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UNITED STATES MARINE CORPS

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IN REPLY REFER TO:
1500
G-4

SEP 15 2009

POLICY LETTER 3-09

From: Commanding General
To: Distribution List

Subj: FISCAL PROCUREMENT OVERSIGHT BOARD

Ref: (a) Federal Financial Management Improvement Act of 1996
(b) GAO-01-681T (DOD Financial Management: Integrated Approach, Accountability and Incentives are Keys to Effective Reform)

Encl: (1) Board Members
(2) Marine Corps Program Code (MCPC) Identified Functional Area Experts & I MEF AC/S SMEs
(3) Current Year Deficiency Worksheet & Checklist
(4) Review Process (Flow Chart)

1. Situation

a. As resources become constrained, logical fiscal prudence is necessary to meet I Marine Expeditionary Force (I MEF) requirements. Spending within budget authorizations and capturing those identified requirements as deficiencies/unfunded deficiencies becomes critical to overall budget execution.

b. I Marine Expeditionary Force executes its budget every fiscal year (FY) ensuring that funding is aligned with mission requirements. This effort takes constant monitoring to balance emerging/unforecasted requirements and higher headquarters directed budget reductions against day to day operations and maintenance needs.

2. Mission. As of the published date of this policy letter, the Commanding General, I MEF, establishes the Fiscal Procurement Oversight Board to review requirements and recommend spending priorities in support of fiscal allocation during the FY budget execution process.

3. Execution

a. Commander's Intent

(1) Purpose. Establish a review process that prioritizes identified I MEF and/or Major Subordinate Commands/Elements (MSC/E) funding requirements which exceed current year budget authorizations for internal I MEF reallocation or submit to Marine Forces Pacific (MARFORPAC) those requirements above and beyond I MEF's overall authorization to seek additional funding.

(2) Method. Through an executive level board (enclosure (1)), a review and validation process is established to prioritize and recommend

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approval or disapproval of a requirement, not the dollar amount (NOTE: A dollar amount is associated with the requirement in order to allow the Comptroller to determine the appropriate funding source). I MEF MSC/Es, Assistant Chiefs of Staff (AC/S) and/or Marine Corps Program Code (MCPC) representatives (enclosure (2)) can recommend any request for a board review outside of the normally scheduled end of quarter and end of FY meetings. Ultimately, the board results are forwarded to the AC/S G-4 for review, who in turn, forwards to the Chief of Staff I MEF for final approval.

(3) End-State. The board will provide a recommendation to CG, I MEF, that potentially adjusts budget execution within the MEF and its MSC/Es and/or prioritizes I MEF deficiencies or unforecasted requirements to consider for internal resourcing, or for forwarding to MARFORPAC.

b. Concept of Operations. The Fiscal Procurement Oversight Board process takes place in four phases. Enclosure (4) summarizes the process outlined below.

(1) Phase I - Notification and Package Preparation. I MEF MSC/Es, AC/S and/or MCPC representatives notify the Fiscal Procurement Oversight Board Coordinator(s) and prepare their submissions utilizing enclosure (3). It is highly encouraged that originators answer the questions listed in the checklist and complete the letter endorsements PRIOR to the review process. During package preparation by MSC/Es, it is recommended liaison, assistance and coordination is completed with the appropriate representative from enclosure (2) as this will help expedite Phase II actions. As packages are completed, the submitting organization forwards to the Fiscal Procurement Oversight Board Coordinator(s) for consolidation in anticipation of the Pre-Board Review Process (Phase II).

(2) Phase II - Pre-Board Review Process. The Board Coordinator(s) will schedule the date for review and voting. Seven working days prior to this date, the Board Coordinator(s) will electronically distribute the individual package submissions and consolidated worksheet, the "agenda", to the pre-board review representatives (enclosure (1)). These individuals will review each submission and coordinate answering requests for further information (RFIs) with the requesting organization. Answered RFIs will be annotated in the package and returned to the Board Coordinator(s) 72 hours prior to the convening of the Board Review and Voting Process (Phase III). The Board Coordinator(s) will consolidate feedback and complete final updates to submitted package(s) and the worksheet. Packages with unanswered RFIs by the time the voting board convenes will be placed in a "hold/defer" status for the next convening of the board and annotated on the "agenda" and carried through phases III and IV. The Board Coordinator(s) will e-mail out the final "agenda" to the board voting and non voting members (enclosure (1)) as well as to unit briefers 48 hours prior to the board convening.

(3) Phase III - Oversight Board Review and Voting Process. The Board Coordinator(s) ensures all briefers, board voting and non voting members (as applicable) are present. The board consists of two parts: the open briefing session and the closed voting session.

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(a) Open Briefing Session. The unit representative(s) briefs their package(s) to the voting members and answers any questions/concerns that may arise. The session ends once all unit representatives brief their package(s). All briefers and unit representatives depart upon conclusion of their brief(s).

(b) Closed Voting Session. Only the voting and non voting members attend this session. The Board Coordinator(s) will summarize each submission, provide time for additional discussion and then conduct voting prioritization. Voting priority outcomes are:

1. Submitted project priority assignment tallied and sequenced into overall I MEF priority listing.

2. Recommend disapproval. Board Voting members must provide a detailed statement outlining the reason for disapproval.

3. Defer for RFI(s). Board voting members provide specific RFI(s) to send back to the requesting unit, a timeframe for the unit to answer the RFI(s), and a staff lead to follow up on the RFI(s).

(4) Phase IV - Post Board Actions. Directly after Phase III, the Board Coordinator(s) prepares the summary and submits the consolidated worksheet and any AAR/recommendation comments to the Board Chairman for review. The Board Chairmen will forward the summary, with any additional comments, to the I MEF Chief of Staff for final decision. The Board Coordinator(s) will attach the results from the Chief of Staff's review to each request and provide a copy back to the requesting unit. Approvals are retained by the I MEF Comptroller and supported according to I MEF Commanding General's direction. Disapprovals are returned to the unit for close out with a copy provided to the I MEF Comptroller for tracking purposes. The Board Coordinator routes deferred requests back to the originator with the reason for deferral. If the originator takes corrective action and resubmits the package to the Board Coordinator(s), the package will be forwarded to the Board Chairman to determine whether the Oversight Board will receive a re-brief or to send the package directly to the Chief of Staff.

c. Tasks

(1) Chief of Staff. Review and provide final disposition to submitted packages.

(2) Assistant Chiefs of Staff G-1/2/3/5/6/8/TEG/SJA

(a) Assign Deputy to the Board Review and Voting Process (Phase III).

(d) Assign Subject Matter Expert(s) (SME) as required to conduct pre-board reviews (Reference enclosure (2)).

(3) Assistant Chief of Staff G-4

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(a) Assigned as Board Chairman for the Fiscal Procurement Oversight Board. Review and forward results of each board to the Chief of Staff for final disposition.

(b) Assign Deputy as the Board Chair to the Board Review and Voting Process (Phase III).

(c) Permanently assign representative as a Board Coordinator.

(d) Assign SME(s) as required to conduct pre-board reviews.

(4) Board Coordinator

(a) Consolidate input from I MEF MSC/Es, Assistant Chiefs of Staff and/or MCPC representatives.

(b) Review and reconcile input per enclosure (3) and return to originator if not complete.

(c) Schedule Fiscal Procurement Oversight Board in the I MEF Commanding General's conference room and coordinate logistical requirements as necessary.

(d) Send out packages and consolidated worksheet to pre-review board POCs seven workdays prior to board meeting.

(f) Consolidate feedback from pre-review 48 hours prior to board meeting and forward "agenda" to briefers, voting and non-voting members 24 hours prior to board meeting.

(g) Consolidate board results and submit to Board Chairman for review.

(h) Attach Chief of Staff comment(s) to packages and return results to the I MEF Comptroller and submitting organization(s) that reflect approved, disapproved and/or deferred.

(5) I MEF MSC/Es

(a) Complete Fiscal Procurement submissions in accordance with enclosure (3) and submit to Board Coordinator(s).

(b) As applicable, coordinate package submission preparations with POC(s) identified in enclosure (2).

(c) Provide briefer(s) for each submission during the Board Review and Voting Process (Phase III).

d. Coordinating Instructions

(1) Every submission request must have an accurate cost estimate.

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(2) Every submission will specify if the request is a one time buy; the critical funding level/threshold; and impacts if funded at less than 100%.

(3) Incomplete packages will not be forwarded to the board. At a minimum, requirements in enclosure (3) must be included.

(4) The Oversight Review Board and Voting (Phase III) will not meet if there are less than six members available or the Deputy AC/S G-4 Chair is absent.

4. Administration and Logistics

a. Administration

(1) Phase III proceedings are confidential until the Board Chairman, or Deputy AC/S G-4 Board Chair, publishes the summary with the Chief of Staff's recommendation and signature.

(2) Resource decision making and allocation considerations:

(a) Determine funding for an upcoming fiscal year.

(b) Determine allocation of mid-year funding.

(c) Determine allocation of supplemental and end-of-year funding.

(d) Determine deficiencies worthy of reporting to higher headquarters.

(e) As needed to address contracted labor requirements.

(f) As needed to address new requirements.

(g) Annually to review I MEF wide contract requirements and issues of Unauthorized Commitments.

b. Logistics

(1) Unless otherwise notified, Oversight Board Review and Voting (Phase III) will be conducted in the I MEF Commanding General's conference room with time to be determined.

(2) At minimum, four boards will be scheduled to address any requests submitted by the end of each fiscal quarter as well as the end of the fiscal year.

5. Command and Signal

a. Fiscal Procurement Oversight Board Chairman - Assistant Chief of Staff G-4, I MEF at 760-725-9129.

b. Contracting Officer AC/S G-4, I MEF at 760-763-2711.

FISCAL PROCUREMENT OVERSIGHT BOARD MEMBERS

Final Approval/Recommendation Authority: Chief of Staff, I MEF

Board Chairman: Assistant Chief of Staff G-4, I MEF

Board Coordinator

- Representative AC/S G-4, I MEF

Pre Board Review Representatives

- G-1
- G-2
- G-3
- G-4 (SME & Contracting Rep)
- G-5
- G-6
- Training & Experimentation Group
- G-8
- Staff Judge Advocate

Board Voting Members

- Deputy G-1
- Deputy G-2
- Deputy G-3
- Deputy G-4 (Chair)
- Deputy G-5
- Deputy G-6
- Deputy Training & Experimentation Group
- Deputy G-8
- (NOTE: A positive/negative vote by this member is not interpreted to mean funding is/is not available.)
- Deputy Staff Judge Advocate

Board Non Voting Members (as applicable)

- AT/FP
- Medical/Surgeon
- Chaplain
- NBC
- Marine Logistics Command LNO
- Logistics Modernization LNO
- Contracting
- Any other subject matter expert(s)

**MARINE CORPS PROGRAM CODE (MCPC) IDENTIFIED FUNCTIONAL AREA EXPERTS
& I MEF ASSISTANT CHIEF OF STAFF SUBJECT MATTER EXPERTS (SME)**

600104: Operations and Training Support:

- G-3 Training Officer
- G-3 Logistics Officer

600108: Intermediate and Organizational Maintenance:

- G-4 MMO
- G-4 Sustainment Officer
- I MEF Surgeon/Medical

600298: Corrosion Control & Coating Program:

- G-4 MMO
- G-4 Sustainment Officer

600404: USMC Exercises:

- G-3 Training Officer
- G-3 Exercise Officer

600504: MEU Capability:

- G-3 FOps

600604: Unit Deployment Program:

- G-3 FOps

600798: Secondary Repairables:

- G-4 Supply
- G-4 Sustainment Officer

600898: Critical Low Density Secondary Repairables (5th Echelon):

- G-4 Supply
- G-4 Sustainment Officer

601198: Joint Exercises:

- G-3 Exercise Officer

601298: Marine Forces Formal Training:

- G-3 Training Officer

650198 Maritime Pre-positioned Force:

- G-4 MPF Officer

670598: Management Headquarters Admin:

- I MEF Family Readiness

Assistant Chief of Staff G-1

- Contract Employees

Assistant Chief of Staff G-2

Assistant Chief of Staff G-3

- AT/FP Requirements

**MARINE CORPS PROGRAM CODE (MCPC) IDENTIFIED FUNCTIONAL AREA EXPERTS
& I MEF ASSISTANT CHIEF OF STAFF SUBJECT MATTER EXPERTS (SME)**

- Equipment for PTP, deployment, T/E replacement

Assistant Chief of Staff G-4

- Equipment for PTP, deployment, T/E replacement
- Base support services or improvements to structures or interiors of structures (furniture, carpet, etc)
- Any request for re-locatable buildings, to include office trailers

Assistant Chief of Staff G-6

- Equipment for PTP, deployment, T/E replacement

Assistant Chief of Staff G-9

Assistant Chief of Staff Training and Experimentation Group

- Equipment for PTP, deployment, T/E replacement

Public Affairs Office

Safety Office

- Safety related equipment

CURRENT YEAR DEFICIENCY WORKSHEET & CHECKLIST

FY-XX
CURRENT YEAR DEFICIENCY WORKSHEET

ITEM NAME: PRIORITY:

FISCAL YEAR: 20xx MSC:

FUNDING NEEDED FOR:

APPROPRIATION:
FUND FUNC:

COMMAND POC:

- 1. COMPTROLLER/FISCAL OFFICER:
- 2. PROGRAM MANAGER:

MCPCs & FINAL FUNDING DATE (list all MCPCs associated with the initiative, corresponding dollar amount, and last date to receive funding for execution in current fiscal year):

a. MCPC Funding Required By Date:

TOTAL AMOUNT OF DEFICIENCY \$

ITEM DESCRIPTION:

- 1. What is the total requirement? \$
- 2. What is the command's baseline for the requirement? \$
- 3. What is the shortfall? \$
- 4. Was the issue POM'd for, placed on a UPL, or submitted as a shortfall at any other time?

DESCRIBE WHY THE ITEM IS NEEDED:

- 1. Describe the Who, What, When, Where, Why the item is needed.
- 2. Describe any recurring maintenance of equipment, renewal of service contracts, etc. and estimated annual costs.
- 3. Specify other projects that this issue will support (to include other appropriations: i.e., MILCON).
- 4. Provide personnel support details (# of contractors, USDH, FNIH, military).

DESCRIBE EFFECTS IF FUNDING IS NOT PROVIDED, PARTIALLY PROVIDED OR IS DEFERRED (be specific):

ONE TIME COST (IF NO, DESCRIBE RECURRING COST BELOW BY FY):

FISCAL YEARS	2009	2010	2011	2012	2013	2014	2015
PRICE	\$	\$	\$	\$	\$	\$	\$
QUANTITY							

NOTE: Issues requiring one-year funding should only reflect that year's funding. If there is a sustainment "tail", ensure the appropriate out-years are completed.

OCO RELATED:

PROVIDE RELEVANT ATTACHMENTS, IF ANY.

CURRENT YEAR DEFICIENCY WORKSHEET & CHECKLIST

I MEF FISCAL PROCUREMENT OVERSIGHT BOARD CHECKLIST

* NOTE: THE FOLLOWING QUESTIONS MUST BE ADDRESSED TO ENSURE REQUEST IS STILL APPROPRIATE:

1. The item and quantity requested are appropriate.
2. This represents a consolidated request of all known deficiencies of similar requirements at this time.
3. The item or support requested is the standardized answer to a recurring deficiency. This may require staffing through the corresponding section to ensure units are not trying to reinvent the wheel and that interoperability of systems is achieved whenever practicable.
4. The deficiency cannot be addressed through internal realignment of assets (i.e. transferring laptops from one battalion to another, or an underutilized NTV from one unit to another, within the same chain of command).
5. Can deficiency be partially funded, if full funding is not available? What minimum level of funding can be provided that will have a positive impact on mission (25%, 50%, 75%)?

_____ CURRENT YEAR DEFICIENCY WORKSHEET. Completed all applicable questions.

_____ LETTER OF JUSTIFICATION. Must be signed by responsible officer (requestor) - one accountable for expenditure.

_____ LETTER OF ENDORSEMENT. Must be signed by Commander (NO DELEGATION OF AUTHORITY) - one responsible for proper execution of fiduciary responsibility.

_____ LETTERS OF ENDORSEMENT. May be necessary from any staff section with oversight of requested items or service (i.e. PMO for AT/FP, G-1, G-3, G-4, G-6, TEG, Regional Contracting Office) to ensure proper waivers and authorizations are obtained.

_____ LETTER OF ENDORSEMENT. Fiscal officer or Comptroller that identifies full or partial off-sets, provides independent government cost estimate (if required), confirmation of funding venue, duration of funding requirement, fiscal law concerns, submitting command/unit fiscal performance and standing.

_____ LEGAL REVIEW. Requestor must route their request through their legal office and include a concurring legal review.

_____ SUPPORTING DOCUMENTATION. Unit should include any supporting documentation that may clarify what is being requested, where it will be placed (i.e. diagrams, maps, pictures), or why it is necessary.



FISCAL PROCUREMENT OVERSIGHT BOARD PROCESS (CONOPS)

Enclosure (4)

