

MCRC FROST CALL 004-04 DATED 09 FEBRUARY 2004

From: Commanding General, Marine Corps Recruiting Command

Subj: ENDORSEMENT OF THE COMMANDER'S ATTAINMENT REPORT (CAR)

Ref: (a) Volume 3, Guidebook for Recruiting Station Operations

1. Purpose. To establish procedures for Marine Corps Recruiting Command (MCRC) to receive timely and accurate information from the Commander's Attainment Report (CAR).
2. Background. Prior to the implementation of Marine Corps Recruiting Information Support System (MCRISS), the endorsed NAVMC 5022 was submitted to MCRC each month NLT the 8th calendar day of the proceeding month. The timely submission of the signed NAVMC 5022's allowed MCRC to report required recruiting data to the Office of Assistant Secretary Defense and the Joint Recruiting Committee. MCRISS has improved the availability, accuracy, and reliability of data, and when appropriately validated, can replace the NAVMC 5022 as the source of record for aggregating data and reporting to external agencies.
3. Information. Currently, the reference is being updated and will incorporate the monthly signing and submission of the CAR. The CAR from the Recruiting Station (RS) will be forwarded to the District, and the District Commanding Officer, or his designated representative, will sign a District CAR for monthly submission to the appropriate Regional HQ. Each Region will then submit a Regional CAR, as well as copies of the District CAR, to the MCRC Future Operations section.
4. Action. Effective beginning the month of February, Regional HQ's will forward Regional CAR's and copied District CAR's to MCRC G-3, Future Operations, to arrive NLT the 10th calendar day of the following month. The first submissions will be due 10 March. Electronic submissions are authorized.
5. Point of contact is Capt Roberson, MCRC G-3 Future Operations, robersonsa@mcrc.usmc.mil, at DSN 278-9408 or commercial (703) 784-9408.


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By direction