



UNITED STATES MARINE CORPS  
15TH MARINE EXPEDITIONARY UNIT  
BOX 555365  
CAMP PENDLETON, CALIFORNIA 92055

MEUO 7000.1

S-4  
30 APR 2012

MARINE EXPEDITIONARY UNIT ORDER 7000.1

From: Commanding Officer, 15th Marine Expeditionary Unit  
To: Distribution List

Subj: OFF-LINE REQUISITIONING POLICY

Ref: (a) Federal Acquisition Regulations (FAR)  
(b) Defense Federal Acquisition Regulations (DFAR)  
(c) Marine Corps Acquisition Regulations Supplement (MAPS)  
(d) MCO P4400.150E w/ERRATUM (Consumer-Level Supply Policy Manual)  
(e) MCO 7300.21A (Marine Corps Financial Management Standard Operating Procedure Manual)  
(f) MCO 5200.24D (Marine Corps Managers' Internal Control (MCMIC) Program)  
(g) MARADMIN 351/11 (Fund Control Personnel Training Requirement)  
(h) MARADMIN 602/09 (Policy for Management and Oversight of Marine Corps ServMart and Virtual ServMart Operations)

1. Situation. Per the references, to establish comprehensive policies, procedures, and internal controls over the use of all off-line requisitions that do not interface directly with the official USMC accounting system - Standard Accounting, Budgeting, and Reporting System (SABRS).

2. Mission. This Order establishes the 15th Marine Expeditionary Unit (MEU) policy for the use of off-line requisitions in order to ensure proper use and accountability of 15th MEU authorized funds.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Several agencies such as Defense Logistics Agency (DLA) and General Services Administration (GSA) have implemented non-standard internet-based requisitioning technologies that streamline federal government procurement processes with the purpose of obtaining business process efficiencies. In spite of the advantages offered by these procurement techniques, potential risks remain. In 2008, the Marine Corps and Naval Audit Service conducted a coordinated audit reviewing the usage of internet-based requisitioning systems (e.g. DOD EMALL). The audit identified numerous compliance and internal control weaknesses pertaining to procurement, asset accountability, and financial recording which may expose this command to potential procurement and accounting violations. As these offline methodologies do not currently interface with SABRS, systemic obligations do not occur in a timely manner, as required by reference (e). This results in inaccurate and overstated balances which may potentially expose the 15th MEU to numerous appropriation law violations (e.g. 31 U.S. Code 1517). Further, these processes inappropriately circumvent oversight from the Supply Management Unit (SMU), resulting in skewed demand usage data, forecasting, and inventory stock levels. Proper authorization, accountability, and oversight of off-line requisitions is paramount. Commanders within 15th MEU have the responsibility to develop, assess, and maintain effective internal controls over their requisitioning processes in

order to ensure the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations.

(2) Concept of Operations. All 15th MEU Major Subordinate Elements (MSEs) will ensure that requirements are inducted through a standard Marine Corps procurement system of record as the primary option. Off-line requisitions will only be used as a secondary option provided those requisitions are executed in compliance with all applicable laws, regulations, and this Order.

b. Tasks

(1) Supply Officer

(a) Provide comprehensive guidance to improve visibility, accountability, and collaboration regarding off-line requisitioning processes IOT maintain command oversight by ensuring subordinate commands comply with current procurement regulations.

(b) Approve and review all off-line requisitioning accounts and related requisitions, ensuring subordinate command adherence to this Order.

(2) Comptroller

(a) Establish and maintain command financial oversight regarding 15th MEU's use of all off-line requisitioning technologies, ensuring accurate obligations are posted in SABRS in a timely manner.

(b) During unit fiscal assist visits/fiscal inspections, inspect off-line requisitions for compliance with all applicable laws, regulations, and this Order.

(3) Subordinate Commanders

(a) Maintain comprehensive policies and standard operating procedures over procurement processes to include the use of all non-system internet-based requisitioning technologies.

(b) Establish an effective compliance program ensuring standard systems of record are used as a primary option and current and future non-standard web-based requisitioning systems are used as a secondary option provided those requisitions are executed in accordance with all applicable laws, regulations, and this Order.

(4) Subordinate Element Supply Officers

(a) Ensure personnel authorized to process offline requisitions meet the training criteria contained within reference (g) and are appointed in writing via an appointment letter and a System Authorization Access Request (DD2875 SAAR).

(b) Ensure all purchase requests are proper in accordance with references (a) through (d) and other applicable Marine Corps procurement regulations.

(c) Ensure each purchase request is approved, via authorized signature, before any order is placed within any off-line requisitioning

system.

(d) Ensure all documents are maintained (i.e., purchase request, purchase order, receipt, acceptance, issuance and disposition) in accordance with applicable regulations. Ensure those items requiring official accountability are properly loaded to the unit supply records.

(e) Ensure all National Stock Number (NSN) requisitions are ordered through the Marine Corps standard supply requisitioning system (GCSS-MC). This will ensure SMU visibility of demand usage data enabling accurate forecasting and maintenance of appropriate stock levels.

(f) Ensure all non-NSN requisitions have required waivers (G-6, Base Property, etc.), if applicable, before any requirement is approved and requisitioned within any off-line requisitioning system.

(g) Ensure active accounts belonging to those personnel departing the command are terminated in a timely manner.

(h) Prior notice will be given to the 15th MEU Comptroller before executing off-line requisitions. Ensure the Comptroller is provided thorough source documentation detailing pertinent information (i.e. unit price, unit of issue, quantity, total dollar amount, NSN, RIC) related to the proper obligation of funds within the SABRS accounting system.

c. Coordinating Instructions

(1) In accordance with reference (c), under no circumstances are off-line requisitioning documents (MILSTRIP/MIPR/Etc.) authorized for submission to any agency outside the Marine Corps for contracting action (Prime Vendor contracts) without an approved Determination and Findings (D&F). Failure to obtain an approved D&F beforehand is a violation of Marine Corps acquisition regulations and 31 U.S. Code 1535 (Economy Act).

(2) Fund Control personnel must be designated in writing to approve purchases and must receive appropriation law training and budget execution training every 3 years in accordance with reference (g).

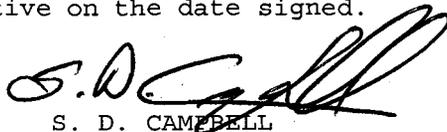
(3) A signed copy of this Order shall be posted to all appropriate 15th MEU websites/SharePoint sites and included in desktop turnover folders for procurement personnel at all levels.

4. Administration and Logistics. Financial documentation will be retained for 6 years and 3 months and be available for audit.

5. Command and Signal

a. Command. This Order applies to all personnel, permanently assigned or temporarily attached to the 15th MEU and its MSEs.

b. Signal. This Order is effective on the date signed.

  
S. D. CAMPBELL

DISTRIBUTION: A