



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 7300.1B
COMPT
17 APR 2009

AIR STATION ORDER 7300.1B w/CH 1,2

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: PROGRAM AND BUDGET ADVISORY COMMITTEE (PBAC)

Ref: (a) MCIEAST Order 7300.1B

Encl: (1) Definitions to be applied in the PBAC process

1. Situation. Per the reference, this Order is published to establish a Program and Budget Advisory Committee (PBAC) for Marine Corps Air Station (MCAS), Cherry Point.

2. Cancellation. AirStaO 7300.1A.

3. Mission. The PBAC will provide oversight of all resource programming, budgeting, and execution for MCAS Cherry Point.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Identify funding requirements, distribution of funds, and the execution of appropriated resources provided to the Commanding Officer (CO), MCAS Cherry Point.

(2) Concept of Operations

(a) The Chairperson for the PBAC is the Executive Officer. The PBAC will oversee all MCAS Cherry Point resource programming, budgeting, and execution. The PBAC will develop recommendations concerning all resource applications for presentation to the CO, MCAS Cherry Point for final approval. The PBAC will meet three times per year (November, February, and ~~July~~ JUNE), prior to the Marine Corps Installations East (MCIEAST)

DISTRIBUTION STATEMENT A: Approved for public release,
distribution is unlimited

Financial Advisory Board (FAB) or the Financial Working Group (FWG), meeting or as deemed necessary by the Chairperson.

(b) The voting members will be as follows:

- 1. ~~Director, Command Analysis and Review:~~
COMMANDING OFFICER, HEADQUARTERS AND HEADQUARTERS SQUADRON
- 2. Director, Facilities.
- 3. Director, Manpower.
- 4. Director, Marine Corps Community Services.
- 5. Director, Operations.
- 6. Director, Safety and Standardization.
- 7. Director, Community Plans and Liaison.
- 8. Director, Security and Emergency Services.
- 9. Director, Supply.
- 10. Director, Telecommunications and Information Systems Directorate (TISD).

Information Systems Directorate (TISD).

~~11. COMMANDING OFFICER, HEADQUARTERS AND HEADQUARTERS SQUADRON.~~

(c) Advisory/non-voting member: Comptroller.

b. Tasks

(1) PBAC

(a) Review obligation data compared to programmed levels and recommend reprogramming actions.

(b) Review, validate, and prioritize unfunded requirements identified as mission essential, mission deferred, or mission enhanced. As defined in the reference, mission essential are those requirements that must be purchased this fiscal year, mission deferred are requirements that are not mission critical and may not be performed during the current fiscal year, but will become mission essential in future fiscal years, and mission enhanced are those requirements that are "nice to have" and have little to no impact on mission accomplishment. Mission enhanced requirement will seldom turn into mission essential items.

[*chi]

(c) Make recommendations and proposals to offset decrements imposed locally or by higher headquarters.

(d) Provide oversight and guidance to be incorporated into future Program Objective Memorandum (POM)/budget development submissions.

(2) Comptroller

(a) Provide status reports, by directorate, which reflect current obligations status versus programmed data.

(b) Provide the PBAC with a list of all unfunded requirements for prioritization, ensuring each item has been properly vetted through the applicable directorate/department for appropriate approvals or validation (i.e., furniture or construction requirements should be reviewed by garrison property or facilities development/maintenance, etc.).

(c) Prepare and distribute minutes from each committee meeting.

(d) Represent MCAS Cherry Point as a member of the MCIEAST Financial Working Group (FWG) and present prioritized deficiency requirements to the group on behalf of MCAS Cherry Point.

(3) Directorates/Department Heads

(a) Provide briefings on the status of locally controlled funding that has been allocated for the operation of the Directorate/department, by element of resource i.e., supplies, contractual services, travel, personnel support equipment and minor property. Provide briefings on the status of all centrally managed funds that have been allocated to the Directorate/department.

(b) Identify unfunded requirements and provide detailed write-ups, to include effective justifications and valid Drop Dead Dates (the last date funding can be received and executed), to the Comptroller to be included in the PBAC presentation and vote process.

(c) Present, validate, and discuss all unfunded requirements for locally controlled and centrally managed funds. For items to be considered in the prioritized process, they must be over \$1,000.

(d) Work with TISD to ensure all Information Technology (IT) requirements have an Abbreviated System Decision Paper (ASDP) completed and IT waiver requested (if required) prior to submitting unfunded IT requirements to the PBAC.

(e) All Personal Support Equipment/Command Support Equipment (PSE/CSE) requirements must be submitted to Station Property in Facilities Development. If Station Property does not have the item stocked in inventory, they will submit the requirement to the PBAC on behalf of the requesting Directorate/Department.

(f) Obtain approval from higher headquarters to purchase all equipment with a value that is greater than the Marine Corps Operations and Maintenance (O&M) procurement limit.

(g) Filter any requirements that may involve construction or maintenance of real property through the Facilities Directorate to verify proper funding source.

(h) Unfunded requirements for training need to be written so any tuition or registration can be identified separately from travel costs. Work with the Training Office to determine if any command funds are available. Since the Training Office does not pay travel expenses, departments will need to coordinate closely with the Training Office when submitting a training deficiency.

(4) Facilities Director

(a) Validate all PSE or CSE requirements and submit deficiencies for unstocked/unfunded requirements to the PBAC.

(b) Ensure all construction or real property maintenance deficiencies are processed through appropriate facilities channels (i.e., local construction office, FMD prioritization, etc.) and are funded using the correct type of funding (i.e., Facilities Sustainment Restoration and Modernization (FSRM) or Facilities Services, etc.). If funding is not available to fund the requirement internally, submit deficiency through Facilities designated process.

* (c) ENSURE ALL GARRISON MOBILE EQUIPMENT (GME) DEFICIENCIES ARE PROCESSED THROUGH PROPER CHANNELS (i.e., ALL TAM-CONTROLLED...

(5) Telecommunication and Information Systems Directorate. Process all IT related requirements to verify ASDPs are complete and accurate and IT waivers are requested.

(6) Operations Directorate. Ensure the Training Office reviews departmental requests for training, and works closely with Directorate/Departments if deficiencies need to be submitted to PBAC. Tuition and registration fees should be identified separately from travel cost.

(7) Executive Officer-PBAC Chairperson

(a) Validate committee minutes.

(b) Present PBAC recommendations to the CO for approval.

(c) Approve critical/emergent needs presented by the Comptroller, if required.

(8) Commanding Officer

(a) Review consolidated deficiency lists generated by the PBAC, comment on changes and priority to the financial plan.

(b) After results are published by the Financial Working Group/Financial Advisory Board, communicate any concerns over outcome and any pertinent issues to the Commanding General, MCIEAST.

5. Administration and Logistics. Each directive control point should review the instruction and ensure that personnel listed in paragraph 4a(2)(b) have been provided a copy of this Order.

6. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point.

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



ROBERT D. CLINTON
Executive Officer

DISTRIBUTION: A



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

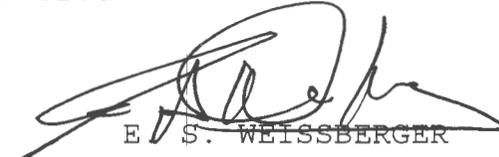
ASO 7300.1B CH 1
COMPT
11 MAY 2011

AIR STATION ORDER 7300.1B CH 1

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: PROGRAM AND BUDGET ADVISORY COMMITTEE (PBAC)

1. Situation. To direct pen changes to the basic Order.
2. Execution
 - a. Page 1, paragraph 4.a.(2)(a), in the last sentence change, "July" to read, "June."
 - b. Page 2, paragraph 4.a.(2)(b), add, "11. Commanding Officer, Headquarters and Headquarters Squadron."
3. Filing Instructions. File this change transmittal behind the signature page of the basic Order.



E. S. WEISSBERGER
Executive Officer

DISTRIBUTION: A

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

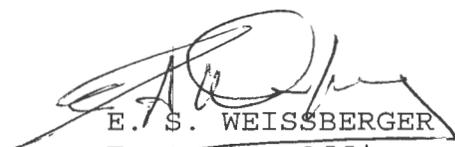
ASO 7300.1B CH 2
COMPT
22 MAY 2012

AIR STATION ORDER 7300.1B CH 2

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: PROGRAM AND BUDGET ADVISORY COMMITTEE (PBAC)

1. Situation. To direct pen changes to the basic Order.
2. Execution
 - a. Page 2, paragraph 4. a. (2) (b), Change 1. to read "Commanding Officer, Headquarters and Headquarters Squadron."
 - b. Page 2, paragraph 4. a. (2) (b), Delete 11. "Commanding Officer, Headquarters and Headquarters Squadron."
 - c. Page 4, paragraph 4.b.(4), add subparagraph (c) to read "Ensure all Garrison Mobile Equipment (GME) deficiencies are processed through proper channels (i.e., all TAM-controlled items listed in MCO P11240.106 are GME and can be procured only with Procurement Marine Corps (PMC) funds)."
3. Filing Instructions. File this change transmittal behind the signature page of the basic Order.


E. S. WEISSBERGER
Executive Officer

DISTRIBUTION: A

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

DEFINITIONS TO BE APPLIED IN THE PBAC PROCESS

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

1. **Deferred:** Activities which are not mission critical and do not have to be (but can be) performed during the current fiscal year. Lack of funding may adversely impact the ability to fully accomplish non-critical Directorate 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 a Directorate 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. 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. **Enhanced:** "Nice to have" issues which, if unfunded, have little or no impact upon the Directorate'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.