



DEPARTMENT OF THE NAVY
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MARINE CORPS BULLETIN 4400

From: Commandant of the Marine Corps
To: Distribution List

Subj: ALIGNMENT OF PRODUCT SERVICE CODES (PSC) WITH OBJECT CLASS CODES (OCC)
TO COMPLY WITH THE DIGITAL ACCOUNTABILITY AND TRANSPARENCY ACT (DATA)

Ref: (a) Public Law 113-101, "Digital Accountability and Transparency Act of 2014," May 9, 2014
(b) OMB CIRCULAR A-11, "Preparation, Submissions, and Execution of the Budget," July, 2016
(c) DoD Instruction 5000.74, "Defense Acquisition of Services," January, 5, 2016
(d) Joint ASN (RD&A) and (FMO), "Guidance for Aligning PSC and OCC in Procurement and Financial Systems for Contractual Services
(e) OUSD, Requirement to Record the OMB OCC AND PSC on all Purchase Requests and Commitments
(f) MARADMIN 298/16
(g) 5 U.S.C. 552a
(h) SECNAV M-5210.1
(i) SECNAV M-5210.2
(j) SECNAVINST 5211.5E

1. Situation. The purpose of this message is to establish policy and procedures that facilitate the Marine Corps' ability to comply with references (a) through (j).

2. Background

a. References (a) and (b) require Object Class Codes (OCCs) to be assigned as the standard to provide visibility of funds execution starting in fiscal year 2016, all funds execution data will be organized by OCC and available to stakeholders. Having the ability to trace procurement expenditures and obligations for supplies and services back to the budget streams which funded them allows government leadership and the American taxpayer to understand which procurement instruments are being used to execute specific funds. Additionally, Product Service Codes (PSC) and OCC's are used to analyze, forecast and manage an entity's spending. Capturing accurate, consistent and repeatable PSC-OCC combinations will enable linkage of procurement and financial data, eliminate erroneous data, and result in more accurate accounting of procurement line item expenditures.

b. To support this requirement, the Office of the Under Secretary of Defense (OUSD) and the Department of the Navy (DON) published references (d) and (e) respectively requiring the inclusion of the PSC with the associated OCC in all new purchase requests (PR).

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(1) PSCs describe products, services, and Research and Development purchased by the federal government to indicate what was bought for each contract action reported in the Federal Procurement Data System. PSCs should be consistently associated with OCCs to facilitate compliance with reference (a) and (c).

(2) Reference (b) defines OCCs as categories in a classification system that reflects obligations by the items or services purchased by the federal government. The object classes present obligations according to their initial purpose, not the end product or service.

3. Mission. Effective on the date of release of this Marine Corps Bulletin, Marine Corps commands and activities will adhere to this guidance to enable the Marine Corps to comply with reference (a).

4. Execution

a. Concept of Operations

(1) Marine Corps requisitioning activities will ensure that all service requests (SRs) and PRs include a PSC and OCC combination that accurately reflects the product or service purchased.

(a) The requirement generator shall determine the appropriate PSC by evaluating the work to be performed and then selecting the PSC that best describes the work from the Defense Procurement Acquisition Policy PSC tool website (<https://psctool.us>). Use the DONs Object Class Question Tracker (OQT) (<https://fmbweb1.nmci.navy.mil/cfdocs/mkt/mkt.cfm>) to assist in selecting the correct PSC / OCC combination.

(b) The requirement generator will notify the first comptroller in his/her chain-of-command with any questions with the PSC/OCC associations.

(c) Comptrollers will review potential discrepancies and route valid disputes to Headquarters Marine Corps (HQMC), Program and Resources (P&R), Budget and Execution, who will serve as the coordinating liaison between Marine Corps activities and DON for discrepancy reconciliation.

(d) Reference (e) defines the process for adjudicating disagreements between contracting officers and requiring activities regarding selection of the PSC. Contracting officers and comptrollers should coordinate PSC/OCC combinations prior to submission of the SR/PR to the contracting office for execution. If the contracting officer still disagrees with the PSC chosen by the requirement generator, there are two possible outcomes:

1. The first outcome is that the selection of a different PSC does not change the OCC in the line of accounting; in this case, the contracting action continues and the contracting officer enters the correct PSC into the procurement system.

2. The second outcome is that the selection of a PSC does change the OCC in the line of accounting. In this case, the contracting officer and the requiring activity should attempt to reach agreement on the appropriate PSC to use. If the contracting officer's decision requires a different PSC/OCC combination, the requiring activity will reject the SR/PR and the requiring activity will amend the SR/PR to provide the corrected OCC in the line of accounting.

(e) This directive is applicable to all Marine Corps requests for goods and services regardless of the method utilized.

b. Tasks

(1) Deputy Commandant, Installations and Logistics (DC I&L)

(a) As the Marine Corps Enterprise Military Standard Requisitioning and Issue Procedures manager, and Logistics Automated Information System manager, provide oversight and updated policy, as required.

(b) Ensure that systems used to obtain goods and services are updated to comply with this directive.

(2) Deputy Commandant, Programs and Resources (DC P&R)

(a) Ensure compliance of the requirement for PSC/OCC associations for all appropriations executed by the Marine Corps.

(b) Provide DC I&L with requested financial performance metric system data to ensure compliance with policy.

(c) Validate PSC/OCC discrepancies brought forward by any command through the command's comptroller via OQT.

(d) Monitor OCC execution against command validated phasing plans with an emphasis on contract service OCCs.

(e) Provide amplifying OCC guidance and information in annual fiscal guidance.

(3) Commanding General, Marine Corps Systems Command

(a) Ensure acquisition system requirements are developed, if necessary, to comply with this directive.

(b) Update all training materials for acquisition systems to ensure system procedures are being used in compliance with this directive.

(4) Marine Corps Forces and Major Subordinate Commands

(a) Ensure compliance with this directive among subordinate commands.

(b) Ensure all SRs and PRs for contractual goods and services include PSCs and OCCs.

(c) Revise local standard operating procedures to ensure compliance with this guidance.

(5) Commanding General, Training and Education Command

(a) Incorporate OCC and PSC information into curricula at all financial management and supply courses as applicable.

5. Coordinating Instructions

a. Procurement personnel at all levels will ensure that a copy of this policy is posted to appropriate Marine Corps websites/sharepoint sites and included in desktop turnover folders. Procedures will also be included in Major Subordinate Command (MSC)-level manager's internal control program checklists (e.g., Supply Maintenance Analysis Team, Logistics Readiness Evaluation Team, etc.).

b. The PSC to OCC crosswalk is provided via the DON's OQT website (<https://fmbweb1.nmci.navy.mil/cfdocs/mkt/mkt.cfm>)

c. Specific assistance with selecting the appropriate information technology PSC can be sent to the Information Technology Procurement Request Review and Approval System (ITPRAS) coordinator, HQMC Command, Control, Communications, and Computers (C4) at itprocurement@usmc.mil.

6. Administration and Logistics

a. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The DON recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (g)) and implemented per reference (j).

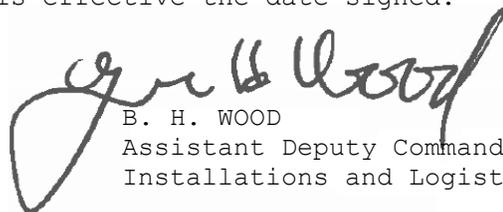
b. Records Management. Records created as a result of this Bulletin shall be managed according to National Archives and Records Administration approved dispositions per reference (j) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

c. Cancellation Contingency. This Bulletin is cancelled one year from the date of publication or when incorporated into reference (a), whichever occurs first.

7. Command and Signal

a. Command. This Bulletin is applicable to the Marine Corps Total Force.

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



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