



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

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COMBAT CENTER BULLETIN 10150

From: Commanding General
To: Distribution List

Subj: DATA CALL FOR GARRISON EQUIPMENT REPLENISHMENT, REPLACEMENT, AND ACQUISITION PLANS FOR FISCAL EXECUTION YEAR 2015, BUDGET YEAR 2016, AND PROGRAM YEARS 2017-22

Ref: (a) DEPUTY SECDEV Memo 10 Jan 2013, Handling Budgetary Uncertainty
(b) SECNAVINST 7320.10A
(c) MCO P10150.1
(d) MCO 4450.10C
(e) Marine Corps Vision and Strategy 2025

Encl: (1) Selected Garrison Property Program Descriptions
(2) Electronic Submission Exhibit Instruction

1. Situation. Headquarters Marine Corps (HQMC) requests funding from Congress for selected garrison equipment programs based on requirements submitted by installation commanders. These requirements are funded based upon available funding and strength of the justification provided. In order to effectively compete, centrally managed funds requirements must be planned, prioritized, fully justified, and substantiated. Reference (a) stresses the importance of detailed planning and prioritization of expenditures in order to minimize harmful effects on people, operations, and unit readiness during the upcoming period of reduced fiscal resources. Fiscal constraints have created a backlog of deferred projects and requirements; priorities and justifications must be continuously updated to ensure requirements are met. The information provided via this data call must identify all upcoming garrison equipment program requirements for Fiscal Execution Year 2015, Budget Year 2016, and Program Objective Memorandum 2017-2022.

2. Mission. To publish instructions ensuring all requests for equipment replenishment, replacement, and refurbishing programs are submitted electronically to the Consolidated Material Support Center (CMSC) no later than close of business 1 May 2014.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. In accordance with references (b) through (e) and the strategic plans of Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC), and Marine Corps Mountain Warfare Training Center (MCMWTC), develop a complete and

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comprehensive prioritized list of centrally funded garrison equipment requirements for submission to HQMC (Code LFS), in support of sustained readiness and capability.

(2) Concept of Operations

(a) All supported activities shall make maximum use of equipment replenishment, replacement, and refurbishing programs in order to minimize using local operations and maintenance funds. Submissions of requirements should be limited to those items of equipment essential to productivity or efficiency, to optimize use of space, or to improve living or working conditions. Enhancements for appearance, décor, or status shall be made only in conjunction with essential requirements, approved quality of life programs, and as allowed by law.

(b) The following is a list of equipment replenishment, replacement, and refurbishing programs.

1. Personal Support Equipment (PSE)
2. Command Support Equipment (CSE)
3. Warehouse Modernization (WM)
4. Food Preparation and Serving Equipment (FPSE)
5. Collateral Equipment (CE)
6. Whole Room Concept (WRC)

b. Subordinate Element Missions

(1) Each organization will route the submission of budget requirements for PSE, CSE and WM, to CMSC, via their Commanding Officer (CO), Assistant Chief of Staff (AC/S), Special Staff Officer for concurrence and prioritization.

(2) Special program managers such as the Resident Officer-in-Charge of Construction, the Public Works Officer, and the Billeting Director will submit their exhibits for CE, and WRC requirements directly to CMSC. Food Service, as a special program, will submit their FPSE exhibit to CMSC via their Officer-in-Charge.

(3) Email submissions to Mr. Stephen Doutt at stephen.doutt@usmc.mil.

(4) Additional approval by higher headquarters or adjacent directorates for acquisition, installation, and operation may be required. All requests for equipment must be approved by the directorate that has cognizance over similar equipment, responsible for resource management of the equipment, or impacted by the operation or installation of the equipment. Cognizant resource managers include, but are not limited to: energy, water, sewage and waste management, environmental, safety, industrial hygiene, fire prevention, medical, billeting, manpower, motor transport, maintenance, security, information technology, and budgeting. It is the responsibility of the requesting CO, AC/S, Special Staff Officer to obtain all site approvals, required facility improvements, National Environmental Policy Act or

Information Procurement Request Review/Approval system documentation, licenses, training, permits, waivers, or approvals required to procure, install, or operate the equipment.

(5) Additional annual funding may be required to operate or maintain the requested equipment. It is the responsibility of the requesting CO, AC/S, or Special Staff Officer to plan, program, or arrange for the operation and maintenance of the equipment.

c. Coordinating Instructions

(1) Reference (c) and enclosure (1) provide descriptions of the various garrison equipment programs. Fact sheets, quick guides, and submission exhibit spreadsheets are available from CMSC via email upon request to Mr. Stephen Doutt at stephen.doutt@usmc.mil.

(2) Electronic Submission Exhibit Instructions

(a) Submit multiple items on one exhibit if they are all part of the same project and fiscal year. Place separate projects on separate exhibits and provide enough detail to communicate a clear understanding of the requirement. You may create more tabs at the bottom of the spreadsheet by right-clicking on the tab name and making a copy; there is a pre-formatted tab for each category of garrison equipment.

(b) Follow the steps outlined in enclosure (2) to provide requested data electronically.

(3) The point of contact is Mr. Steve Doutt at (760) 830-5367 or by email at stephen.doutt@usmc.mil.

4. Administration and Logistics. Distribution statement A bulletins issued by the Commanding General are distributed via email upon request and can be viewed at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/CCO.aspx>.

5. Command and Signal

a. Command. This Bulletin is applicable to active-duty and civilian personnel aboard the MAGTFTC, MCAGCC and MCMWTC.

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


J. B. HANLON
Chief of Staff

Distribution: A

Selected Garrison Property Program Descriptions

1. Personnel Support Equipment (PSE) - For the purposes of this bulletin PSE is defined as furniture, furnishings, and equipment for existing Bachelor Enlisted Quarters (BEQ) and Bachelor Officers Quarters (BOQ), and furniture and furnishings in administrative offices, shops and dining facilities. PSE has a cost less than \$100,000.

a. BEQ/BOQ furniture and furnishings include - chairs, sofas, beds, wardrobes, chests, lamps, mirrors, rugs, shower curtains, bedspreads, and recreation equipment. (Submitted by Bachelor Billeting Division).

b. Office furniture and furnishings include - desks, tables, credenzas, bookcases, filing cabinets, office safes, partitions, security cabinets, and chairs.

c. Equipment includes - washers, dryers, refrigerators, vacuum cleaners, floor polishers, ice-making machines, copiers, and fax machines.

2. Command Support Equipment (CSE) - for the purposes of this bulletin CSE is garrison property with a unit value greater than \$100,000 but less than \$250,000. CSE includes any equipment meeting the dollar criteria stated above that is not PSE, Garrison Mobile Equipment (GME), material handling equipment (MHE) or Information Technology (IT) equipment. Examples are a security system, drill press, lathe, antennae, training simulator, or audio-visual system.

3. Warehouse Modernization (WM) - WM is used to upgrade local storage, warehousing equipment, and operations. WM has two categories O&MMC and Procurement, Marine Corps (PMC).

a. Included in WM is automated material handling systems, storage aid systems (bin, shelving, and pallet racks), and preservation, packaging and packing systems.

b. Not included are wheeled motorized MHE such as forklifts, except for first time buys of narrow-aisle forklifts, used to maximize the utilization of storage space. Material handling equipment requirements must be validated through the Southwest Regional Fleet Transportation office (SWRFT) prior to submission.

c. Requirements over \$250K must be identified separately as PMC funding, using the same exhibit format.

4. Food Preparation and Serving Equipment (FPSE) - Dining Facility kitchen and serving equipment (submitted by Food Service Officer only).

5. Collateral Equipment (CE) - CE in military construction, also known as initial outfitting, is the first provision of furniture, furnishing, and equipment for a requirement generated through new construction or expansion of a facility (submitted by ROIC and PWD only).

6. Whole Room Concept (WRC) - A PSE refurbishment program for the procurement of full room furnishings (furniture, drapes, carpet, and décor) and includes delivery, installation and removal of existing (submitted by Food Service Officer and Billeting Director only).

7. Procurement, Marine Corps (PMC) - HQMC funding is either O&M or PMC. PMC is used for items of garrison property with a value of \$250,000 or more and can be PSE, CSE, FPSE, or WHM.

8. Exceptions - The Selected Garrison Property program does not include Garrison Mobile Equipment (GME), or Information Technology equipment (IT).

Enclosure (1)

Electronic Submission Exhibit Instruction

1. Submit multiple items on one exhibit if they are all part of the same project and fiscal year. Put separate projects and years on separate exhibits. Provide enough detail to communicate a clear understanding of the requirement. You may create more tabs at the bottom of the spreadsheet by right-clicking on the tab name and making a copy. There is a pre-formatted tab for each program category.

a. Fill in today's DATE and the FISCAL YEAR for which this deficiency is being submitted.

b. Enter DODAAC, UNIT/OFFICE, and MSC/DIRECTORATE submitting the request.

c. Enter CONTACT NAME and PHONE at requesting unit/office level.

d. Enter COMMANDING OFFICER, DIRECTOR, or DIVISION HEAD per paragraph 3b(1).

e. PRIORITIZE all of your requirements in each program category with "1" as the highest. Two requirements within the same program category (PSE, CSE, WHMOD or PMC) cannot have the same priority unless they are dependent on each other.

f. Enter BUILDING number or specific location where the system/item will be used or installed.

g. Enter the PURPOSE for the item (i.e. Replacement, New Requirement). Enter the Plant or Minor Property Number of the item being replaced, if applicable. Enter the Current Condition Code of the item being replaced, if applicable. Use multiple lines per item if necessary.

h. Enter ITEM DESCRIPTION, (make, model, or nomenclature).

i. Enter QUANTITY required in the Fiscal Year cited at the top.

j. UNIT PRICE of new item or system requested.

k. The extended TOTAL price is calculated for each item.

l. The FREIGHT, INSTALLATION, and TOTAL of all charges is calculated.

m. Enter a detailed JUSTIFICATION that aligns the requirement to mission accomplishment, process improvement, and cost savings.

n. Enter the IMPACT IF NOT FUNDED.

2. Submission exhibit spreadsheets are available at the Logistics Division (CMSC) sharepoint site: <https://intranet.mciwest.usmc.mil/palms/IandL/LogDiv/CMSC/DPI> or can be forwarded via email upon request, (760) 380-5367/3032.