subsistence charges under (1105) Funds

Figure F-1. Default Funding Categories by Exercise Type

5. Exercise Cost Elements. The total cost of a prepositioning exercise is the sum of four (4) major exercise cost elements: Planning Conferences, Exercise Operations, Ship Operations, and

PAX/Cargo Movement. Within each of these cost elements, there are several sub-cost elements, which have specific methods used to calculate the estimated costs. The specific details of all cost elements and methods used to estimate exercise costs are thoroughly documented in PEBFT. Below is a summary of the four (4) major exercise cost elements in which PEBFT calculates the estimated costs.

a. Planning Conferences. The Planning Conference cost element has the ability to calculate and capture all costs relative to going TAD in support of exercise planning conferences and site surveys. By default, PEBFT forecast the attendance of 20 personnel per event. Default dates and locations are populated for the conferences based on the exercise start date, the organizing MARFOR's headquarters location, and the exercise location (site survey conference). The user can change these dates and locations based on actual plans.

b. Exercise Operations. The Exercise Operations cost element is further divided into three sub elements: Arrival and Assembly, Field Training Exercise (FTX), and Reconstitution. Exercise Operations include all costs associated to that sub-element and funding is categorized in accordance with Table G-1. Specific cost elements vary based on exercise type and whether in SPV or DPV mode and have multiple variables. Similar to Planning Conferences, default data is pre-populated and can be overwritten as required.

c. Ship Operations. The Ship Operations cost elements consider all costs associated to ship movement from the home-port to the exercise location and back. PEBFT considers MMC cycle and Normal MMC operational offsets, OPP Subsistence costs, and calculates excess steaming days costs.

d. PAX/Cargo Movement. The Passenger (PAX) and Cargo Movement cost element considers the Strategic costs associated to deploy and redeploy personnel and equipment to and from an exercise.

6. Planning Data. HQMC I&L (LPO-2) will maintain and distribute all PEBFT default planning factors via the export/import process in PEBFT. The Master Planner function is limited to HQMC personnel, and is designed to standardize all planning factors used to estimate exercise costs.

7. Exercise Cost Summary. PEBFT provides an Exercise Summary Cost Worksheet for each exercise that forecasts the exercise costs by funding category, sub category and OC-SOC. All Exercise Summary Cost Worksheets, Figure F-2, will be submitted to HQMC in support of the budget estimate submissions (Figure 2-2) and during the quarterly assessment meetings (as required) in order to validate projected exercise costs. HQMC I&L (LPO-2) will export funding requirements from PEBFT approximately 30 days prior to the PEWG, in support of the quarterly assessment, and when developing the POM.

Native Fury FY-16 Exercise Cost Summary Work Sheet

Phase	Sub Categories	OC	Cost Category	1B1B	1A1A	JCS	MSC	SIK	NAVY	Total
Planning Conferences	Initial	210	Travel & Transportation of Persons	0	0	28	0	0	0	28
		250	Contracted Services	0	0	0	0	0	0	0
	Initial Total			0	0	28	0	0	0	28
	Mid	210	Travel & Transportation of Persons	0	0	28	0	0	0	28
		250	Contracted Services	0	0	0	0	0	0	0
	Mid Total			0	0	28	0	0	0	28
	Final	210	Travel & Transportation of Persons	0	0	29	0	0	0	29
		250	Contracted Services	0	0	0	0	0	0	0
	Final Total			0	0	29	0	0	0	29
Planning Conference Total				0	0	86	0	0	0	86
Exercise Operations	Arrival & Assembly	210	Travel & Transportation of Persons	0	0	0	0	0	0	0
		220	Transportation of Things	182	0	0	0	0	0	182
		230	Contracted Buildings, Leases, Communications	0	0	0	0	0	0	0
		250	Contracted Services	0	0	0	0	0	0	0
		260	Supplies & Materials	0	0	0	0	0	0	0
	Arrival & Assembly Total			182	0	0	0	0	0	182
	FTX	210	Travel & Transportation of Persons	0	0	0	0	0	0	0
		220	Transportation of Things	0	0	0	0	0	0	0
		230	Contracted Buildings, Leases, Communications	0	0	0	0	0	0	0
		250	Contracted Services	0	0	0	0	0	0	0
		260	Supplies & Materials	0	0	0	0	0	0	0
	FTX Total			0	0	0	0	0	0	0
	Reconstitution	210	Travel & Transportation of Persons	0	0	0	0	0	0	0
		220	Transportation of Things	0	0	193	0	0	0	193
		230	Contracted Buildings, Leases, Communications	0	0	0	0	0	0	0
		250	Contracted Services	0	0	0	0	0	0	0
		260	Supplies & Materials	0	0	0	0	0	0	0
	Reconstitution Total			0	0	193	0	0	0	193
Exercise Operations Total				182	0	193	0	0	0	374
MPF Ship Operations		110	Personnel Compensation	0	508	0	0	0	0	508
		210	Travel and Transportation of Persons	0	0	0	0	0	0	0
		250	Contracted Services	0	504	0	0	0	0	504
		260	Supplies and Materials	0	1778	0	0	0	0	1778
		SIK	OPP Meals on Ship	0	0	0	0	38	0	38
		MSC	ROS Costs	0	0	0	0	0	0	0
		Navy	NSE Operations, Lighterage Operating Costs	0	0	0	0	0	0	0
Total MPF Ship Operations				0	2790	0	0	38	0	2828
PAX/Cargo Movement	Deployment	210	Travel & Transportation of Persons	0	0	0	0	0	0	0
		220	Transportation of Things	0	0	0	0	0	0	0
		250	Contracted Services	0	0	0	0	0	0	0
		260	Supplies and Materials	0	0	0	0	0	0	0
	Deployment Total			0	0	0	0	0	0	0
	Redeployment	210	Travel & Transportation of Persons	0	0	0	0	0	0	0
		220	Transportation of Things	0	0	0	0	0	0	0
		250	Contracted Services	0	0	0	0	0	0	0
		260	Supplies and Materials	0	0	0	0	0	0	0
	Redeployment Total			0	0	0	0	0	0	0
PAX/Cargo Movement Total				0	0	0	0	0	0	0
Total				182	2790	278	0	38	0	3288

Figure F-2. Sample Exercise Cost Summary Worksheet

8. Funding Allocation Plans. PEBFT has the ability to capture and show the projected 1B1B funding distribution in accordance with projected POM numbers provided by PPBD system.

a. HQMC will populate the OPBUD distributions in PEBFT showing projected funding available for each MARFOR and HQMC, (Figure F-3).

POM/PR-2018									
		Budget Years		POM-18					
MCPC	WCI	2016	2017	2018	2019	2020	2021	2022	FYDP
650198 (MPF)	47023 - MARFOREUR/AF	$103	$105	$106	$109	$111	$113	$115	$554
650198 (MPF)	47025 - MARFORPAC	$1,911	$1,957	$2,005	$2,051	$2,092	$2,132	$2,175	$10,455
650198 (MPF)	47026 - MARFORCOM	$345	$351	$358	$365	$372	$379	$387	$1,861
650198 (MPF)	47898 - MARCENT, TAMPA	$54	$55	$56	$57	$58	$59	$60	$290
650298 (MCPP-N)	47023 - MARFOREUR/AF	$129	$138	$143	$147	$150	$153	$156	$749
650198 (MPF)	40490 - I&L O&M	$1,700	$2,347	$2,552	$1,673	$2,572	$2,644	$2,690	$12,131
650298 (MCPP-N)	OCMPS - I&L CMP	$1,409	$937	$945	$971	$991	$1,010	$1,030	$4,947
	Total	**$5,651**	**$5,890**	**$6,165**	**$5,373**	**$6,346**	**$6,490**	**$6,613**	**$30,987**

*Values shown in thousands

Figure F-3. Sample OPBUD Distributions

b. MARFORs will utilize the OPBUD distribution entered into PEBFT and assign their available funding to each exercise based on their priority. Funding will be distributed using the MARFOR OPBUD and HQMC CMP funding lines. This distribution will show how each exercise funding is being planned for, and help HQMC identify any exercise funding shortfalls or excesses.

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Appendix G

Phasing Plans

Phasing plans are developed prior to the beginning of each FY to show by month how much funding is required. Figure G-1 represents a sample CMP exercise phasing plan that shows when CMP and/or MARFOR OPBUD funding is required for execution.

FY16 Distribution and CMP Phasing Plan

Command: MARFOR

Date Submitted: Oct-15

Requirement				OPBUD Funding			CMP Phasing Plan												
Cost Element Structure	Description	OC	FY16	MARFOR	CMP	+/-	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Program Support	**TAD Requirements**	**210**	$ 25	$ 25		$ -													$ -
	Contracted Services	**250**	$ -			$ -													$ -
	Program Related Expense	**260**	$ -			$ -													$ -
	Total Program Support		**$ 25**	**$ 25**	**$ -**	**$-**	**$-**	**$-**	**$-**	**$-**	**$-**	**$-**	**$ -**	**$-**	**$-**	**$-**	**$-**	**$-**	**$ -**
Maintenance Support	Civilian Labor	110	$ -																$ -
	Supply Support	260	$ -																$ -
	Contracted Services	250	$ -																$ -
	Temporary Duty	210	$ -																$ -
	Total Maint Support		**$ -**	**$ -**	**$ -**	**$-**	**$-**	**$-**	**$-**	**$-**	**$-**	**$-**	**$ -**	**$-**	**$-**	**$-**	**$-**	**$-**	**$ -**
Exercise Support	Staff Seminar		**$ 90**	**$ 29**	**$ 61**	**$-**	**$-**	**$-**	**$-**	**$-**	**$-**	**$-**	**$ -**	**$-**	**$-**	**$ 61**	**$-**	**$-**	**$ 61**
	TAD	210	$ 90	$ 29	$ 61	$ -										$ 61			$ 61
	CONTRACTED SERVICES	250	$ -			$ -													$ -
	SUPPLY SUPPORT	260	$ -			$ -													$ -
	TRANSPORT OF THINGS	220	$ -			$ -													$ -
	Native Fury		**$800**	**$ -**	**$800**	**$-**	**$-**	**$-**	**$ 50**	**$-**	**$ 50**	**$-**	**$700**	**$-**	**$-**	**$-**	**$-**	**$-**	800
	TAD	210	$ 100		$ 100	$ -			$ 50		$ 50								$ 100
	CONTRACTED SERVICES	250	$ 200		$ 200	$ -							$ 200						$ 200
	SUPPLY SUPPORT	260	$ 100		$ 100	$ -							$ 100						$ 100
	TRANSPORT OF THINGS	220	$ 400		$ 400	$ -							$ 400						$ 400
	Total Exercises		**$890**	**$ 29**	**$861**	**$-**	**$-**	**$-**	**$ 50**	**$-**	**$ 50**	**$-**	**$700**	**$-**	**$-**	**$ 61**	**$-**	**$-**	**$861**
			$915	**$ 54**	**$861**	**$-**	**$-**	**$-**	**$ 50**	**$-**	**$ 50**	**$-**	**$700**	**$-**	**$-**	**$ 61**	**$-**	**$-**	**$861**

Figure G-1. Sample CMP Phasing Plan

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Appendix H

MMC Resource Forecast Model (MMC RFM)

1. The MMC Resource Forecast Model (RFM) was developed to assist HQMC I&L (LPO-2) and MARCORLOGCOM (BICmd) assess program costs associated with the MMC as it relates to maintenance, supply, and distribution activities and compare program budget funding against MMC force structure changes. The MMC RFM is designed to assist HQMC I&L (LPO-2) validate program costs with a verified model and repeatable process to:

a. Develop informed decisions when assessing POM budget estimates in support of the MMC.

b. Enable resource sponsors to assess impacts to workforce when adjusting the maintenance cycle timelines.

c. Enable analysts to compare MMC scenarios and assess budgetary impacts related to POM decision.

d. Inform budget estimates for varying MPF ship loads, workforce size/composition, and MMC cycle time.

2. HQMC (I&L/LX) is the MMC RFM owner and will coordinate modeling and simulations with HQMC I&L (LPO-2) and MARCORLOGCOM (BICmd) as required. Raw data for model simulations and analysis is provided by MARCORLOGCOM (BICmd).

3. The MMC RFM captures costs created by predetermined assumptions, scenario inputs and activities. The model then provides the outputs on a 1st tab “dashboard” so the results can be analyzed. Once analyzed, the results can be evaluated by HQMC I&L (LPO-2) and MARCORLOGCOM (BICmd) to determine if MMC adjustments would make more effective use of limited fiscal resources.

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Appendix I

Deficiency/Excess Report

1. The purpose of the Deficiency/Excess Report is to provide a current snapshot of 1B1B funding for each command during the quarterly program assessments. Figure I-1 represents a sample Deficiency/Excess Report. The report is broken down into three parts.

a. Controls. Controls are entered by quarter starting with the command OPBUD(s), and should align with the command OPBUD Phasing Plan. In addition, controls are also added by quarter based on funding planned to be provided by HQMC I&L CMP distributions. Controls will be updated each quarter based on actual funding movements. Controls are cumulative for each quarter.

b. Obligation. Obligation data should be pulled from SMARTS by the respective command's comptroller to show current funding that has been obligated.

c. Notes. This is where the command can articulate projected deficiencies or excesses in funding. Identifying deficiencies and excesses during the quarterly program assessments help facilitate good funding management practices. In addition, identifying projected deficiencies and excesses in this report will assist HQMC (LPO-2 and POE-40) assess the health of the programs in meeting requirements during the current fiscal year.

1B1B Stakeholder Quarterly Deficency/Excess Report					
Cumulative Budget Controls ($K)					
Controls	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
MPF OPBUD	$ 500	$ 200	$ 100	$ 100	$ 900
MCPP-N OPBUD		$ 200			$ 1,100
CMP DIST			$ 200		$ 1,300
CMP DIST				$ 100	$ 1,400
CMP DIST				$ 50	$ 1,450
CMP DIST				$ (80)	$ 1,370
Total	**$ 500**	**$ 900**	**$ 1,200**	**$ 1,370**	
Smarts Executed	$ 600	$ 800	$ 1,100	$ 1,400	
Balance	$ (100)	$ 100	$ 100	$ (30)	
% Executed	**120%**	**89%**	**92%**	**102%**	

Projected Deficency:_____

Projected Excess:_____

Figure I-1. Sample Quarterly Deficiency/Excess Report

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Appendix J

BICmd Cost Reimbursement Letter

UNITED STATES MARINE CORPS
BLOUNT ISLAND COMMAND
5880 CHANNEL VIEW BOULEVARD
JACKSONVILLE FLORIDA 32226-3404

IN REPLY REFER TO:
4400
903
8 Jul 16

From: Commanding Officer
To: Commander, Marine Forces Europe and Africa (Attn: G37/G4 Ops/G8)

Subj: FINAL DISCREPANCY REPORT FOR MARINE CORPS PREPOSITIONING PROGRAM NORWAY (MCPP-N) EQUIPMENT UTILIZED DURING EXERCISE COLD RESPONSE 16 (CDR-16)

Encl: (1) Post Exercise Equipment Discrepancy List
(2) MARFOREUR/AF Reimbursable Costs to NDLO/MEB
(3) USAREUR Reimbursable Costs to Blount Island Command and NDLO/MEB
(4) Free Issue and Lateral Support Parts and Supplies to 2D MEB

1. Enclosure (1) contains a detailed list that captures the repair and replacement parts and costs for the equipment utilized and damaged from the MCPP-N during exercise Cold Response 16 by 2D MEB forces. Enclosure (2) is MARFOREUR/AF Reimbursable expenses to NDLO/MEB for services, parts and supplies utilized during CdR-16. Enclosure (3) is USAREUR Reimbursable costs during CdR-16. Enclosure (4) is a listing of free issue or lateral support parts and supplies that were consumed but not charged to MARFOREUR/AF or 2D MEB.

2. As discussed and agreed upon with the MARFOREUR/AF Prepo Officer, MARFOREUR/AF will initiate an OPBUD transfer of 1A1A funds from MARFOREUR/AF through their chain of command to HQMC P&R. HQMC P&R will provide 1B1B funds through Marine Corps Logistics Command to Blount Island Command in the amount of $1,337,798.83.

3. The following are points of contact.

Command	Name	Email	Phone
HQMC P&R	Marissa Rhode	marissa.rhode@usmc.mil	703-614-3546
HQMC LPO-2	Ric Story	Richard.story@usmc.mil	571-256-7222
MARCORLOGCOM	Gene Carrithers	genell.carrithers@usmc.mil	229-639-7661
BIC	Jennifer Baxter	Jennifer.baxter@bic.usmc.mil	904-714-6237
MARFOREUR/AF	Lyle Layher	lyle.layher@usmc.mil	DSN 314-431-3144

4. Fiscal information. Blount Island Command, WCI: M47004, AGSAG: 1B1B, FC: QV, BEA: NN, BESA: NN.

5. Point of contact for this correspondence is Mr. Buddy Cote at 904-696-5008 or Robert.cote@bic.usmc.mil.

R. E. COTE
By direction