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MARINE CORPS BULLETIN 4430

From: Commandant of the Marine Corps
To: Distribution List

Subj: EQUIPMENT ACCOUNTABILITY AND VISIBILITY POLICY; CRITICAL LOGISTICS DATA

Ref: (a) DOD Instruction 5000.64, "Accountability and Management of DoD-Owned Equipment and Other Accountable Property", May 19, 2011
(b) DOD 4100.39-M Volume 10, "Federal Logistics Information System," March, 2010
(c) Marine Corps Equipment Visibility (Audit Report N2010-0028) of 20 May 2010 (NOTAL)
(d) Charter for Logistics Data Working Group (LDWG) signed 23 July 2010 (NOTAL)
(e) Ground Logistics Data Management Plan (LDMP) signed 23 July 2010 (NOTAL)
(f) SECNAVINST 5000.36A
(g) MCO 5231.3
(h) SECNAV M-5210.1
(i) MCO 5311.1D
(j) MCO 3900.15B
(k) MARADMIN 752/11

1. Purpose. Per references (a) through (h), this directive provides quidance and a single source of oversight and controls for the integrity of logisitics data populating logistics legacy applications and Global Combat Support System - Marine Corps (GCSS-MC) in order to obtain equipment visibility throughout the Marine Corps supply chain.

2. Background

a. The Marine Corps has multiple legacy logistics automated computer systems that were fielded as stand-alone, and independent systems such as Asset Tracking for Logistics and Supply System (ATLASS), Supported Activities Supply System (SASSY), Marine Corps Integrated Maintenance Management System (MIMMS), Automated Manifest System - Tactical (AMS-TAC), Total Force Structure Management System (TFSMS) and multiple Marine Air Ground Task Force (MAGTF) Logistics Support Systems (MLS2). As the Marine Corps transitions from the current environment of stand-alone, stove-piped information systems to a net-centric information sharing environment, data management policy, procedures, and processes must be diligently and routinely coordinated among the appropriate Marine Corps organizations. An effective net centric data strategy improves interoperability among information systems and facilitates equipment accountability, visibility, and logistics data exchange. It also provides the means for logistics data sharing, controls redundancy, minimizes data handling, and improves data integrity by reducing the cost and time

required to transform, translate, or research the meaning of differently named, but otherwise identical, logistics data pedigree elements. Migrating and exchanging data from legacy systems within a net-centric information sharing environment in a way that supports end-to-end business processes and decision making is an important consideration.

b. Logistic data and systems coordination, data cleansing, analysis, and harmonization is the optimum way to ensure GCSS-MC and the legacy systems work together to ensure equipment accountability and visibility throughout the enterprise. Therefore, responsibilities of data governance, data owners, and data stewards must be clearly defined and assigned.

c. Definitions

(1) Data Quality. Refers to the accuracy with which data reflects reality, as well as the consistency in values of data from one system to the next for a given element or set of elements. Data quality is one of the key components of any successful data strategy and data governance initiative, and is one of the core enabling requirements for Master Data Management and Customer Data Integration. The Deputy Commandant for Installations and Logistics is responsible for ensuring that the quality of metadata entering or being used within logistics systems is complete, with a clear set of semantic definitions of what the data is supposed to represent, in what form, and with defined timeliness requirements.

(2) Data governance. Data governance is the practice of organizing and implementing policies, procedures and standards for the effective use of an organization's structured/unstructured information assets. Data governance is a process focused on managing the quality, consistency, usability, security, and availability of information. This process is closely linked to the notions of data ownership and stewardship.

(3) Data Owners. Refers to the program, organization, or person which determines the purposes and means of the processing of a particular collection of data. Data owners are those individuals or groups within the organization that are in the position to obtain, create, and have significant control over the content (and sometimes, access to and the distribution of) the data.

(4) Data Stewards. Data stewards are individuals who collect, analyze, validate, document and distribute data. Data stewards do not own the data and do not have complete control over its use. Their role is to ensure that adequate, agreed-upon quality metrics are maintained on a continuous basis. In order to be effective, data stewards should work with data architects, database administrators, Extract-Transform-Load designers, business intelligence and reporting application architects, and business data owners to define and apply data quality metrics. These cross-functional teams are responsible for identifying deficiencies in systems, applications, data stores, and processes that create and change data and thus may introduce or create data quality problems. Data ownership and data stewardership are the functional responsibility of Marine Corps Logistics Command rather than a technology or acquisition organization responsibility.

(5) Data Producer or Provider. Refers to a program, system, sensor (manned or unmanned), organization, or person that controls, manufactures, or maintains data or data assets. Data providers include operators and supporting developers who use resources provided by DoD programs of record (PoRs) to create and/or expose logistics data to our logistics data owners or stewards. Ensuring data producers provide compliant logistics data is a shared responsibility between DC, I&L and Marine Corps Systems Command rather than a functional responsibility of Marine Corps Logistics Command.

3. Action

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide a single source of oversight and controls for the integrity of logistics data populating the Marine Corps Total Force Management System (TFSMS), Technical Data Management System (TDMS), Items Application File (ItemsApp), and the Global Combat Support System - Marine Corps (GCSS-MC).

(2) Concept of Operations. In accordance with reference (g), Logistics Program Executive Offices (PEO), Product Group Directors (PGD), Program Managers (PM), data owners, data stewards, and data providers will adhere to the strategies and standards for validation and accuracy identified in this directive. These will facilitate data integration into GCSS-MC and improve compliance with Department of Defense (DoD) objectives for net-centric logistics data exchange.

(a) This directive provides guidance for data life-cycle management, to include:

1. Employment of centralized data management, key equipment and visibility data validation, analysis, and migration into Marine Corps legacy systems and GCSS-MC.

2. Utilization of Total Life Cycle Management - Operational Support Tool (TLCM-OST) metrics to measure performance, progress, and report equipment accountability and visibility data discrepancies.

3. Defining key equipment accountability and visibility integration data requirements.

(b) The following identifies key EAV data elements and data management responsibilities:

1. Table of Equipment (T/E). Per references (i) and (j), Combat Development and Integration (CD&I) is responsible for approving/disapproving and modifying Unit T/E requirements and acquisition objectives, the configuration management (technical interoperability standards) of that equipment, and the development of Fleet Marine Force (FMF)-specific software. CD&I is also responsible for ensuring T/E quantities are adequately identified in TFSMS.

2. Table of Authorized Material Control Number (TAMCN). A TAMCN consists of type and technical category of material, item number and class of supply. Marine Corps personnel use TAMCNs to identify items of combat equipment. CD&I is responsible for TAMCN data.

3. Item Exit Date. An Item Exit Date identifies the date the end item is scheduled to go out of use by the Marine Corps. CD&I is responsible for Item Exit Date data.

4. Weapon System Code (WSC). WSC is a two-digit alphanumeric code that identifies a weapon system and its major components. WSCs are used to identify critical weapon systems that require maximum support from the Defense Logistics Agency (DLA) for all consumable Class IX items that are used by these critical weapon systems. Marine Corps Systems Command (MARCORSYSCOM) is responsible for the WSC data. Note: DLA will assign a third digit (M) to the end of all Marine Corps Weapon System Codes and is then called a Weapon System Designator Code (WSDC) within the DLA Weapon System Support Program (WSSP).

5. Weapon System Group Code (WSGC). WSGC is a one digit code link between Marine Corps Program Managers/MARCORLOGCOM, Albany, Georgia, Weapon System Managers, and Headquarters DLA, Defense Supply Centers (DSC). As a team, they are responsible for budgeting for and identifying ILS requirements such as workload projections, program changes, contractor logistics support, technical data, the post production support program, and other elements which affect DLA support to Marine Corps weapon systems. DLA supports weapon system programs by participating in provisioning conferences, post-production support conferences and other ILS planning conferences and is an integral part of the weapon system life cycle integrated logistics support management team (ILSMT). DC, I&L (LPO) is responsible for the WSGC assignment and management of this data.

6. Item Identification Number (IDN). IDN is used for the control and identification of equipment and its repair parts. The Marine Corps uses IDNs to identify principal end items (PEIs), major components, secondary repairable items, and modification kits. MARCORLOGCOM is responsible for the assignment and management of IDN data.

7. National Stock Number (NSN). NSN is a 13-digit stock number used in all U.S. Government material management functions. NSNs consist of a four-digit Federal Supply Class (FSC) and a nine-digit National Item Identification Number (NIIN). MARCORSYSCOM is responsible for attaining the NSN data and MARCORLOGCOM is responsible for the management and sustainment of the NSN data.

8. Item Readiness Flag. MCBul 3000 establishes the criteria for reporting the levels and conditions of unit equipment. The readiness flag identifies those PEIs and mission essential equipment (MEE) selected for equipment status reporting within the Marine Corps in support of the Defense Readiness Reporting System - Marine Corps (DRRS-MC). DC, I&L (LPO) is responsible for updating the readiness reportable flag indicators resident in TFSMS item data files.

9. Controlled Inventory Items Code (CIIC). Represents three separate segments of codes used to identify an item; security classification, sensitivity, and/or pilferage controls for storage and transportation of DoD assets. These CIICs identify the extent and type of special handling and Serialized Item Management (SIM) required due to the classified nature or special characteristics of the item. MARCORSYSCOM is responsible for ensuring CIIC data is accurately identified in TFSMS. MARCORLOGCOM is

responsible for ensuring that the CIIC information is accurately reflected in DLIS, TDMS and End Item Application systems.

(c) Correcting EAV Data Elements. Correcting the key EAV data elements that afflict accurate equipment accountability and visibility identified in this directive can only be accomplished by applicable principle data stewards. Therefore, Marine Corps supply activities will forward requests for correction to these data elements to the Marine Corps Retail Systems Branch, MARCORLOGCOM. The MARCORLOGCOM Retail Systems Branch will analyze the discrepant data elements, provide guidance and/or way forward, and coordinate corrective actions with applicable data stewards or systems.

b. Subordinate Element Missions

(1) Deputy Commandant for Installations and Logistics (DC I&L). As the Logistics Data Manager and the Enterprise Ground Equipment Manager (EGEM) for the Marine Corps, per reference (k), DC I&L shall:

(a) Serve as the overall Logistics Data decision authority for the Marine Corps. The Logistics Data Working Group (LDWG) is chartered to support and assist DC, I&L in executing responsibilities as the Marine Corps Ground Logistics Functional Data Manager (FDM). A subset of the logistics data elements includes the EAV data elements outlined in this Bulletin. All data strategies, changes, and decisions for EAV elements will align with the Ground Logistics Data Management Plan (LDMP), FDM and LDWG guidance.

(b) Serve as the approval authority for all recommendations and decisions related to logistics systems data integration.

(c) Reconcile the key equipment accountability and visibility data points/enablers, identified in this policy quarterly, and provide Measures of Effectiveness (MOE) reports and discrepancies via TLCM-OST, to logistics data owners and providers to ensure corrective actions are implemented.

(d) Approve all Logistics Chain Data Integration Strategies during the development or deployment of logistics data providing weapon systems or logistics information technologies.

(e) Establish the framework for Marine Corps logistics data cleansing/validation/migration, provide oversight to PEOs, PGDs, PMs, logistics data providers, and functional proponent offices as they develop EAV data objectives.

(f) Approve decisions related to EAV data cleansing tools.

(g) Provide governance, central oversight, and program administration for the migration of logistics management programs and logistics data integration.

(h) Define EAV data goals, objectives, strategies and standards.

(i) Exercise oversight of EAV data cleansing, analysis, harmonization and staging to support the ERP environment and prioritize associated tasks (this includes activities that take place outside of legacy EAV systems and the ERP environment with third party solutions).

(j) Approve the technical solutions to support EAV data compliance measuring metrics.

(k) Execute governance on enterprise logistics systems and data integration working groups, such as: DoD Process Review Committee, DoD Data Strategy Working Group, and DC I&L Logistics Data Working Group.

(l) Monitor EAV and Logistics Management Program (LMP) data quality and availability through the use of metrics and audits.

(m) Compile and maintain a catalog with discovery level metadata utilizing a standard metadata template that provides information about the content, characteristics, accessibility, and ownership.

(n) Implement EAV and LMP data security and access control.

(o) Coordinate the investigation of data related issues and data actions with external trading partners, as applicable.

(p) Provide EAV data users, developers, system architects, and integrators with insight into the discovery, accessibility, and interoperability of the Marine Corps logistics data.

(q) Develop Memorandums of Agreement (MOA) or Interface Control Documents (ICD) with the appropriate logistics data trading partners to fix responsibilities for ensuring EAV data quality with external trading partners.

(2) Deputy Commandant for Combat Development and Integration (DC CD&I) shall:

(a) Supervise the accurate development of EAV and data integration guidance during the development of weapon systems and Universal Needs Statement (UNS) processes, per this policy and references (i) and (j).

(3) Commander, Marine Corps Systems Command (COMMARCORSYSCOM). As the Marine Corps Ground Equipment (PEI) Life Cycle Manager, per reference (k), COMMARCORSYSCOM shall:

(a) Execute governance over configuration management of Marine Corps systems and software solutions.

(b) Supervise the accurate maintenance of EAV data elements within TFSMS.

(c) Assist DC, I&L with EAV logistics data business requirements definitions and logistics data integration policy and doctrine development.

(d) Submit EAV Logistics systems data integration strategies for DC, I&L approval, during the DOTMLPF process for each new EAV system or EAV information technology.

(e) Reconcile and correct quarterly logistics key data discrepancies.

(f) Develop and coordinate EAV systems configuration control boards (CCBs) for all logistics data providing weapon systems and information technologies.

(g) Manage, coordinate, and resolve logistics data issues with MARCORLOGCOM.

(h) Supervise the identification, management and effective use of logistics data associated with the Marine Corps' logistics chain business processes.

(i) Provide representation to enterprise working groups, such as: DoD Process Review Committee and DC I&L Logistics Data Working Group.

(4) Commanding General, Marine Corps Logistics Command (COMMARCORLOGCOM). As the Marine Corps Ground Equipment (PEI) Inventory Manager, per reference (k), COMMARCORLOGCOM shall:

(a) Coordinate EAV integration functional strategies with MARCORSYSCOM.

(b) Assist logistics data owners by providing weapon systems and information technologies in correcting enterprise data discrepancies.

(c) Ensure that wholesale and retail logistics chain systems and data integration strategies are submitted to DC, I&L for approval.

(d) Coordinate data discrepancies and corrections with the MARFORs and the principal enterprise data stewards.

(e) Ensure that the logistics data object supports the Marine Corps logistics chain integration business processes.

(f) Provide guidance to data object owners, and providers on managing the structure, content, and validity of data for their functional areas/systems.

(g) Identify and resolve data issues related to logistics business areas and elevate unresolved issues to DC, I&L.

(h) Contribute to the development and execution of logistics data specific scenario tests and cutover plans.

(i) Provide guidance to subject matter experts and logistics data owners for their business areas and logistics data providing systems, to ensure enterprise data standards and policies are compliant with OSD, DoD, and Marine Corps approved standards.

(j) Analyze data structures, data definitions, data elements, and metadata for compliance with the Marine Corps enterprise data integration strategies.

(k) Develop and execute data validation plans in coordination with DC, I&L.

(1) Provide representation to enterprise working groups, such as: DoD Process Review Committee, DoD Data Strategy Working Group, and DC I&L Logistics Data Working Group.

(5) Commanders, Marine Forces (COMMARFORs) and Commanders, Marine Corps Installations (MCICOM) shall:

(a) Submit EAV data discrepancies via the supporting Retail Support Activity and/or the MARCORLOGCOM Retail Systems Branch.

(b) Submit new automated information logistics system requirements. All logistics system requirements/nominations shall be routed via the applicable Marine Forces Command and will include the following:

1. Enterprise logistics chain data integration strategy

2. Use Case Demonstration Document

3. Concept of Operations

(c) Provide representation to logistics weapon systems and information technology working groups as requested by DC, I&L.

4. Reserve Applicability. This Bulletin is effective immediately and is applicable to the Marine Corps Total Force.

5. Cancellation Contingency. Recommendations concerning the contents of this Bulletin shall be submitted to the Commandant of the Marine Corps (CMC, LPC-2) via the appropriate chain of command. This Bulletin shall be cancelled one year after the date signed or when it is incorporated into reference (g), whichever comes first.

F. PANTER
Deputy Commandant for
Installations and Logistics

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