



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 4410.27A
LPP-2
15 Jul 94

MARINE CORPS ORDER 4410.27A

From: Commandant of the Marine Corps
To: Distribution List

Subj: PROCESSING CATALOGING ACTION REQUESTS (CAR)

Ref: (a) MCO P4400.77

Encl: (1) Sample Cataloging Action Request Format
(2) Instructions for Completing a Cataloging Action Request
(3) Sample Cataloging Action Request Cover Letter or Memorandum
(4) Sample Completed Cataloging Action Request Reply

1. Purpose. To provide instructions for obtaining new national stock numbers (NSN) or verifying existing cataloging data for all table of authorized materiel (TAM)-controlled and non-TAM-controlled items.

2. Cancellation. MCO 4410.27.

3. Exclusions. The following items are excluded from the provisions of this Order: Subsistence items, all class V(W) materiel (including conventional, nuclear, and toxic chemical munitions and related components), blank forms, Navy-Marine Corps forms, general officer stationery items, any medical items in Federal Supply Group (FSG) 65, medical items in any FSG assigned to the Defense Logistics Agency, items managed by the Defense General Supply Center in FSG's 68 and-91, and those commercial items of equipment (including automotive vehicles, materials handling, and mobile engineer equipment) not placed in stock as station equipment for the Fleet Marine Force.

4. Background. This revision is to delete clothing and textile items from the exclusion paragraph and to clarify instructions for cataloging actions for clothing and textile items.

5. Information. The reference assigns the Commander, Marine Corps Logistics Bases (COMMMRCORLOGBASES) the responsibility for obtaining NSN's, recording the Marine Corps as a user on an existing NSN for which the Marine Corps is not the primary inventory control activity (PICA), and verifying existing cataloging data. The CAR is the means by which the COMMMRCORLOGBASES initiates cataloging efforts.

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6. Action

a. CAR's for TAM-Controlled Items. A requirement for cataloging action will result from the initiation of new or rebuy procurements by the Commander, Marine Corps Systems Command (COMMARCORSSYSCOM), the Direct Reporting Program Manager Advance Amphibious Assault (DRPM AAA), or COMMARCORLOGBASES. A CAR is not required when additional quantities of an item are to be obtained on an existing contract or when procurement is for garrison mobile equipment. However, if it is a reprocurement and the commercial and government entity code and part number have changed, a CAR will be required.

(1) The cognizant program manager (PM) or weapon system manager (WSM) at COMMARCORSSYSCOM, DRPM AAA, or COMMARCORLOGBASES will complete the CAR. Enclosure (1) is a sample of the CAR format, and enclosure (2) provides instructions for its completion.

(2) In order for the COMMARCORLOGBASES (Code 850) to process the CAR in a timely manner, it is essential that all appropriate data elements in enclosure (1) be completed and that technical data information be attached that may assist in describing the item to be cataloged. Technical data is described as, but not limited to, technical data, drawing package, a list of major component parts and all pertinent dimensions, a brief narrative description of the end item, military standards, and/or contractor's catalog. Enclosure (1) should be annotated if technical data information is resident in the COMMARCORLOGBASES (Code 856) technical data repository, or the originator of the CAR will, via enclosure (1), provide information as to where it may be obtained.

(3) The CAR will be retained by the PM/wSM and not released to the COMMARCORLOGBASES (Code 850) for cataloging action until one of the following takes place:

(a) A request for contractual procurement (RCP) or military interdepartmental purchase request (MIPR) is accepted on category I reimbursable basis. After this occurs, the Notice of Acceptance (DD Form 448-2), RCP/MIPR, and CAR shall be forwarded via enclosure (3).

(b) An RCP or MIPR is accepted on a category II direct citation basis. After this occurs, a copy of the contract is normally furnished to the PM/wSM by the activity accepting the RCP/MIPR. The CAR with a copy of the contract will then be forwarded to COMMARCORLOGBASES (Code 850) via a cover letter or memorandum (see enclosure (3)).

(c) A contract or modification is executed by the COMMMRCORSSYSCOM/COMMARCORLOGBASES. After contract award/modification, the completed CAR (enclosure (1)) and the contract or

contract modification will be forwarded to COMMARCORLOGBASES (Code 850) via enclosure (3) per this Order.

(4) The cognizant PM/WSM will ensure that the CAR is complete prior to submission to the COMMARCORLOGBASES (Code 850).

(5) The COMMARCORLOGBASES (Code 850) will, upon receipt of the CAR, validate existing NSN's, catalog data, and/or obtain new NSN's; process the CAR per the reference; and initiate appropriate action to record the Marine Corps in the Federal Logistics Information System Record. After all cataloging actions are completed, a CAR reply (enclosure (4)) will be forwarded to the appropriate CAR submitter with a copy to the Commandant of the Marine Corps (CMC) (LPP-1).

b. Cataloging Action Resulting From Military Standard Requisitioning and Issue Procedure (MILSTRIP) Requisitions. The necessity for a CAR can result from a MILSTRIP requisition for TAM-control led items when the Marine Corps has not been registered as a user of the requisitioned NSN.

(1) The cognizant PM/WSM will complete a CAR as explained in paragraph 5a(1), preceding. The information on the CAR should agree with the MILSTRIP requisition.

(2) A copy of the CAR and the MILSTRIP requisition shall be forwarded to the COMMARCORLOGBASES (Code 850) via a cover letter or memorandum (see enclosure (3)).

(3) The action taken by the COMMARCORLOGBASES (Code 850) is explained in paragraph 5a(5), preceding.

c. CAR's for Non-TAM-Controlled Items. CAR's for non-TAM-controlled items will be completed by the appropriate PM/WSM. See paragraph 5a(2), preceding, for guidance regarding technical data that should be forwarded with the CAR to the COMMARCORLOGBASES (Code 850).

d. CAR's for Clothing and Textile Items. CAR's for all clothing and textile items managed by the Defense Personnel Support Center should be submitted to the COMMARCORLOGBASES (Code 835) for appropriate action.

e. Follow-up Action

(1) If a CAR contains management data that conflicts with that of the PICA as to the type of item requisitioned (i.e., end item, secondary repairable, or consumable), the COMMARCORLOGBASES (Code 850) will not be able to register the Marine Corps as a user of that item until the discrepancies (i.e., procedural, lack of information) have been resolved. The COMMARCORLOGBASES (Code 850) will coordinate with the CAR submitter to resolve all discrepancies.

(2) CAR's received via electronic mail will not be accepted unless technical data (see paragraph 5a(2), preceding) is on hand or forwarded with a copy of the CAR. CAR's received without sufficient technical data to obtain a new NSN or to verify existing cataloging data will be returned.

(3) The COMMARCORLOGBASES (Code 850) will notify the appropriate CAR submitter when a CAR cannot be completed (NSN assigned) in a timely manner; i.e., the lead service does not anticipate assignment of an NSN for at least 6 months.

(4) If the lack of technical data (see paragraph 6a(2), preceding) prevents a complete item identification to be prepared, the CAR submitter will be responsible for providing the COMMARCORLOGBASES (Code 850) with the reasons for lack of information.

f. Requests for Verification or Inquiry. Requests for verification of cataloging data, inquiry, or challenge shall be initiated by letter/memorandum directly to the COMMARCORLOGBASES (Code 850) by the cognizant PM or WSM.

7. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.



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SAMPLE CATALOGING ACTION REQUEST FORMAT

FOR USE BY THE PM/WSM FOR SUBMITTING DATA
FOR A TAM/NON-TAM-CONTROLLED NEW ITEM OF SUPPLY OR REBUY ITEM

1. Contract/MIPR Number _____
is forwarded for cataloging and/or new item entry action.
2. Letter of Adoption and Procurement (LAP) Number _____
3. End Item Application _____
(If Not End Item)
 - a. Quantity of End Item _____
 - b. Quantity of Items Per End Item _____
(If Not End Item)
4. Item Name/Model Number _____
5. Nature of Request (Check One): / / New / / Rebuy
(NSN) _____
6. Reference Data:
 - a. Reference/Part Number _____
 - b. Commercial and Government Entity Code (CAGE) _____
7. Unit Price _____
8. Stores Account Code (SAC) and Source Maintenance Recoverability Code (SMRC) - Check or fill in appropriate boxes:

/ / SAC 3 - End Item	(N/A) - SMRC
/ / SAC 2 - Modification Kits	() - SMRC
/ / SAC 2 - Depot Repairable	() - SMRC
/ / SAC 1 - Consumable/ Field Level Repairable	() - SMRC
9. Table of Authorized Materiel Control Number (TAMCN) _____
10. Weapon System Code (If Assigned) _____
11. Demilitarization Code (DMIL) _____
12. Shelf Life Code (SLC) _____
13. Control Inventory Item Code (CIIC) _____

ENCLOSURE (1)

14. Item Exit Date _____

15. Any other code or pertinent information (i.e., operational test code, acquisition advice code, technical data package, etc.):

16. Cognizant PM/WSM:

Name _____

Office Code _____

DSN _____

ENCLOSURE (1)

INSTRUCTIONS FOR COMPLETING A CATALOGING ACTION REQUEST
FOR TAM/NON-TAM CONTROLLED ITEMS

1. The following data elements must be included on the CAR before forwarding to the COMMARCORLOGBASES (Code 850) for cataloging action. Failure to include the data elements will result in delays in cataloging action.

(a) Contract/MIPR No. To be completed by CAR submitter prior to release of the CAR to the COMMARCORLOGBASES (Code 850).

(b) Applicable LAP Number. If a copy of the applicable LAP has not been provided to the COMMARCORLOGBASES previously, attach a copy with the CAR. The COMMARCORSYSCOM (PSL) will assign LAP numbers prior to the initial staffing of the LAP.

(c) End Item Application. To be completed if the CAR is for an item that is part of an end item.

(1) Quantity of End Item. To identify how many of the end items are required to be used with this item.

(2) Quantity of Items Per End Item. To identify the quantity of this item that is required with each end item.

(d) Item Name/Model Number. Enter complete noun nomenclature and model number, if applicable; e.g., Test Instrument Facility, AN/GRM-104.

(e) Nature of Request. To identify if this is a new or rebuy (NSN required for rebuy).

(f) Reference Data

(1) Reference/Part Number. Enter reference/part number associated with the item of supply.

(2) CAGE Code. Include the CAGE code obtained from FED LOG. If the Cage code is not available, include the complete name and address of the manufacturer. If the manufacturer has not had a code assigned, have the manufacturer complete the Request for Assignment of a CAGE Code (DD Form 2051).

(g) Unit Price. Standard price of the unit of issue as established by the managing activity/contractor.

ENCLOSURE (2)

(h) SAC/SMRC

(1) SAC. A one-digit code used to differentiate between items in the Stock Fund Account and the Appropriation Stores Account. See UM 4400-71.

(2) SMRC. A six-digit code used for uniform management of repairable items. See MCO 4400.120.

(i) TAM Control Number. If the item is a new procurement item, cite the TAM control number assigned. If one has not been assigned, indicate when it will be assigned. The CMC (LPP) is responsible for assigning TAMCN's

(j) Weapon System Code. A two-digit alpha code assigned by the CMC (LPP-1). This code must be on the Defense Logistics Agency approved list of weapon system codes.

(k) DMIL Code. A single character alpha code assigned by the integrated materiel manager during the provisioning process identifying the degree of demilitarization (destruction of inherent offensive or defensive advantages to military equipment and material) required prior to accomplishing final disposition. (DoD 4160.21-M-1 refers.)

(l) SLC. A one-digit alphanumeric code that indicates the storage time period or perishability of an item.

(m) CIIC. A single-digit alpha/numeric code assigned to Department of Defense assets indicating security classification and/or security risk, sensitive items, or pilferage application. Used in combination with the DMIL codes. (See DoD 4100.39-M, volume 10, chapter 4, tables 61 and 192.)

(n) Item Exit Date. The life expectancy of the equipment.

(o) Miscellaneous Codes or Information. Any additional codes or information deemed necessary that can assist in cataloging the item.

2. Upon completing the data elements requested in the CAR, process per the instructions in the basic Order. Questions relative to the CAR should be addressed to the COMMARCORLOGBASES (Code 852).

3. Items 7 through 13 may be left blank when a CAR is submitted for a rebuy.

ENCLOSURE (2)

SAMPLE CATALOGING ACTION REQUEST COVER LETTER
OR MEMORANDUM

4410

From:

To: Commander, Marine Corps Logistics Bases (Code 850),
814 Radford Boulevard, Albany, GA 31704-1128

Subj: CATALOGING ACTION REQUEST

Encl: (1)

1. Enclosures (1) through () are forwarded for appropriate action.
2. Acknowledgement of receipt is requested by return endorsement.
3. Submit the completed CAR to the appropriate PM/WSM.

SIGNATURE

4410/12-2
Code 852-

FIRST ENDORSEMENT

From: Commander, Marine Corps Logistics Bases, 814 Radford
Boulevard, Albany, GA 31704-1128

To:

1. Receipt is acknowledged.
2. Point of contact is _____, DSN _____

SIGNATURE

ENCLOSURE (3)