

BUDGET SUBMISSION FORM
TOTAL FORCE/ACTIVE DUTY FOR SPECIAL WORK (TF/ADSW)
NAVMC 11349 (10-97) (EF) SN: 0000-00-888-0630

For use of this form, see MCO 1001.59; proponent agency is CMC (RA)

PART I - SUBMITTING ORGANIZATION INFORMATION

1. ORGANIZATION	2. ADDRESS
3. PREPARER (RANK, NAME, BILLET)	4. PREPARER'S TELEPHONE NUMBERS COML _____ DSN _____ FAX _____

PART II - REQUIREMENT TYPE

5. TYPE	ACTIVE COMPONENT/ADSW (AC/ADSW)	RESERVE COMPONENT/ADSW (RC/ADSW)
6. CATEGORY	AC/ADSW	RC/ADSW
	ADSW-AC (SHORT TOURS/OP TEMPO RELIEF)	ADSW-GO (GENERAL OFFICER SHORT TOURS)
	ADSW-ES (EXERCISE SUPPORT)	ADSW-RC (SHORT TOURS)
	ADSW-TCA (TRADITIONAL CINC ACTIVITIES)	ADSW-EP (EXERCISE PARTICIPATION)
		ADSW-RR (RECRUITING AND RETENTION)

PART III - REQUIREMENT DETAILS

7. REQUIREMENT DESCRIPTION (NAME OF SPECIAL PROJECT OR EXERCISE)	8. PRIORITY
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9. PERSONNEL AND MANDAY REQUIREMENTS:	OFFICER:
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RANK	QUANTITY	MANDAYS	PER DIEM RATE	PER DIEM COST	TRAVEL COST	P/A COST	TOTAL COST	
								10. TOTAL NUMBER OFFICER
								11. TOTAL NUMBER ENLISTED
								12. TOTAL MANDAYS OFFICER
								13. TOTAL MANDAYS ENLISTED
								14. TOTAL MANDAYS
								15. TOTAL MANDAYS (PER DIEM)

9A. PERSONNEL AND MANDAY REQUIREMENTS:	ENLISTED:
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RANK	QUANTITY	MANDAYS	PER DIEM RATE	PER DIEM COST	TRAVEL COST	P/A COST	TOTAL COST	
								16. TOTAL PER DIEM COST
								17. TOTAL P/A COST OFFICER
								18. TOTAL P/A COST ENLISTED
								19. TOTAL REQUIREMENT COST

20. EXECUTIVE SUMMARY

21. OPERATIONAL IMPACT

22. JUSTIFICATION

Submit your completed form through the via the Chain of Command to CMC (RAM-7) at the following address:

Commandant of the Marine Corps (RAM-7)
Headquarters, U. S. Marine Corps
2 Navy Annex
Washington, DC 20380-1775
Attn: TF/ADSW Program Manager

23. PREPARER'S SIGNATURE

24. DATE

25. COMMANDER'S VERIFICATION (Name, Grade, and Signature)

26. DATE

I CERTIFY THAT I HAVE REVIEWED THIS REQUIREMENT AND THAT IT IS VALID.

NAVMC 11349 (10-97) (EF) (PAGE 3) INSTRUCTIONS

PART I - SUBMITTING ORGANIZATION INFORMATION

1. Provide a full description of the submitting organization, i.e. Marine Forces Atlantic.
2. Provide the complete address of the submitting organization.
3. Provide the rank, full name, and billet of the individual preparing the submission.
4. Preparer's telephone number.

PART II - REQUIREMENT TYPE

5. Type - choose a type based on the intent and primary benefit
6. Category - Choose an AC/ADSW category if type chosen was AC/ADSW or chosen a RC/ADSW category if type was RC/ADSW

PART III - REQUIREMENTS DETAILS

7. Requirement description: Provide the name of the exercise or special project.
8. Enter the priority of this particular requirement i.e. if you have 50 separate requirements, rank them in priority from 1 to 50. Prioritize each type in block 5. (AC/ADSW and RC/ADSW) separately i.e. if you have 50 requirements, 20 ADSW-AC and 30 ADSW-RC, AC/ADSW would be prioritized 1-20 and RC/ADSW 1-30.
9. Personal and Manday Requirements.
Breakdown the requirement by rank. List ranks from senior to junior. First provide those ranks that will require Per Diem, then list those that will not, i.e.

RANK	QUANT	MANDAYS	PER DIEM RATE	PER DIEM COST	TRAVEL COST	P/A COST	TOTAL COST
COL	2	120	180	21,600	600	27,177.79	49,377.79
COL	1	179	N/A	N/A	350	45,000.00	45,350.00
MAJ	1	179	N/A	N/A	250	24,250.25	24,500.25

For each rank provide the quantity and the total mandays, i.e. if requirement is for 2 Colonels each for 60 days then mandays equals 120. In the Per Diem Rate column put the daily rate for the place the duty will be performed. Multiply the mandays column by the Per Diem Rate column and place the resulting figure in the Per Diem Cost column. Contact your local TMO office to determine the average commercial air costs for your area and the current POV travel costs tables.

To estimate the Pay Monthly Allowances Cost (P/A Cost) for each grade required use the average years of service from following chart to determine the monthly base pay rate from the current DOD Pay Chart. Divide the base pay amount by 30. The result is the daily amount of base pay. Use the same formula to determine the daily rate for BAH and BAS. When determining the BAH amount always use the full BAH amount. Add the base pay, BAH, and BAS daily rates to get the total daily rate. Multiply the total daily rate by the total number of mandays to obtain the P/A cost for each rank requirement, for example: Requirement is 3 Capt's for 537 Total Mandays--

RANK	QUANT	MANDAYS	PER DIEM RATE	PER DIEM COST	TRAVEL COST	P/A COST	TOTAL COST
Capt	3	537	N/A	21,600	950	27,177.79	49,377.79

Base Pay (\$3,449.40/30 = \$114.98) + BAH (\$541.20/30 = \$18.04) + BAS (\$154.16/30 = \$5.14) = \$138.16 (Total P/A daily rate)
 Total P/A daily rate (\$138.16 x Total Mandays (537) = P/A Cost. P/A COST + Travel Cost (75,141.92).

Average years of service for pay purposes:

Col	24	SatMai/MGvSat	24
LtCol	18	1stSat/Msat	18
Mai	14	GvSat	14
Capt	10	SSat	12
1stLt	6	Sat	8
2ndLt	2	Cpl	6
CWO-5	26	LCpl	4
CWO-4	24	Pfc	2
CWO-3	20	Pvt	Less than 2
CWO-2	16		
WO	14		

10. thru 19. Provide the totals for required data in block 8.
20. Executive Summary: Provide synopsis of the Operational Impact and Justification for the requirement.
21. Operational Impact: Provide a brief outlook of how your command would be effected if this requirement went unfunded.
22. Justification: Provide brief description of the tasks, duties, and/or special project. For exercise requirements, provide description of duties to be performed as they relate to the exercise and provide insight to the purpose of the exercise.
23. Preparer's Signature: Signature of the person preparing this form.
24. Date: YYMMDD.
25. Commander's Verification: Provide the Name, Grade, and Signature of the submitting organization's commander. For example, The Commander, Marine Forces Atlantic would sign for any MARFORLANT submissions.