

Field Support Subsystem

INPUTS

Support
SubSystem

Fielding Plan

Logistics
Support
Contracts /
Performance
Based
Agreements

Post
Production
Support Plan



Activities

- Execute MCSC Fielding Process per Policy # XXX



OUTPUTS

Warfighter
Receives Total
System

Post Fielding
Evaluation



= Logistician Responsibility



= Requires Logistician Input

DRAFT

LOG
JAN 2004

From: Commander
To: Distribution List

Subj: MATERIEL FIELDING DECISION PROCESS

Ref: (a) Acquisition Policy Letter No. 1-00 dtd 09 Aug 00

Encl: (1) Sample Intent to Field Message
(2) Sponsor Roles and Responsibilities
(3) Sample ADM for Materiel Fielding
(4) Sample Request for Materiel Release and Fielding Authorization

1. Purpose: To provide policy and guidance on the Materiel Fielding decision process for all Acquisition Category (ACAT) programs within the Marine Corps.

2. Background: Materiel fielding is the process to ensure systems/equipment are logistically supportable before deploying and transferring systems/equipment from the acquisition organization to the operating forces.

3. Cancellation: MARCORSYSCOM Acquisition Policy Letter No. 1-00

4. Policy: Each acquisition program which the Marine Corps Systems Command (MARCORSYSCOM) manages or participates in, will undergo a formal fielding decision by the Milestone Decision Authority (MDA) prior to systems being fielded to the operating forces. Although planning for fielding begins during the requirements generation process, the actual fielding cannot begin until a "formal" fielding decision is granted.

a. The formal fielding process commences prior to the Milestone C decision, and is supported by program assessments that result in an Acquisition Decision Memorandum (ADM), which includes exit criteria for the fielding decision.

DRAFT

(1) The exit criteria form the basis for subsequent fielding actions in order to prepare for a "formal" Fielding Decision.

(2) The Fielding Decision is documented by a Fielding Decision Memorandum, which then becomes the authority for all subsequent fielding actions.

b. The preferred fielding concept is total package fielding. The total package should consist of the system, technical manuals, training for operators and maintainers, initial issue provisioning/Contractor Logistics Support (CLS), and any tools or test equipment. This process will ensure that an operational and logistically supportable system is received.

c. A Materiel Fielding Team (MFT) may be employed to assist in the fielding and deployment of a system. While not required for every system, MFTs are formed for complex and high-density programs. The Program Manager will determine the need for a MFT, and arrange for funding to support facilities, equipment, tools and material needed for the fielding.

5. Requirements. Requirements for a Materiel Fielding Decision include, but are not limited to:

a. Release of "Intent to Field" Message and Concurrence on "Intent to Field" [mandatory]. For operational units, an "Intent to Field" message shall be sent to the G-4 at Fleet Marine Forces (FMF) Atlantic and Pacific, each Marine Expeditionary Force (MEF)/Marine Forces, Reserve (MFR). For supporting establishments, the message will go to Headquarters Marine Corps, Installation and Logistics (I&L) for bases, posts and stations, and Marine Corps Combat Development Command (MCCDC), Training and Education Command (TECOM) for formal schools. Notify Marine Corps Logistics Command (MARCORLOGCOM) if systems/equipment are being fielded to Maritime Prepositioned Fleet (MPF)/Norway Air Landed Marine Expeditionary Brigade (NALMEB). The message will announce the intention to field the system to each gaining unit/establishment. The message will request concurrence from each addressee and request the identification of a sponsor for the fielding. Enclosure (1) contains a sample "Intent to Field" message.

DRAFT

b. Identification of Sponsor at each MEF/MFR and/or Supporting Establishments as required [mandatory]. In order to improve coordination a Sponsor for each program shall be identified. The Sponsor should be a person from each MEF/MFR and/or supporting establishment scheduled to receive the system. Enclosure (2) contains the Sponsor's Roles and Responsibilities.

c. Conduct of Materiel Fielding Conference [optional]. The Program Manager shall make a determination, based on his/her program, if a Materiel Fielding Conference will be conducted prior to the scheduled fielding of a system. These conferences should be conducted as early in the process as possible but no later than 60 days prior to the scheduled fielding date for CONUS units and 120 days prior to the scheduled fielding date for OCONUS. Conference dates are coordinated through the designated Sponsor.

d. Published Fielding Plan [mandatory]. Staffing of the Fielding Plan is the responsibility of the appropriate PGD/Program Office. The Fielding Plan will be staffed to all "addressees" as those on the Intent to Fielding message, and will be available in draft prior to holding a Fielding Conference. The Fielding Plan should be staffed to the Operating Forces and Supporting Establishment as early as possible to ensure that the staffing process is accomplished prior to requesting a Materiel Fielding Decision.

6. A Materiel Fielding Decision package shall be developed for each system and forwarded to the appropriate MDA. The fielding decision package shall contain, at a minimum, the following:

- a. Memorandum for MDA signature
- b. Request for Fielding Memorandum from Project Officer/Program Manager/Product Group Director
- c. Logistics Summary to support the Fielding
- d. Copy of Intent to Field Message
- e. Copies of all concurrence messages
- f. Copy of Fielding Plan

Enclosure (3) contains samples of the memorandum for the MDA and request for fielding memorandum.

7. Duties and Responsibilities. The following procedures for preparing the Fielding Plan is effective immediately:

DRAFT

The Program Manager (PM) shall:

- Develop a Fielding Plan using the approved MARCORSYSCOM format.
- Staff the plan for review/comments.
- Make the appropriate changes to the plan based on comments received during staffing.
- Have the designated MDA sign the Fielding Plan, as part of the Materiel Fielding Decision; post to Total Force Structure Management System (TFSMS) under the system's Table of Allowance Control Number (TAMCN), and publish a message stating that the Fielding Plan has been posted. (Until TFSMS is fielded, continue to use existing MARCORSYSCOM website.)

Assistant Commander Acquisition Logistics (ACCLOG), who is the process owner, shall:

- Provide command-level policy guidance.
- Be the single process owner for the fielding process.
- Be responsible for disseminating and maintaining the formats for the MARCORSYSCOM Fielding Plan.

DRAFT

Sponsor - Roles and Responsibilities

1. Be responsible for staffing the Fielding Plan to Major Subordinate Commands (MSC's), consolidating comments, and providing formal response to appropriate MARCORSSYSCOM Program Group Directorate.
2. Be the single point of contact to coordinate all aspects of the fielding.
3. Host Materiel Fielding Conference, if required, and ensure appropriate MSCs attend.
4. During Materiel Fielding Conference ensure the following issues are addressed/resolved:
 - a. Identify fielding dates
 - b. Identify fielding location(s)
 - c. Identify training location(s), if required
 - d. Develop day-today training and fielding schedule
 - e. Obtain addresses for equipment shipment
 - f. Identify area for storage, Limited Technical Inspection (LTI) and staging of equipment
 - g. Identify weapon and ammo requirements, if required
 - h. Identify range and provide range support, if required
 - i. Identify support requirements needed to conduct fielding and training
 - j. Identify/discuss disposal issues, if applicable
 - k. Identify whether Initial Issue Provisioning (IIP) is to be shipped directly to gaining units or ISSA General Accounts.
5. Act as point of contact to resolve any issues that arise during the fielding process.
6. During Materiel Fielding Conference ensure the following issues are addressed/resolved:
 - a. Identify fielding dates
 - b. Identify fielding location(s)
 - c. Identify training location(s), if required
 - d. Develop day-today training and fielding schedule
 - e. Obtain addresses for equipment shipment

DRAFT

- f. Identify area for storage, LTI and staging of equipment
 - g. Identify weapon and ammo requirements, if required
 - h. Identify range and provide range support, if required
 - i. Identify support requirements needed to conduct fielding and training
 - j. Identify/discuss disposal issues, if applicable
 - k. Identify where Initial Issues Provisioning (IIP) is to be shipped - directly to unit(s) or ISSA General Accounts
7. Act as point of contact to resolve any issues that arise during the fielding process.
8. If required, develop and publish Letter of Instruction (LOI) to subordinate commands/units with day-by-day schedule addressing conduct of training and issuing of systems/equipment.
9. Ensure support required to fielding system/equipment, i.e., working party, material handling equipment, access to office work space and class "A" phone, etc., is provided.
10. Identify designated Warranty Coordinator.
11. Complete Gaining Unit Evaluation and submit to the appropriate Product Group Directorate (PGD).

DRAFT

Sample - Intent to Field Message

FM CG MARCORSYSCOM QUANTICO VA// PGD-XXX//

TO HQMC//

COMMARFORPAC//COS/G4/G3//

COMMARFORLANT//COS/G4/G3//

COMMARFORRES//COS/G4/G3//

CG MCCDC QUANTICO VA//C443//

COMMARCORLOGCOM

CG I MEF//G4/G3//

CG II MEF//G4/G3//

CG III MEF//G4/G3//

INFO CG FIRST MARDIV//G4/G3//

CG SECOND MARDIV//G4/G3//

CG THIRD MARDIV//G4/G3//

CG FOURTH MARDIV//G4/G3//

CG FIRST MAW//G4/G3//

CG SECOND MAW//G4/G3//

CG THIRD MAW//G4/G3//

CG FOURTH MAW//G4/G3//

CG FIRST FSSG//G3/G4//

CG SECOND FSSG//G3/G4//

CG THIRD FSSG//G3/G4//

CG FOURTH FSSG//G3/G4//

COMMARCORMATCOM ALBANY GA

CG TECOM

BLOUNT ISLAND COMMAND

COMMARCORLOGBASES ALBANY GA//XXX-X//

CG MARCORSYSCOM QUANTICO VA// PGD-XXX//

BT

UNCLAS //N04000//

MSGID/GENADMIN/CG MARCORSYSCOM/PGD-XXX//

SUBJ/ XYZ SYSTEM FIELDING//

REF/A/ACQ POLICY LTR X-03/MCSC/00XXX00//

AMPN/REF A REQUIRES AN INTENT TO FIELD MESSAGE BE SENT TO COMMANDERS

NOTIFYING THEM OF MARCORSYSCOM'S INTENTION TO FIELD A SYSTEM AND REQUESTS

THEIR CONCURRENCE THAT THE NEW SYSTEM SHOULD BE FIELDDED.//

DRAFT

POC/SMITH H/NH-III/PDG/DSN: 378-XXXX /TEL: 703-432-XXXX//

RMKS/1. PER THE REF, MARCORSYSCOM INTENDS TO FIELD THE XYZ SYSTEM. [PROVIDE A BRIEF DESCRIPTION OF THE SYSTEM]

2. ANTICIPATED FIELDINGS ARE: FORMAL SCHOOL – NOV 03; II MEF - NOV 03; I MEF – DEC 03; III MEF – JAN 04; RESERVES – FEB 04; MPF/NALMEB – OCT 05.

3. PER THE REF, PRIOR TO SCHEDULED FIELDING, A FIELDING CONFERENCE WILL BE HELD TO FINALIZE FIELDING DATES AND FIELDING REQUIREMENTS.

4. PROPOSED FIELDING TIMEFRAMES FOR INDIVIDUAL UNITS ARE LISTED IN THE XYZ SYSTEM FIELDING PLAN CURRENTLY POSTED TO THE MARCORSYSCOM WEB PAGE AND/OR LOADED TO TFSMS.

5. ACTION: REQUEST EACH MEF/MFR AND/OR SUPPORTING ESTABLISHMENT DESIGNATE A SPONSOR AS POC TO COORDINATE FIELDING. PLEASE PROVIDE SPONSOR NAME, RANK, ORGANIZATION, TELEPHONE NUMBER AND E-MAIL ADDRESS VIA E-MAIL TO SMITHH@MCSC.USMC.MIL

6. ADDITIONALLY, REQUEST CONCURRENCE VIA NAVAL MESSAGE FROM EACH MEF/MFR AND/OR SUPPORTING ESTABLISHMENT WITH MARCORSYSCOM'S INTENT TO FIELD THE XYZ SYSTEM. //

BT

#0001

NNNN

Enclosure (2)

DRAFT

SAMPLE

PMM-XXX

5000

MEMORANDUM FOR THE PROGRAM MANAGER, FORCE PROTECTION

Subj: ACQUISITION DECISION MEMORANDUM (ADM) FOR MATERIEL
FIELDING OF THE XYZ SYSTEM

Ref: (a) Acquisition Policy Letter No. X-00 dtd XX Jan 04

1. Based on my review of the XYZ System program, I am satisfied that the program meets the criteria set forth in the reference for a favorable fielding decision. Therefore, I approve the fielding of the XYZ System.

H.B. SMITH

Director, Infantry Weapons Systems

Copy to:

ASN (RDA) (EFP)

CG, MCCDC (C44)

HQMC (P&R, I&L)

Dir, MCOTEA

Dir, PAE

DFM

COMMARCORLOGCOM

Enclosure (3)

DRAFT

SAMPLE

PMM-XXX
4100

From: Program Manager, Force Protection
To: Director, XYZ PDG

Subj: REQUEST FOR MATERIEL RELEASE AND FIELDING
AUTHORIZATION FOR THE XYZ SYSTEM

Encl: (1) Logistics Assessment for Fielding.
(2) Fielding Plan for the XYZ System
(3) "Intent to Field" Message
(4) Concurrence Messages
(5) Original Procurement Decision

1. Enclosure (1) contains a Logistics Assessment for Fielding. Enclosure (2) is the Fielding Plan, which has been staffed, comments incorporated, and is ready for signature. Enclosure (3) is the "Intent to Field" message. Enclosure (4) contains concurrence messages received from all addressee. Enclosure (5) contains the original documentation in support of the procurement decision.

2. Based upon review of the program documentation, recommend approval for full materiel release and fielding of the XYZ System.

Enclosure (4)