



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST  
PSC BOX 20005  
CAMP LEJEUNE, NC 28542-0005

MCIEASTO 7300.1B w/ch1  
COMPT  
29 Aug 08

MARINE CORPS INSTALLATIONS EAST ORDER 7300.1B w/ch1

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST (MCIEAST) FINANCIAL  
ADVISORY BOARD (FAB)

Encl: (1) Definitions to be Applied in the FAB Process  
(2) Deficiency Submission/Prioritization Format  
(3) Process Flow Chart

1. Situation. This Order provides instructions for periodic review of resource requirements and formulation of plans for funds distribution within the subregion creating a FAB and a Financial Working Group (FWG).

2. Cancellation. MCIEASTO 7300.1A.

3. Mission

a. To solicit, review, vet and prioritize unfunded requirements for the region.

b. Summary of Revision. This Order has been revised and should be reviewed in its entirety.

4. Execution. The commander's intent and concept of operations are as follows:

a. Commander's Intent. Identify, validate and prioritize unfunded requirements within the region.

b. Concept of Operations

(1) Installations will define and fully justify their unfunded requirements. Each individual requirement will be assigned a weighted priority according to the definitions in enclosure (1). Individual requirements will be consolidated with

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29 AUG 2008

similarly weighted requirements into a single submission for each Marine Corps Programming Code (MCPC) as seen in enclosure (2). For any specific MCPC, there could be a consolidation requirement for up to three weighted priorities (essential, deferred and enhanced). The consolidations will incorporate justifications from each command's requirements. The minimum dollar threshold for any single requirement is \$5,000.

(2) The FWG will be composed of representatives from each installation Comptroller. Each installation will have one vote in the FWG.

(3) The MCIEAST Comptroller will compile all requirements and forward a complete list to each command for familiarization prior to the FWG meeting. When reviewing the submissions, each representative should note questions they have about each submission. Some relevant questions are:

(a) Is this the next greatest priority?

(b) Is this a higher priority than anything else the command is already doing?

(c) Is this a statement of fact or an assertion?

(d) Is the submission fully and completely justified?

(e) Does the submission articulate the true requirement and impact on the command if not funded?

(f) Does the submission tell the full story without additional explanation being required?

(4) The FWG will prioritize the list of requirements by reviewing each installation's top deficiency then comparatively ranking by majority vote. This step will be repeated until all the top deficiencies have been given priority placement on the regional list. Once a deficiency is put on the list, the next deficiency for that installation becomes their competing deficiency for the next round. The process continues until all deficiencies have been reviewed and prioritized as shown in enclosure (3).

(5) The FWG will vet soundness of justifications. Each deficiency submission must be able to stand on its own merits. It is expected that the installation representatives may have to call back to their command to obtain additional information to support their submissions. Lack of response will cause individual submissions to be deemed insufficient causing that installation's submission to be moved to the bottom of the

priority list. No placeholders will be given for pending information.

(6) Installation comptroller representatives on the FWG must be empowered to speak for their command. The FWG will send the recommended priority list to the FAB.

(7) Late command submissions will be automatically placed at the bottom of the list, regardless of the command's assigned priority.

(8) The FAB will be composed of the Chief of Staff and the following staff principals:

(a) Comptroller

(b) Assistant Chief of Staff, Installations, Facilities and Environment

(c) Assistant Chief of Staff, G-3

(d) Assistant Chief of Staff, G4/G-6/Business Performance Office

(e) Assistant Chief of Staff, Department of Public Safety

(f) On an ad hoc basis, any other staff section's principals as directed by the Chief of Staff.

5. Administration and Logistics


a. The FWG/FAB will meet three times per year.

b. These meetings will occur in early <sup>July</sup> August, late <sup>October</sup> November, and mid February.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST.

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

  
J. J. FITZGERALD  
Chief of Staff

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24 Sep 09

MARINE CORPS INSTALLATIONS EAST ORDER 7300.1B Ch 1

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST (MCIEAST) FINANCIAL  
ADVISORY BOARD (FAB)

1. Situation. To direct a pen change to the basic Order.
2. Execution
  - a. Change paragraph 5b to read "These meetings will occur in early July, late October and mid February."
  - b. Filing Instructions. File this change transmittal immediately following the signature page of the basic Order.

D. P. THOMAS  
Chief of Staff

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29 AUG 2008

## DEFINITIONS TO BE APPLIED IN THE FAB PROCESS

The following definitions should be used in identifying the relative mission impact of unfunded requirements being vetted in the FAB process:

1. **Deferred:** Activities which are not mission critical and will not be performed during the current fiscal year. Lack of funding may adversely impact the ability to fully accomplish non-critical installation mission. Activity will be deferred with the expectation it will be performed in later fiscal years. Historical levels of performance will be degraded or reduced in scale. Continued deferment over subsequent fiscal years may result in the requirement becoming essential.
2. **Drop Dead Date:** The last date possible on which funding can be received by an installation providing sufficient time to initiate and complete necessary procurement or contracting actions and obligate the funds prior to the end of the fiscal year. Establishing this date requires coordination with the contracting office servicing the installation. Generally, if funds are not provided by this date, the requirement; is no longer executable in the current fiscal year, and will be dropped from the requirements list.
3. **Enhancement:** "Nice to have" issues which, if unfunded, have little or no impact upon the installation's ability to accomplish required mission objectives. The funding of these items would permit improvements in such areas as quality of life for personnel, allow the activity to better meet its mission objectives, or position the activity to be better prepared for known future changes in mission. These requirements will generally not evolve into future essential requirements.
4. **Essential:** Activities must receive funding within the current fiscal year or will result in a mission critical function being reduced or curtailed.
5. **Fact of Life:** Certain uncontrollable costs of doing business, limited by current standards to labor, utilities, and fuel.

Enclosure (1)

DEFICIENCY SUBMISSION/PRIORITIZATION FORMAT

Command Name  
FY-\_\_ Shortfall Request  
Date

Title of Shortfall:

Amount Requested (\$000):

Appropriation:

Command Priority:

AGSAG/MCPC: (If more than one, identify separately in description section.)

GWOT/SIC: (If not applicable, state not applicable (N/A).)

POC: (Name and phone number of non-Comptroller subject matter expert (SME) submitting or knowledgeable about the requirement that could be contacted in the event MARFORCOM's non-Comptroller SME requires additional information on this particular request.)

Mission Impact: (Mission Essential, Deferred or Enhanced)

Drop Dead Date: (The last day you can receive funds and be able to ensure obligation occurs prior to 30 September.)

Identification of Shortfall:

-This section gets right to the point to identify "what" you want; what the amount requested will buy in a succinct cost breakdown structure "CBS" or object classification sub-object classification "OCSOC" -type list form ("93K to contract out installation of a restroom facility in the Battalion Aid Station (BAS) in H&S Bn Building MCA 614.")

-Spell out acronyms and define any non-readily understood acronyms.

-If more than one issue, itemize!! Identify each issue separately, identifying the applicable major subordinate command and item price/quantity/total price.

**Description/Justification of Issue:**

-Describe the issue and "why" it is necessary. For example, "CMC issued a letter dated MM/DD/YYYY directing assessments of medical facilities to ensure adequate habitability standards as related to recent events surrounding Walter Reed Army Hospital. The assessment of the Security Force BAS in Building MCA 614 found a deficiency in not having hot and cold running water in close proximity to the examination area."

-Include background for each item as necessary to explain the genesis of the issue.

-Spell out acronyms and define any non-readily understood acronyms.

**Impact if not Funded:**

-Explain *realistically* what will happen if funding is not received - recurring "sky is falling" impacts weaken defense. For an example of well worded impact, "Without additional funds, the BAS in MCA 614 will close on 30 June 2007 per CMC guidance. This will result in directing minor emergencies to the Sewell's Point Medical Facility, causing additional loss in work productivity due to Sewell's Point's typical caseload and wait time."

-Identify if lack of funding will affect compliance with any statute, regulation, or other governing instruction (identify applicable statute/regulation/instruction number).

-Provide separate impacts if multiple items are requested.

**Time-Sensitive Considerations:**

-Explain if shortfall is time sensitive. For example, identify whether this funding is needed before a certain timeframe in order to capitalize on an opportunity, or if shortfall is tied to a chain of events already in motion. If shortfall is not time sensitive, and funding could be accepted anytime throughout the fiscal year, state N/A.

**Color of Money Considerations:**

-Include rationale for the appropriation requested for this shortfall request in the event shortfall might be interpreted as

29 AUG 2008

appropriate for another appropriation. For example, when requesting to purchase equipment which is priced above the \$250K threshold for expense/investment, explain rationale if Operations & Maintenance, Marine Corps is being requested. Be particularly mindful that for items that must be used together to form a system, the threshold applies to the system cost, rather than the individual item cost. If the shortfall does not fall into this category, state N/A.

-Identify if any facility maintenance project request is above the CO's authority; i.e., M2/R2 or MILCON. Using the example above would be pertinent to say "The project cost for the restroom facility is an R1 minor construction project and within the CO's approval authority."

#### Waiver Considerations:

-Include status of any waivers or special permissions required for any shortfall. If none, state N/A.

Is shortfall to fund an item which is part of a Program of Record or Centrally Managed Program?

-If yes, identify the program of record and/or centrally managed program sponsor (name and phone number). Identify any information related to previous contact with the Centrally Managed Program sponsor on this issue.

-If the program of record is NMCI, define what is being requested (i.e., seats, MACs, etc).

Is shortfall due to "must fund" Fact of Life (FOL) shortfalls? If yes, provide details on the FOL shortfall.

FYDP Impact*	MCPC	AGSAG	FY-08	FY-09	FY-10	FY-11	FY-12	FY-13
Current Funding								
Shortfall Amount								
Total Requirement								

\*Note: If the shortfall continues in out-years, it is the command's responsibility to identify the shortfall in the POM. Identifying the FYDP impact here is for information only.

Enclosure (2)

29 AUG 2008

# PROCESS FLOW CHART

