



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD SUITE 20302
ALBANY GA 31704-0302

Canc: Sep 13

MCLBABul 4400
LSD4002
23 Aug 13

MARINE CORPS LOGISTICS BASE ALBANY BULLETIN 4400

From: Commanding Officer, Marine Corps Logistics Base Albany
To: Distribution List

Subj: FISCAL YEARS 2016-2020 DATA CALL FOR PERSONNEL SUPPORT
EQUIPMENT, WAREHOUSE MODERNIZATION, COMMAND SUPPORT
EQUIPMENT AND PROCUREMENT MARINE CORPS REQUIREMENTS

Ref: (a) SECNAVINST 7320.10A
(b) MCO P10150.1

Encl: (1) Example Command Data Call Submission Letter
(2) FY 16-20 Data Call Workbook (sep cover)

1. Purpose

a. To publish instructions for completing the Fiscal Year (FY) 2016 through FY 2020 Personnel Support Equipment (PSE), Warehouse Modernization (WM), Command Support Equipment (CSE), and Procurement Marine Corps (PMC) funding data call.

b. To develop the most complete and comprehensive list of PSE, WM, CSE and PMC requirements for FY16 through FY20 for submission to Headquarters Marine Corps (Code LFS), thereby ensuring maximum readiness and supportability in accordance with the Marine Corps Logistics Base (MCLB) Albany strategic plan.

c. To ensure all submissions are submitted no later than close of business 6 September 2013, and to collect all data and approvals electronically as stated in paragraph 3.

2. Background. Headquarters Marine Corps (HQMC) provides funding for selected Garrison Supply programs based on requirements submitted the previous fiscal year. These requirements are funded based upon the strength of the justification provided. To effectively compete for PSE, WM, CSE, and PMC, funding requirements must be fully justified and substantiated. These programs are outlined below.

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

a. PSE. Defined as furniture, furnishings, and equipment for existing Bachelor Enlisted Quarters (BEQ) and Bachelor Officers Quarters (BOQ), and furniture and furnishings in administrative offices, and dining facilities.

(1) BEQ/BOQ furniture and furnishings include chairs, sofas, beds, wardrobes, chests, lamps, mirrors, rugs, shower curtains, and bedspreads.

(2) Office furniture and furnishings include desks, tables, credenzas, bookcases, filing cabinets, office safes, partitions, security cabinets, and chairs.

(3) Equipment includes washers, dryers, refrigerators, vacuum cleaners, floor polishers, ice-making machines, and microwaves.

b. WM. Used to upgrade local storage, warehousing equipment, and operations.

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

(2) Not included are, wheeled motorized material handling equipment (MHE) such as forklifts, except for first time buys of narrow-aisle forklifts, used to maximize the utilization of storage space.

(3) Requirements over \$250K must be identified separately as Procurement, Marine Corps (PMC) funding, using the same exhibit format.

c. CSE. Items of Garrison Supply with a value greater than \$5,000 but less than \$250,000. CSE includes any equipment meeting the dollar criteria stated above, that is not PSE, Garrison Mobile Equipment (GME), MHE or Information Technology (IT) equipment. Examples are a drill press, generator, or antennae.

d. PMC. Items of Garrison Supply with a value of \$250,000 or more. PMC includes any equipment or system meeting the dollar criteria stated above, that is not GME, MHE, or IT equipment.

3. Action. All installation activities shall make maximum use of these programs to minimize requests for equipment using local operations and maintenance (O&M) funds. Submissions of requirements should be limited to those items of equipment essential to productivity or efficiency, to optimize use of space, or to enhance living or working conditions. Enhancements for appearance, decor, or status shall be made only in conjunction with essential requirements but shall not be submitted to satisfy the desire for the latest design or more expensive line of property.

a. Utilize enclosures (1) and (2) to facilitate the submission of command requirements. Enclosure (1) is an example of a command endorsement letter for all base divisions and tenant command representatives to coordinate the submission of selected Garrison Supply deficiencies and provide deficiency exhibits from their subordinate directorates. Enclosure (2) can be provided upon request from the points of contact listed in paragraph 5.

b. Instructions for the completion of enclosure (2) are as follows.

(1) Submit multiple items on one exhibit if they are all part of the same project. Put separate projects 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.

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

(3) Enter DODAAC, UNIT/OFFICE, and MSC/DIRECTORATE submitting the request.

(4) Enter CONTACT NAME and PHONE at requesting unit/office level.

(5) Enter COMMANDING OFFICER, DIRECTOR, or DIVISION HEAD

(6) PRIORITIZE all of your Personnel Support requirements with "1" as the highest. Two lines cannot have the same priority unless they are dependent on each other. If you

are submitting separate sheets per paragraph 1 above each line item will have a different priority *i.e.* there can only be one item identified as priority "1" no matter how many different submissions you make.

(7) Enter BUILDING, ROOM AND FLOOR number or specific location where the system/item will be used or installed.

(8) 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.

(9) Enter ITEM DESCRIPTION, make, model, nomenclature, size, dimensions, and color.

(10) Enter QUANTITY required in the Fiscal Year cited at the top.

(11) UNIT PRICE of new item or system requested.

(12) The extended TOTAL price is calculated for each item.

(13) The FREIGHT, INSTALLATION/REMOVAL, and TOTAL of all charges are calculated.

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

4. Required Source Of Supply (SOS)

a. The SOSs listed below will assist with identifying items that are available and helping with completing the exhibit spreadsheets.

(1) Office Depot. This is the SOS for PSE. The Office Depot point of contact is Mr. Steven Truscello. He can be reached at DSN 567-7419, 229-669-8640, fax 229-439-9474, steven.truscello@officedepot.com.

MCLBABul 4400
23 Aug 13

(2) MSC Industrial Supply Company. This is the SOS for WM. The MSC point of contact is Mr. Chris Carlisle. He can be reached at 229-881-2829, or carliale@MSCDirect.com.

(3) MCLB USMC ServMart. This is the SOS for customers to build their requirements. Your ServMart Store Manager is Ms. Felecia R. Smith. Please contact her at DSN 567-5879 if you have any issues with Office Depot or MSC Industrial Supply Company.

b. If Office Depot or MSC cannot provide you the items you are requesting, please contact Garrison Supply Branch. It will assist you with the items that cannot be supported via the local USMC ServMart store.

c. It is the command's responsibility to submit its requirements to the Garrison Supply Branch with a command endorsement; SOSs are not responsible for requirement submission. **All submissions must include: Installation and Removal Cost.**

5. The points of contact for all matters pertaining to this document are Mrs. Angelia Daniels, DSN 567-6271, angelia.daniels@usmc.mil, and Mrs. Tammy Pooser, DSN 567-7527, tammy.pooser@usmc.mil.


DONALD J. DAVIS

DISTRIBUTION: A

MCLBABul 4400
23 Aug 13

Example Command Data Call Submission Letter

Command Letterhead

IN REPLY REFER TO:
4400
Ofc code
dd Mon yy

From: Command/Section Representative Name, Command/Section Name
TO: Director, Logistics Support Division, Marine Corps
Logistics Base Albany
Via: Mrs. Angelia Daniels, Garrison Supply Branch, Marine
Corps Logistics Base Albany

Subj: SUBMISSION OF FUNDING DATA FOR SELECTED GARRISON PROPERTY
PROGRAMS FOR FISCAL YEAR 2016 THROUGH FISCAL YEAR 2020

Ref: (a) SECNAVINST 7320.10A
(b) MCO P10150.1

Encl: (1) FY16 Garrison Property Requirement Summary
(2) FY17 Garrison Property Requirement Summary
(3) FY18 Garrison Property Requirement Summary
(4) FY19 Garrison Property Requirement Summary
(5) FY20 Garrison Property Requirement Summary

1. I have reviewed the enclosure and concur with the requirements listed therein.

2. The point of contact for this command is

[Representative Name]
By direction

Enclosure (1)