



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO P7100.11
FDB-43/dp
9 Feb 1989

MARINE CORPS ORDER P7100.11 W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: Budget Manual for Headquarters Marine Corps and Special
Activities

Ref: (a) MCO P5600.31F
(b) MCO 5600.45B

Encl: (1) LOCATOR SHEET

1. Purpose. To publish instructions on formulating and executing the Marine Corps budget.
2. Cancellation. HQO P7100.1D.
3. Action. Follow the procedures in this Manual in the formulation and execution of the Marine Corps budget.
4. Summary of Revision. This Manual has been updated to reflect the current budgetary responsibilities within Headquarters Marine Corps, Marine Corps Combat Development Command and Marine Corps Research, Development and Acquisition Command in formulating the Marine Corps budget.
5. Distribution. This Manual has been assigned Distribution Code A10 and those activities concerned will receive updated printouts of their Individual Activity Table of Allowances for Publications indicating Distribution Code A10. Requests for increase or decrease in allowance quantities should be submitted to the Commandant of the Marine Corps (HQSP-2) per reference (a). A future change to reference (b) will include Distribution Code A10.
6. Recommendations. Submit recommendations for changes to the Marine Corps Budget Manual to the Commandant of the Marine Corps (FD).
7. Certification. Reviewed and approved this date.

E. T. COMSTOCK
Fiscal Director

of the Marine Corps

DISTRIBUTION: A10

Copy to: 8145001

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO P7100.11 Ch 1
FDB-43/dp
19 Jun 89

MARINE CORPS ORDER P7100.11 Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS AND SPECIAL
ACTIVITIES

Ref: (a) MCO P5600.31F
(b) MCO 5600.45B

Encl: (1) New page inserts to MCO P7100.11

1. Purpose. To transmit new page inserts and direct pen changes to the basic Manual of 9 Feb 89.

2. Action

a. Chapter 4, Subsection 4003 under paragraph 2, insert new subparagraph a. as follows:

"Publish detailed budget calls for each budget submission, providing specific due dates, inflation factors, exhibit requirements and any new requirements identified by external sources."

b. Renumber remaining subparagraphs within paragraph 2 accordingly.

c. Chapter 4, subsection 4003 under the renumbered paragraph e, rewrite as follows:

"Perform in-depth analysis review and subsequent consolidation of the HQMC/Command elements budget input."

d. Chapter 4, subsection 4003 under renumbered paragraph f, rewrite as follows:

"Submit the Appropriation Sponsor's recommended budget to the FDMC for review and subsequent submission"

e. Chapter 6, subsection 6005 under paragraph 1b(1), rewrite as follows:

"DC/S I&L. Analyzes and reviews the O&MMC budget estimates from program sponsors, conducts necessary reviews, and provides the Appropriation Sponsor's final budget recommendations to the FDMC for review and inclusion in the formal submissions to the SecNav/SecDef."

f. Chapter 6, subsection 6005 under paragraph 1b(1), delete the third sentence.

3

g. Remove present appendix C, pages C-3 through C-6, D-3 through D-10 and replace with corresponding pages contained in the enclosure.

4. Filing Instructions. This Change transmittal will be filed immediately following the signature page of basic Manual.

5. Certification. Reviewed and approved this date.

E. T. COMSTOCK
Fiscal Director
of the Marine Corps

DISTRIBUTION: A10

Copy to: 8145001

4

MCO P7100.11
9 Feb 89

LOCATOR SHEET

Subj: Budget Manual for Headquarters Marine Corps and Special Activities

(Indicate the location(s) of the copy(ies) of this Manual.)

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
AND SPECIAL ACTIVITIES

Log completed change action as indicated.

[illegible]

--	--	--	--	--

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS AND SPECIAL ACTIVITIES

CONTENTS

CHAPTER

INTRODUCTION

- 1 FORMULATION OF THE BUDGET
- 2 EXECUTION OF THE BUDGET
- 3 RESPONSIBILITIES - GENERAL INSTRUCTIONS
- 4 BUDGET FORMULATION - INSTRUCTIONS
- 5 BUDGET EXECUTION - INSTRUCTIONS
- 6 OPERATIONS, MARINE CORPS (OMC) AND OPERATIONS, MARINE
CORPS RESERVE (OMCR)
- 7 APPROPRIATIONS COMMITTEE MATTERS - INSTRUCTIONS
- 8 THE SECNAV AND THE NAVCOMPT BUDGET REVIEW
- 9 PROGRAM BUDGET DECISIONS (PBD'S)
- 10 REVIEW AND IMPLEMENTATION OF CONGRESSIONAL ACTION
ITEMS ON AUTHORIZATION/APPROPRIATION ACTS AND RELATED
CONGRESSIONAL REPORTS AFFECTING THE MARINE CORPS
- 11 FIVE-YEAR DEFENSE PROGRAM (FYDP)

APPENDIX

- A GLOSSARY
- B APPROPRIATIONS ALLOCATED TO THE MARINE CORPS
- C SCHEDULE OF STAFF AGENCIES RESPONSIBILITIES - MARINE
CORPS APPROPRIATIONS

- D SUMMARY SCHEDULE OF EXHIBITS AND BACKUP MATERIAL REQUIREMENTS
- E OPERATIONS, MARINE CORPS AND OPERATIONS, MARINE CORPS RESERVE PROGRAM ELEMENT NUMBERS BY PROGRAM BUDGET DECISION/PROGRAM PACKAGE
- F OPERATION AND MAINTENANCE, MARINE CORPS - DECISION UNITS - PROGRAM PACKAGES
- G OPERATION AND MAINTENANCE, MARINE CORPS RESERVE DECISION UNITS - PROGRAM PACKAGES
- H CMC WHITE LETTER NO. 8-87, SUBJ. PROVISION OF INFORMATION TO CONGRESS
- I PBD ACTION/INFORMATION/COORDINATION LIST

iii

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
AND SPECIAL ACTIVITIES

INTRODUCTION

0001. PURPOSE

1. This Manual prescribes the responsibilities, procedures, and functions required for the formulation and submission of the Marine Corps budgets to the Comptroller of the Navy (NavCompt), Department of Defense (DoD), and the Congress.
2. This Manual is issued for the instruction, guidance, and compliance of military and civilian personnel of Headquarters Marine Corps (HQMC), the Commanding General, Marine Corps Combat Development Command (MCCDC), and the Commanding General, Marine Corps Research, Development, and Acquisition Command (MCRDAC), herein referred to as "HQMC and command elements" or "agencies".
3. This Manual gives HQMC and command elements the authority to request information needed to fulfill their budgetary responsibilities from other staff agencies.

0002. GENERAL

1. Military plans, no matter how well conceived, are ineffective without adequate and timely financial support.

Such support is provided by appropriations granted on the basis of a budget request derived from programs developed for the implementation of these same plans. Because of this interdependence between plans, programs, and budget, programs must be formulated and approved in advance to allow for the development of a justifiable budget request for presentation and review to the Department of the Navy (DON), DoD, and the Congress.

2. Since appropriations are granted primarily on the basis of programs approved by Congress, major changes that are found to be necessary must be identified and acted upon at the earliest possible date to secure approval of the change and its implementation.

3. Even minor program or fiscal changes may have considerable impact on the various appropriations financial plans. Out-of-cycle major or controversial program changes, or those with outyear impact, will be coordinated between the appropriation sponsor, the DC/S R&P (CMC (RP)) and the Fiscal Director of the Marine Corps (FDMC) (CMC) (FD)). Program changes in excess of \$500,000 will be referred to the FDMC for analysis of the financial implication before approval.

4. Those procedures and definitions relating to the DoD budget cycle addressed in DoD or DON directives applicable to the Marine Corps will be referred to when required.

0003. TERMS USED IN THIS MANUAL. Appendix A is a glossary of terms which are continually recurring whenever functions on the budget process are being performed or discussed. When referring to a directive in a general sense in this Manual, only the "basic" consecutive number is used. When referring to specific paragraph numbers, the current alpha suffix is included, if one.

0004. THE CMC FINANCIAL POLICY

1. The CMC is responsible for the fiscal management to support Marine Corps policies and objectives. This responsibility is governed by the funds and attendant programs which are approved by the Congress of the United States. Congress derives its authority from Article I, Section 8 of the Constitution of the United States and subsequent legislation. Further parameters are established on a periodic basis by the Secretary of Defense (SecDef) and the Secretary of the Navy (SecNav).

2. Specific policies established by the CMC in discharging his

financial responsibilities are outlined throughout the remainder of this Manual. General policies are as follows:

a. Funds requested will be justified following the current laws, directives, policies, and the objectives established by the CMC.

b. Funds allocated to the Marine Corps will be closely controlled and expended only for the purposes requested and appropriated within existing laws and regulations.

c. Continuous effort shall be exerted at all levels to reduce costs through the effective management of funds.

0005. MARINE CORPS APPROPRIATIONS

1. The Marine Corps submits budget estimates for four annual appropriations, one multiyear appropriation, two revolving funds, and one trust fund. These appropriations are a part of the appropriations comprising the total DON budget. Funds are not, normally, requested of Congress for revolving and trust funds as they are organized on a self-sustaining basis. However, funds are requested annually to satisfy the Stock Fund War Reserve Material and Peacetime operating stocks. Effective 1 October 1987 (FY88) the Marine Corps Stock Fund was merged with the Navy Stock Fund. The Department of the Treasury titles for these appropriations or revolving funds, with a brief description follows:

a. Military Personnel, Marine Corps (MPMC) - For pay, allowances, individual clothing, subsistence, gratuities, permanent change of station travel (including all expenses for organizational movements), and expenses of temporary duty travel between permanent duty stations for members of the Marine Corps on active duty (except members of the Reserve provided elsewhere) and to the Department of Defense Military Retirement Fund (annual appropriation).

b. Reserve Personnel, Marine Corps (RPMC) - For pay, allowances, clothing, subsistence, gratuities, travel, and related expenses for personnel of the Marine Corps Reserve on active duty under 10 U.S.C. 265, while serving on active duty under 10 U.S.C. 672(d) in connection with performing duty specified in 10 U.S.C. 678(a), while undergoing Reserve training, or while performing drills or equivalent duty and for members of the Marine Corps platoon leaders class and to the Department of Defense Military Retirement Fund (annual appropriation).

c. Operation and Maintenance, Marine Corps (O&MMC) - For expenses (not otherwise provided for) necessary for the operation and maintenance of the Marine Corps, including support of the Fleet Marine Force, Civilian employee pay, travel and transportation, training, consumable supplies,

recruiting and advertising, base operations, etc. (annual appropriation).

d. Operation and Maintenance, Marine Corps Reserve (O&MMCR) - For expenses (not otherwise provided for) necessary for the operation and maintenance, including training, organizational, and administration of the Marine Corps Reserve which includes repair of facilities and equipment, hire of passenger motor vehicles, travel and transportation, care of the dead, recruiting, procurement of services, supplies, equipment, and communications (annual appropriation).

e. Procurement, Marine Corps (PMC) - For expenses necessary for the procurement, manufacture, and modification of missiles, armament, ammunition, military equipment, spare parts, and their accessories; plant equipment, appliances, machine tools, and their installation in public and private plants; reserve plant and Government- and contractor-owned equipment layaway; vehicles for the Marine Corps, including purchase of motor vehicles for replacement only; and expansion of public and private plants, including their necessary land (multiyear appropriations).

vi

f. Department of the Navy Stock Fund Marine Corps Division (DONSF (MC)) - A revolving fund which finances the procurement and inventories of those standard items of materiel; subsistence items; petroleum, oil, and lubricants; maintenance parts; and minor items of equipment of a consumable nature for which exists a recurring demand, the cost of which is chargeable to the funds of the commander to whom the items are issued for use. Also, funds Prepositioned War Reserve and Peacetime Operating Stocks Inventory Augmentation.

g. Marine Corps Industrial Fund (MCIF) - A revolving fund which provides the working capital to finance the operation of the overhaul and repair facilities (labor, material, and overhead) until such capital is replenished by funds received, primarily through project orders from HQMC and support provided to the Marine Corps Logistics Bases (MCLB's).

h. Surcharge Collections, Sales of Commissary Stores, Marine Corps - Established 1 October 1976 to finance procurement of operating supplies, utility expenses, inventory losses, equipment, and facility construction and renovation (Trust Fund).

2. Appropriations are divided into subdivisions for various purposes. These divisions, called budget activities, appear in the program and financing schedules of the President's budget. For the direct program, budget subdivisions are established

within each appropriation account to classify in a meaningful manner the specific functions in the budget approved by the Congress. Budget activities in the procurement appropriation are structured basically by procurement line items which make up the congressional approval level. Significant groupings of procurement line items are referred to as budget projects, but narrative justification material is generally prepared at the budget activity level.

0006. OTHER APPROPRIATIONS SUPPORTING MARINE CORPS PROGRAMS.
Marine Corps programs are also supported directly and indirectly by other appropriations. Other Government agencies, principally the DON which handles the preparation and justification of the budget estimates of its respective activities, require that the Marine Corps provide and justify certain pertinent data for inclusion in their budgets. Appendix B shows the HQMC and command elements responsibilities for the other appropriations supporting the Marine Corps.

0007. STANDING OPERATING PROCEDURES (SOP'S) AS SUPPLEMENTS TO THE BUDGET MANUAL

1. The DC/S M&RA and DC/S I&L (CMC (M&RA and L) and the CG MCRDAC having been assigned a primary responsibility in the budget formulation process (paragraph 1002.2 refers) prepare, distribute, and maintain up-to-date supplemental instructions to this Manual. These supplemental instructions will be published as SOP's.
2. The SOP's will be in sufficient detail to ensure receipt by the originators of the data required from their own assistants and other HQMC and command elements to fulfill their responsibilities under this Manual.
3. In all cases where such publications will be of value in the promotion of efficiency, HQMC and command elements other than those named in paragraph 0007.1, will prepare, publish, and keep current SOP's for the budget process which will set forth intrastaff procedures and responsibilities of subordinates.

vii

4. The HQMC and command elements issuing SOP's will include repetitions of definitions in this Manual and any other definitions or terms considered requisite in understanding the instructions in their SOP's.
5. The HQMC and command elements issuing SOP's will include abbreviated instructions to enable costing agencies to comply with emergency requirements so all pertinent estimates may have

the same general base.

viii

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
AND SPECIAL ACTIVITIES

CHAPTER 1

FORMULATION OF THE BUDGET

	<u>PARAGRAPH</u>	<u>PAGE</u>
THE MARINE CORPS PLANNING AND PROGRAMMING SYSTEM.	1000	1-3
ANNUAL PROGRAM OBJECTIVES, PERSONNEL AND MATERIEL REQUIREMENTS.	1001	1-3
PREPARATION OF DOLLAR REQUIREMENTS REQUIREMENTS	1002	1-3
PREPARATION AND FORMAT OF THE MARINE CORPS BUDGET JUSTIFICATION BOOKS.	1003	1-4
BASE DATES OF BUDGET FORMULATION EVENTS.	1004	1-4
MISCELLANEOUS COST ESTIMATES	1005	1-5
PROTECTION OF BUDGET DATA	1006	1-5

1-1

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
AND SPECIAL ACTIVITIES

CHAPTER 1

FORMULATION OF THE BUDGET

1000. THE MARINE CORPS PLANNING AND PROGRAMMING SYSTEM. For the relationship of budget formulation to the Marine Corps planning and programming process, refer to HQO P3121.2, Marine Corps Planning and Programming Manual.

1001. ANNUAL PROGRAM OBJECTIVES, PERSONNEL AND MATERIEL REQUIREMENTS

1. Planning for the annual budget submission is started anywhere from 18 to 24 months before passage of the appropriation act into law. In its simplest form, the plans and programs developed and submitted by the Marine Corps as input to the Joint Strategic Planning Document, the Joint Program Assessment Memorandum, and the Program Objective Memorandum (POM) are the Marine Corps' entry into the budget cycle. The HQMC and command elements responsibilities, procedures, and functions, with respect to the implementation of the Marine Corps' planning and programming process, are detailed in HQO P3121.2.

2. Before the beginning of a fiscal year, the SecNav, in coordination with the Chief of Naval Operations (CNO) and the CMC, determines those programs which the DON will consider during the fiscal year to fulfill assigned missions. The programs, extended for 5 years, are in the POM input. The two services' POM's are combined by the Office of Deputy Chief of Naval Operations (Navy Program Planning) for submission to the SecNav for approval and forwarding to the SecDef. Upon approval by the SecNav, the Five-Year Defense Program (FYDP) is updated to reflect the POM. The POM then becomes the basic building block for formulation of the budget. The FYDP is updated to reflect the Office of the Secretary of Defense (OSD) and Office of Management and Budget (OMB) submission of budget estimates in October and in January to reflect the President's budget.

3. To translate the first 2 years of the POM into a budget, more detailed implementing directives are necessary. Generally, these directives identified by appropriation are:

APPROPRIATION

TITLE

Military Personnel, Marine
Corps (MPMC)

Manpower Program

Reserve Personnel, Marine
Corps (RPMC)

Reserve Manpower Program

Operation & Maintenance, Marine
Corps (O&MMC)

Annual Field Budget
Guidance, and Budget
Planning Data to the HQMC
Staff Agencies

Operation & Maintenance, Marine
Corps Reserve (O&MMCR)

Annual Field Budget
Guidance, and Budget
Planning Data to the
HQMC Staff Agencies

Procurement, Marine Corps (PMC)_

Instructions on Material
Requirements Computations

1002. PREPARATION OF DOLLAR REQUIREMENTS

1. Since the budget is a statement of funding requirements of the Marine Corps for carrying out its programs, the aforementioned documents must be translated into dollar requirements. This is known as "pricing out" the program or making cost estimates.

1-3

2. The HQMC and command elements prepare the cost estimates which are computed in whatever detail necessary to meet the prescribed budget format and other backup data requirements. To coordinate all the data for each of the four annual Marine Corps appropriations and the one multiyear appropriation which requires annual estimates, a single staff officer is assigned the primary responsibility of obtaining, compiling, and submitting to the HQMC and command elements making the cost estimates all data and information required by them as follows:

DC/S	M&RA	MPMC
------	------	------

DC/S	M&RA	RPMC
------	------	------

DC/S	I&L	O&MMC (except where data required are generated within the costing agency)
------	-----	--

DC/S	M&RA	O&MMCR
------	------	--------

CG	MCRD&AC	PMC
----	---------	-----

3. The HQMC and command elements shall make sure that economic analysis and program evaluation, as appropriate, are conducted following the provisions of HQO 7000.4, Cost and Economic For Marine Corps Resource Management.

4. The data contained in MCO P7000.14, Marine Corps Cost Factors Manual, are not intended for use in budget formulation. Information contained in that order may be helpful in

determining the source of data that could be used for budget purposes once it is independently validated or is approved by the FDMC.

1003. PREPARATION AND FORMAT OF THE MARINE CORPS BUDGET JUSTIFICATION BOOKS

1. The Marine Corps budget estimates are prepared and bound in justification books. Currently, four books are assembled, one for each of the annual appropriations. The PMC appropriation consists of seven bound books.

2. Such breakdowns, as are necessary in the development of the cost estimates, required under the headings and subheadings in the justification and detailed information sections of the budget books are designed to indicate the purpose for which it is planned to use the funds.

3. Detailed instructions as to format, content, and other related matters on the submission of the annual estimates are in the OMB Circular No. A-11, DoD 7110.1-M, Budget Guidance Manual, DON Budget Guidance Manual, and supplementary instructions are issued annually by NavCompt. The supplementary instructions contain amplifying information for each specific budget submission about format, supporting data required, new submission requirements, schedules of reviews and hearings, and establishing all due dates.

1004. BASE DATES OF BUDGET FORMULATION EVENTS

1. Public Law 93-344 requires the President to submit the budget of the United States Government to the Congress within the first 15 days after Congress convenes.

2. To meet fixed dates in the budget cycle, action at the DoD/DON level, normally, starts early in the calendar year preceding the year the budget is submitted to the Congress.

3. The following is a chronology of budget formulation events:

1-4

OSD Published Planning and Programming Guidance, Including Fiscal Guidance	Feb
Program/Budget Guidance (CMC to Field)	Sep
Field Estimates Arrive HQMC	Apr

DON POM Submission	May
FDMC Budget Call to Staff	May
NavCompt Budget Call to HQMC	May
Budget Submission to SecNav	Jul
DON Hearings	Jul
NavCompt Markup	Aug
Reclama to SecNav	Aug
OSD Budget Call	Aug
Revised Budget to OSD/OMB	Sep
OSD/OMB Review	Oct
OSD/OMB Markup	Nov-Dec
Reclama to SecDef	Dec
Congressional Budget Call	Jan
President's Budget to Congress	Jan
House Hearings	Feb-Sep
Senate Hearings	Feb-Sep
Apportionment Data Submitted	Sep

1005. MISCELLANEOUS COST ESTIMATES. Procedures for preparation of supplemental budget estimates or miscellaneous cost estimates will follow the guidance and instructions contained here, insofar as practicable. All requests for costing should be sent to the FDMC, who will coordinate the necessary action.

1006. PROTECTION OF BUDGET DATA

1. General. Documents and material used in the budget formulation process, described in this chapter, must be protected from disclosure to unauthorized persons until release by the Congress. Until that time, budget formulation data will be treated as congressionally privileged, unless they contain information which is classified. In the latter circumstance, such data will bear the appropriate security classification and be handled per OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulation. In the former case, the material will be marked or have a cover sheet

attached indicating "NOT FOR PUBLICATION UNTIL RELEASED BY THE HOUSE OR SENATE COMMITTEE ON APPROPRIATIONS."

2. The Budget Justification Book and Other Budget Documents

a. Disclosure. The following paragraphs of OMB Circular A-11 (Revised) of 12 November 1976 apply to the preparation and transmission of budget documents:

(1) "Restrictions on Disclosure of Agency Estimate. All budget estimates and supporting materials submitted to the Office of Management and Budget are privileged communications. Their confidential nature must be maintained, since they are the basic data worksheets in the process by which the President resolves budget problems and arrives at conclusions with respect to his recommendations to the Congress. The head of each agency is responsible for preventing disclosure of information contained in such estimates and materials except on request in formal appropriation hearings and when requested by Members of the Congress in connection with their consideration of the budget after its transmittal."

(2) "Restrictions on Premature Disclosure of Presidential Recommendations. The decisions of the President as to his budget recommendations and estimates are administratively confidential until made public by the President. The head of each agency is responsible for preventing premature disclosure of information as to such

1-5

recommendations and estimates. This rule does not apply however, to the presentation of data on the President's budget to the Appropriations Committees, pursuant to arrangement made in specific instances by the OMB in connection with any formal hearings on the budget which may be held prior to the actual transmittal of the recommendations of the President."

b. Marking. Statements of witnesses prepared for submission to Congress will be plainly marked "NOT FOR PUBLICATION UNTIL RELEASED BY THE HOUSE OR SENATE COMMITTEE ON APPROPRIATIONS." All classified budget material that leaves the Executive Branch of the United States Government will bear the following notation:

"This material contains information affecting the defense of the United States within the meaning of the espionage law, 18 U.S.C. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law."

c. Classification. Budget justification books will bear

no security classification. Data that should not be released to the public will not be included in them. Classified material necessary for support of the estimates will be bound separately in supplemental volumes, appropriately classified, corresponding in form and identification with the unclassified books. These supplements will be distributed in limited numbers to officials actually requiring such material for proper evaluation. Classified supplements will be available for use by congressional committees, upon request, and will be collected when the hearings are concluded, unless members specifically request their retention. Generally, the amount of funds requested and the general breakdown of the proposed use will not be classified. Detailed justifications of sensitive programs and numbers of end products should be included in the classified supplement. It is expected that those concerned will use judgment in selecting material that must be excluded from unclassified budget documents. In most cases, no classified supplement will be prepared, and any required amplifying remarks will be made off the record with the approval of the committee. Budget books will be cleared through the Director of Intelligence (CMC (INCP)).

1-6

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS AND SPECIAL ACTIVITIES

CHAPTER 2

EXECUTION OF THE BUDGET

	<u>PARAGRAPH</u>	<u>PAGE</u>
APPORTIONMENT	2000	2-3
CONTROL	2001	2-4
THE EXPENDING OF FUNDS.	2002	2-6

2-1

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS AND SPECIAL ACTIVITIES

CHAPTER 2

EXECUTION OF THE BUDGET

2000. APPORTIONMENT

1. The signing of the appropriation act by the President does not make the money available for use. Statutory authority alone is not enough. Administrative authority must also be obtained. This applies even to revolving funds already established and not within an appropriation act; e.g., DONSF (MC).

2. This administrative authority is known as the apportionment. Section 1517 of the Revised Statutes, as amended (previously section 3679), provides for financial apportionment of appropriations, funds, and contract authorizations to be made by the Director, OMB. The CMC secures an apportionment by making a request to the OMB, through channels. Apportionments requested are based on the approved plans and programs upon which the appropriation was granted, including any approved changes. Normally, apportionments are requested for the whole fiscal year, in amounts that will support the varying requirements each fiscal quarter. The apportionments may be approved on this basis, or they may be approved for the beginning quarter of the fiscal year. In the latter case, a later request must be submitted for the remaining quarters. Requests may be submitted at any time for changes in the apportionment necessary to meet changing requirements, but considered under a Continuing Resolution Authority (CRA), apportionment is only provided for the duration of the CRA. This apportionment is, normally, based on prior year availability multiplied by the length of the CRA expressed in a percentage of the fiscal year.

a. The CMC request for the apportionment is submitted at the same time as the OSD/OMB budget submission, about 15 September. The two primary documents generated from this request are:

(1) Apportionment. This is a determination by the Director, OMB as to the amount of obligations which may be incurred during a specified period under an appropriation, contract authorization, other statutory authorizations, or during the specified period within an appropriation account or to obligations to be incurred for an activity, function project, object, or combination of all.

(2) Budget Activity Allocations. This document is a further refinement of the apportionment schedule, in that the NavCompt provides a quarterly distribution of funds, subdivided into budget activities to indicate amounts proposed for obligation.

b. The requirements from the HQMC and command elements, to

formulate the documents listed in paragraphs 2000.2a(1) and 2a(2) above, consist of detailed personnel plans, procurement programs, financial statements, and other analyses which become a part of the apportionment request.

3. The Director, OMB has the legal responsibility to approve all apportionments. The Director, OMB performs, for the President, the financial control functions about the execution of the budget of the United States Government. Marine Corps requests for apportionments must be approved on their way to the Director, OMB by the SecNav and the SecDef. Any or all of these offices may request more data in support of apportionment requests. The HQMC and command elements should be prepared to present justification, as requested, in the budget formulation process.

4. Final action by the Director, OMB on the Marine Corps apportionment request is done by returning the apportionment schedule to the Marine Corps. The Director, OMB writes down on this form the amounts approved by fiscal quarter and any amounts that are placed in reserve for rescissions, savings, contingencies, or obligations to be incurred in subsequent years. The SecDef and the SecNav may also withhold the OMB apportionments which have been allocated to the Marine Corps. Funds placed in reserve are not available, initially, for

2-3

use by the Marine Corps. As the fiscal year progresses, the Marine Corps may submit justification for the release of a portion or all of the funds placed in reserve.

5. Upon approval of the apportionment and allocation schedules by the SecNav, the SecDef, and the Director, OMB both documents are returned to the Marine Corps. This completes the apportionment required, and the funds are then available to the CMC for execution of the approved programs.

2001. CONTROL

1. General. Control consists essentially of administration of the program and accounting for funds.

2. Administration

a. The financial plan contains the proposed allocation of funds for obligation under each activity. This plan is revised as necessary to conform to any actions taken by the Director, OMB, the SecDef, and the SecNav. As finally approved, this becomes the plan for the financial control and management of the Marine Corps budget.

b. One important requirement is no one who has public money for which they handle shall overcommit, overobligate, or overexpend an apportionment or any subdivision of funds. Severe penalties are provided by law for knowingly violating that part of these regulations (section 1517). For certain emergency situations covered by law, see the NavCompt Manual, paragraph 073002.3.

c. The NavCompt Manual, volume 2, appendix A, also requires that the responsibility for funds assigned by one individual to another by reallocation must be in writing. The Marine Corps-sponsored appropriations, appropriated to the SecNav, are allocated by the SecNav in writing to the CMC. The Commandant has delegated responsibility for these funds and any other funds the Marine Corps receives to the FDMC, who is responsible directly to the Commandant for the administration of these funds in compliance with existing laws and regulations. The HQMC and command elements, as designated in appendix B, will receive an official allocation of funds in the form of an approved allocation schedule or other written authority. This administrative function is a duty of the FDMC.

d. The FDMC allocates funds to field commanders and to fund administrators within HQMC. Commanders issue suballotments to subordinate activities, as applicable. Fund administrators issue operating targets to the various program sponsors. The holders of these suballotments/operating targets begin the process of committing, obligating, and expending funds.

e. Fund administrators and program sponsors, those to whom funds are allocated and/or allotted and all those who have been authorized to obligate such funds, are each responsible for maintaining and operating such administrative and control methods which provide for making required reports and ensure the proper, efficient, and economical management of the funds allocated. Also, the FDMC is required to keep the official accounting records showing the status of all appropriations, as well as records showing the status of allotments and operating budgets held by HQMC fund administrators. The data in these records are for the use of all officials charged with responsibility for fund administration.

2-4

3. Accounting

a. Reliable accounting serves as the basis for the preparation and support of the Marine Corps budget estimates, for controlling the execution of the Marine Corps budget, and for providing the financial information reports and official

accounting records required by all echelons including OMB (Budget and Accounting Act, 1921, Section 213 (42 Stat. 23)).

b. The detailed accounting procedures connected with appropriation accounting are not within the parameters of this Manual. Included here are only those general provisions about accounting, which should be common knowledge to all responsible persons.

c. Regulations and instructions issued by the Treasury Department, the General Accounting Office (GAO), the OMB, the SecDef, and the NavCompt contain the details relating to the accounting for funds.

d. The NavCompt Manual, volume 2, appendix A provides that records shall be kept which will show the condition of all segments of funds at all times and that official reports will be prepared from these records or from records which are reconciled to the official records. To meet this requirement, the following four official ledgers are kept:

(1) Allotment/Operating Budget Ledgers. It is at the HQMC level that the actual process of committing, obligating, and expenditure of funds takes place. This is the level where business is actually transacted and where the most detailed official information is kept. These records must be kept at every field activity which receives an allotment and/or operating budget held by a HQMC or command element.

(2) Project Ledgers. The project ledger is where detailed official information is available. In this ledger, the official status of the project is kept. This data includes the amount of the budget project made available, the record of commitments made against this fund, and the record of obligations under the project concerned.

(3) Budget Activity/Subhead Ledgers. Budget activity or subhead ledgers show the condition of the budget activity from the standpoint of obligations and expenditures. This is a control and summary ledger.

(4) Appropriation Ledgers. The Marine Corps appropriation ledgers are kept on a cash basis, showing the status of the appropriation with relation to available balance, apportionments, expenditures, and unexpended balances. This is a control ledger.

The responsibility for keeping the above ledgers is assigned to the FDMC.

e. The system is such that the sum of the balances of all the project ledgers must balance to the ledger of the budget activity of which the projects are a part, and the budget activity ledgers under a given appropriation must balance to the appropriation ledgers.

f. The Navy Accounting and Finance Center in the Office of the NavCompt keeps the general ledger of the DON. Here is kept a ledger for every appropriation of the DON, showing only the cash position of the appropriations. The Navy Accounting and Finance Center ledgers are reconciled every month with the Department of the Treasury.

g. The Department of the Treasury records the general ledger of the Navy. All ledgers of the Marine Corps, system commands, and offices of the Navy are either in balance or reconciled to each other.

2-5

2002. THE EXPENDING OF FUNDS. The FDMC handles the payment of all expenses of the Marine Corps chargeable to funds appropriated by the Congress for the Marine Corps. The authority to expend available appropriated funds for the liquidation of legal obligations of the Marine Corps and other agencies of the DoD is, generally, vested in every disbursing officer of the United States. Other officials may expend available appropriated funds when authorized by Marine Corps regulations.

2-6

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS AND SPECIAL ACTIVITIES

CHAPTER 3

RESPONSIBILITIES - GENERAL INSTRUCTIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INSTRUCTIONS AND RESPONSIBILITIES IN THE BUDGET PROCESS	3000	3-3

3-1

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS AND SPECIAL ACTIVITIES

CHAPTER 3

RESPONSIBILITIES - GENERAL INSTRUCTIONS

3000. GENERAL INSTRUCTIONS AND RESPONSIBILITIES IN THE BUDGET PROCESS. The duties and responsibilities of the Assistant Commandant of the Marine Corps/HQMC Chief of Staff (ACMC/(CS); the CMC (A, RP, FD); the Commanding General, Marine Corps Research, Development, and Acquisition Command (MCRDAC); appropriation sponsors; fund administrators; program sponsors; and other staff officials concerned with appropriations and the Marine Corps budget as a whole are described as follows:

1. The ACMC/HQMC C/S. Supervises the review of the Marine Corps budget and testifies at congressional hearings as directed by the CMC. He exercises general supervision over over the HQMC and command elementso functions concerning the development of the DON POM that is applicable to the Marine Corps. Makes determinations in matter about the budget which are not resolved by the FDMC.

2. CMC (A and RP) and CG MCRDAC. The duties and responsibilities of the CMC (A and RP) and CG MCRDAC as stated in the Marine Corps budget cited in HQO P3121.2, Marine Corps Planning and Programming Manual, are supplemented by this Manual.

3. The FDMC. The basic assignment of responsibilities and delegation of authority to the FDMC by the CMC are quoted in part:

"I hereby pass to the Fiscal Director of the Marine Corps, financial control, jurisdiction, and responsibility for the amounts allocated to me under the appropriations Military Personnel, Marine Corps; Reserve Personnel, Marine Corps; Navy Stock Fund; Marine Corps Industrial Fund; Operation and Maintenance, Marine Corps; Operation and Maintenance, Marine Corps Reserve; Procurement, Marine Corps; the Marine Corps portion of Research, Development, Test, and Evaluation, Navy; Family Housing, Navy/Marine Corps; Retired Pay, Defense; Claims, Defense; plus any other amount less Official Representation funds, that may be specifically allotted to me as Commandant of the Marine Corps."

"In addition, the Fiscal Director of the Marine Corps will take such steps as may be necessary to fix legal responsibilities under Section 1517 of the Revised Statues for violations of that section. This includes passing, as deemed necessary, legal responsibility to members of my staff, authorizing financial transactions by direction, or a

combination of both."

5. Appropriation Sponsors. To coordinate the necessary staff action to formulate the budget of the Marine Corps appropriations, a single staff officer has been designated as "appropriation sponsor." (See appendix C.) The responsibilities and duties are:

a. Budget Formulation

(1) Ensure the budget guidance is issued to field commanders, as applicable.

(2) Monitor preparation of appropriation estimates to ensure the requirements of programs are adequately budgeted.

(3) Prepare and deliver presentations, as required, before all levels of review.

(4) Prepare, distribute, and maintain supplemental instructions for budget formulation.

3-3

(5) In conjunction with the FDMC, ensure the budget savings identified in audit reports issued by the GAO, the Defense Audit Service, or the Naval Audit Service are included in the budget formulation.

b. Budget Execution

(1) Monitor execution; however in the case of the O&MMC appropriation, the FDMC will be responsible for the field activities budget execution.

(2) Initiate and coordinate recommendations for reprogramming with fund administrator/program sponsors and the FDMC. If the transaction has outyear impact, it will be coordinated with the DC/S R&P.

6. Fund Administrator. The staff agency who receives the fund allocation/authorization of funds and handles the execution of the budget in terms of distribution of funds to those responsible for program execution.

7. Program Sponsors

a. The CMC assigns the HQMC and command elements as program sponsors to the various programs in the Marine Corps budget. The basic function of the program sponsors is to effectively and efficiently execute budget programs. Program sponsors are listed by appropriations and responsibilities in

appendix C.

b. Program sponsors recommend amounts and the application of funds to do the annual programs in the budget.

c. Program sponsors are required to provide supporting data during all phases of the budget formulation process and will be prepared to testify at all echelons of budget review.

8. Other Staff Officers. Other staff officers not specifically assigned responsibilities here, but participating in the budget process, will be prepared to justify at all echelons of budget reviews the concepts, determinations, and calculations used by them in the budget formulation.

3-4

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
AND SPECIAL ACTIVITIES

CHAPTER 4

BUDGET FORMULATION - INSTRUCTIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
BUDGET DIRECTIVES	4000	4-3
APPROPRIATION "MILITARY PERSONNEL, MARINE CORPS" (APPROPRIATION SPONSOR: DC/S M&RA)	4001	4-3
APPROPRIATION "RESERVE PERSONNEL, MARINE CORPS" (APPROPRIATION SPONSOR: DC/S M&RA)	4002	4-4
APPROPRIATION "OPERATION AND MAINTENANCE, MARINE CORPS" (APPROPRIATION SPONSOR: DC/S I&L)	4003	4-5
APPROPRIATION "OPERATION AND MAINTENANCE MARINE CORPS RESERVE" (APPROPRIATION SPONSOR: DC/S M&RA)	4004	4-7
APPROPRIATION "DEPARTMENT		

OF THE NAVY STOCK FUND MARINE CORPS DIVISION" (PRIMARY RESPONSIBILITY: DC/S I&L.	4005	4-8
APPROPRIATION "MARINE CORPS INDUSTRIAL FUNDS" (PRIMARY RESPONSIBILITY: DC/S I&L.	4006	4-8
APPROPRIATION "FAMILY HOUSING, NAVY/MARINE CORPS (OPERATION AND MAINTENANCE) " (APPROPRIATION SPONSOR: DC/S I&L.	4007	4-8
APPROPRIATION "PROCUREMENT, MARINE CORPS" (APPROPRIATION SPONSOR: CG MCRDAC).	4008	4-9
APPROPRIATION "RESEARCH, DEVELOPMENT, TEST, AND EVALUATION, NAVY" (ACTIVITY SPONSOR: CG MCRDAC).	4009	4-9
DIRECTOR OF HEADQUARTERS SUPPORT (DIRHQSP) (CMC (HQS)).	4010	4-10

4-1

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS AND SPECIAL ACTIVITIES

CHAPTER 4

BUDGET FORMULATION - INSTRUCTIONS

4000. BUDGET DIRECTIVES

1. Besides this Manual, there are certain budget directives of a permanent nature which are published by higher authority and pertinent to the budgetary responsibilities of the staff agencies. The content of these directives is summarized briefly as follows:

a. OMB Circular A-11, Instructions for Preparation and Submission of Annual Budget Estimates. This directive contains broad policy guidance for the preparation of budget estimates

with detailed instructions on the preparation of material which will be printed in the President's budget. The material finally printed in the President's budget and prepared by the FDMC is as shown below:

(1) Appropriation Language Sheet

(2) Narrative Statement of Program and Performance

b. DoD 7110.1-M, DoD Budget Guidance Manual. This manual is the permanent SecDef instructions on apportionments and budget estimates. It contains detailed instructions on preparation of forms, statements, etc., which are used for analysis and review by the Office of the Assistant Secretary of Defense (Comptroller).

c. NAVCOMPTINST 7102.2, DON Budget Guidance Manual. This instruction gives guidance for the preparation, submission and review of budget estimates submitted to the NavCompt, the OSD, the OMB, and the Congress.

d. NAVCOMPTINST 7102.1, Budget Submission Manual. This instruction contains instructions on the format and content of the Budget Justification Book which is prepared on three occasions (in July to the SecNav, in September to the SecDef, and in January to the Congress). Also, the content and format of supporting annex material is prescribed. The annex material consists of financial statements and other data in support of the budget estimate and is used by the NavCompt for analysis and review of the budget.

e. MCO P7100.8, Field Budget Guidance Manual. This manual provides guidance and instructions for the preparation of O&MMC, O&MMCR, Family Housing, Navy and Marine Corps budget submissions, and for the submission of investment item requirements under applicable programs and chargeable under the PMC appropriation.

2. Besides, the aforementioned directives, periodic directives are published requiring more data for the budget submission or temporarily suspending requirements in the permanent directives.

4001. APPROPRIATION "MILITARY PERSONNEL, MARINE CORPS"
(APPROPRIATION SPONSOR: DC/S M&RA (MP))

1. The DC/S M&RA (MP) will provide the FDMC with all information (HQO P7100.7) required for the calculation of budget estimates under the various subdivisions of this appropriation both by budget activity and by FYDP. Exhibits for the various submissions are in appendix D.

2. All HQMC and command elements provide necessary data required by DC/S M&RA (MP) and those specifically require by

3. The DC/S I&L will provide:

a. The FDMC will continuous information on the unit monetary allowances determined by the SecDef for the various classes of individual clothing together with price revisions rendered by the Defense Personnel Support Center (DPSC). The data on subsistence-in-kind and operational rations will be provided as follows:

(1) Computed daily subsistence rates for Ashore (ZI), Ashore (OS), and active duty personnel.

(2) Computed absentee rate for Ashore (ZI), Ashore (OS), and active duty personnel.

(3) Any other subsistence item for which funds must be requested or appropriated.

(4) Annual purchase of operational rations and related components.

b. The FDMC with unit costs, known and projected rate, and tariff changes on travel and transportation of military personnel, their dependents, household goods, privately owned automobiles, and trailers via various modes of transportation, to include Military Sealift Command, Military Airlift Command (MAC), commercial air, commercial ship, Do-It-Yourself Moves, related costs for storage of household goods, and port handling charges.

c. The FDMC with estimates of expected reimbursements on areas under his control.

d. The FDMC with information by grade and occupancy rates of Government quarters.

4. The CG MCCDC provides data on training of foreign military students, to DC/S' M&RA & I&L as required.

5. The FDMC will:

a. Provide the DC/S M&RA (MP) with information, as to submission dates and data required upon which to base cost estimates, necessary for the preparation of the budget estimates for this appropriation. This information shall also include any requirements the DC/S M&RA (MP) must meet on format, number of copies, breakdown and detail required under the various subdivisions, and the deadlines that are to be met.

b. Advise the DC/S I&L about the data on monetary allowances and travel costs required for preparation of the cost estimates under Budget Activities 2, 4, 5, and 6.

c. Prepare cost and budget estimates based upon the data received from the DC/S' M&RA and I&L and upon the laws and regulations concerning payments to individuals for the various categories of pay and for the different types of allowances.

4002. APPROPRIATION "RESERVE PERSONNEL, MARINE CORPS"
(APPROPRIATION SPONSOR: DC/S M&RA (RES))

1. The DC/S M&RA (RES) will provide:

a. All the information (less data about unit costs) needed by the FDMC upon which to base cost and budget estimates under the various subdivisions of this appropriation.

b. The FDMC with estimates of expected reimbursements under Budget Activity 1.

c. The FDMC with the rate to be used for replenishment issues of clothing items in Budget Activity 1.

4-4

d. The FDMC with the latest travel rates for air and ground personnel in Budget Activity 1.

e. The FDMC with the SOP data on new and replenishment clothing requirements for Junior Reserve Officers' Training Corps units under Budget Activity 2.

2. The DC/S M&RA (MR) will provide:

a. The DC/S M&RA (RES), following the Reserve Division SOP, all data required on the Platoon Leader's Class (PLC)/Women Officers' Candidate Class programs, the PLC Subsidy Program, and the Naval Reserve Officers' Training Command clothing requirements under Budget Activity 2.

b. The DC/S M&RA (RES) following the Reserve Division SOP, any other personnel statistics required.

3. The DC/S I&L will:

a. Furnish the FDMC with continuous information on the unit monetary allowances, determined by the SecDef, for the various classes of individual clothing together with price

revisions rendered by the DPSC for the various classes under Budget Activities 1 and 2.

b. Provide data on subsistence-in-kind for daily subsistence rate ashore and computed absenteeism for messes ashore.

c. Provide expenditure data on travel via commercial air, MAC, rail, and bus.

4. The FDMC will:

a. Furnish the DC/S M&RA (RES) with information, as to submission dates and data required upon which to base the cost estimates, necessary for the preparation of the budget estimates for this appropriation. This information shall include any requirements the DC/S M&RA must meet on format, number of copies, breakdown and detail required under the various subdivisions, and the deadlines that are to be met.

b. Advise the DC/S I&L about the data on monetary allowances required for preparation of the cost estimates under Budget Activities 1 and 2.

c. Prepare cost and budget estimates based upon the data received from the DC/S's M&RA and I&L and upon the laws and regulations concerning payments to individuals for the various categories of pay and the different types of allowances.

4003. APPROPRIATION "OPERATION AND MAINTENANCE, MARINE CORPS"
(APPROPRIATION SPONSOR: (DC/S I&L))

1. The FDMC will publish budget submission due dates, data on costing factors (inflation rates), and control totals.

2. The DC/S I&L will:

a. Develop the control totals by program package, by object class (OP-32 line), or by any other required subdivision.

b. Cost the approved civilian personnel plan submitted by the DC/S M&RA (MP) by program element and by station, and furnish this information to the cognizant HQMC or command element.

4-5

c. Ensure conformance of the budget and program objectives.

d. Review and consolidate the HQMC/command elements budget justification input.

e. Submit the final budget estimates to the FDMC for review before submission to the SecNav, the SecDef, and the Congress.

3. The DC/S Avn will provide the FDMC with the Flight Hour Program for Command and Base Support Aircraft (Program 2), Marine Helicopter Squadron One (Program 9), as well as the Tactical Flying Hours for the operating forces. He also provides the DC/S I&L with operational flying hours for fixed-and rotary-wing aircraft for the applicable years required.

4. The DC/S M&RA (MP) will provide:

a. The civilian personnel manpower plan to the DC/S I&L for costing.

b. Authorization data/estimates for both military and civilian personnel strengths. These authorizations will be based on the programs approved and should be complete with the necessary exhibits and backup justification.

c. The FDMC and the DC/S I&L military manpower and strength and workyears for inclusion in the budget estimates.

d. Estimates in support of the drug and alcohol programs.

5. The DC/S Mpr (MRFL) will provide the following cost and performance indicators in the recruiting and advertising decision unit:

a. Number of Entries

(1) Nonprior service.

(2) Prior service.

b. Number of recruiting offices/stations.

c. Number of examinations.

d. Cost data for applicants' expenses.

e. Workyears of recruiters' assistants.

f. Vehicle leasing costs.

g. Number of owned and leased vehicles.

h. Number of recruiters.

- i. Number of new working applicants.
- 6. The DC/S Mpr (MS) will provide morale, welfare, and recreation (MWR) activity personnel data by MWR category.
- 7. The CG MCCDC will provide:
 - a. Authorization data/estimates for military student training loads and field training days to DC/S's M&RA and I&L these authorizations will be based on the programs approved and should be complete with the necessary exhibits and backup justifications.
- 4-6
- b. Estimated foreign military students (FMS/Grant Aid) input for the applicable fiscal years to the DC/S I&L. These data are necessary for the computation of cost data for inclusion in reimbursable budget estimates.
- c. Required audiovisual services budget data to DC/S I&L.
- 8. The AC/S C4I2 will:
 - a. Take necessary action to effect required liaison with the cognizant agency to ensure inclusion of telecommunications and automated data processing costs in the budget estimates.
 - b. Prepare appropriate feeder data input for submission to cognizant agencies.
- 9. All cost centers will effect liaison with cognizant agencies to obtain and provide information as necessary to permit formulation and justification of their programs as required at all review levels. Cost centers will treat requests for information from the FDMC analysts with the same promptness as requests for information by reviewing analysts.

4004. APPROPRIATION "OPERATION AND MAINTENANCE, MARINE CORPS RESERVE" (APPROPRIATION SPONSOR: DC/S M&RA)

- 1. The FDMC will:
 - a. Publish budget submission due dates, data on costing factors (inflation rates), and control totals.
 - b. Develop, in coordination with the appropriation sponsor, the control totals by program package, by object class (OP-32 line), or by any other required subdivision. The FDMC (FDB) will also keep these control totals in the level of detail required to ensure budget control integrity.

c. Prepare the final budget estimates for submission to the SecNav, the SecDef, and the Congress.

2. The DC/S M&RA will:

a. Provide the DC/S Mpr (MRFL) information required, including recruiting quotas, for calculation of Marine Corps Reserve recruiting budget estimates.

b. Develop, in coordination with the FDMC, the control totals by program package, by object class (OP-32 line), or by any other required subdivision.

c. Submit budget justification to the FDMC for consolidation and submission to the NavCompt.

d. Provide the DC/S I&L (LMM) depot-level maintenance requirements for Reserve equipment for incorporation into the overall Marine Corps programmed requirement.

3. The DC/S M&RA (MR) will:

a. Based upon quota information received from the DC/S M&RA (RES) and input from field budget submissions, prepare budget estimates for Reserve recruiting and provide them to the DC/S M&RA (RES).

b. Provide the DC/S M&RA (RES) and the FDMC with military strength information by program package for all years required.

4-7

4005. APPROPRIATION "DEPARTMENT OF THE NAVY STOCK FUND (MARINE CORPS DIVISION)" (PRIMARY RESPONSIBILITY: DC/S I&L)

1. The FDMC will:

a. Publish amplifying guidance required for the budget submission being prepared.

b. Review and analyze the funding requirements of the Marine Corps portion of the Navy Stock Fund for the budget year and all related business statements prepared in its support.

2. The DC/S I&L will furnish the required funding estimates and budget exhibits for review by the FDMC and submission to the NavCompt.

4006. APPROPRIATION "MARINE CORPS INDUSTRIAL FUND" (PRIMARY

RESPONSIBILITY: DC/S I&L)

1. The FDMC will:

a. Publish amplifying guidance required for the budget submission being prepared.

b. Review and analyze the funding requirements of the MCIF for the budget year and all the related business budget statements prepared in its support.

2. The DC/S I&L will issue the budget guidance with appropriate instructions to the CG MCLB Albany; receive the budget estimates; and review and furnish the budget to the FDMC for review and submission to the NavCompt.

4007. STAFF AGENCIES' INSTRUCTIONS - APPROPRIATION "FAMILY HOUSING, NAVY/MARINE CORPS (OPERATION AND MAINTENANCE)" (APPROPRIATION SPONSOR: DC/S I&L)

1. The FDMC will:

a. Publish amplifying guidance required for the budget submission being prepared.

b. Review and analyze the funding requirements for the budget years and all related exhibits prepared in support of the budget.

2. The DC/S I&L will issue budget guidance with appropriate instructions to field activities; receive the budget estimates; and review and furnish budget estimates to the FDMC for review and submission to the NavCompt.

4008. APPROPRIATION "PROCUREMENT, MARINE CORPS" (APPROPRIATION SPONSOR: CG MCRDAC)

1. The CG MCRDAC will:

a. Compute PMC requirements essential to the generation of P-1's by the DON. Prepare P-12's, P-14's, P-18's, P-19's, P-20's, P-21's P-22's, P-22a's, P-26's, P-31's, P-40's, and all other backup data required to enable submission in time to meet established deadlines.

b. Provide aviation planning data, when required.

c. Provide all changes to planning data for items funded in Research, Development, Test, and Evaluation, Navy (RDT&E,N).

d. Provide the FDMC with the recommended procurement program, complete with cost estimates and backup information

under the various budget activities to prepare and submit the budget request.

4-8

2. The Deputy Chief of Staff for Plans, Policies and Operations (DC/S PP&O) will provide the CG MCRDAC mobilization planning data, as required.

3. The FDMC will:

a. Advise the CG MCRDAC of any changes in the subdivisions under which cost estimates are to be submitted, the requirements on format, number of copies, and the deadlines.

b. Keep the CG MCRDAC apprised of any changes in scope or the types of costs provided by the appropriation.

c. Prepare the formal budget submission.

4009. APPROPRIATION "RESEARCH, DEVELOPMENT, TEST, AND EVALUATION, NAVY" (ACTIVITY SPONSOR: CG MCRDAC)

1. General. The Marine Corps administers the RDT&E,N budget by direct supervision of the budget as administered by the CG MCRDAC. The general procedure for formulating this budget is identical to that in chapters 1, 2, and 3 of this Manual. External Marine Corps justification and review are conducted in conjunction with the complete RDT&E,N appropriation.

2. All agencies will provide the CG MCRDAC with necessary data to formulate the budget to support the Marine Corps Research and Development Program as delineated in HQO P3121.2.

3. The CG MCRDAC and the FDMC will coordinate and supply the CNO and the Office of Naval Research with the necessary data required to formulate, justify, and administer the RDT&E,N budget.

4. Budget estimates for postdevelopment software support (PDSS) of tactical systems will be developed using the funding policies described below. For funding decisions, PDSS is considered to begin after milestone III of the acquisition process. Premilestone III functions of the PDSS activity are financed through RDT&E,N. The funding policies are predicated on guidance provided in the DoD 7110.1-M, Budget Guidance Manual and the NavCompt Manual, volume 7. In displaying the appropriate funding policy, the terms "expense" or "investment" items are used. The distinction between expense and investment items are governed by existing expense/investment criteria; i.e., expense items are those items which are not centrally

managed and cost under \$15,000. Centrally managed (items, regardless of cost, are investment items; items costing \$15,000 or over are investment items whether centrally managed or not. Examples of expense items pertinent to PDSS are salaries of PDSS activity civilian employees, equipment lease, expendable supplies and materials, travel, maintenance, and support contracts. Investment items required for PDSS support (primarily ADP support equipment at the PDSS activity) are, for purposes of this Manual, considered to be facility overhead equipment and are properly financed through the PMC appropriation. For purposes of displaying funding policies, PDSS is considered to be composed of three primary functions; correcting latent errors, accommodating changes in the operating environment (i.e., product improvements within the current performance envelope), and product improvements which increase the performance envelope. The PDSS funding policies are displayed by these functions.

a. Correct Latent Errors. Expense items for life cycle support of operational software will be budgeted in the O&M appropriations. Investment items, if required for a specific project, will be budgeted in the procurement appropriations. Costs associated with testing to ensure that the defects have been corrected are properly financed by the O&M appropriations. Both expense and investment costs on software maintenance of tactical systems, which are not placed into production/operational use but retained for further RDT&E effort, will be budgeted in RDT&E,N.

4-9

b. Accommodate Changes in the Operating Environment. Expense items for this category are budgeted in the O&M appropriations for systems in operational use (i.e., no longer in production or after initial operation capability). For systems in production (i.e., after milestone III but before initial operation capability), these costs are budgeted in the procurement appropriations.

c. Product Improvements which Increase the Performance Envelope. Costs for product improvements that increase the current performance envelope are funded by the RDT&E appropriations. As a limited exception to this basic funding policy, minor improvements that expand the performance envelope may be incorporated during regular software maintenance. These improvements must be relatively minor in scope/costs and must be capable of being done concomitant with normal "within performance envelope" maintenance changes. Exercise of this exception is predicated on the existence of a configuration control management system to make the subjective review and decision that a performance envelope change is minor in scope/cost and can be incorporated during maintenance.

4010. DIRECTOR OF HEADQUARTERS SUPPORT (DIRHOSPT) (CMC (HOS)).
 Priority handling of reproduction shall be provided as requested
 by the FDMC.

4-10

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
 AND SPECIAL ACTIVITIES

CHAPTER 5

BUDGET EXECUTION - INSTRUCTIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
STAFF AGENCIES' ASSIGNMENTS	5000	5-3
APPORTIONMENT	5001	5-3
FINANCIAL PLANS	5002	5-3
ALLOCATION OF FUNDS	5003	5-3
BUDGET LIMITATIONS AND THRESHOLDS . .	5004	5-3
INSUFFICIENCY OF FUNDS.	5005	5-4
UNPROGRAMMED REQUIREMENTS	5006	5-4
BUDGET ADVISORY GROUP (BAG)	5007	5-4
EXCESS FUNDS	5008	5-4
UNBUDGETED EMERGENT	5009	5-4
LEDGERS	5010	5-4

5-1

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
 AND SPECIAL ACTIVITIES

CHAPTER 5

BUDGET EXECUTION - INSTRUCTIONS

5000. BUDGET EXECUTION RESPONSIBILITIES. Assignments for the execution of the annual Marine Corps budget are in appendix C.

5001. APPORTIONMENT

1. Normally, the execution stage of the budget process begins upon receipt of the Apportionment Schedule and Budget Activity Allocations (see paragraph 2000.2) from the OMB via the SecDef and the NavCompt. The FDMC, having been delegated the responsibility for the amounts allocated to the CMC, must take certain steps to authorize financial transactions and to pass legal responsibility to those staff agencies and field commands required to incur obligations.

2. In conjunction with the OSD submission, the O&M appropriations submits a reconciliation between the President's budget and the current year budget identifying the changes by budget activity and program. The reconciliation constitutes the apportionment review by the OSD.

5002. FINANCIAL PLANS. The financial plan for each appropriation is, essentially, a breakdown of the total available financial resources. The apportionment for annual appropriations is expressed financially by quarter and budget activity allocation and is sent to the Marine Corps by the NavCompt. The PMC appropriation financial plan is further identified by line item and consists of current year availability and prior year unobligated balance requirements.

5003. ALLOCATION OF FUNDS

1. After receipt of the apportionment, the FDMC allocates funds to fund administrators following the financial plans.

2. Upon receipt of approved allocations, fund administrators will reassess requirements against funds made available before starting commitment action. Such reassessment of funds will be by the plans and policies approved by the CMC, policies and regulations established by higher authority, and the language and general provisions of the authorization and appropriations act/CRA, as applicable.

3. Fund administrators, having been allocated funds by the FDMC, will take the necessary action to make funds available to the staff agencies and/or field commands responsible for execution of approved programs.

5004. BUDGET LIMITATIONS AND THRESHOLDS. Explanation of limitations and thresholds are in the NavCompt Manual, paragraph 073301.3. Specific reprogramming thresholds by appropriation are as follows:

1. MPMC. Ten million dollars per budget activity.
2. RPMC. Ten million dollars per budget activity.
3. O&MMC. Ten million dollars per budget activity.
4. O&MMCR. Five million dollars per budget activity.
5. PMC. Ten million dollars per line item.

5-3

6. RDT&E. Four million dollars per program element.

5005. INSUFFICIENCY OF FUNDS. Fund administrators will immediately report to the FDMC any situation in which it appears that currently authorized funds will not permit completion of an approved program. Prompt action is imperative because of the delay in accounting information and that funds are, normally, authorized by quarters. In any event, unless additional funds are made available, the fund administrator will curtail the program to the extent necessary to ensure that overobligation will not result. The report to the FDMC should contain recommendations as to source of funds to alleviate the shortage and recommend program changes. If the FDMC cannot make funds available without changes to approved programs, action prescribed in paragraph 5006 below, will be taken.

5006. UNPROGRAMMED REQUIREMENTS. There are basically two types of unprogrammed requirements "minor" and "major." Major unprogrammed requirements are those for authorization items, which would otherwise require congressional approval because they exceed established minor reprogramming thresholds, and those which require curtailment or cancellation of another sponsor's program to fund the unprogrammed requirement. Minor unprogrammed requirements are those which do not meet the aforementioned criteria for classification as a "major" unprogrammed requirement and can be accommodated through realignment of the available resources by either the program or appropriation sponsor.

1. When a "major" unprogrammed requirement emerges, determination of the desired course of action will involve, at

a minimum, the program sponsor, the appropriation sponsor, the DC/S R&P, and the FDMC.

a. Program Sponsor. Identifies the requirement and provides supporting documentation to include category, nature, cost, and urgency of the requirement to the appropriation sponsor.

b. Appropriation Sponsor. Coordinates selection of candidate programs for offsetting funds with program sponsors and staffs the proposed solution.

c. DC/S R&P. Determines the outyear impact of the proposed solution on current and future programs.

2. If any of the principals involved determines that consideration by the ACMC Committee is required, they will recommend such consideration. This is true if either the program is of questionable value or if it is decided that funds from another appropriation should be considered as the funding source.

5007. BUDGET ADVISORY GROUP (BAG). This Manual establishes the BAG. The BAG meets at the request of the FDMC and oncall by the CMC. It consists of the FDMC (Chairman), the DC/S's I&L, M&RA, R&P, and CG MCRDAC. Other principals can be invited to attend when the issue under discussion is in their area of responsibility expertise. The BAG is called into session to discuss critical budget issues, or a consensus of opinion, and recommend course (s) of action.

5008. EXCESS FUNDS. Funds in excess of approved program requirements must promptly be made known to the FDMC in writing. Upon receipt of the requirements, the FDMC will take action to recover the excess funds for reallocation following the financial plan.

5009. UNBUDGETED EMERGENT. In case of unbudgeted emergent requirements for funds, a request should be made by the cognizant HQMC staff agency or command element to the FDMC via the appropriation sponsor for action.

5010. LEDGERS. The FDMC is assigned the responsibility for keeping official financial ledgers.

AND SPECIAL ACTIVITIES

CHAPTER 6

OPERATIONS, MARINE CORPS (OMC) AND OPERATIONS, MARINE CORPS
RESERVE (OMCR)

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	6000	6-3
BUDGET STRUCTURE.	6001	6-3
OMC	6002	6-3
OMCR.	6003	6-3
BUDGET SUBMISSION PROCESS	6004	6-4
STAFF AGENCIES' RESPONSIBILITIES. . .	6005	6-4

6-1

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
AND SPECIAL ACTIVITIES

CHAPTER 6

OPERATIONS, MARINE CORPS (OMC) AND OPERATIONS, MARINE
CORPS RESERVE (OMCR)

6000. PURPOSE. Although zero base budgeting (ZBB) has been officially discontinued, the ZBB structure of decision units and program packages remains in effect in the O&M appropriations. The purpose of this chapter is to provide guidance and general procedures on budget formulation and execution of the accounts OMC and OMCR under the project PRIME expense concept and the revised budget structure.

6001. BUDGET STRUCTURE

1. Inherent to the O&M budget system is the requirement that all programs be analyzed in totality and not just new requirements with the assumption that the ongoing program is justified and, therefore, funded. To conduct analysis, decision

units are developed that account for all resources consumed. These decision units are further broken down into packages to give visibility to various programs. Aggregation of these decision units represents the total budget estimate.

2. Appendix E identifies the program element numbers by program package/decision units for the OMC and the OMCR.

6002. OMC

1. Scope. The OMC is the title of the account which incorporates the O&MMC obligation authority and military personnel strength into the budget. Obligation authority is issued by the Office of the Assistant Secretary of Defense (Comptroller) (OASD(C)), further authorized to the CMC by the NavCompt, based upon the apportionment request.

2. Appropriation Structure. The appropriation O&MMC is structured by decision units and program packages which can be aligned with the FYDP. Of the 10 programs identified in the FYDP, 4 are applicable to this appropriation. The decision units and program packages in appendix C equate to the four applicable FYDP programs in the following manner: FYDP Program 2, General Purpose Forces, incorporates decision unit forces and those applicable portions of decision units base operations and base communications; FYDP Program /, Central Supply and Maintenance, incorporates decision unit supply and maintenance activities and those applicable portions of decision unit's base operations and base communications; FYDP Program 8, Training, Medical, and Other General Personnel Activities, incorporates decision unit training and education, recruiting and advertising, other personnel support, and those applicable portions of decision unit's base operations and base communications; and FYDP Program 9, Administration and Associated Activities, incorporates decision unit administration and those applicable portions of decision unit's base operations and base communications. These decision units are presented to the Congress in the President's budget and are aggregations of program elements of the FYDP. The decision units may be further divided into program packages for more detailed justification. Appendix F identifies the decision units and program packages.

6003. OMCR

1. Scope. The OMCR is the title of the account which incorporates the O&MMCR obligation authority and active military personnel assigned to the Reserve Establishment. The obligation authority is issued by OASD(C), further authorized to the CMC by the NavCompt, based upon the apportionment request.

2. Appropriation Structure. The appropriation O&MMCR is

structured by program package which are aligned to three budget activities (Mission Forces, Depot Maintenance, and Other Support). Each budget activity contains program elements or

6-3

aggregations within FYDP Program 5. The O&MMCR appropriation is assigned to one decision unit, Marine Corps Reserve Operation. Appendix G identifies the O&MMCR decision unit and program packages.

6004. BUDGET SUBMISSION PROCESS

1. Field Guidance. Standing field budget guidance information is in MCO P7100.8, Field Budget Guidance Manual. Marine Corps bulletins in the 7100 series will be published providing other field budget guidance that varies from year to year. These Marine Corps directives contain guidance for use by the field in formulation of their budgets for the budget year plus one, as well as for use in updating their budget for the budget year. These directives are also used to provide guidance on investment items (PMC) and the O&M of family housing. Annually, the O&M field budget submissions are due at HQMC 31 March, to include data on the current year, budget year, and limited data on budget year plus one.

2. The FDMC receives budget submissions from all field activities for the appropriations O&MMC and O&MMCR and makes the necessary distribution to the appropriation sponsors and the applicable agencies.

a. Budget Submissions to the SecNav and the SecDef. Based on the POM and the other SecNav/DON guidance, budget year plus one submissions are, generally, made to the SecNav in July and to the SecDef by mid-September. For each submission, the FDMC issues a budget call. Chapter 4 prescribes the exhibit/data/material requirements and coordinated responsibilities for each budget submission.

b. Congressional Submission. The budget submissions to the Congress (President's budget are under the appropriations O&MMC and O&MMCR. Congressional budget submissions will be formulated and submitted on an obligation basis, to include military and civilian personnel end strength requirements.

6005. STAFF AGENCIES' RESPONSIBILITIES

1. To assist the CMC, the agencies have been assigned responsibilities as follows:

a. OpBud Administrator. The FDMC coordinates the overall formulation and justification of budget plan, supporting submission, and coordinates the execution of budget plans, including the exercise of financial administration and control. The FDMC issues the budget call and coordinates data for the preparation of the formal budget submissions. Also, the FDMC coordinates the reviews with higher level reviewers (the SecNav, the OSD, and the OMB), coordinates and submits to the NavCompt expanding exhibits and data on support of the budget estimates. The FDMC chairs the review with the OSD and the NavCompt when the accounts OMC and OMCR are being reviewed. It is the appropriation sponsor's responsibility to chair the review when the appropriations O&MMC and O&MMCR are being reviewed.

b. HOMC Staff Agencies

(1) DC/S I&L. Reviews the O&MMC budget estimates from program sponsors, conducts necessary reviews, and makes recommendations to the FDMC on estimates for inclusion in the formal submission to the SecNav/SecDef. In the interest of early preparation of the budget estimates and to avoid unnecessary time consumption of all the staff, the DC/S I&L and the FDMC representatives participate jointly in the review process. The DC/S I&L recommends the O&MMC estimates to the FDMC. Also, the DC/S I&L provides justification/coordination for the O&MMC at all review levels.

6-4

(2) DC/S M&RA. Submits the O&MMCR budget estimates, conducts necessary reviews, and makes recommendations to the FDMC on estimates for inclusion in the formal submissions to the SecNav/SecDef. In the interest of early preparation of the budget estimates and to avoid unnecessary time consumption of all the staff, the DC/S M&RA and the FDMC representatives participate jointly in the review process. The DC/S M&RA recommends the O&MMCR estimates to the FDMC. Also, the DC/S M&RA provides justification/coordination for the O&MMCR at all review levels.

(3) DC/S M&RA (MP). Controls and coordinates the numerical distribution of all military and civilian personnel (end strength and manyear data as opposed to their costing), prepares a total military personnel plan for the Marine Corps, and provides manpower data to the FDMC based on the budget call. Also, the DC/S M&RA provides justification/coordination for the manpower plan at all review levels.

(4) FDMC. Provides military personnel costs.

(5) DC/S I&L. Provides civilian personnel costs.

c. Fund Administrators. Fund administrators identifies and collects costs in their areas of cognizance/responsibility. The O&M cost centers receive an official allocation of funds in the form of an approved allocation schedule. Fund administrators submit specific budget exhibits/materials in response to the budget call, provide justification, and witnesses at review levels as required by the appropriation sponsors.

d. Program Package Sponsors. Extensive detailed narrative justification of programs are required. To further assist the CMC in the formulation and submission of the O&MMC and the O&MMC budget estimates, decision unit/program package sponsors have been established in appendix C. It is the responsibility of these sponsors to provide to the FDMC, in coordination with the O&M appropriation sponsors, this detailed justification, which consists of specific in-depth analysis of each program package in the following areas:

(1) Narrative Description. This is an overall description of the program package.

(2) Description of Operations Financed. This is a specific description of all operations within the program package.

(3) Increases/Decreases. This provides an explanation of the dollar increases and decreases compared to previous years programs.

(4) Performance Criteria and Evaluation. This consists of a data display and/or narrative which highlights workload statistics and indicators that quantitatively justify the funds requested in the program package.

e. To effectively carry out the budget process in the O&M appropriations, certain agencies are assigned program sponsorship to various decision units/program packages. The basic responsibility/function of the program sponsor is to assist in economically achieving the program objectives of the Marine Corps by effective management of the assigned decision unit/program packages.

2. The staff agencies' relationships in the administration of the Marine Corps OpBud are as follows:

<u>Function</u>	<u>Staff Agency/ Command Element</u>
OpBud Sponsor	CMC
OpBud Administrator	FDMC

Appropriation Sponsor - O&MMC	DC/S I&L
Appropriation Sponsor - O&MMCR & RPMC	DC/S M&RA
Cost Coordinator, Military Manpower Costs	FDMC
Cost Coordinator, Civilian Manpower Costs	DC/S I&L
Fund Administrators	See appendix C.
Decision Units/Program Sponsors	See appendix C.
Program Sponsor	See appendix C.

6-6

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS AND SPECIAL ACTIVITIES

CHAPTER 7

APPROPRIATION COMMITTEE MATTER - INSTRUCTIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	7000	7-3
PRINCIPLES AND CONDUCT FOR MARINE CORPS WITNESSES	7001	7-4
REVIEW OF TRANSCRIPTS OF TESTIMONY	7002	7-5
STAFF AGENCIES' RESPONSIBILITIES	7003	7-6

7-1

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS AND SPECIAL ACTIVITIES

CHAPTER 7

APPROPRIATION COMMITTEE MATTERS - INSTRUCTIONS

7000. GENERAL

1. Purpose. This chapter amplifies guidance in HQO 7121.1. Appendix H contains CMC White Letter No. 8-87 which sets forth CMC and SecNav policies regarding information provided to, and contacts with the Congress.

2. Background

a. The authorization review, normally, precedes that of the Appropriations Committee. The defense subcommittees of the House and Senate Appropriations Committees will review the Marine Corps budget request in detail, using: justification books, requests for information, prepared statements submitted by witnesses at hearings, testimony by witnesses at hearings, questions for the record, and briefings. The primary interface between the two subcommittees and the Marine Corps is through the FDMC. This relationship has been well established through the years and must be strictly adhered to.

b. HQO 7121.1 provides specific guidance for the preparation and processing of witness statements and general instructions for witnesses appearing before the Congress. Also, a short version (about eight pages) of witness statements are required for use before the Senate Appropriations Committees.

3. Authorization Hearings

a. General. Annual presentations to the Congress contain requests for specific authorizations for DoD in support of the President's budget and are of major importance to the Marine Corps. Some hearings are routinely scheduled, others are in response to specific legislative proposals offered during a congressional session.

b. Public Law 93-155, Section 803, Hearings. This law requires that, before any appropriations, the Congress must first authorize by legislation each component of the DoD. Marine Corps participation is required in the authorization hearings held by the House and Senate Armed Services Committees.

c. Military Construction (MilCon) Hearings. These hearings are held separately from regular authorization hearings, and the Armed Services Committees usually report out a separate bill encompassing MilCon.

4. Appropriation Hearings

a. Budget Hearing (Less MilCon). Marine Corps participation is required in review of the annual defense budget hearings before the defense subcommittees of the House and Senate Appropriations Committees and, if requested, before the budget committees.

b. MilCon Hearings. Appropriation of funds for MilCon is considered separately by the MilCon subcommittees of the Senate and House Appropriations Committees.

5. Testimony Before Appropriations Committees

a. Hearings before the House and Senate Appropriations Committees (defense subcommittees) provide a valuable opportunity for face-to-face discussion between Members of Congress and officials of the executive departments and agencies. At these hearings, representatives of the Marine Corps present to the Congress detailed justification for the future programs proposed in the President's budget.

7-3

b. Through oral testimony given at these hearings, Marine Corps representatives perform a vital function. They furnish an important part of the information upon which the Congress will decide what programs and level of funding should be supported with the resources of the American people. At the same time, these officials are rendering a public accounting of their past administration and expenditures to an interested committee of the Congress which does frequently offer constructive criticism and helpful suggestions for future programs. The greater understanding, which results on all sides, works in favor of well-considered action on proposed programs and at the same time increases the sense of individual responsibility on the part of those who will carry them out.

c. All witnesses should be aware of the nature of budgetary data submitted to the Congress by the President. Discussion of data not included in the President's budget is forbidden. For example, the POM will never be alluded to. In general, when discussing outyear data where knowledge of its status is less precise, qualify the statements regarding outyear funding profiles with verbs such as "projected" or "planned."

6. Schedule of Hearings

a. Hearings will be scheduled at various times to meet the needs of the subcommittees. Usually, the earliest appropriation hearings are scheduled in late February. Unlike authorization committees (which have numerous subcommittees before which DoD witnesses testify), the defense subcommittees of the House and Senate Appropriations Committees will review

all areas of the budget.

b. Personnel concerned will be notified in advance of the time when their hearings will be held. Because of the many elements of uncertainty, no definite or fixed schedule can be arranged for the hearings in their entirety. The legislative assistant (LegisAsst) will publish and update a schedule of hearings. Even so, witnesses should be alert for last minute changes.

c. Periodically, it will be necessary for Marine Corps witnesses to appear at appropriations or budget hearings not falling within the regular budget cycle. The FDMC will notify required witnesses of appropriation or budget hearing arrangements.

7001. PRINCIPLES AND CONDUCT FOR MARINE CORPS WITNESSES

1. Three cardinal principles for Marine Corps witnesses are:

- a. Be prepared.
- b. Be honest.
- c. Be courteous.

2. Preparation for Hearings

a. Statements. Principal witnesses, normally, are required to have a prepared statement.

(1) Preparation. Instructions on the preparation of statements are in SECNAVINST 5730.5, HQO 7121.1, and the pamphlet, Information for Navy Witnesses Appearing Before Congressional Committees. (Copies of SECNAVINST 5730.5 and HQO 7121.1 are available through Headquarters Support Division (HQSP)).

(2) Staffing. All prepared statements must receive the widest possible staffing. At a minimum, appropriations committees statements must be staffed for comments through the FDMC. Routing will include the DC/S PP&O and the DC/S R&P. All statements to be presented at appropriations committee hearings will be approved by the ACMC before delivery to the FDMC.

7-4

(3) Distribution and Release. The number of copies to be delivered to the Congress varies with the committee concerned and the classification of the statement. In general,

statements for appropriations hearings must be provided to the FDMC 14 days before the hearing.

b. Designation of Principal and Supporting Witnesses and Other Attendees. Principal and supporting Marine Corps witnesses for each congressional hearing will be designated by the CMC or the ACMC and incorporated in the hearing schedule published by the Legislative Assistant for the CMC (CMC (OLA)).

(1) Principal Witnesses. Witnesses for annually scheduled hearings are designated in HQO 7121.1. Principal witnesses are limited to 10 minutes for their opening remarks and are strongly discouraged from reading to the members.

(2) Supporting Witnesses. The number of supporting (backup) witnesses for appropriations hearings should be held to a minimum because committees prefer that the principal witnesses be able to respond to the maximum extent without assistance and because of physical space limitations. The FDMC, or his representative, will be present at all hearings involving Marine Corps-sponsored appropriations.

3. Personal Attention of Principal Witnesses/Appropriation Sponsors. The great importance of furnishing adequate information of the type the committee may desire makes it strongly advisable for the principal witnesses to give personal attention to the material to be used. In determining who else should attend, principal witnesses should ensure the presence of the minimum number of witnesses who can provide responsive answers to the committee's questions. Committee members have, in the past, expressed displeasure at a witness's inability to answer basic questions relating specifically to action requested of them. This has been especially true at hearings which do not fall into the regular budget cycle (e.g., reprogramming).

4. Special Suggestions. Oral testimony, unlike written justification material, cannot be carefully revised before it is finally presented to the committee-there is only one "draft." Furthermore, situations which likely arise at the hearings may require instantaneous adaptations of oral presentation to give clear and coherent responses to committee questions and indications of interest. To meet such changing situations and to ensure the most understandable testimony at all times, Marine Corps representatives are to present information which the representatives would want if they, like the committee members, were charged with the evaluation of Marine Corps budget proposals. Witnesses should remember they must support the President's budget and not identify new programs not budgeted unless asked to do so.

1. By an arrangement of long standing, the appropriations committees extend to the DoD the courtesy of reviewing the stenographic transcripts of testimony given at the hearings. When the transcript is sent to the Marine Corps from the NavComp, instructions are usually published on how to review. These instructions must be adhered to.

a. Corrected Testimony is to be Returned at the Earliest Possible Date. The transcript is received by the FDMC, usually within 24 to 48 hours after having been taken, and is immediately sent to the staff agencies concerned for any necessary minor editorial corrections and for insertion of any special information that may have been requested by the committee (Inserts for the Record/Questions for the Record (QFR)). As a general rule, the committees allow only 2 working days for the service review of the transcript.

b. Editorial Changes Will be Held to a Minimum and Limited to Corrections of Grammatical and Other Obvious Errors. Excessive changes or additions to testimony have been criticized by the committees in the past. Do not alter facts or essential meaning. If, because of an erroneous statement or apparent reporter's error, alteration is called for, the

7-5

revision should be typed on plain bond paper and attached to the applicable page of the transcript. Do not alter remarks or questions by committee members. If a change is considered advisable, a marginal note should be used to call attention to the apparent error, without altering the text of the transcript itself.

c. Changes Are to be Made in Pencil Only - Do Not Use Ink. Do not obliterate the text. Print legibly when making changes. Words to be deleted should be lined through once so as to remain easily readable. When a particular page has been marked up to such an extent as to make easy reading impossible, the entire page must be retyped on the same size paper, proofread carefully, then placed on top of the original page, and the original page crossed (X) out. Proofreader's marks are prescribed in the United States Government Printing Office Style Manual.

d. Material Supplied for the Record is to be Limited to that Requested by the Committee. Furnish information that is responsive to the committee's request. Unless specifically approved by the committee, do not insert charts, maps, illustrations, or similar graphic matter since these require photoengraving. Furnish such material in black and white for easy processing. Before returning the transcript, every request for such material should be carefully checked for

compliance. Specific rules for the preparation of Inserts for the Record/QFR's will be provided to reviewing officers by the FDMC. All inserts and responses to questions must be prepared on a DD Form 2136, following the instructions on the back of the form.

e. Identify Classified Information in the Transcript. If review of the transcript reveals that classified information has been included in the testimony, the classified portion is to be bracketed () in pencil. Show the classification of material bracketed in the margin.

f. Blue-Line Mat (NavCompt Form 2234). A copy of the witness's prepared statement must be sent to the FDMC by the originating agency. This copy must be sent at the same time as the edited portions of the transcript and typed on a NavCompt Form 2234. Do not leave a margin within the blue line (i.e., type border-to-border) and single space the text.

g. Inserts for the Record/QFR. Must be prepared on DD Form 2136 and sent (with two copies) to the FDMC for review by the originating staff agency. These forms contain format instructions on the reverse and should be typed in elite print (12 pitch).

2. Security of Transcript

a. Reviewing officials should consider transcripts to be privileged until the printed record is released by the committee. Higher classification is dependent upon the classified matter contained there.

b. The DirIntel (INCP) has the responsibility for security review of Marine Corps testimony given before congressional committees. The staff agencies reviewing the transcript should place the proper identifying brackets indicating classified material and advising the DirIntel of any classification action taken. The DirIntel Security Officer has the responsibility for security review of Marine Corps testimony.

7003. AGENCIES' RESPONSIBILITIES

1. FDMC

a. Serves as the principal supporting witness to the CMC and to witnesses on appropriations matters. The FDMC will be thoroughly familiar with all backup material including: (1) the CMC Backup File, (2) the CMC Policy Items, and (3) Congressional Interest Items. The FDMC will recommend to all

agency heads other backup material (to include items for the CMC Backup File and the Notebook of Congressional Interest Items) necessary to meet the anticipated requirements of the CMC. To ensure the FDMC is fully knowledgeable of the contents of the CMC Policy Notebook and Notebook of Congressional Interest Items, each new item or paper will be staffed through the FDMC prior to its being sent to the ACMC/CS and the CMC for approval.

b. Effects coordination with the appropriations committees, through the NavCompt, on appropriations matters (less MilCon).

c. Provides an observer to attend all appropriations hearings of Marine Corps interest.

d. Provides budget information input for the Commandant's Posture Statement.

e. Furnishes the legisAsst the necessary information concerning appropriations committee hearings and committee staff briefings.

f. Maintains Section F (Budget Data) of the CMC Backup File.

g. Coordinates the processing of the Armed Services Committees and conference committee reports dealing with action taken on authorization bills.

h. Prepares the CMC "8 page" summary statement required for the Senate Appropriations Committee (Def) Navy Budget Hearing.

i. Assists the Commandant in preparing for hearings before Congressional Appropriation Committees by preparing questions (with answers) which may be asked of the Commandant during each of his appearances.

2. LegisAsst for the CMC (OLA)/Dir PA (PA)

a. Maintains liaison with the DON OLA and effects coordination with all congressional committees on all matters except appropriations and MilCon. Assists as appropriate in the latter two areas. Such responsibilities include coordination with the congressional budget committees and the Armed Services Committees.

b. Serves as Marine Corps representative in activities of the OASD for LegisAff.

c. Accompanies the Commandant to all hearings.

d. Publishes and maintains a "Consolidated Congressional

Hearing Schedule."

e. Notifies witnesses when information on forthcoming hearings is received.

f. Reviews all witness statements to be submitted to congressional committees (less appropriations and MilCon).

g. Provides committee biographies, pictures, and such other information, as necessary, to witnesses.

h. Assists the Commandant in preparing for hearings before Congressional Authorization Committees by preparing (with answers) which may be asked of Commandant during each of his appearances.

3. DC/S I&L

a. Effects coordination with congressional committees on MilCon matters.

b. Prepares statements for presentation to the committees on Marine Corps O&MMC and MilCon.

7-7

c. Furnishes the LegisAsst with the necessary information on MilCon hearings and committee staff briefings.

d. Monitors rehearsals, as required.

e. Provides input for the CMC congressional statements, as required, to the staff agency designated to prepare such statements.

4. DC/S PP&O

a. Administers and maintains the Congressional Interest Items, the CMC Policy Items, and the CMC Backup File (Sections A to F) used as backup material for the Commandant and members of his staff.

b. Coordinates preparation of the annual Commandant's Posture Statement and other CMC statements for congressional hearings.

c. Coordinates preparation of statements for congressional hearings for the ACMC and the DC/S PP&O.

d. Reviews all witness statements to verify adherence to Marine Corps policy.

e. Prepares questions and attends rehearsals, when required.

f. Provides the backup witness for the Commandant during his appearances before the various congressional committees during posture hearings.

5. CG MCRDAC

a. Prepares statements for presentation to the committees on PMC and R&D programs.

b. Furnishes the LegisAsst with the necessary information on R&D hearings and committee staff briefings.

c. Prepares questions and attends rehearsals, when required.

d. Provides input for the CMC congressional statements, as required, to the agency designated to prepare such statements.

6. LegisAsst to the CMC/Dir PA. Provides 75 copies of unclassified statements to the Director for Defense Information, OASD(PA) within 24 hours before scheduled appearances of Marine Corps witnesses.

7. Other Agencies

a. Prepare statements for congressional hearings as directed by the CMC and in consonance with HQMC policy in the DoD, the DON, and the CMC Posture Statements.

b. Provide input for the CMC congressional statements to the coordinating agency designated in HQO 7121.1.

c. Immediately notify the LegisAsst when information is received from any other source on hearings involving Marine Corps matters.

d. Provide observers to monitor congressional hearings of specific interest to the Marine Corps when considered by the agency where prior clearance has been obtained from the cognizant coordinator.

e. Prepare questions and attend hearing rehearsals.

f. Notify the FDMC of any information/briefing requested by members/staffers of appropriations committees on the budget.

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
AND SPECIAL ACTIVITIES

CHAPTER 8

THE SECNAV AND THE NAVCOMPT BUDGET REVIEW

	<u>PARAGRAPH</u>	<u>PAGE</u>
AUTHORITY AND RESPONSIBILITY OF THE NAVCOMPT.	8000	8-3
		8-1

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
AND SPECIAL ACTIVITIES

CHAPTER 8

THE SECNAV AND THE NAVCOMPT BUDGET REVIEW

8000. AUTHORITY AND RESPONSIBILITY OF THE NAVCOMPT. Pursuant to Title IV of the National Security Act Amendments of 1949 (10 U.S.C. 5061) and the authority of the SecNav, the NavCompt establishing principles, policies, and procedures for preparing and administering the budget of the DON.

1. Review. The Comptroller of the Navy and his staff receive and review the estimates compiled pursuant to the budget call. Then the Comptroller makes recommendations to the SecNav for his consideration and/or approval. The Comptroller and his staff supervise the revision of budget estimates to reflect the decisions of the SecNav and prepare the formal summary submission to the SecDef. The Comptroller's staff analysts participate in hearings with the OSD/OMB examiners involving Navy and Marine Corps appropriations and obtain more supporting data, as required. The Comptroller directs the budget process during congressional hearings on Navy/Marine Corps appropriations by providing representation, by supplying more information requested by the Appropriations Committee, and by performing a continuing financial liaison function with the Congress. The NAVCOMPTINST 7102.2 contains general policy and guidance for the NavCompt, OSD/ OMB, and congressional budget submissions.

2. Continuous Review and Reprogramming. Throughout the course of the fiscal year or the life of the appropriations, the

Comptroller's staff conducts a continuous review of financial performance against budgetary plans and programs. When performance indicates to the administrators of the various appropriations or funds the need for more apportionment, reallocation or reprogramming of available funds, or the need for supplemental appropriations, they send documentation to the Comptroller to support the desired change. The Comptroller's office reviews the request, sends it to OSD if action is required at that level, and passes any revised allocations to the CMC.

8-3

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS AND SPECIAL ACTIVITIES

CHAPTER 9

PROGRAM BUDGET DECISIONS (PBD'S)

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	9000	9-3
SPECIFIC STAFF ACTION	9001	9-4
MAJOR BUDGET ISSUES (MBI'S)	9002	9-5

9-1

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS AND SPECIAL ACTIVITIES

CHAPTER 9

PROGRAM BUDGET DECISION (PBD'S)

9000. GENERAL

1. Purpose. This chapter provides guidance on the processing of the SecDef PBD's and the preparing of position papers and reclamation to support requested restoration.

2. Background. The OSD/OMB joint budget review, normally, begins in October and continues until its termination in December. The PBD's constitute the documentation reflecting the OSD/OMB budget decisions. There are four types of PBD's issued during the PBD cycle, each having a different purpose:

a. Advance PBD's. Distributed for planning and research purposes, and provides more time to prepare a reclama to an action PBD when received. No formal action required.

b. Action PBD's. These are numbered PBD's which constitute the tentative SecDef decision. Subsequent to review by the appropriate agency, they are either accepted, reclamaed, or made the subject of a position paper.

c. Decision PBD's. These are PBD's which reflect the SecDef decisions on submitted reclaims. No action is required, but the decision may be reclamaed during the Major Budget Issue (MBI) process. Paragraph 9002 covers the MBI process in detail.

d. PBD Changes. These are changes to previously issued action or decision PBD's. Changes to action PBD's may be reclamaed. During the PBD cycle, hundreds of PBD's are issued by the OSD. Appendix I contains a listing of PBD's to include the action agency, who it should be coordinated with, and who receives information copies. At the beginning of the cycle, a 72-hour deadline is set up in which reclaims and position papers must be delivered to the NavCompt from the time the PBD is received by the DON. Throughout the cycle, the response time is progressively shortened until near the end; a 3- to 4-hour requirement is not uncommon. The time sensitivity of the cycle needs planning by participating agency so timely responses may be effected. Failure to meet levied deadlines could constitute the acceptance of a PBD, which could ultimately result in the loss of funds or program.

3. Action

a. Once the joint OSD/OMB budget review starts, the FDMC will obtain the applicable SecDef PBD's in serials from the NavCompt. The FDMC will conduct a review and furnish a preliminary action copy to the predesignated action officer of the appropriate sponsor. A preliminary decision as to intent "to reclama" or "not to reclama" will be made on each PBD.

b. The FDMC will tell the NavCompt of the CMC's initial intention on each PBD in each serial, based on the appropriation sponsor's recommendation. If a reclama or a position paper is required, it will be developed and coordinated by the appropriation sponsor prior to delivery to the FDMC.

c. The FDMC will keep the CMC, the ACMC/CS, and sponsors informed of the scheduled SecNav reviews, reclaims/position papers. The most valuable aid to the appropriation

sponsor/monitor in meeting deadlines is the advance PBD. The advance PBD provides leadtime to conduct research and, when necessary, prepare reclaims/position papers. In most instances, the content of the action PBD will not vary from the advance PBD; but not every action PBD will be preceded by an advance PBD, and conversely, some advance PBD's may not materialize into action PBD's. Action summaries must be submitted by predesignated action officers on each PBD. This summary is the mechanism by which the CMC is kept up-to-date on the budget review process.

9-3

9001. SPECIFIC STAFF ACTION

1. The FDMC will:

- a. Act as staff coordinator for processing the PBD's within the HQMC, to include the issue of more detailed instructions as received from the NavCompt.
- b. Before starting the PBD cycle, provide an orientation briefing to action officers designated by each sponsor.
- c. Receive, reproduce, and distribute the PBD's to cognizant sponsors.
- d. Determine and assign primary action to the sponsor for preparing the action summary and, if required, a reclama/position paper.
- e. Coordinate initial review of the PBD's by sponsors and transmit to the NavCompt the Marine Corps' intended action to each PBD in the form of telephonic flash report.
- f. Provide budget analysis assistance to sponsors in their development of reclaims and position papers.
- g. Review and analyze reclaims/position papers for format, accuracy of content, and for consistency with related budget actions and decisions.
- h. Forward approved reclaims/position papers to the NavCompt within established deadlines.
- i. Coordinate the informal PBD status briefings, which are sent to the CMC weekly during the PBD cycle. The specific PBD's are to be addressed separately by appropriation and program sponsor during the briefings.
- j. Notify sponsors of the NavCompt review schedule.

2. Sponsors

a. The term "sponsors" as used here, includes not only the designated Marine Corps appropriation sponsors, but also those who monitor Marine Corps requirements. These sponsors and the appropriations and subject areas which they are to review are discussed in paragraph 6004 and appendixes A and B.

b. Sponsors shall designate a primary and an alternate action officer to be continuously available and shall provide names and home telephone numbers in writing to the FDMC. Annual revision of the action officer list will be requested by the FDMC at a time before starting the annual PBD cycle.

c. Sponsors assigned action shall review the action PBD's received from the FDMC; and before the deadline, shall notify the FDMC of intent to either accept the PBD, submit a reclama, or submit a position paper. This input will serve as the basis for the FDMC's telephonic flash report to the NavCompt.

d. For each of the PBD's assigned to a sponsor for action an action summary sheet will be completed and sent to the FDMC within the timeframe specified.

e. Sponsors shall coordinate the PBD action summary sheets with the DC/S R&P to ensure the processing of the PBD reclaims through the JCS channels, as appropriate. Sponsors will give completed action summary sheets to the DC/S R&P.

f. Sponsors shall prepare reclaims/position papers as required, for Marine Corps appropriations and obtain necessary staff coordination of these documents before delivery to the FDMC. Similarly input to reclaims/position papers on matters of interest in Navy or DoD appropriations shall be provided to the FDMC. Reclaims/ position papers are sent to the SecNav for review/signature and subsequently sent to the SecDef for

9-4

decision. Absolute observance of format requirements and the highest standard of written preparation are mandatory. A copy of each reclama/position paper will be provided to the DC/S R&P, by the preparing agency.

g. Sponsors shall ensure the availability of action officers during the review of reclaims/position papers by the FDMC. This is necessary if revisions are required before submission to the NavCompt.

h. Close coordination between sponsors will be required on many PBD's due to their impact on multiple appropriations and programs, but the responsibility for preparation of the action

summary and reclama/position paper will rest with the action sponsor so designated by the FDMC.

3. The DC/S R&P will:

a. Analyze, in coordination with the FDMC and the sponsors, all budget review activities for their possible effects on, or changes to, force levels, force mix, force capabilities, equipment levels, and outyear programming considerations.

b. Make recommendations, in coordination with the FDMC and the sponsors, to the DC/S PP&O as to the HQMC responses to OJCS-initiated PBD actions.

4. Director of Headquarters Support will provide:

a. Priority handling of reproduction as requested by the FDMC.

b. Vehicle support to the FDMC, as required.

9002. MAJOR BUDGET ISSUES

1. General. The MBI's for both green and blue dollars are a result of the OSD/OMB budget review. The MBI's are of the following two types: those that are a result of the PBD cycle, and those that are the result of the priority rankings. The MBI's are issues of major impact that require reconsideration at the OSD level in the estimate of a military service department or appropriation level. Throughout the PBD cycle, appropriation sponsors/monitors, the DC/S R&P, and the FDMC will monitor the PBD reclama decisions and priority rankings to identify the possible MBI's. The PBD's which are of the MBI importance will be shown on action summaries.

2. The MBI Procedures

a. Toward the end of the PBD cycle and during the priority ranking process, the FDMC will request sponsors to send the nominated green and blue dollar MBI's and the necessary backup documentation. The MBI's will be consolidated, prioritized, staffed for concurrence, and sent to the CMC for approval. The general criteria for the MBI's is that nominations should be limited to those programs which are essential to the operational readiness and force posture of the Marine Corps. Nominations must be worthy of the personal consideration of the SecDef.

b. The CMC and the CNO will meet with the SecNav to review the proposed MBI's and ascertain which are to be presented to the SecDef for decision. The CMC will, normally, be accompanied by the FDMC and appropriation sponsors or monitors at this meeting.

c. The SecNav will forward the DON MBI's to the SecDef and then prepare for the formal SecDef MBI review. The CMC and the CNO will accompany the SecNav at the review to defend their respective MBI's.

d. The FDMC will coordinate preparation of backup material for use by the CMC at the aforementioned reviews.

9-5

e. Upon completion of the MBI review, the SecDef decisions are published in the form of PBD's. At this time, budget estimates are so adjusted.

f. The SecDef MBI decisions constitute the culmination of the OSD/OMB review of the Marine Corps budget estimates.

9-6

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
AND SPECIAL ACTIVITIES

CHAPTER 10

REVIEW AND IMPLEMENTATION OF CONGRESSIONAL ACTION ITEMS ON
AUTHORIZATION/APPROPRIATION ACTS AND RELATED CONGRESSIONAL
REPORTS AFFECTING THE MARINE CORPS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	10000	10-3
SPECIFIC STAFF ACTION	10001	10-3

10-1

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
AND SPECIAL ACTIVITIES

CHAPTER 10

REVIEW AND IMPLEMENTATION OF CONGRESSIONAL ACTION ITEMS ON
AUTHORIZATION/APPROPRIATION ACTS AND RELATED CONGRESSIONAL
REPORTS AFFECTING THE MARINE CORPS

10000. GENERAL

1. Purpose. To prescribe uniform procedures to be followed by the staff agencies to:

a. Verify and identify specific recommendations in authorization and appropriation acts and related House, Senate, and conference committee reports affecting the Marine Corps.

b. Maintain central control for all actions taken as a result of recommendations in the acts, reports, and related congressional documentation.

2. Background

a. Review of the acts for Marine Corps concern is conducted by the military departments and defense agencies, this relieves the OASD(C) except for compilation and review of service input before submission to the SecDef.

b. Review and extraction of the Congressional action items within the DON will be done by the NAVCOMPT (Director of Budget and Reports) and by the Chief of Legislative Affairs for Authorization Acts. Pertinent items, listed by subject, will then be sent the Marine Corps for verification, concurrence, and returned to NavCompt, acting as the DON coordinator. Such items will then be sent again, if necessary, to the Marine Corps for development of an action statement and a proposed DoD position. Action statements will be used by the SecDef in appearances before congressional committees.

10001. SPECIFIC STAFF ACTION

1. The FDMC will:

a. Verify and implement congressional actions on appropriation and authorization acts and related congressional reports sent to HQMC by the NavCompt.

b. Maintain liaison with the Director of Budget and Reports, Navcompt, on appropriation acts and related congressional reports.

c. Obtain concurrence/nonconcurrence from the staff agencies on the items sent to the HQMC by the NavCompt.

d. Advise the NavCompt of Marine Corps positions on the items.

e. Assign action for preparation of action statements to the staff agencies upon receipt of requirement from the NavCompt.

f. Assign due dates for completion of action statements.

g. Maintain records of all actions and action officers.

h. Maintain copies of responses.

i. Send a copy of the completed action statement to the DirInt Security Officer (CMC INCP) for final security review.

10-3

j. Prepare a forwarding letter to NavCompt, with action statements, for signature by the FDMC.

k. Send copies of responses to the DC/S PP&O, LegisAsst, DC/S R&P, applicable appropriation sponsors, and DC/S Avn on all matters of Marine Corps aviation interest.

2. The LegisAsst for CMC/DirPA will:

a. Maintain liaison with the Chief of Legislative Affairs, Navy, on authorization acts and related congressional reports.

b. Assist the FDMC in reviewing such acts and reports to identify and extract information relating to the Marine Corps.

c. Coordinate actions with and provide copies of correspondence on authorization acts and related congressional reports to the FDMC.

3. Designated agencies will:

a. Review items furnished by the FDMC and concur/nonconcur with those items recommended for action by their staff agency.

b. Provide the FDMC the name and telephone number of the designated action officer.

c. Prepare action statements per the instructions and format in paragraph 10001.4.

d. Send the completed action statements and a proposed DoD position, if appropriate, to the FDMC.

4. Action Statements

a. Action statements about items assigned shall include a listing of references to the applicable congressional reports and a narrative summary of the "Recommendation of Action Indicated by Congressional Committees." The title shall be selected as descriptive of the subject matter. The item number shall be left blank on military department/defense agency submissions to the OASD(C).

b. Statements of action taken, action proposed to be taken, or proposed position shall be prepared in the same type language used for preparing witness statements; i.e., succinct and directly responsive to the point at issue and suitable for use by the Secretary and Deputy SecDef, the secretaries of the military departments, and by other officials in appearances before congressional committees.

c. Directives, regulations, or other official publications and studies which pertain to the action shall be referred to or quoted in the action statement, as appropriate. Copies of such referenced items shall be attached.

d. Statements shall be single spaced and prepared on 8 1/2-by 11-inch paper with 1-inch top and left margins and 1/2-inch bottom and right-hand margins. Date of the preparation and originator shall appear in the lower right-hand corner of each statement. Classified portions of text shall be bracketed to permit publication of an unclassified version.

e. An original and two copies on bond paper of each action statement and enclosures shall be sent to the FDMC via the authorization/appropriation sponsor.

10-4

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS AND SPECIAL ACTIVITIES

CHAPTER 11

FIVE YEAR DEFENSE PROGRAM (FYDP)

	<u>PARAGRAPH</u>	<u>PAGE</u>
THE FYDP.	11000	11-3
BACKGROUND.	11001	11-3

SPECIFIC STAFF ACTION 11002 11-3

11-1

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
AND SPECIAL ACTIVITIES

CHAPTER 11

FIVE-YEAR DEFENSE PROGRAM (FYDP)

11000. THE FYDP. The FYDP is the official program which summarizes the SecDef's approved plans and programs for DoD.

11001. BACKGROUND. There are, normally, three annual updates of the Navy Headquarters Program System to record changes to the FYDP. These updates occur in April (to record POM-developed changes), October (OSD budget submission), and January (Presidential budget submission). Other out-of-sequence updates may be required for special purposes, such as major program realignments.

11002. SPECIFIC STAFF ACTION

1. The FDMC will:

- a. Determine, through direct liaison with the NavCompt (NAFC-3), the details for sending the data required for updating the FYDP.
- b. Provide detailed instructions to the staff agencies for sending their portion of the required data. Official tasking is signed by the FDMC or the Deputy FDMC only.
- c. Combine all cost and manpower data received from appropriation sponsors to update the FYDP.
- d. Prepare, in coordination with the AC/ C4I2, required update media to send to the DON.
- e. Ensure, in coordination with the AC/ C4I2, the Marine Corps FYDP data base updates.
- f. Distribute Program Elements Summary Data Sheets (PESDS) to cognizant agencies for management purposes and use as baseline for subsequent updates.

g. Furnish average officer/enlisted pay rates to the DC/S R&P.

h. Advise the DC/S R&P as to whether or not the appropriations control amounts and strength figures are per the POM controls.

i. Obtain the DC/S R&P approval before forwarding the FYDP POM-related updated to CNO (OP82).

2. The DC/S M&RA (MP) will:

a. Send a copy of the average officer/enlisted pay rates to the Director, DONPIC (PIC-2G).

b. Furnish to FDMC (FDB) the Marine Corps forces data.

c. Provide FDMC (FDB) the Military and Civilian Personnel Manpower Plan expressed in end strengths and workyears, by unit program element number (PEN).

3. The DC/S I&L will furnish the FDMC (FDB) the following:

a. The O&MMC data expressed in dollars, by PEN, and displayed in the FYDP format.

11-3

b. The MCIF data expressed in dollars, by PEN, and displayed in the FYDP format.

4. The CG MCRDAC will furnish the FDMC (FDB) the following:

a. The PMC data expressed in quantity and dollars, by PEN, and displayed in FYDP format.

b. Send data required to update the FYDP Procurement Annex for the POM developed changes usually submitted in April directly to DC/S R&P. Upon review and approval, the DC/S R&P will submit the Procurement Annex to CNO (OP802). For the October and January the Procurement Annex should be submitted directly to CNO (OP802).

5. The M&RA (RES) will furnish the FDMC (FDB) the following:

a. The O&MMCR data expressed in dollars, by PEN, and displayed in the FYDP format.

b. The RPMC data expressed in manpower and dollars, by PEN, and displayed in the FYDP format.

6. The AC/S C4I2 will assist the FDMC by:

- a. Producing ADP punchcards or magnetic tape and hardcopy printout for submission to the NavCompt (NAFC-3) for use in updating the DON FYDP.
- b. Updating the Marine Corps FYDP data base.
- c. Producing the Marine Corps PESDS.

11-4

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
AND SPECIAL ACTIVITIES

APPENDIX A

GLOSSARY

Listed below are terms, the use of which are continually recurring whenever functions on the budget process are being performed or discussed. With the exception of the terms used only in the staff functioning of HQMC, the definitions are extracted from documents published by the OMB and the DON. In addition, the definitions, in certain cases, have been enlarged upon to explain the applicability with HQMC.

Allocation. An allocation of funds by budget activity is an authorization to create obligations and incur expenditures against appropriations for authorized purposes. Within HQMC, the FDMC issues allocations for all appropriations to subhead administrators following the CMC's financial plans.

Allotment. The authority, expressed in terms of a specific amount of funds, granted to a commander by the CMC to obligate and expend funds for a particular purpose. Obligation and expenditure of the funds may not exceed the amount specified in the allotment, and the purpose for which the authorization is made must be adhered to. Within HQMC, all allotments are issued by subhead administrators.

Appropriation Act. An Act of Congress authorizing Federal agencies to incur obligations to a specified amount of funds used for designated purposes, and payments be made out of the Treasury of the United States.

Appropriation Sponsor. The staff officer having primary cognizance over the appropriation and coordinating the staff action necessary in the budget formulation and execution of

that specific appropriation. For specific duties, refer to paragraph 3000.7.

Apportionment. A determination by the Director, OMB as to the amount of obligations which may be incurred during a specified period under an appropriation, contract authorizations, other statutory authorizations, or combination of all, pursuant to 31 U.S.C. 1512.

Blue Dollars. Dollars appropriated to the Navy used to support specific Marine Corps programs; e.g., aircraft procurement, flight hours, RDT&E, etc.

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

Budget Activity. Categories within most accounts (appropriations) that identify the purposes, projects, or types of activities financed.

Budget Authority (BA). Authority provided by law from Congress that allows Federal agencies to incur obligations to spend or lend money. The basic form of BA is appropriations and may be classified by the period of availability (i.e., 1 year, multiyear). Most BA is enacted each year. Some BA becomes available automatically under permanent laws; e.g., authority to pay interest on the public debt.

Budgeting. The process of translating approved resource requirements into time-phased financial requirements.

Budget Year. The year following the current fiscal year for which the budget estimate is prepared. For example, if the current fiscal year is 1987 the budget year would be fiscal year 1988.

Commitment. A firm administrative reservation of funds based upon firm procurement directives, orders, requisitions, or requests which authorizes the recipient to create obligations without further recourse to the official who made the commitment available.

A-1

Cost Growth. A term related to the net change of an estimated or actual amount over a base figure previously established.

Economic Analysis. A systematic approach to a given problem designated to assist the manager in solving a problem of choice.

Expenditure. An amount of money actually paid from an appropriation. (Example: Checks drawn or cash expended in payment of bills; transfers from one appropriation to another as a result of obligations.) The term "expenditures" has the same definition as "outlays."

Fiscal Year. Accounting period beginning 1 October and ending 30 September of the following year. The fiscal year is designated by the calendar year in which it ends.

Five Year Defense Program (FYDP). The official fiscal resource program approved by the SecDef. The FYDP is the DoD current baseline program covering the budget year and the 4 succeeding years. This document outlines the forces and funding levels to be used in the development of future programs and budgets. The programs in the years beyond the budget year are approved for planning purposes only and do not represent budget estimates for the future.

Fund Administrator. One who is assigned overall supervision of a particular segment of cost for the purpose of developing programs and budgets.

Green Dollars. Dollars appropriated to the Marine Corps to support programs budgeted under the various Marine Corps appropriations; i.e., MPMC, RPMC, OMMC, OMMCR, and PMC.

Markup. A term used to denote changes in budget estimates recommended or made by a reviewing agency. The markup may reflect increases or decreases in the various parts of the budget submission. Both the DON and the OSD conduct "markups" of the Marine Corps budget estimates. Also, Congress conducts a "markup" of the President's budget.

Multiyear Account. An appropriation which is available for incurring obligations for more than 1 year. (Example: PMC - 3 years; RDT&E - 2 years.)

New Obligational Authority (NOA). The sum of budget authority provided for a given fiscal year. During the current fiscal year, NOA for an individual appropriation will change by the amount of approved transfers to or from appropriations during the same fiscal year.

Obligation. Is when an order is placed, a contract is awarded, a service is received, and orders issued directing travel, and similar transactions are entered into during a given period requiring future payment of money in an agreed amount. Refer to the NavCompt Manual paragraphs 022071-3 to 022072, for a technical definition of this term; the significance of which is considered to be extremely important to personnel administering appropriated funds.

One-Year Account. An appropriation which is available for

incurring obligations only during a specified fiscal year. (Examples: MPMC, RPMC, and O&MMC.) Often referred to as annual appropriations.

Open Allotment. An allotment administered by the HQMC. Those commanders authorized to do so by the CMC, charge the allotment for goods and services within the limits specified by the CMC. While commanders are held responsible through the military chain of command for their use of these funds, they are not personally liable for overobligation in the sense of Section 1517, Revised Statutes.

A-2

Outlays. Checks issued or other payments made, net of reimbursements. (Also, see "Expenditure.")

Overobligation. Any action which results in raising the total of obligations so that it exceeds the amount of authorized funds. Prohibited by law and regulation under penalty of punitive action.

Planning Estimate Letter. An administrative means of subdividing an allotment. The grantor retains accounting and legal responsibility under the provisions of Section 1517, Revised Statutes.

President's Budget. The document sent to Congress by the President in January of each year per the Budget and Accounting Act of 1921, as amended, estimating Government receipts and outlays for the ensuing fiscal year and recommending appropriations in detail.

Program Coordinators. Program coordinators are those action officers assigned by the individual staff agencies to assist in coordinating the programming cycle of the Marine Corps. They participate in the formulation of program objectives, and to a lesser extent, in the formulation of the budget. In many instances, a program coordinator will also act as a program sponsor action officer.

Project Sponsors. Project sponsors are those staff officers assigned by the CMC to assist in economically achieving program objectives of the Marine Corps by effective management of the assigned budget project. They participate in both formulation and execution of the budget by recommending amounts and employment of funds for the projects they sponsor. In addition, they participate in all phases of the budget review process to include testifying at each echelon, when required.

Reclama. A request by the CMC for reconsideration of the

action taken by any reviewing echelon on the Marine Corps budget estimates. The term "appeal" will be use for all congressional markups.

Reprogramming. The transfer of funds between programs of an appropriation or between programs of different appropriations; a shifting of funds from the original purpose for which they were justified to Congress.

Revolving Fund. A fund established to finance a cycle of operations to which reimbursements and collections are returned for re-use in such a manner as to maintain the continuity of the fund. (Examples: Stock Fund and Industrial Fund.)

Suballotment. An authorization to use funds from an allotment issued by the CMC. The authorization is granted by the commander who receives the primary allotment from the CMC. The recipient of the suballotment accounts for its funds to the holder of the primary allotment. When the CMC authorizes a suballotment to be accounted for with a specific three-digit number to identify it and this number is different from the one used to identify the primary allotment, the commander who receives the suballotment is accountable directly to the commander holding the primary allotment from which the CMC authorized the suballotment to be made.

Supplemental Appropriation. An act appropriations funds besides those in an annual appropriations act. Supplemental appropriations provide more budget authority beyond the original estimates for programs or activities (including new programs authorized after the date of the original appropriations act). Supplementals are appropriate in cases where the need for funds is too urgent to be postponed until enactment of the next appropriation bill. Normally, a "pay supplemental" exists each fiscal year; sometimes a "program supplemental" request.

Telecommunications and Command, Control Program. A subsystem of the DoD FYDP designed to provide visibility of telecommunications resources.

A-3

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
AND SPECIAL ACTIVITIES

APPENDIX B

APPROPRIATIONS ALLOCATED TO THE MARINE CORPS

This appendix is a schedule of assigned staff agencies' and command element's functions and responsibilities relating to the budget process for those subdivisions of appropriations of other agencies.

Appropriation Title	Program Sponsor	Requests Funds	Receives Allocation/ Allotment from Parent Staff Agency
Claims, Defense	FDMC w/DC/S M&RA (MM)	FDMC	FDMC
Retired Pay, Defense	DC/S M&RA (MM) FDMC w/DC/S M&RA (MP)	FDMC	FDMC
Research, Development, Test and Evaluation, Navy	CG MCRDAC	FDMC	FDMC
Representation Funds (O&M, N)	CMC	CMC	CMC
Family Housing Management Account, Navy/Marine Corps	DC/S I&L	FDMC	FDMC
Debt Payments	FDMC	FDMC	FDMC
Wildlife Conservation, Navy	DC/S I&L	FDMC	FDMC

NONALLOCATED SUPPORT OF THE MARINE CORPS

Appropriation Title	Monitor
Military Personnel, Navy	DC/S M&RA (MP)
Reserve Personnel, Navy	DC/S M&RA (RES)
Operation and Maintenance, Navy	DC/S Avn
Operation and Maintenance, Navy Reserve	DC/S M&RA (RES)
Aircraft Procurement, Navy	DC/S Avn
Weapons Procurement, Navy	DC/S Avn
Other Procurement, Navy	DC/S Avn

Research, Development, Test and Evaluation, Navy	CG MCRDAC
Military Construction, Navy	DC/S I&L
Military Construction, Navy Reserve	DC/S I&L
Family Housing, Navy (Construction)	DC/S I&L
Nat'l Foreign Intelligence Program (NFIP)	AC/S C4I2

B-1

Appropriation Title	Monitor
Marine Corps Interest	
Shipbuilding & Conversion, Navy	DC/S PP&O
Defense Acquisition Program	CG MCRD&AC
Management Systems	AC/S C4I2

B-2

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS AND SPECIAL ACTIVITIES

APPENDIX 3
SCHEDULE OF ACTIVITIES RESPONSIBILITIES - MARINE CORPS APPROPRIATIONS
MILITARY PERSONNEL, MARINE CORPS
117-11051

Appropriation Source - DC/S MARS

Budget Activity	Project and Sub- Project	Sub- Head	Project	Title	Fund Activity- IS/VS/CS	Program Source
1		2701	11	<u>Pay and Allowances of Officers</u>	EDMC	DC/S MARS (K2) w/EDMC
2		2702	12	<u>Pay and Allowances of Enlisted Personnel</u>	EDMC	DC/S MARS (K2) w/EDMC
4		2704		<u>Subsistence of Enlisted Personnel</u>	EDMC	
	4a	2740	32	Basic Allowance for Subsistence	EDMC	DC/S MARS (K2)
	4b	2741	31	Subsistence in Kind	DC/S LSC	
5		2705		<u>Excess Charge of Official Travel</u>	EDMC	DC/S MARS (K4)
	5a	2750	41	Accommodation Travel		DC/S MARS (K4)
	5b	2751	42	Training Travel		DC/S MARS (K4)
	5c	2752	43	Operational Travel Between Duty Stations		DC/S MARS (K4)
	5d	2753	44	Rotational Travel to and from Overseas		DC/S MARS (K4)
	5e	2754	45	Separation Travel		DC/S MARS (K4)
	5f	2755	46	Unit Moves		DC/S MARS (K4)
6		2706		<u>Other Military Personnel Costs</u>	EDMC	
	6a	2761	51	Apprehension of Military Deserters, Absentees, and Escaped Military Prisoners	EDMC w/DC/S MARS (K2)	
	6b	2761	52	Interest on Unclaimed Services Savings Deposits	EDMC w/DC/S MARS (K4)	
	6c	2762	53	Payments of Death Gratuities	EDMC w/DC/S MARS (K2)	
	6d	2763	54	Serviceman's Group Life Insurance	EDMC	

APPROPRIATIONS

RESERVE PERSONNEL, MARINE CORPS

(17-110E)

Appropriation Sponsor = DC/S MGRA

<u>Budget Activity</u>	<u>Project and Sub-project</u>	<u>Sub-head Project</u>	<u>Title</u>	<u>Fund Administrator</u>	<u>Program Sponsor</u>
1		2731	<u>Unit and Individual Training</u>		
	1A	11/44	Training - Pay Group A	DC/S MGRA (RES)	DC/S MGRA (RES)
	1B	12	Training - Pay Group B	DC/S MGRA (RES)	DC/S MGRA (RES)
	1D	13	Training - Pay Group D	DC/S MGRA (RES)	DC/S MGRA (RES)
	1P	14	Training - Pay Group P	DC/S MGRA (RES)	DC/S MGRA (RES)
	1F	15	Training - Pay Group F	DC/S MGRA (RES)	DC/S MGRA (RES)
	1C	43	Training - Pay Group C	DC/S MGRA (RES)	DC/S MGRA (RES)
2		2732	<u>Other Training and Support</u>		
	2F	16-20	School Training	DC/S MGRA (RES)	DC/S MGRA (RES)
	2S	21-30	Special Training	DC/S MGRA (RES)	DC/S MGRA (RES)
	2T	31,34-41	Administration and Support	DC/S MGRA (RES)	DC/S MGRA (RES)
	2C	32	Platoon Leaders Class or Reserve Officer Candidates	DC/S MGRA (MR)	DC/S MGRA (MR)
	2D	33	Junior ROTC	DC/S MGRA (RES)	DC/S MGRA (RES)
	2E	42	Mobilization Training	DC/S MGRA (RES)	DC/S MGRA (RES)
	2G	45	G.I. Bill/Education Assistance	DC/S MGRA (RES)	DC/S MGRA (RES)

APPROPRIATIONS - - CONTINUED

(17-1-25)

[illegible]

APPROPRIATIONS--CONTINUED

<u>Budget Activity</u>	<u>Subhead</u>	<u>Program Element</u> <u>Program Element</u> <u>Unit</u>	<u>Decision Unit</u> <u>Spenser</u>	<u>And</u> <u>Administration</u>	<u>Program</u> <u>Spenser</u>
		Training Support	03 F0000		
		Training Support to United		00/3 I&I	00 M0000
		Automated Data Processing			00/3 I&I
		Foreign Schools		00 M0000	00 M0000
		Drug and Alcohol		00 M0000	00 M0000
		Audiovisual		00 M0000	00 M0000
		Marine Corps Institute		00 M0000	00 M0000
		Factory Training		00 M0000	00 M0000
		Civilian Long-Term Training		00/3 K&A	00/3 K&A
		Recruiting and Advertising			
		Recruiting	00/3 M&A	00/3 K&A	00/3 M&A
		Advertising	00/3 M&A	00/3 K&A	00/3 M&A
		Other Personnel Support			
		Off-Duty Education	00/3 M&A	00/3 K&A	00/3 K&A
		MOBILITY	00 M0000	00 M0000	00 M0000
		Other Activities	00/3 I&I		
		Prisoner Support		00/3 K&A	00/3 K&A
		Marine Band		00/3 K&A	00/3 K&A
		VRAP		00/3 K&A	00/3 K&A
		Base Operations - Training			
		and Education - C&I			
		Administration	00/3 I&I	00/3 I&I	00/3 I&I
		Automated Data Processing	00/3 I&I	00/3 I&I	00/3 I&I
		Detail Supply Operation	00/3 I&I	00/3 I&I	00/3 I&I
		Maintenance of Detailed	00/3 I&I	00/3 I&I	00/3 I&I
		Personnel			
		Other Base Services	00/3 I&I	00/3 I&I	00/3 I&I
		Maintenance of Real	00/3 I&I	00/3 I&I	00/3 I&I
		Property			
		Food Distribution	00/3 I&I	00/3 I&I	00/3 I&I
		Utility Operations	00/3 I&I	00/3 I&I	00/3 I&I
		Other Engineering Support	00/3 I&I	00/3 I&I	00/3 I&I
		Other Personnel Support	00/3 I&I	00/3 I&I	00/3 I&I
		Kitchen, Uniform, and	00/3 M&A	00/3 K&A	00/3 M&A
		Recreation (VRP)			
		Scholar Housing Operation	00/3 I&I	00/3 I&I	00/3 I&I
		and Accommodations			
		Base Communications -	00/3 I&I	00/3 I&I	00/3 I&I
		Training and Education			
		- C&I			
3	2790	Administration - C&I	00/3 I&I	00/3 I&I	00/3 I&I
		Departmental	00/3 I&I	00/3 I&I	00/3 I&I
		Administrative Departmental	00/3 I&I	00/3 I&I	00/3 I&I
		Headquarters	00/3 I&I	00/3 I&I	00/3 I&I
		Headquarters Public Affairs	00/3 I&I	00/3 I&I	00/3 I&I
		Automated Data Processing	00/3 I&I	00/3 I&I	00/3 I&I
		Base Management Activities	00/3 I&I	00/3 I&I	00/3 I&I
		Audiovisual	00/3 I&I	00/3 I&I	00/3 I&I

APPROPRIATIONS--CONTINUED

Budget Activity	Subhead	Program Packages Programs/Decision Units	Decision Unit Signature	Fund Administrator	Program Sponsor
		Other	DC/S I&L		
		MCFASA		DC/HQSDP	DC/HQSDP
		Public Affairs		DC/HQSDP	DC/HQSDP
		MC Finance Center		DC/S I&L	PDWC(PDP)
		Automated Data Processing			AC/S C412
		McLewie OFEARS		PDWC	PDWC
		DMX Presidential Helicopter Support		DC/S I&L	DC/S I&L
		Historical Division		PDWC	DC/MCHM
		Miscellaneous			
		Individual Expenses		DC/S M&RA	DC/S M&RA
		Postage		DC/S M&RA	DC/S M&RA
		Commercial Activities		DC/S M&RA	DC/S I&L
		Audiovisual		CS MCDEC	CS MCDEC
		Employee Compensation		PDWC	PDWC
		Base Operations -			
		Administration - O&S	DC/S I&L	IS/S I&L	DC/S I&L
		Administration	DC/S I&L	IS/S I&L	DC/S I&L
		Retail Supply Operations	DC/S I&L	IS/S I&L	DC/S I&L
		Other Base Services	DC/S I&L	IS/S I&L	DC/S I&L
		Maintenance of In-	DC/S I&L	IS/S I&L	DC/S I&L
		stallation Equipment	DC/S I&L	IS/S I&L	DC/S I&L
		Maintenance of Real	DC/S I&L	IS/S I&L	DC/S I&L
		Property	DC/S I&L	IS/S I&L	DC/S I&L
		Minor Construction	DC/S I&L	IS/S I&L	DC/S I&L
		Utility Operations	DC/S I&L	IS/S I&L	DC/S I&L
		Other Engineering Support	DC/S I&L	IS/S I&L	DC/S I&L
		Other Personnel Support	DC/S I&L	IS/S I&L	DC/S I&L
		Medical, Welfare, and	DC/S M&RA	IS/S M&RA	DC/S M&RA
		Recreation (M&R)	DC/S I&L	IS/S I&L	DC/S I&L
		Senior Housing Opera-	DC/S I&L	IS/S I&L	DC/S I&L
		tion and Purchasing			
		Base Communications -			
		Administration - O&S	AC/S C412	DC/S I&L	AC/S C412

APPROPRIATIONS--CONTINUED

C-6<
Ch 1

OPERATION AND MAINTENANCE, MARINE CORPS RESERVE

(17-1107)

Appropriation Sponsor - DC/S M&RA

<u>Budget</u> <u>Activity</u>	<u>Subhead</u>	<u>Program Package</u> <u>Program/Decision</u> <u>Unit</u>	<u>Decision</u> <u>Unit</u> <u>Sponsor</u>	<u>Fund</u> <u>Administrator</u>	<u>Program</u> <u>Sponsor</u>
1	2710	Marine Corps Reserve Operations Mission Forces - 063	DC/S M&RA (RES)	DC/S M&RA (RES)	DC/S M&RA (RES)
		Automated Data Processing			AC/S C4I2
2	2720	Depot Maintenance	DC/S M&RA (RES)	DC/S M&RA (RES)	DC/S I&L
3	2730	Other Support	DC/S M&RA (RES)	DC/S M&RA (RES)	
		Base Operations		DC/S M&RA (RES)	DC/S M&RA (RES)
		Other Activities		DC/S M&RA (RES)	DC/S M&RA (RES)

APPROPRIATIONS--CONTINUED

C-7

PROCUREMENT, MARINE CORPS

(17-1169)

Appropriation Sponsor - CG MCRDAC

<u>Budget Activity</u>	<u>Subhead 1/</u>	<u>Program</u>	<u>Title</u>	<u>Fund Admin-Subsector</u>	<u>Program Sponsor</u>
1	1---	0	<u>Ammunition</u> Ammunition	CG MCRDAC	CG MCRDAC
2	2---		<u>Weapons and Combat Vehicles</u>	CG MCRDAC	CG MCRDAC
		1	Tracked Combat Vehicles		
		2	Weapons		
3	3---	0	<u>Guided Missiles</u> Guided Missiles	CG MCRDAC	CG MCRDAC
4	4---		<u>Communications & Electronics</u>	CG MCRDAC	CG MCRDAC
		1	Telecommunications		AC/S C412
		2	Non telecommunications		AC/S C412
5	5---		<u>Support Vehicles</u>	DC/S I&L	DC/S I&L
	5001		Commercial Pass. Vehicles		
	5002		Commercial Cargo Vehicles		
	5---		All Other Line Items	CG MCRDAC	CG MCRDAC AC/S C472
6	6---		<u>Engineer and Other Equipment</u>		
	6001		Command Support Equipment	DC/S I&L	DC/S I&L
	6003		Intrusion Detection System	DC/S PPSD	DC/S PPSD
	6004		Garrison Mobile	DC/S I&L	DC/S I&L
			Engineering Equipment		
	6005		Telephone System	AC/S C412	AC/S C412
	6342		Automatic Material	DC/S I&L	DC/S I&L
			Handling Equipment		
	6720		BM&C Items	Dir HQ&Spt	Dir HQ&Spt
	6726		Material Handling Equipment	DC/S I&L	DC/S I&L
	6---		All Other Line Items	CG MCRDAC	CG MCRDAC
7	7---	0	<u>Spares and Repair Parts</u> Spares and Repair Parts	CG MCRDAC	CG MCRDAC

APPROPRIATIONS--CONTINUED

1/ The three digits identify a procurement line within a given fiscal year.

APPENDIX D

SUMMARY SCHEDULE OF REQUIREMENTS AND BACKUP MATERIAL REQUIREMENTS

MILITARY PERSONNEL, MARINE CORPS

Title	Exhibit No.	Responsible Agency	Rev- Script	DDO/ONE	Category
Summary of Requirements by Budget	PR-20A				
Program	Part 1	PDB	Y	Y	Y
Summary of Military Personnel Strength	PR-30B	MDA	Y	Y	Y
And Strength by Grade	PR-30C	MPV	Y	Y	Y
Average Strength by Grade	PR-30D	MPV	Y	Y	Y
Active Duty Strength by Month	PR-30E	MPV	Y	Y	Y
Gain and Losses by Source and Type	PR-30F	MPV	Y	Y	Y
Summary of Entitlements by Subactivity	PR-30G	MPV	Y	Y	Y
Analysis of Appropriation Changes and					
Supplemental (Annual) Requirements	PR-30H	EDB	Y	Y	Y
Schedule of Increases and Decreases	PR-30I	EDB	Y	Y	Y
Schedule of Increases and Decreases/Day					
and Allowances	PR-30J	EDB	Y	Y	Y
Schedule of Military Assigned Outside					
and	PR-30K	MPV	Y	Y	Y
Reimbursable Programs	PR-30L	EDB	Y	Y	Y
Unfunded Programs	PR-30M	MPV	Y	Y	Y
Reconciliation of Fund Changes with					
Previous Year	PR-31	EDB	Y	Y	Y
Dependent Housing and SHQ Estimates	PR-32	EDB/MPV	Y	Y	Y
Military Personnel by Region and Country	PR-33	MPV	Y	Y	Y
Summary of Current Data	PR-34	EDB/MPV	Y	Y	Y
Functional Transfer between Appropriations	PR-35	EDB	Y	Y	Y
Active Duty Military Personnel Stationed					
Abroad by Regional Area	PR-36	MPV	Y	Y	Y
Correct Class of Travel Exhibit	PR-37	EDB	Y	Y	Y
Active Personnel and Recommendations	PR-38	EDB/MPV	Y	Y	Y
Collection Planning Plan (for CY by sub-					
activity except PDB - in total of					
month)					
MPERS-1	EDB	Y	Y	Y	Y
MPERS-2	EDB	Y	Y	Y	Y
MPERS-3	EDB	Y	Y	Y	Y
MPERS-4	EDB	Y	Y	Y	Y
MPERS-5	EDB	Y	Y	Y	Y
MPERS-6	EDB	Y	Y	Y	Y
MPERS-7	EDB	Y	Y	Y	Y
MPERS-8	EDB	Y	Y	Y	Y
MPERS-9	EDB	Y	Y	Y	Y
MPERS-10	EDB	Y	Y	Y	Y
MPERS-11	EDB	Y	Y	Y	Y
MPERS-12	EDB	Y	Y	Y	Y
MPERS-13	EDB	Y	Y	Y	Y
MPERS-14	EDB	Y	Y	Y	Y
MPERS-15	EDB	Y	Y	Y	Y
MPERS-16	EDB	Y	Y	Y	Y
MPERS-17	EDB	Y	Y	Y	Y
MPERS-18	EDB	Y	Y	Y	Y
MPERS-19	EDB	Y	Y	Y	Y
MPERS-20	EDB	Y	Y	Y	Y
MPERS-21	EDB	Y	Y	Y	Y
MPERS-22	EDB	Y	Y	Y	Y

Y - Yes
N - No

Title	Exhibit No.	Responsible Agency	Nav Compt.	OSD/OMB	Congr.
Legislative Affairs	FB-44	VPP	Y	Y	Y
Military Bands	FB-31M	MPP	Y	Y	Y
Military Pay Raise	FB-37B	MPP	N	Y	Y
Drug and Alcohol Abuse Programs	DA-142	MPP	N	Y	Y
Physical Security Activities	PSA-1	POS	Y	Y	Y
Reconciliation of Increases/Decreases in E/S in NATO Countries European	OP-33	MPP	N	Y	Y
Military Personnel Assigned to Ships and Aircraft Squadrons	OP-44	MPP	Y	Y	Y
Summary Retired Military Personnel Strength and Obligation by Category	RP-1	FDB	N	Y	N

CONTINUED

D-2

RESERVE PERSONNEL, MARINE CORPS

Title	Exhibit No.	Responsible Agency	Nav- Compt.	OSD/OMB	Congr.
Summary of Requirements by Budget Program	FB-30A Part 2	FDB	Y	Y	Y
Summary of Personnel in Paid Status	FB-30B	RESB	Y	Y	Y
Reserve Component Personnel on Tours of Active Duty (Strength by Grade)	FB-30M	RESB	Y	Y	Y
Strength Plan	FB-30I	RESB	Y	Y	Y
Summary of Assignments by Activity and Subsidiary (Reserve)	FB-30C	FDB	Y	Y	Y
Analysis of Appropriation Changes and Supplemental Requirements (Reserve)	FB-30H	FDB	Y	Y	Y
Summary of Basic Pay and Retired Pay Annual Costs	FB-30L	FDB	Y	Y	Y
Summary of Basic Allowance or Quarters (BAQ) and Variable Housing Allowance (VEA)	FB-30M	FDB	Y	Y	Y
Summary of Travel Costs	FB-30K	FDB	Y	Y	Y
Schedule of Increases and Decreases	FB-30D	FDB	Y	Y	Y
Schedule of Increases and Decreases/Pay and Allowances	FB-30E	FDB	Y	Y	Y
Reserve Officer Candidates (ROTC) Data Inert	FB-30S	RESB	Y	Y	Y
Reserve Officer Candidates (ROTC) Program	FB-30T	RESB	Y	Y	Y
Reserve Officer Candidates	FB-30U	RESB	Y	Y	Y
Related Duties	FB-30V	RESB	Y	Y	Y
Initial Active Duty for Training Program	MFR-1	RESB	Y	Y	Y
Additional Training/Assignments	MFR-2	RESB	Y	Y	Y
Reconciliation of Fund Changes with Prior Year	MFR-3a	FDB	Y	Y	Y
Reconciliation of Fund Changes with Previous Year Subactivities	MFR-3b	FDB	Y	Y	Y
Object Class 2 Travel Exhibit	EC-1	POV	Y	Y	Y
Audit Findings and Recommendations	EC-2	RESB/FDB	Y	Y	Y
Obligation Planning Plan by Pay Group (D.A. 1) and Category (D.A. 2) (Current Year)	MPERS-1a	SWRA/FDB	Y	Y	Y
Identification of Pay Raise Costs (Reserve)	MPERS-2	FDB	Y	Y	Y
ADDITIONAL	MPERS-3	FDB	Y	Y	Y
Drills	MPERS-4	FDB	Y	Y	Y
Program and Financing Schedule	PS-2	FDB	Y	Y	Y
Analysis of Pay Increase Costs	FB-5	FDB	Y	Y	Y

Y - Yes
N - No

CONTINUED

D-3

OPERATION AND MAINTENANCE, MARINE CORPS AND OPERATION AND MAINTENANCE,
MARINE CORPS RESERVE

Title	Exhibit No.	Responsible Agency	NAV- COMPI	O&M/CMB	Compt.
Federal Civil Rights	—	DC/S M&RA	Y	Y	N
Report: CES for Info Tech Sys	Exp 43A	AC/S C4I2	Y	Y	Y
Major Info Tech App Plans	Exp 43B	AC/S C4I2	Y	Y	Y
Narrative Statement	Exp 43C	AC/S C4I2	Y	Y	Y
ANF Reg'm/Coord'nate Qry (ARC)	Exp 43E	AC/S C4I2	Y	Y	Y
Central Design Activities	Exp 43E	AC/S C4I2	Y	Y	Y
Eng and Alaskan Programs	DA-1&2	DC/S M&RA	Y	N	N
Travel	NO-1	DC/S I&I	Y	Y	N
Audit Findings	NO-3	FINC	Y	Y	N
Functional Plans Between Appn	NO-4	FINC	Y	Y	N
Contract Obligation Planning	ON-1	FINC	Y	Y	N
Overhead/Expense Items	ON-6	DC/S I&I	Y	N	N
INSC Reorganization Programs	ON-9	DC/S I&I	Y	Y	Y
Individual Training	OF-14	OS MCCO	Y	Y	Y
Performance Program by Source	OF-37	FINC	Y	Y	Y
POD Concept and Tests	OF-26	DC/S I&I	Y	Y	Y
Real Property Maintenance	OF-27	DC/S I&I	Y	Y	Y
Summary of Major Repair Projects	OF-28	DC/S I&I	N	Y	Y
Depot Maintenance Program	OF-30	DC/S I&I	Y	Y	Y
Summary - Police and Program Grants	OF-32	DC/S I&I	Y	Y	Y
MAIO End-Strength Increases/Decreases	OF-33	DC/S M&RA	Y	Y	N
MAA Appropriated Fund Support	OF-34	DC/S M&RA	Y	Y	Y
MAA Unappropriated Fund Support	OF-34A	DC/S M&RA	Y	Y	N
Modernization Program Summary	OF-45	DC/S I&I	Y	Y	Y
Detail of Activity Group/Summary	OF-5	DC/S I&I	Y	Y	Y
Additional Budget Submissions	PL-10	FINC	N	Y	N
Individual Activities	PE-17	OS MCCO	Y	Y	Y
Foreign Currency	PE-18	DC/S I&I	Y	Y	Y
Public Affairs	PE-20	FINC	Y	Y	Y
Contracted Advisory and Assistance Services	PE-27	DC/S I&I/ OS MCCO	Y	Y	Y
Computation of Pay Plan Increases	PE-29	FINC	Y	Y	N
Summary of Repts by Budget Activity	PE-31A	DC/S I&I	N	N	Y
Maint of Real Property	PE-31I	DC/S I&I	N	N	Y
Military Bands	PE-31V	DC/S M&RA	N	N	Y

Y - Yes
N - No

CONTINUED

D-4<
Ch 1

OPERATION AND MAINTENANCE, MARINE CORPS

File	Exhibit No.	Respon- sible Agency	Exec- Comp	OSD/OMB	Comp.
Auth: Base Operations	SEA-10	DC/S I&L	N	N	Y
Auth: Reserve Forces	SEA-11	DC/S M&RA	N	N	Y
Auth: Communications	SEA-12	DC/S I&L	N	N	Y
Auth: Transportation	SEA-13	DC/S I&L	N	N	Y
Auth: Supply Operations	SEA-14	DC/S I&L	N	N	Y
Auth: Administration	SEA-15	DC/S I&L	N	N	Y
Auth: Recruiting, Advertising	SEA-16	DC/S I&L	N	N	Y
Auth: Other (Gen. Equip. Comp., OPE)	SEA-17	DC/S M&RA	N	N	Y
Auth: Appropriation Highlight	SEA-18	DC/S I&L	N	N	Y
Auth: Key Activity Indicators	SEA-19	PDNC	N	N	Y
Auth: Forces	SEA-20	PDNC	N	N	Y
Auth: Depot Maintenance	SEA-21	DC/S I&L	N	N	Y
Auth: Modernization Program	SEA-22	DC/S I&L	N	N	Y
Auth: Real Prop Maintenance	SEA-23	DC/S I&L	N	N	Y
Auth: Training and Education	SEA-24	DC/S I&L	N	N	Y
Physical Security	SEA-25	DC/S I&L	N	N	Y
SEA-26: Auto (Info Sys Costs)	SEA-26	DC/S I&L	N	N	Y
AFB Detail by Activity Group	SEA-27	DC/S I&L	N	N	Y
Contractor Cost of Wpn Sys	SEA-28	DC/S I&L	N	N	Y
Reimbursable Program by Source	SEA-29	PDNC	N	N	Y
Programs & Funding Source	SEA-30	PDNC	N	N	Y
Collateral Equip	SEA-31	DC/S I&L	N	N	Y
Facility Management Summary	SEA-32	DC/S I&L	N	N	Y
Improving Actions	SEA-33	DC/S I&L	N	N	Y
Auth: Civil Logistics	SEA-34	DC/S I&L	N	N	Y
Auth: Industrial Funds & Stock Fund	SEA-35	DC/S I&L	N	N	Y
Auth: Support	SEA-36	DC/S I&L	N	N	Y
Auth: Gen Overview & Appr Auth	SEA-37	DC/S I&L	N	N	Y
Auth: Gen or Another Transfer & Fund Relinqu	SEA-38	DC/S I&L	N	N	Y
Auth: Pers Data by Wpn Force Brn	SEA-39	DC/S I&L	N	N	Y
Warfare Funding	Exhibit- 1/2	PDNC	N	N	Y

Y - Yes
N - No

CONTINUED

>D-5
Ch 1

PROCUREMENT, WAR/KA COPES

<u>Title</u>	<u>Exhibit No.</u>	<u>Respon- sible Agency</u>	<u>Inv- Supt</u>	<u>DSB/OMB</u>	<u>Cost-</u>
Procurement Program	P-1	CG MCRDAS	Y	Y	Y
Support for Reserve Procurement	P-12	CG MCRDAS	Y	Y	Y
Modification of Weapons/Tracked Vehicles	P-3a/3b	CG MCRDAS	Y	Y	Y
Advance Procurement Analysis	P-7	CG MCRDAS	Y	Y	Y
Missile Cost Analysis	P-12	CG MCRDAS	Y	Y	Y
Analysis of Commercial Motor Vehicles	P-14	CG MCRDAS	Y	Y	Y
Spare Operating Budget	P-15	CG MCRDAS	Y	Y	Y
Initial Spares Requirement	P-18a	CG MCRDAS	Y	Y	Y
Spares Analysis of Peacetime Objectives	P-18b	CG MCRDAS	Y	Y	Y
Spares Inventory Status/Transmittal Sheet	P-18c	CG MCRDAS	Y	Y	Y
Transition from Stratification to Budget	P-18d	CG MCRDAS	Y	Y	Y
Description of Major "B" Items	P-19	CG MCRDAS	Y	Y	Y
Summary Item Readiness Study	P-20a	CG MCRDAS	Y	Y	Y
Production Schedule	P-21	CG MCRDAS	Y	Y	Y
Program Cost Breakdown	P-22	CG MCRDAS	Y	Y	Y
Procurement History and Planning	P-22a	CG MCRDAS	Y	Y	Y
Amendment Cost Analysis	P-24	CG MCRDAS	Y	Y	Y
Budget Item Justification Sheet	P-40	CG MCRDAS	Y	Y	Y
Weapon System Cost Data Sheet	P-42	CG MCRDAS	Y	Y	Y
Congressional Justification Books	-	CG MCRDAS	Y	Y	Y
		EDAC	Y	Y	Y
Congressional Data Sheets	-	CG MCRDAS	Y	Y	Y
ADP Procurement Milestones	MC-36	CG MCRDAS	Y	Y	Y
Current Year Obligation Plan	MC-39	CG MCRDAS	Y	Y	Y
		AD/3 C-12	Y	Y	Y
Plan of Action and Milestones (POAM)	-	CG MCRDAS	Y	Y	Y
Contractor Advisory and Assistance Services	Pb-27	CG MCRDAS	Y	Y	Y
Multiyear Procurement Exhibits	MTF-1/9	CG MCRDAS	Y	Y	Y
Modification of In-Service Equipment Program and Financing Schedule	P-33(Med) Pb-2a	CG MCRDAS	Y	Y	Y
		FINC	Y	Y	Y

Y - Yes
N - No

CONTINUED

DEPARTMENT OF THE NAVY STOCK FUND MARINE CORPS DIVISION

<u>Title</u>	<u>Exhibit No.</u>	<u>Responsible Agency</u>	<u>Nav-Compt</u>	<u>QAD/CXB</u>	<u>Compt.</u>
Analysis of Feasibility Obj	30/872	DC/E I&L	Y	Y	E
Transition from Strat to Bud	30/873	DC/S I&L	Y	Y	Y
Stock Fund Summary	32-1	DC/S I&L	Y	Y	Y
Non Narrative Justification	32-2	DC/S I&L	Y	Y	E
Operating Budget Reqs	32-3	DC/S I&L	Y	Y	Y
Feasibility Inventory Argument	32-3A	DC/S I&L	Y	Y	Y
Operating Reqs by Weapon System	32-3B	DC/S I&L	Y	Y	Y
Mobilization Reqs	32-3C	DC/S I&L	Y	Y	Y
Inventory Status	32-4	DC/S I&L	Y	Y	Y
Customer Pricing	32-5	DC/S I&L	Y	Y	Y
Reimbursement Issues	32-6	DC/S I&L	Y	Y	Y
Fund Balance w/Treasury	32-7	DC/S I&L	Y	Y	Y
Fuel Data	32-8	DC/S I&L	Y	Y	Y
Selected Obligation and Balance Data	32-10	DC/S I&L	Y	Y	Y
Financial Prod Objectives	31-3A	DC/S I&L	Y	Y	Y
Inventory Status and Transactions	31-4A	DC/S I&L	Y	Y	Y
31 DD BUL Statement	31-5	DC/S I&L	Y	Y	Y
Comparison of Sales/OSR	32-5C	DC/S I&L	Y	Y	Y
Control Secondary Item Stat	31-11	DC/S I&L	Y	Y	Y
Secondary Item Stat	31-12	DC/S I&L	Y	Y	Y
OSR Circular A-11	A-11	DC/E I&L	Y	Y	Y

Y - Yes
N - No

CONTINUED

>D-7
Ch 1

VAR(NR SCPEB INDUSTRIAL FUND

<u>Title</u>	<u>Exhibit No.</u>	<u>Responsi- ble Agency</u>	<u>Nav- Compt</u>	<u>OSD/CNE</u>	<u>Compt.</u>
ECIF Budget Narrative	--	EC/S I&L	Y	Y	N
ECIF State of FIC Condition	--	EC/S I&L	Y	Y	N
Summary Sources of Revenue	IP-1	EC/S I&L	Y	Y	N
Real Prop Maint Expenses	IP-10	EC/S I&L	Y	Y	N
Purchase of GAF Assets/Related Outlay	IP-11	EC/S I&L	Y	Y	N
Summary of Prop Rate Charges	IP-12	EC/S I&L	Y	Y	N
Orders Received	IP-13	EC/S I&L	Y	Y	N
Prop Billing Rate Adjustments	IP-13A	EC/S I&L	Y	Y	N
Summary of Revenue	IP-22	EC/S I&L	Y	Y	N
Summary of Price and Prog Changes	IP-4	EC/S I&L	Y	Y	N
Prod O/S and Admin Expense	IP-5	EC/S I&L	Y	Y	N
Source/Application of Funds	IP-8	EC/S I&L	Y	Y	N

Y - Yes
N - No

CONTINUED

D-8

FAMILY HOUSING (OPERATION AND MAINTENANCE)

<u>Title</u>	<u>Exhibit No.</u>	<u>Responsi- ble Agency</u>	<u>Nav- Compt</u>	<u>OSD/CMB</u>	<u>Compt.</u>
FAM R84 Operation and Maintenance	FA-2	EC/S I&L	Y	Y	Y
Family Housing Furnishings	FA-3	EC/S I&L	Y	Y	Y
Summary of Deferred Maintenance	FA-6	EC/S I&L	Y	Y	Y
Travel	EC-1	EC/S I&L	Y	Y	Y
Audit Findings	EC-2	EC/S I&L	Y	Y	Y
POL Consumption and Costs	CP-26	EC/S I&L	Y	Y	Y
Energy Consumption and Costs	CP-28	EC/S I&L	Y	Y	Y
Detail by Activity Group	CP-3	EC/S I&L	Y	Y	Y
Foreign Currency	FB-10	EC/S I&L	Y	Y	Y

Y - Yes
N - No

CONTINUED

D-9

CIVILIAN PERSONNEL

Title	Exhibit No.	Responsibility Agency	Nav-Cont	OSD/OMB	Vergr
Civ App by Acty Group/Type of Rite	CP-1	DC/S M&A	Y	Y	Y
Civilians Outside 50 States	CP-10	DC/S I&L	Y	Y	Y
Mortally Civilian Preparing War	CP-11	DC/S I&L	Y	Y	Y
Ext Costs of Direct Rite Pay Ralies	CP-12	DC/S I&L	Y	Y	Y
Anal of Vers/Gr Nationals	CP-13	DC/S I&L	Y	Y	Y
Pay Costs/Country					
Civilians Supporting Defense Security	CP-14	DC/S I&L	Y	Y	Y
Schedule of Full-Time Positions	CP-15	DC/S M&A	Y	Y	Y
Reimb Civilian Manpower	CP-16	DC/S M&A	Y	Y	Y
Analysis of Civ Pers Costs	CP-17	DC/S I&L	Y	Y	Y
Fund Source/Reim Civ	CP-18	DC/S M&A	Y	Y	Y
Analysis of Chgs in Basic Comp Costs	CP-19	DC/S I&L	Y	Y	Y
Civilian Manpower by Sgd Element	CP-20	DC/S I&L	Y	Y	Y
Agmt 40 ps & Actv	CP-21	DC/S I&L	Y	Y	Y
Civilians by Activity	CP-22	DC/S M&A	Y	Y	Y
Strengths Changed from Free Fed	CP-23	DC/S M&A	Y	Y	Y
Ext Changes from 10 Year	CP-24	DC/S M&A	Y	Y	Y
Civilian Manpower Chgs by PE	CP-25	DC/S M&A	Y	Y	Y
Qualifications for 40 Staff Org	CP-26	DC/S I&L	Y	Y	Y
Civilians in the Wash Metro Area	CP-27	DC/S M&A	Y	Y	Y
Payment to Civilians for 40 Pay Ralies	CP-28	DC/S I&L	Y	Y	Y
Reimbursements for Pay Ralies Costs	CP-29	DC/S I&L	Y	Y	Y
Cost of 40 from by Survey Area	CP-30	DC/S I&L	Y	Y	Y
Annualized Full Year Cost of Civ Pay Inc	CP-31	DC/S I&L	Y	Y	Y
Civilian Manpower Deficiencies	CP-32	DC/S M&A	Y	Y	Y
Direct Rite Personnel Manpower	PE-33	DC/S I&L	Y	Y	Y
Indirect Rite Civilian Manpower	PE-34	DC/S I&L	Y	Y	Y
Direct Rite Civilian Manpower	PE-35	DC/S I&L	Y	Y	Y
Direct Rite Manpower Personnel Comp	PE-36	DC/S I&L	Y	Y	Y
Manpower Chgs in Full Time Equivalent D/S	PE-37	DC/S M&A	Y	Y	Y
Civilian Personnel Budget Cost	PE-38	DC/S I&L	Y	Y	Y
Manpower Tables	PPA-20A	FRAC	Y	Y	Y
Perf Data by Major Force Sgn Systems	IDA-17B	DC/S I&L	Y	Y	Y

Y - Yes
N - No

CONTINUED

D-10<
Ch 1

RETIRED PAY

<u>Title</u>	<u>Exhibit No.</u>	<u>Responsible Agency</u>	<u>Naval Compt</u>	<u>OSD/OMB</u>	<u>Conc.</u>
Summary of Retired Military Personnel Strength and Obligations by Category	RP-1	PCMC	N	Y	N
Comparison of Retired Military Personnel Gains and Losses by Category	RP-2	PCMC	N	Y	N
Retired Military Personnel End Strength and Obligations for the Outyears	RP-3	PCMC	N	Y	N
Retired Military Personnel Electing Retired Servicemen's Family Protection Plan and Amount of Deduction from Retired Pay Group by Category	RP-4a	PCMC	N	Y	N
Retired Military Personnel Electing Survivor Benefit Plan and Amount of Deduction from Retired Pay by Category	RP-4b	PCMC	N	Y	N

Y - Yes
N - No

CONTINUED

CLAIMS MARINE CORPS

<u>Title</u>	<u>Exhibit No. 1/</u>	<u>Responsi- ble Agency</u>	<u>Rev- Compt</u>	<u>SEC/UNE</u>	<u>Congr.</u>
Summary of Obligations by Major Categories	216-1	FDMC	Y	N	N
Analysis of Obligations	216-1	FDMC	Y	N	N
Analysis of Number of Claims Obligated	216-3	FDMC	Y	N	N
Application of Recoveries	216-3	FDMC	Y	N	N

Y - Yes

N - No

1/ Format of exhibit shown on pages listed in NCC P7100.6, Field Budget Guidance Manual.

CONTINUED

D-12

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS AND SPECIAL ACTIVITIES

APPENDIX E

OPERATIONS, MARINE CORPS AND OPERATIONS, MARINE CORPS RESERVE PROGRAM ELEMENT NUMBERS BY PROGRAM BUDGET DECISION/PROGRAM PACKAGE

Operations, Marine Corps

General Purpose Forces

Land Forces - 007

21134M

21137M

21298M

21398M

21498M

21598M
21698M
21898M
24227N
26117M
26120M
26121M
26122M
26124M
26125M
26131M
26140M
26141M
26211M
26312M
26314M
26315M
26480M
26498M
28010M
28034N
28046N
28090M

Naval Forces - 007

24112N
24220N
24221N
24283N
24411N
24455N
24651N
24655N
24698N
24798N
24898N
25096N
26314M
28011M
28015N

Tactical Air Forces - 007

26110M
26111M
26112M

26114M
26118M
26126M
26127M
26134M
26142M
26143M
26497M

Base Communications - Forces - 011

26495M

Base Operations - Forces - 058

26494M
26496M
28090M

Supply and Maintenance Activities - 026

Supply Depot Operations

71111M
71111N

Inventory Control Point

71112M

Transportation of Things

78009M
78010M

Other Logistics Support

71111M
71111N
71112M
71113M

Commissary Stores Operations

72891M

Equipment Maintenance

72007M
72207M

Field Logistics Support

78012M
78013N

Base Operations - Supply and Maintenance Activities - 058

72890M
72894M
72896M

Base Communications - Supply and Maintenance Activities - 011

72895M

Training and Education - 031

Recruit Training

84711M
89790M

E-2

Specialized Skill Training

84731M
84733M
84734M

Professional Development

84751M
84752M

Officer Acquisition

84721N
84722M
84723N
84724M

Flight Training

84742N
84743N
84745N
84746N
84747N

Training Support

84771M
85790M
89731M

Recruiting, Advertising, and Examining - 035

Recruiting

81711M

Advertising

81712M

Examining

81713M

Other Personnel Support - 039

Off-Duty Education

89732M

MCJROTC

89721N

Other

85798N
88716M
88751M

Individuals

88721M
88732M

Permanent Change of Station

88731M

E-3

Base Operations - Training and Education - 058

89790M
85794M
85796M
88716M

Base Communications - Training and Education - 011

85795M

Administration - 046

Departmental Administration

91119M
91298M
92398M

Staff Management Agency

92490M
92498M

Other Administration

91212M
91212N
91214M
91220M
91503M
91507M
91509M
91518M
91519M
92490M

Base Operations - Administration - 058

91294M

91296M

Base Communications - Administration - 011

91295M

Other Marine Corps Operations - 028

International Headquarters

01004M

01009M

01098M

Command, Control, and Communication

21118N

21120M

21117M

Consolidated Cryptologic Program

31011N

31955N

General Defense Intelligence Program

31303N

31321N

31329N

31330N

31331N

31335N

E-4

Other Agency Support

33113N

35128N

35801M

35805M

35806M
35807M
35808M
35809M
35127N

Sealift Forces

42198N

Research, Development, Test, and Evaluation

64780M
65001N
65156M
65351N
65851N
65854M
65898N
65904N

Management Headquarters

72898N
92398N
92498N

USMC Support to Defense Logistics Agency

78110M

Other Personnel Activities (Navy)

88716N

Operations, Marine Corps Reserve - 063

Mission Forces

52501M
52502M
52503M
52504M
52505M
52506M
52507M
52508M
52509M
52510M
52511M
52512M

52513M
52514M
52515M
52516M
52517M
52518M
52579M

Depot Maintenance

57113M

E-5

Other Support

55794M
55796M
58140M
58142M
58143M
58144M
58190M
59720M

E-6

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
AND SPECIAL ACTIVITIES

APPENDIX F

OPERATION AND MAINTENANCE, MARINE CORPS
DECISION UNITS - PROGRAM PACKAGES

(17-1106)

1. Decision Unit 007 - Forces. This decision unit provides for unit training and operations (less flight operations) of the HQMC and the field commands of the Fleet Marine Force (FMF). Marine Corps peculiar requirements in support for security forces assigned to the ships of the fleet, naval bases, and naval air stations; and support to Marine units participating in Joint Chiefs of Staff (JCS) exercises. Included are operational expenses incident to combat operations and training, reimbursement to the Military Airlift Command for

tactical airlift of operating forces, Marine Corps peculiar requirements in support of Marine barracks at naval facilities, repair and maintenance of combat equipment (other than depot repair) used in deployment and for training by the FMF expeditionary medical/ dental supplies and equipment, and material and supplies to accompany FMF units in mounting out for combat operations. This decision unit supports the FMF units in the Marine divisions, wings, and force service support groups. Support for the Marine aircraft wings is limited to those areas for which the Marine Corps has financial responsibility, such as ground communication/electronics equipment, Marine Corps peculiar organizational equipment, airfield ground support equipment, morale and welfare equipment, etc.

a. Program Package - Land Forces. This program package encompasses the ground portion of the FMF which includes those forces in the three Marine divisions, three force service support groups, five helicopter groups, and two light antiaircraft missile battalions. The operations financed include costs incurred in training and routine operations, the maintenance and repair of organic ground equipment; consumable and other supplies; travel, per diem, and emergency leave; automated data processing; initial purchase, as well as replenishment and replacement of both unit and individual equipment, etc.

b. Program Package - Naval Forces. This program package provides the Marine forces for duty at sea and ashore for the security of naval vessels, naval stations, and naval air stations. It also provides forces from the Marine air-ground team for participation in the JCS-directed/coordinated exercises. This package finances Marine Corps peculiar requirements to Marine detachments afloat and Marine barracks located at naval stations and naval air stations.

c. Program Package - Tactical Air Forces. This program package contains the tactical air forces that participate as the air component of the FMF in the seizure and defense of advanced naval bases and for the conduct of such land operations as may be essential to the prosecution of a naval campaign. The resources associated with these operations provide for such things as office supplies; consumables; Marine Corps-directed training and travel of military personnel to include emergency leave; maintenance of communication-electronics, engineer, motor transport; and initial purchase, as well as replenishment and replacement of Marine Corps peculiar individual equipment.

2. Decision Unit 026 - Supply and Maintenance Activities. This decision unit encompasses all supply and maintenance operations, the HQMC centrally managed programs, commissary stores operations, first and second destination transportation of supplies and equipment, and repair/rebuilding of major end items of Marine Corps ground equipment.

a. Program Package - Supply Depot Operations. This program package operates the supply distribution system/work force located at the MCLB's, Albany, Georgia, and Barstow, California. Costs incurred include civilian personnel salaries; travel and training costs; material for packing, preservation, and packaging; collateral material; end item components; assembly of kits, sets, and chests; and the service of depot maintenance activity technicians for handling complex tactical equipment.

F-1

b. Program Package - Inventory Control Point. This program package comprises the resources necessary to maintain a central inventory management system/work force that effectively procures and manages those supplies, equipment, and other expendable materials required to meet the operational needs of the Marine Corps. These inventory control operations are carried out at the MCLB, Albany, Georgia, and finance such costs as civilian personnel salaries, travel and training costs, operating supplies and material, and Marine Corps stocklist publications provided to the operating forces.

c. Program Package - Transportation of Things. This program package funds first and second destination transportation of Marine Corps-owned material and supplies by the most economical mode that will meet in-transit time standards in support of the DoD Uniform Material Movement and Issue Priority System. All resources in this package are used to reimburse the Military Sealift Command for ocean cargo, inland transportation by commercial carriers for movement between CONUS installations and ports, Military Airlift Command for movement of priority cargo in support of FMF units, and Military Traffic Management Command for port handling of ocean cargo.

d. Field Logistics Support. This program package provides the resources necessary for overall weapons system management and logistics support required to meet the operational needs of the Marine Corps. This specifically includes overall management of weapon systems/equipment support throughout the total life cycle; maintenance of servicewide stores and allotment accounting system; technical support of weapon system acquisition; monitoring quality assurance programs; implementation of the configuration management program; development of the Marine Corps Standard Supply System; implementation of total servicewide provisioning; and research, design, and development of Marine Corps uniforms and specialized dress requirements.

e. Program Package - Other Logistics Support. This

program package comprises those support functions which are best managed and funded on a centralized basis and consist of either mandatory/unavoidable costs or essential technical support to the FMF. This support is in such areas as contract technical services, task order services for product improvement, updating of technical publications, ammunition and missile rework/renovation, and printing and publication.

f. Program Package - Commissary Stores Operations. The purpose of the commissary stores is to provide resale items for sale to authorized commissary patrons at the lowest practicable price in a facility designed and operated by the standards used in commercial food stores. The Marine Corps operates 1 overseas store and 14 CONUS stores located at various Marine Corps bases and stations. All civilian personnel costs related to the operation and management of these stores are financed through this program package.

g. Program Package - Equipment Maintenance. This program package funds the depot maintenance (major repair/rebuild) of Marine Corps ground equipment (less Marine Corps Reserve equipment) and the installation of modifications/alterations. A major portion of this repair/rebuild is done by the industrially funded depot maintenance activities at the MCLB's Albany, Georgia, and Barstow, California.

h. Program Package - Stock and Industrial Fund Support. This program package is comprised of special charges, either recurring or nonrecurring, related to financial operations of stock and industrial funds but which do not have a direct effect on levels of support to customer accounts. This finances all stock and industrial fund pass-through and cost infusions to sustain the financial operations of the funds.

F-2

3. Decision Unit 031 - Training and Education. This decision unit funds for all training and education activities conducted at the Marine Corps Recruit Depots (MCRD's), Parris Island, South Carolina, and San Diego, California; the Marine Corps Combat Development Command (MCCDC), Quantico, Virginia; the Marine Corps Institute; Marine Barracks, Washington, DC; other military service schools; and various civilian institutions. Common costs incurred include civilian personnel salaries, travel and per diem, administrative support, purchase and maintenance of individual and organizational equipment, and printing and reproduction of training materials. The specific functions included in each program package are outlined below.

a. Program Package - Recruit Training. This program package funds the training of new Marine enlistees that is conducted at the MCRD's, Parris Island, South Carolina, and

San Diego, California. The syllabus includes formal academic presentations, practical application, and performance evaluation of required field and garrison skills. Costs financed by this program package include recruit accessions and processing, uniform clothing alterations, marksmanship training, weapons qualification, etc.

b. Program Package - Specialized Skill Training. This program package provides for the post-recruit training of all Marines in a variety of skills and specialties. Officers, after completing The Basic School, MCCDC, Quantico, Virginia, are then assigned to a military occupational specialty qualifying course. Enlisted Marines undergo special skill training at Marine Corps installations or at schools of other military services.

c. Program Package - Professional Development. The MCCDC is the field activity with primary responsibility for professional development within the Marine Corps. Schools located at this installation are the Command and Staff College, Amphibious Warfare School, and Staff Noncommissioned Officer Academy. This program package also provides support to Marines undergoing professional development education at schools of other military services and at civilian institutions. Other areas of support include program materials and supplies, professional books and literature, computer-assisted instruction, purchase and maintenance of minor property, etc.

d. Program Package - Officer Acquisition. This program package includes programs that input officer candidates for screening at the Officer Candidate School (OCS) MCCDC, Quantico, Virginia. These programs are the Platoon Leaders Class, Officer Candidate Course, Naval Reserve Officer Training Course (Marine Option), and the Enlisted Commissioning Program. Costs incurred in this screening include maintenance and replacement of minor classroom equipment, training aids, printing and reproduction of individual training material and schedules, candidate processing, etc. Also included in the program package is the Marine Enlisted Commissioning Education Program, Broadened Opportunity for Officer Selection Training, and the naval Academy Preparatory School.

e. Program Package - Flight Training. The Marine Corps personnel assigned to duty under instruction prior to qualification as naval aviators or naval flight officers are training at either U.S. Naval Air Stations, Pensacola, Florida, or Corpus Christi, Texas. The majority of these costs are incurred by the U.S. Navy. The Marine Corps provides limited operation and maintenance support for its personnel at these institutions. This support includes routine administrative services, maintenance of office machines and other minor property, and limited travel and per diem.

f. Program Package - Training Support. This program package includes operations of the Marine Corps Institute, Marine

Barracks, Washington, DC, and the centrally managed support of formal schools training which provides for the post-recruit training of all Marines in a variety of skills and specialties. Training for Marine students takes place both at Marine Corps activities and other military service schools. The Extension School, MCCDC, Quantico, Virginia, offers nonresident professional development courses for Marine worldwide. The courses include Command and Staff, Amphibious Warfare,

F-3

Communications Officer, The Basic Course, and Staff Noncommissioned Officer Leadership which are designed to correlate to the program of instruction offered by their resident counterpart. Also, training is provided at civilian business and educational institutes. Costs associated with this program package include travel and per diem for students attending school away from their permanent stations or en route to permanent duty stations, training support equipment, audiovisual aids, computer-assisted training programs, and material and services related to Marine Corps Institute. The consolidated civilian career training program is also included in this program package.

4. Decision Unit 035 - Recruiting and Advertising. This decision unit includes packages administered locally at the six Marine Corps districts located throughout the CONUS, as well as centrally managed recruiting and advertising programs administered at HQMC.

a. Program Package - Recruiting. This program package includes those personnel and assets necessary to procure and process qualified individuals in sufficient numbers to meet established personnel strength levels, officer and enlisted, for the Marine Corps and the Marine Corps Reserve. The operations financed under this package include expenses incurred in developing proficient military recruiting personnel, civilian personnel, civilian personnel salaries, purchase and maintenance of minor property, personnel support and administrative supplies, communications, travel, per diem, leasing of recruiting vehicles, recruiter out-of-pocket expenses, and applicant processing.

b. Program Package - Advertising. The Marine Corps recruitment advertising includes all officer, enlisted, Marine-option NROTC, and retention publicity/advertising expenses. This program package funds for magazine, direct mail, and broadcast advertising, as well as fulfillment of advertising responses (leads), printed literature, and incentive/promotional items.

5. Decision Unit 039 - Other Personnel Support. This decision

unit funds for the following personnel support activities:

a. Program Package - Off-Duty Education. This program package encompasses the Basic Skills Education Program which is designed to remedy deficiencies in reading, mathematics, and the language arts. The high school completion program, vocation training, and college level undergraduate and postgraduate courses are included in the Voluntary Off-Duty Education Program. Following the general provisions of the DoD Appropriation Act, the Marine Corps pays up to 100 percent of tuition and fees of eligible personnel enrolled in other off-duty courses of study.

b. Program Package - Marine Corps Junior Reserve Officers' Training Corps (MCJROTC). This program package provides for the operation and support of the MCJROTC units throughout the country. Expenses include the pro rata share of the pay costs for military instructors, annual orientation visits by these units to a Marine Corps installation, and purchase of administrative and training supplies.

c. Program Package - Other. This program package provides operation and maintenance support for reimbursement to the Army for Marine prisoners confined at the Army Disciplinary Command, Fort Leavenworth, Kansas, and for the Marine Band, Marine Barracks, Washington, DC.

6. Decision Unit 046 - Administration. This decision unit provides for administrative support. Administrative support costs include civilian personnel salaries, automatic data processing, printing and reproduction, communication services (less base communications), expense of travel for military and civilian personnel, maintenance of office equipment and supplies, etc.

a. Program Package - Departmental Administration. The CMC is directly responsible to the SecNav for the administration, discipline, internal organization, training requirements, efficiency, and readiness of the Marine Corps; for the operation of its materiel support system; and for the total performance of the Marine Corps. The departmental organization located at

F-4

HQMC is primarily concerned with the development of long-range plans, policies, programs, and requirements in all specific Marine Corps matters for which the CMC is directly responsible to the SecNav.

b. Program Package - Staff Management Activity. HQMC staff management activity assists the CMC in all specific Marine Corps matters for which the CMC is directly responsible to the SecNav. Specifically, the staff management activity is responsible to the

CMC for ensuring that policies and programs are executed efficiently and effectively on a Marine Corps-wide basis. This package directs, coordinates, and supervises Marine Corps activities in the execution of policies and programs dealing with manpower, intelligence, logistics, aviation, financial management, telecommunications, data automation, Reserve affairs, and operational readiness matters.

c. Program Package - Other. The primary activities included in this package encompass the Marine Corps Personnel and Support Activity (MCPASA) and the Marine Corps Finance Center (MCFC). Functions performed by the MCPASA primarily support the entire Marine Corps, such as Marine Corps-wide personnel detailing, assignment, promotion, separation and retirement, performance reporting, recruiting, education and training, and record maintenance and services. The MCFC provides sustained disbursing services for all active duty, Reserve, retired, and survivor annuitants and also provides the requisite automatic data processing functions associated with disbursing. Other activities included are the Marine Corps history and museums and public affairs programs, the Marine Security Guard Battalion (State Department), the Marine air Reserve training detachments, and military personnel assigned to Helicopter Squadron One located at MCCDC for operation and maintenance of helicopters for White House support. This program package further provides for personnel services on a Marine Corps-wide basis and miscellaneous support not provided elsewhere for such items as medals, ribbons and awards, international sports competition, library books, initial issue athletic/recreational equipment, miscellaneous TAD, official mail, and reimbursements to the Department of Labor for employee compensation costs.

7. Decision Unit 058 - Base Operations. This decision unit provides for base operating support (less telecommunications). Base operations' costs include general administration, supply operations, maintenance of material, utilities, public works operations, and base services (less telecommunications). This decision unit is divided into the following program packages:

a. Program Package - Base Operations - Forces. This program package provides for base operating support (less telecommunications) of Marine Corps Bases, Camp Lejeune, Camp Pendleton, and Camp Butler, Okinawa, Japan; Marine Corps Air-Ground Combat Center Twentynine Palms; and Marine Corps Air Stations/Facilities (less support peculiar to aircraft operations), Cherry Point, Beaufort, New River, El Toro, Yuma, Kaneohe Bay, Iwakuni, and Futenma. The following programs are included in this program package: administration; retail supply operations; maintenance of installation equipment; other base services; medical operations; maintenance of real property; minor construction; utility operations; other engineering support; other personnel support; morale, welfare, and recreation; and bachelor housing operations and furnishings.

b. Program Package - Base Operations - Supply and

Maintenance Activities. This program package provides for base operating support (less telecommunications) of the MCLB's, Albany, Georgia, and Barstow, California. This program package is also divided into programs as listed under Base Operations, Forces.

c. Program Package - Base Operations - Training and Education. This program package provides for base operating support (less telecommunications) of the MCRD's, Parris Island, South Carolina, and San Diego, California; MCCDC, Quantico, Virginia; Marine Corps Air Facility, Quantico, Virginia; and Marine Barracks, Washington, DC. This program package is also divided into programs as listed under Base Operations, Forces.

d. Program Package - Base Operations - Administration. This program package provides for base operating support (less telecommunications) of Headquarters Battalion. Headquarters, U.S. Marine Corps, Henderson Hall, Arlington, Virginia.

F-5

8. Decision Unit 011 - Base Telecommunications

a. Program Package Base Telecommunications - Forces. This program package provides for base telecommunications support of Marine Corps Bases, Camp Lejeune, Camp Pendleton, and Okinawa, Japan; Marine Corps Air-Ground Combat Center, Twentynine Palms; Marine Corps Air Stations/Facilities (less telecommunications support peculiar to aircraft operations), Cherry Point, Beaufort, New River, El Toro, Yuma, Kaneohe Bay, Iwakuni, and Futenma; and Marine Corps camps overseas.

b. Program Package Base Telecommunications - Supply and Maintenance Activities. This program package provide for bases telecommunications support of the MCLB's Albany, Georgia, and Barstow, California.

c. Program Package Base Telecommunications - Training and Education. This program package provides for base telecommunications support of the MCRD's, Parris Island, South Carolina, and San Diego, California; MCCDC, Quantico, Virginia; and Marine Barracks, Washington, DC.

d. Program Package Base Telecommunications - Administration. This program package provides for telecommunications support of the Headquarters Battalion, Headquarters, U.S. Marine Corps, Henderson Hall, Arlington, Virginia; the HQMC, and the MCFC, Kansas City, Missouri.

F-6

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
AND SPECIAL ACTIVITIES

APPENDIX G

OPERATION AND MAINTENANCE, MARINE CORPS RESERVE
DECISION UNITS - PROGRAM PACKAGES

1. Decision Unit 063 - Marine Corps Reserve Operations. This decision unit provides for all operations of the Marine Corps Reserve.

a. Program Package - Mission Forces. This program package provides the funds for the training and materiel support necessary to ready the SMCR to provide trained units to selectively augment and reinforce the active forces; a Marine amphibious brigade; a 4th Marine Division/Wing team if augmentation/reinforcement is not ordered; and a nucleus for reconstitution of a 4th Marine Division and Marine Aircraft Wing.

(1) Training. This program covers travel associated with inspections and planning of exercises, to include annual training duty, movement of organizational equipment for training, hire of commercial transportation for movement to training exercises, printing of training directives and training aids, operating costs of equipment used in support of training, officer and enlisted billeting fees at annual training duty sites, vocational/technical training, and mobile training teams programs to enhance individual training.

(2) Materiel Readiness. Also, included under readiness is purchase and replacement of expense-type items authorized by unit training allowances, local repair of equipment, purchase of consumable supplies and fuel used in operation and maintenance of equipment, and second destination transportation costs related to movement of supplies and equipment in support of Reserve training and movement of major end items of equipment to and from depot maintenance activities.

(3) Program Package - Base Operations. This program package provides in the administrative services category, such functions as financial and military/civilian manpower management, automatic data processing and related systems support, printing and reproduction services, uniform alterations, travel, purchase of minor items of office equipment, and other local administrative support. The specific services category finances organic supply operations, operation and maintenance of assigned military vehicles, and maintenance of materiel. The facility services category makes up the remainder of the functions provided by this program package. This category consists of the

maintenance and repair, minor construction, purchased utilities and other engineering support necessary to operate and maintain 178 training centers, and the 4th Marine Division and the 4th Marine Aircraft Wing Headquarter.

(4) Recruiting and Advertising. The operations financed under this program package include expenses incurred in training of recruiting personnel, the purchase of administrative supplies, travel/per diem of recruiter aides, leasing of recruiting vehicles, applicant processing, and advertising.

b. Program Package - Depot Maintenance. This program package provides for the depot level maintenance of equipment used by the Marine Corps Reserve, except for aircraft, engine, component, and related equipment rework, which are provided by the Operation and Maintenance, Navy Appropriation.

c. Program Package - Other Activities. Included is reimbursement to the U.S. Postal Service for official mail costs, support of SMCR participation in the Competition-in-Arms Program, and travel and per diem for the full-time HQMC staff personnel. This program package also funds for the operation of the Marine Corps Reserve Support Center, Overland Park, Kansas. This program supports administration of the SMCR, manages the Individual Ready Reserve IRR, maintains records for the SMCR, Standby, and Fleet Marine Corps Reserve (FMCR) and supports mobilization of individual reservists. Additionally, funds are provided to the MCFC to support Reserve pay administration and systems for the Reserve Manpower Management and Pay System (REMMPS).

G-1

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
AND SPECIAL ACTIVITIES

APPENDIX H

CMC WHITE LETTER NO. 8-87, SUBJ. PROVISION OF INFORMATION
TO CONGRESS

CMC-OLA
24 Dec 87

WHITE LETTER NO. 8-87

From: Commandant of the Marine Corps
To: All General Officers
All Commanding Officers

All Officers in Charge

Subj: PROVISION OF INFORMATION TO CONGRESS

Encl: (1) SECNAV Memorandum of 25 Nov 87

1. As a separate service within the Department of Defense, the Marine Corps is accountable to the American people and, by extension, the Congress. Consequently, the Corps' contacts with Congress are extremely important and necessary. In order to maintain our effectiveness and credibility within that august body, our policies must be consistent and presented accurately. My purpose in this letter is to ensure all commanders are fully aware of both my policies and those of the Secretary of the Navy (SECNAV) regarding information provided to, and contacts with, the Congress.

2. SECNAV's memorandum included at the enclosure should be given wide dissemination. Additionally, I expect all commanders to become intimately familiar with its provisions and to comply with it -- in letter and spirit. I further expect before any communication occurs on other than routine matters with the Congress, be it with members or staff personnel, coordination with the Legislative Assistant to the Commandant or, as regards matters of appropriations, the Fiscal Director of the Marine Corps, will take place.

3. As highlighted in SECNAV's memorandum, the guidance stated above is never to interfere with or prohibit Marines from communicating as individuals with Members of Congress, a right protected by law and regulation. Concomitantly, Marine Corps components, when contacted directly by a Member of Congress, may reply directly on routine or nonpolicy matters while keeping the Office of the Legislative Assistant informed.

4. While it is presumed the majority of contacts with the Congress will be made from within the Marine Corps Headquarters, there remains the possibility of a direct contact between a Member of Congress and a commander concerning a matter of policy. In those instances, this letter is intended to assist you in ensuring our Corps speaks with one voice.

H-1

5. Questions concerning the policy set forth within the enclosure should be referred to the Legislative Assistant to the Commandant or the Fiscal Director of the Marine Corps, as appropriate.

6. Self-Cancellation.

A. M. GRAY

H-2

25 November 1987

MEMORANDUM FOR THE CHIEF OF NAVAL OPERATIONS
COMMANDANT OF THE MARINE CORPS
ASSISTANT SECRETARIES OF THE NAVY

Subj: PROVISION OF INFORMATION TO CONGRESS

As we conclude the FY 1988 authorization and appropriations cycle and commence the FY 1989 cycle, it is critical that we speak with one voice on Department of the Navy issues to persons or organizations outside of the Department. This is especially true in our dealing with Congress. Accordingly, I ask that you:

- £ Emphasize adherence to the requirements of SECNAVINST 5730.5G when providing information to Congress relating to the Department's activities, legislative program, budget request, or any other information that involves Navy or Marine Corps policy.
- £ Ensure that all communications with Congress on such matters occur through, or in full coordination with, the Chief of Legislative Affairs or, as regards the Appropriations Committees, the Comptroller of the Navy. No Department of the Navy official shall provide information directly to Congress without first obtaining the approval of the Chief of Legislative Affairs or the Comptroller. This requirement applies to information provided orally as well as in writing.

This guidance should not be construed to interfere with, or limit, the right of Department personnel to communicate in their individual capacity with members of Congress to the extent such communication is protected by law or regulation.

Department of the Navy components, when contacted directly by a member of Congress, remain responsible for replying directly on routine and nonpolicy matters, while keeping the Office of Legislative Affairs informed. However, all information provided to a Congressional committee or committee staff shall be provided only through, or in coordination with, the Chief of Legislative Affairs or Comptroller, as appropriate.

Please take appropriate action to ensure that all personnel adhere scrupulously to these policies.

James H. Webb, Jr.

Copy to:
DUSN(P)
GC
OPA

ENCLOSURE (1)

H-3

BUDGET MANUAL FOR HEADQUARTERS MARINE CORPS
AND SPECIAL ACTIVITIES

APPENDIX I

PBD ACTION/INFORMATION/COORDINATION LIST

DISTRIBUTION:

PBD #	PBD TITLE	ACTION	COORD	INFO b/
014	Naval Forces, N	P	-	A, M&RA
305	Tactical Forces, N	A	P, T	M&RA
007	General Purpose Forces, MC	L	M&RA, A, P, Z/	1/, MCRDAC
028	Ship Maintenance Navy	-	-	P
010	Telecommunications, Command and Control, N	-	-	MCRDAC, A, M&RA C412
011	Telecommunications, Command and Control, MC C412	-	L, A, Z/ M&RA	MCRDAC, C412, 1/
014	Service-wide Activities	-	-	L, M&RA, A
316	Airlift Ops (Ait Force)	-	-	A, L
018	Depot Maintenance Activities, N	A	-	L, M&RA
322	Logistic Support Activities, N	A	L	MCRDAC, M&RA, Z/
024	Central Supply Activities, A, N, MC, AF	-	-	L, A, M&RA, Z/
026	Supply and Maintenance, MC	L	Z/ M&RA	1/, A
028	Ship Modernization	-	-	P, L, MCRDAC, A
329	Training and Education, MC	T	A, M&RA, L, Z/	1/, MCRDAC, C412
033	Recruiting and Examining, A, N, MC, AF	M&RA	L, Z/	1/
037	Other Personnel Support, A, N, MC, AF	L	M&RA, Z/ P, T	1/, M&RA, A
042	Medical Operations, N	M&RA	-	MCRDAC, MED, L
045	Administration (Navy)	-	-	A, M&RA
046	Administration, MC	L	M&RA, Z/ BQS	1/
049	Individuals (Navy)	-	-	M&RA
050	Individuals, MC	M&RA	-	1/, Z/ L
053	Support to Other Nations	-	-	A, M&RA
057	Base Operations (Navy)	-	-	L, A
058	Base Operations, MC	L	M&RA, Z/ P	1/, A, MCRDAC, T
062	Navy Reserve	-	M&RA, A	Z/ M&RA
063	Marine Corps Reserve	M&RA	M&RA, A, Z/	Z/ L
067	Modernization, Army	-	-	P
068	Modernization, Navy	-	-	A, MCRDAC
070	Defense Investigative Service	-	-	INT, 1/, M&RA
071	Defense Mapping Agency	-	-	Z/ M&RA, C412
072	Defense Nuclear Agency	-	-	Z/ M&RA, P
073	Defense Communications Agency	-	-	C412, Z/ M&RA
076	Defense Logistics Agency	-	-	L, 1/, M&RA, M&RA
080	CHAMUS	-	-	M&RA, MCC
081	Overseas Dependent Education	-	-	M&RA
083	CSD (Washington Headquarters Services)	-	-	M&RA
084	Office Joint Chiefs of Staff	-	-	M&RA
086	Defense Audit Service	-	-	L, M&RA
087	Defense Audiovisual Agency	-	P, 1/, Z/ T	L, A, M&RA
092	Claims, Defense - A, N, AF	M&RA	-	1/
095	Special Currency Foreign	-	-	Z/ L
097	Wildlife - A, N, AF	L	Z/	-
100	Combat Aircraft (Aircraft Procurement, Army)	-	-	A

- a/ The CMC (FDB): 1/ MilPers Sect.; 2/ O&M Sect.; and 3/ I&A Sect.
- b/ The DC/S's Mpr and PP&O are info addrees for all PBD's which are assigned for action. As such, they are not listed below. The DC/S R&P is info addree for all PBD's which are distributed within the HQMC.

I-1

DISTRIBUTION:

PBD #	PBD TITLE	ACTION	SCORE	INFO b/
104	Army Missiles (Missile Procurement, Army)	-	-	A,B,MCRDAC,L
105	Wpns and Track Cmbt Vehicles, A	-	-	MCRDAC,L,M&RA,P,C412
106	Ammunition (Procurement of Ammunition, Army)	-	-	G,3/,P,MCRDAC
107	Army	-	-	L,C412,RP
109	Army Other Support Equip	-	-	MCRDAC,L
111	Army	-	-	L
113	Combat Aircraft (Aircraft Procurement, Navy)	A	-	MCRDAC,M&RA,L
117	Other Aircraft, Includes Prop and Airlift (Aircraft Procurement Navy)	A	-	MCRDAC,L
119	Initial Spares, Support Equip and Facilities, Navy	A	-	INT,MCRDAC
123	Other Missiles, All Warfare (WPN)	A	-	MCRDAC
125	VTN	A	-	-
130	Other Warships (Shipbuilding and Conversion, Navy)	-	-	P
131	Amphibious Ships	P	-	M&RA,MCRDAC,C412 NRD,A,L
136	Pers and Comd Support Equip (Other Procurement, Navy)	-	-	A,MCRDAC,C412
137	Avn Support Equip Air Launched Ord (OPN)	A	-	MCRDAC
139	Telecom, Equip, Comm and Cntl Prag (CSN)	-	A	MCRDAC,M&RA,L,C412
140	Other Comm and Elec Equip, Navy	-	A	C4
141	Ships Support Equip (Other Procurement, Navy)	-	-	A
142	Urd Support Equip	-	-	A,L
143	Civ Engineering Support Equip	-	-	A,L
144	Supply Support Equip	-	-	A,L
145	Support Veh Engineer and Other Support Equip (PMC)	MCRDAC	P,A	3/,MCRDAC
146	Weapons and Tracked Combat Vehicles (PMC)	MCRDAC	P	3/,MCRDAC,M&RA,C412
147	Ammunition (PMC)	MCRDAC	P	3/,MCRDAC
149	Comm and Elec Equip (PMC)	MCRDAC	A,C412,P	3/,MCRDAC
150	MC Missiles (PMC)	MCRDAC	A,P	3/,MCRDAC
151	Replenishment Spares and All Other (PMC)	MCRDAC	-	3/,L
153	Replenishment Spares, N (All Navy Procurement Appropriations)	A	-	MCRDAC,L
159	Other Aircraft	A	-	-
164	Aircraft Modifications (AF, Air Force)	-	-	L
192	PMC, Replenishment Spares	MCRDAC	-	3/,MCRDAC, L
193	Aircraft Mods - (Aircraft Procurement, N)	A	-	MCRDAC
196	Reimbursable Programs	-	-	L,M&RA
197	Productivity Investment Funding	MCRDAC	-	2/,3/,C412 (CCTA), M&RA
198	POHCS	-	-	L
200	Defense Research, All	MCRDAC	-	A
204	Exploratory Development, All	MCRDAC	-	A
208	Defense Advance Research Projects Agency	-	-	MCRDAC
216	Advance Technology Demonstration (A, N, AF)	-	-	MCRDAC,A

- a/ The CMC (FDB): 1/ MilPers Sect.; 2/ O&M Sect.; and 3/ I&A Sect.
- b/ The DC/S's Mpr and PP&O are info addrees for all PBD's which are assigned for action. The DC/S R&P is info addree for all PBD's which are distributed within the HQMC.

I-2

DISCUSSION:

LINE	PBD TITLE	ACTION	CORRE	REF 2/
228	Strategic CI Programs	-	-	C412
230	Land Warfare (A, N, AF)	MCRDAC	L	A
232	Air Warfare (A, N, AF)	-	MCRDAC	-
240	Antisub Naval Warfare	-	A	MCRDAC
242	Amphib, Surface, and Other Warfare	-	A	-
244	Miss/Air/Space and Other Warfare, N	MCRDAC	A, C412, L	P
246	Weather, Nuclear Warfare	-	A	P
248	Chemical Warfare	-	-	MCRDAC, P
250	Support and Base Comm	L	C412	MCRDAC, A, MARR
252	Threats to Tactical CMI (A, N, AF)	-	C412	MCRDAC, A, MARR
254	Mobility (A, N, AF)	-	A	MCRDAC
256	Warfare Command and Control	-	-	C412
260	Defense-wide Mission Support, All	MCRDAC	-	MARR
262	Electronic Warfare and CS Computer	-	A	C412, P
270	Management and Support	MCRDAC	-	MARR
272	Base Area Evaluation, All	MCRDAC	A	2/
292	Operational Action - Water, Navy	-	-	MCRDAC, A, MARR
300	Cost of PDB and Eng Eval, All	L	-	MARR, C412, T, A
302	Cost of Maint and Prod, All	L	-	-
304	Cost of RDT&B Facilities	L	-	MCRDAC
306	Cost of Supply Facilities	L	-	-
308	Cost of Equip and Prod, All	L	-	MCD
310	Cost of Administrative Facilities	L	-	-
312	Cost of Unaccompanied Housing, All	L	-	1/ MARR
314	Cost of Community Facilities	L	-	MARR
316	Installation of Utilities, Ground Improve-	L	-	-
318	ment, Road, Drainage, and Access Roads	-	-	-
320	Air Pollution Abate Prog, All	L	2/	-
322	Water Pollution Abatement Programs	L	-	-
324	Energy Cost Investment Program	L	2/	-
326	NATO Infrastructure Program	L	-	P, MARR
328	Planning and Design Program	L	MCRDAC	A
330	Direct Cost Prog, All	L	-	-
332	Military Costs Main/Reserve Program	L	-	-
334	Combat Program, Ground, and Submarine Forces	L	-	MARR
336	Over Milcon Adjustments	L	-	-
338	Family Housing, Comm	L	P	MARR
340	Family Housing-Leasing, Sub, All	L	MARR, 2/	-
342	Family Housing-Leasing, All	L	-	MARR
344	Communicated Cryptologic Program (A, N, AF)	C412	MARR, C412	MCRDAC
346	NSA	-	-	-
348	General Defense Intel Program	C412	MARR	MCRDAC, 1/ A
350	Special Activities, Navy	-	-	C412, M
352	Selected Nat'l Activities	-	-	C412, K
354	Foreign Counterintelligence (A, N, AF)	C412	MARR	A
356	Other Defense Intelligence Program Adj	MARR	MARR, C412	-
358	Emergency and Extended Exp. Limitations	C412	-	-
360	Comm Security Program	C412	C412	MCRDAC, 2/ MARR

- a/ The CMC (FDB): 1/ MilPers Sect.; 2/ O&M Sect.; and 3/ I&A Sect.
- b/ The DC/S's Mpr and PP&O are info addrees for all PBD's which are assigned for action. The DC/S R&P is info addree for all PBD's which are distributed within the HQMC.

**BUDGET PARTIAL FOR RECONSTRUCTION MARINE CORPS
AND SPECIAL ACTIVITIES**

DISTRIBUTION:

PY	F	PBD TITLE	ACTION	CODE	REF 2/
374		VBA DCE	C412	-	MARA
380		Core Security Program, All	C412	HCODAC, C412	MARA
401		Army Industrial Fund	-	-	1, 3/
402		Navy Industrial Fund	-	-	1, HFRAC, 2/
403		MC Industrial Fund	-	2/, MARA	HCODAC
404		Air Force Industrial Fund	-	-	-
424		Red Reserve (All) Red Stock Funds	L	2/	HCODAC, MARA
426		Exchange and Cash (All) Red Stock Funds	L	2/	MARA
428		Navy Stock Fund, Fuel and Related Items	-	-	1, 2/
429		MC Stock Fund, Fuel	L	2/	HCODAC, MARA
432		Defense Stock Fund, Fuel and Related Items	L	2/	HCODAC
450		Conventional Ammunition Working Capital Fund	HCODAC	3/	2/
511		Military Personnel, Major	-	-	MARA, 1/
512		Mil Personnel - Navy, Other Pays	-	-	MARA
513		Mil Personnel - Navy, OPS	-	-	MARA
515		Mil Personnel - Navy, Sundry	-	-	MARA
521		Military Personnel, MC	MARA	-	2/
522		Mil Personnel - Marine Corps, Other Pay	MARA	-	2/
523		Mil Personnel - Marine Corps, VCS	MARA	-	2/
524		Mil Personnel - Marine Corps Sundry	MARA	-	2/
540		Retired Pay, Defense, All	1/	MARA	-
550		Reserve Personnel - Navy	-	-	MARA
553		Reserve Personnel, MC	MARA	1, 1, MARA	1/
600		Legislation Contingencies	-	-	1/2, 2/, MARA, 1
611		Revised Economic Assumptions - General	2	-	1/2, 2/, MARA, 1
612		Revised Economic Assumptions - Fuel	2/	-	1, 2, MARA
613		Revised Economic Assumptions - DEF	2/	-	1
614		Revised Economic Assumptions - Purchase	2/	-	1, 2/, MARA, HCODAC
615		Revised Economic Assumptions - Military and Civilian Pay	2/	-	1
607		Real Property Maintenance	L	2	-
610		Congressional Action (FY --) - MilPers (Includes Retired Pay)	MARA	-	2/
612		Capital Budgeting	-	-	1, MARA
616		Fuel Pricing Adjustments	2/	-	1, MARA
614		VENP	25 HCODAC	2/	MARA, 1
620		Constructional Action (FY --) - DCM (Includes Industrial Fund)	-	2, MARA	-
630		Congressional Action (FY --) - Procurement (Includes Black Fund)	HCODAC	4, 1	2/4
640		Congressional Action (FY --) - EDIUS (Includes Special Foreign Currency)	-	-	1, 2/, HCODAC, MARA, 1
650		Congressional Action (FY --) - HILSON/ Family Housing	L	-	2, MARA, 2/
667		ADF Support - Undistributed Contingencies	-	-	1, 2/, 1, MARA
668		Congressional Adjustments	-	2/	1, 1, MARA
670		Transfer of DFEIS to the Navy Stock Fund	-	-	1, 1
672		Consult, Civil Support	-	-	1
692		Arms Council Program	-	-	1, HFRAC
694		Mil Offsets	-	-	1

6/ The CMC (rdb): 1/ MilPers Sect.; 2/ Gen. Sect.; and 3/ IIA Sect.

7/ The DC/BS Mpr and PPSB are info addres for all PBD's which are assigned for action. The DC/BS RAC is info addres for all PBD's which are distributed within the MprB.



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775