



UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
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MEUO 4200.1
S-4

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MARINE EXPEDITIONARY UNIT ORDER 4200.1

From: Commanding Officer
To: Distribution List

Subj: COMPOSITED MARINE EXPEDITIONARY UNIT (MEU) ACQUISITION PROCEDURES

Ref: (a) Federal Acquisition Regulations
(b) DOD 7000.14-R (Financial Management Regulations)
(c) MCO P7300.21A (MC Financial Execution SOP)
(d) NAVMAC 2664 (Financial Guidebook for Commanders)
(e) NavSupInst 4200.99 (DoN GCPC regulation)
(f) Marine Corps Acquisition Procedures Supplement (MAPS)
(g) I Marine Expeditionary Force Standard Acquisition Procedures
(h) MEUO 7000.1, Offline Requisition Policy
(i) Marine Corps Acquisition Cross Service Agreement
(j) MCO 4600.40A, Government Travel Charge Card Program

1. Situation. To publish policy and procedural guidance for the acquisition of gear when the MEU composites. Upon composite, the 15th MEU Command Element (CE) becomes the higher headquarters for the 15th MEU's Major Subordinate Elements (MSEs). As such, funding for all MSEs comes from the MEU CE as opposed to the MSEs' original parent unit (1st Marine Division, 1st Marine Logistics Group, 3rd Marine Aircraft Wing). In result of this fact and the strict fiscal guidelines in the Marine Corps, Department of the Navy, Department of Defense, etc., certain procedures must be put in place to strike a balance between the MSE commanders having autonomy of their MEU-issued funds and the requirements the MEU Fiscal Section has to maintain certain paperwork and follow certain regulations. The following procedures will be in effect for the duration of the composite period.

2. Mission. 15th MEU CE will publish simplified acquisition procedures in order for the MSEs to have visibility on the processes and instructions on how to execute funds.

3. Execution There are ten primary means by which the MEU supply/fiscal section requisitions equipment and/or services. The following paragraphs explain the procedures for each method of procurement.

a. Government Commercial Purchase Card (GCPC)

(1) The GCPC is used for the open purchase of goods totaling less than \$3,000 (\$2,000 for construction equipment), services totaling less than \$2,500 and training totaling less than \$25,000. The MEU will maintain at least one GCPC card holder at the CE level in the supply section. The MEU Fiscal Chief (FAPC) will load Lines of Accounting (LOAs) for each MSE in CitiDirect in order to keep track of spending. The Card Holder(s) (CH) will reallocate the expenses during the monthly certification process.

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(2) MSE Supply Officer (SuppO) or the representatives will collect xGCPC request forms from the various MSE sections/companies/dets and submit them to the CE SuppO. The CE SuppO will vet the purchase, and, if approved, the CH will make the purchases and have the gear delivered to the CE supply warehouse. Upon delivery of the gear, the ordering MSE supply section will be notified of the delivery and will come sign for the gear. They will then return to their unit and issue the gear to the end customer.

(3) GCPC request packages will include a filled out GCPC request form, at least one, but ideally three, quotes, and statement of work (SoW) and SF-182 for all training requests. Customers must ensure the vendor can take phone order, as CHs are not authorized to put their credit card info into websites. Customers must screen the mandatory sources of supply that are listed on the GCPC request form. If an item is available through Virtual ServMart or GSA Advantage, they must be listed as the vendor before the CH places an order "out in town".

b. Procurement Request (PR) Builder

(1) PR Builder is the web based contracting request system used by units in conjunction with the Regional Contracting Office for the open purchase of goods totaling more than \$3,000, services totaling more than \$2,500 and training totaling more than \$25,000. Anything that exceeds the GCPC thresholds will be procured using PR Builder while in garrison.

(2) MSE Supply Sections will acquire access to PR Builder using the MEUs Activity Address Code (AAC) - M20310. The MEU Fiscal Chief will create new work flows in PR Builder to facilitate this.

(3) Each MSE will designate one or more Marines to be the PR originators. After the MSE originator creates the PR, it will be routed to the CE Fiscal Chief for assignment of a specific LOA or Financial Information Pointers (FIPs) in order to track execution by MSE/Budget Execution Activity (BEA). Following the assignment of an LOA, it will route to the MEU Supply Officer for final unit approval. Once approved by MEU personnel it will route to the Regional Contracting Office to be considered.

(4) Paperwork requirements:

(a) Requisitions for training, services, or goods that will be custom made must include a Statement of Work (SoW). An SoW is a listing of very specific details on product/service requirements (schedules, capabilities, sizes, dates, fonts, etc). Requestors are not authorized to contact vendors to have them create a SoW. Submitting a SoW that was written by a vendor may create an illegal bidding competition and can have adverse affects for the governments' reputation for dealing with commercial vendors.

(b) Three quotes should be obtained to allow the RCO to spend less time doing market research. The quotes will be uploaded to the PR by the originators.

(c) Open Purchase Request (OPR) form. This is an administrative requirement for fiscal audit purposes to show the initiating agency point of contact info and justification. For PRs not requiring a SoW, the justification section of the OPR will indicate the reasoning behind procuring this gear.

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c. Consolidated Material Supply Center (CMSC) aka "ServMart"

(1) The cards will be issued to, and maintained by, the MSE supply sections. This allows the MSEs to make quick purchases without having to work through the CE. However, by allowing the MSEs to maintain the cards, this makes the reconciliation process all the more necessary.

(2) The MSEs will have one appointment letter on file from the MSE Supply Officer, appointing the MSE Supply Marines as Approvers and/or Shoppers. All shoppers will have signed statements of understanding on file.

(3) The CMSC request form will have three signatures on it: section/MSE approving official, MSE Supply Officer, and MSE Fund Manager.

(4) All supportive documentation for each CMSC purchase will be uploaded to the MEU Fiscal Share Point (or otherwise transmitted to the MEU Fiscal Chief) right after the purchase has happened. Documentation needs to be readily available for funds tracking, as well as financial audits and inspections.

d. Defense Travel System (DTS)

(1) Specific MEU-level LOAs will be created by the MEU Fiscal Chief for Major Exercises (i.e. MEUEX, PMINT, RUT, EAGER MACE, RED REEF, etc.) in order to keep track of detailed spending and perform cost analysis. The funds for these major exercises will come from the CE.

(2) MSEs will be provided their own LOAs for MSE-level Temporary Additional Duty (TAD). Access to those LOAs under the MEU's DTS organization will be made available via Cross Organization. MSEs are directed to only use those LOAs for MSE specific training, not MEU-level training.

(3) MSEs are responsible for providing TAD budget estimations so the MEU Fiscal Chief can load funds to the LOAs in DTS's Budget Module.

(4) The MEU Fiscal Chief is responsible for creating all LOAs with respective budgets for the entire MEU.

(5) When a MEU LOA is sent cross-organization, the MEU Fiscal Chief will ensure to pick the MEU's routing list for the authorizations and CPEN (I MEF Disbursing) routing list for the voucher.

e. Global Combat Support System-Marine Corps (GCSS-MC)

(1) The MEU Fiscal Chief will load two types of Cost Job Order Numbers (JONs) for the MSEs. One for maintenance related purchases and one for non-maintenance purchase (due to different Fund Codes).

(2) The MEU Fiscal Chief will load the budget to the MSEs' BEA level.

(3) MSEs will be responsible for providing the dollar amount they want loaded into the GCSS-MC budgets.

f. Transportation of People/Transportation of Things (TOT/TOP)

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(1) All transportation requests will be submitted by the MSEs via Transportation Capacity Planning Tool (TCPT) to the CE S-4.

(2) When the MSEs need to ship gear they will utilize the Distribution Management Office (DMO) (formerly known as TMO).

(3) The MEU Supply Officer and the MEU Fiscal Chief are the only two Marines that can sign/approve DD-1149s for shipping gear.

(4) MSEs will provide the DD-1149 to the Fiscal Chief for signature and assignment of Transportation Account Code (TAC).

(5) The MSE will provide a copy with TMO's stamp and estimated amount for TAC tracking purposes.

g. Ground Fuel

(1) The MSEs' Fuel Program is managed by the MSE Supply Section. Fuel keys and bulk fuel cards will be maintained and accounted for via log books and DD form 1898. Reconciliations between MSE Supply Sections and the MEU Fiscal Chief will be conducted bi-monthly.

(2) The MEU Fiscal Chief will obtain and maintain access to Fuels Automated System (FAS) for reconciliation purposes and budget data analysis.

(3) The Fiscal Chief will coordinate with I MEF Comptroller and the base fuels personnel to order fuel keys coded with the MSEs' data elements.

(4) For MEU directed exercises and events, coordination will be made with CE S-4 for use of special fuel keys.

h. Funding Documents (NAVCOMPT-2275/2276, DD-448, CC-35)

(1) All outgoing funding documents will be prepared by the MEU Fiscal Chief and signed by the MEU Supply Officer.

(2) The MEU SuppO will be granted authorization via DD-577 or By Direction Letter from the MEU CO to sign funding documents.

(3) The customer/Requirement Generator will be responsible for providing an OPR, an SoW (if services from an agency outside the Marine Corps are being requested), and a quote. Additionally a Determinations and Findings (D&F) may be required depending on current Department of Defense regulations before the funds transfer can be accomplished. A DD-250 will be provided by the requirement generator to the Fiscal Chief at the end of the project/purchase in order to certify that all goods and/or services have been received.

(4) The requirement for funds transfers to outside agencies needs to be identified early in the planning process to give ample time for contract award and proper documentation preparation.

(5) The Acquisition and Cross Service Agreement (ACSA) (form CC-35), will be centrally managed and accomplished in accordance with the Marine Corps SOP. Communication between the MEU Supply Officer and MEU Fiscal Chief and the host country and/or Embassy will need to take place early in the

planning phases in order to gather all the required information (i.e. ACSA agreement number, Points of Contact, Electronic Funds Transfer information, etc.) for this type of transaction. Constant reconciliation with the requirement generators is vital since once the CC-35 is completed and signed by both parties, the possibility of recouping funds is very slim.

i. Unit Travel Charge Card (UTC)

(1) The UTC will be used for unit travel related expenses (i.e. lodging, transportation, etc.). The MEU will centrally manage this program from the CE Supply Section and will appoint and maintain at least one card holder. The Supply Officer will be appointed as the Authorizing Official and the Fiscal Chief as the Agency Program Coordinator.

(2) No purchase will be made by the Card Holder without the prior approval of the AO and APC. The UTC card will not be the primary means of procurement or payment. It will be used as a last resort in emergency cases during the deployment when other means of procurement or payment fail.

(3) The Fiscal Chief will utilize PR Builder and Wide Area Work Flow Miscellaneous Payment (WAWF Misc Pay) in order to reimburse Citi Bank for charges incurred on the card. The payment must utilize Citi Banks Cage Code and cite the account number in the invoice number spot in WAWF.

j. Off-Line Requisitions

(1) All Off-Line requisitions will be made in accordance with MEUO 7000.1. This will be centrally managed at the CE level. Off-line requisitions refer to any procurement action that is not executed through a system that automatically interfaces with the Standard Accounting and Budget Resource System (SABRS), and requires manual transactions to be input by the MEU Fiscal Chief.

(2) In cases when the Supply System (GCSS MC) or other methods or procurement are not responsive enough, Off-Line requisitions can be made. Ensure that complete oversight is accomplished and provided by the MEU Supply Officer and MEU Fiscal Chief since most of the agencies (Priority Materiel Office, SAIC, Defense Logistics Agency, Army Supply Support Activities (SSAs), etc.) accepting Off-Line Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions have very minimal internal controls set in place. Again, refer to MEUO 7000.1 for specific instructions and requirements.

k. Coordinating Instructions

(1) In accordance with references (e), (f) and (g) all government mandated Sources of Supply (SoS) will be screened for product availability and competitive pricing prior to submitting OPRs to the Fiscal Chief.

(2) All routine administrative office supplies should be purchased through the CMSC unless there is an immediate need for the item that cannot be supported by the government vendors due to product availability or shipping timelines. Justifications on GCPC request forms or OPRs will include an explanation of the circumstances requiring the commercial SoS.

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(3) All funds control personnel must complete resident or online Appropriations Law training in accordance with MARADMIN 350/11. Personnel include anyone that manages or has the ability to obligate funds; typically the Supply Officer, the Fiscal Chief, and DTS approvers.

4. Administration and Logistics

a. Administration. This order is effective the date signed.

b. Logistics. Transportation for any received requisitions will be coordinated by the requesting section through their respective S-4 section.

5. Command and Signal

a. Command. POCs will be the CE Supply Officer and CE Fiscal Chief.

b. Signal. Changes to applicable orders and policies will be reflected in updates of this policy annually or as determined necessary by the Supply Officer or Commanding Officer.



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