



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 4200.2
RCO

29 JAN 2013

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 4200.2

From: Commanding General
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
REGIONAL CONTRACTING OFFICE, INSTALLATION CONTRACTING OFFICE
STRUCTURE, COORDINATION, ROLES, AND RESPONSIBILITIES

Ref: (a) DoDI 5000.66, "Operation of the Defense Acquisition, Technology,
and Logistics Workforce Education, Training, and Career
Development Program," December 21, 2005
(b) Federal Acquisition Regulation
(c) Department of Defense FAR Supplement
(d) Navy, Marine Corps Acquisition Regulation Supplement
(e) HQMC I&L MAPS
(f) HQMC I&L Government Purchase Card Internal Operating Procedures
(g) MCIEAST Government Purchase Card Program (Internal Operating
Procedures)
(h) Deputy Secretary of Defense Memo of 10 Feb 12 "Advancing
Small Business Contracting Goals in FY 2012"

Encl: (1) MCIEAST-MCB CAMLEJ Contracting Authority Diagram

Reports Required: I. Unit Inspections (Report Control Symbol: EXEMPT-Unit
Inspections)
II. AT&L Workforce Education, Training, and Career
Development Program (Report Control Symbol: DD-P&R
(Q&A)-1841

1. Situation. The regionalization of bases and stations that resulted in the establishment of Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) also resulted in the regionalization of contracting functions. As a result, the contracting office at Camp Lejeune was designated as the MCIEAST-MCB CAMLEJ Regional Contracting Office (RCO). Until now, no formal policy has delineated roles and responsibilities of the MCIEAST-MCB CAMLEJ RCO, the installation contracting offices and their associated bases and stations.

2. Mission. To provide an effective command and control, organizational structure, policy, training, and guidance for contracting functions as a result of regionalization in order to increase effectiveness, oversight and support to tenant organizations, bases and stations across the region.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Contracting offices of MCIEAST-MCB CAMLEJ share a common reporting structure for oversight, training, and policy through the MCIEAST-MCB CAMLEJ RCO to Deputy Commandant for Installations and Logistics (DC I&L) Contracts Division (LB) as detailed in this Order.

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29 JAN 2013(2) Concept of Operations

(a) The RCO Director of Contracts shall provide operational oversight over all contracting offices within MCIEAST-MCB CAMLEJ bases and stations, hereafter referred to as installation contracting offices. Operational oversight responsibilities are limited to reporting, inspection for compliance, dissemination and enforcement of policy, training, and warrant recommendations to DC I&L (LB). Refer to reports required (I). Enclosure (1) provides a diagram of command relationships. Per reference (a), first-level evaluations of contracting officers are performed within the contracting career chain. The only exception will be the performance evaluation of the senior official in charge of contracting for the organization, when this official is not the primary contracting officer for the organization. The senior contracting person shall report to the RCO Director of Contracts or Deputy as that person's rating official. The only exception to this shall be the Marine Corps Air Station (MCAS) Cherry Point installation office. In this case, due to their close proximity, the MCAS Cherry Point installation office supervisor shall report to the local MCIEAST-MCB CAMLEJ contracting team leader supporting the Fleet Readiness Center East (FRC-EAST).

(b) The installation contracting offices report to and are responsible to the installation commander, through the Directorate of Logistics, for mission accomplishment of contracting services in support of of the installation and tenant commands. In accordance with reference (a), the senior contracting person's senior rating official shall be the head of the logistics department for the applicable base/station.

(c) RCO Director of Contracts shall:

1. Monitor workload and capacity within MCIEAST-MCB CAMLEJ contracting and has the authority to reallocate workload between installation contracting offices.

2. Consult with the affected Director of Logistics prior to reallocation.

(d) The Agency Program Coordinator (APC) for the Government Commercial Purchase Card (GCPC) Program at the RCO shall be the MCIEAST-MCB CAMLEJ APC. All installation APCs shall report to the MCIEAST-MCB CAMLEJ APC for required monthly and semi-annual reports. Refer to "Reports Required". Installation APCs may have GCPC internal operating procedures, but they shall not be less restrictive than that of the RCOs.

(e) Only the MCIEAST-MCB CAMLEJ RCO Director of Contracts and Deputy at Camp Lejeune shall have unauthorized commitment ratification authority.

(f) The RCO and installation contracting offices shall:

1. Support the attainment of established Department of Defense (DoD) small business goals. They shall also consider potential small business contracting opportunities during the acquisition process and promote an office climate that is responsive to small business concerns.

2. The RCO and installation contracting offices shall work in cooperation with and request assistance from the MCIEAST-MCB CAMLEJ Office of Small Business Programs.

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b. Subordinate Element Missions(1) Installation Commanders shall:

(a) Provide administrative support to the installation contracting office to include personnel support actions (hiring, timesheets, etc), facilities, work stations, and funding for administrative supplies and equipment.

(b) Provide staff coordination with the MCIEAST-MCB CAMLEJ RCO Director of Contracts on contracting matters as needed. Refer to report (I).

(c) Provide an APC for administration of the installation's GPCPC Program. The APC is not required to work in the contracting office. To avoid a conflict of interest, the APC shall not work under the Comptroller.

(2) MCIEAST-MCB CAMLEJ RCO Director of Contracts shall:

(a) Coordinate for and oversee the conduct of contracting operations within the region as prescribed in this Order.

(b) Conduct annual performance assessments of installation contracting offices and provide training as appropriate. Take appropriate action to resolve any deficiencies discovered during inspection visits.

(c) Coordinate with DC I&L (LB) to ensure MCIEAST-MCB CAMLEJ contracting offices possess the appropriate warrant authority based on personnel training, expertise, and workload.

(d) Delineate training requirements and include installation contracting offices in training when funding permits.

(e) Process unauthorized commitments in a timely manner and per the references.

(f) Disseminate Federal, DoD, Department of the Navy, and United States Marine Corps contracting policy changes to installation contracting offices. Provide consolidated MCIEAST-MCB CAMLEJ response to higher headquarters data calls and reports.

(g) Maintain appropriate contracting policy to establish processes and procedures and include installation contracting offices in the staffing process for local policy changes.

(h) Publish annual policy to supported units for submittal of purchase requests, to include purchase request submittal deadline dates, to ensure timely award prior to the end of fiscal year. This policy will be published prior to 31 October each year.

(i) Provide local supported unit training and assist installation contracting offices in training their supported units.

(j) Provide contracting systems support to installation contracting offices.

(k) The RCO Director of Contracts will contract for all goods and services greater than each installation contracting office's warrant

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authority allows. The MCIEAST-MCB CAMLEJ RCO Director of Contracts may contact contracting personnel at installation contracting offices for assistance on contract actions greater than the simplified acquisition threshold at their locations. Assistance may include coordinating site surveys, market research, and other aid to the local supported unit.

4. Administration and Logistics

a. Contract administration is the responsibility of the contracting office in which the contract is written and specifically the responsibility of the contracting officer who signed the contract. Contract administration includes all actions required after contract award, to include delivery/task orders, modifications to contract terms and conditions and delivery, and payment verification, in order to closeout out the contract.

(1) The RCO Director of Contracts and Counsel from the Eastern Area Counsels Office shall review all "Contracting Officer's Final Decisions" documents prior to release to the applicable contractor.

(2) The supported unit is responsible for receipt, acceptance, and certification of invoice for payment. To avoid any conflicts of interest, contracting personnel shall not perform these functions. Installation contracting offices shall work with their supported comptrollers to resolve unliquidated orders (ULO) and negative ULOs (NULO) in a timely manner. Proactive closeout and outreach to the supported unit for receipt, acceptance, and invoice certification will minimize ULOs/NULOs.

b. At the discretion of the RCO Director of Contracts, and with installation contracting office concurrence, contract administration (to include delivery/task orders) of multi-year contracts awarded by the RCO may be delegated to the local installation contracting office after award.

c. The MCIEAST-MCB CAMLEJ RCO Director of Contracts shall act as a special staff officer for the Commanding General reporting to the Chief of Staff, and will be located at MCIEAST-MCB CAMLEJ.

5. Command and Signal

a. Command. This Order is applicable to all installation commands and tenant organizations supported by the MCIEAST-MCB CAMLEJ RCO. Should any realignment or changes occur that affect either command or contractual authority, this Order will be updated accordingly.

b. Signal. This Order is effective the date signed and personnel reporting change effective the day after the end of the current performance appraisal period.

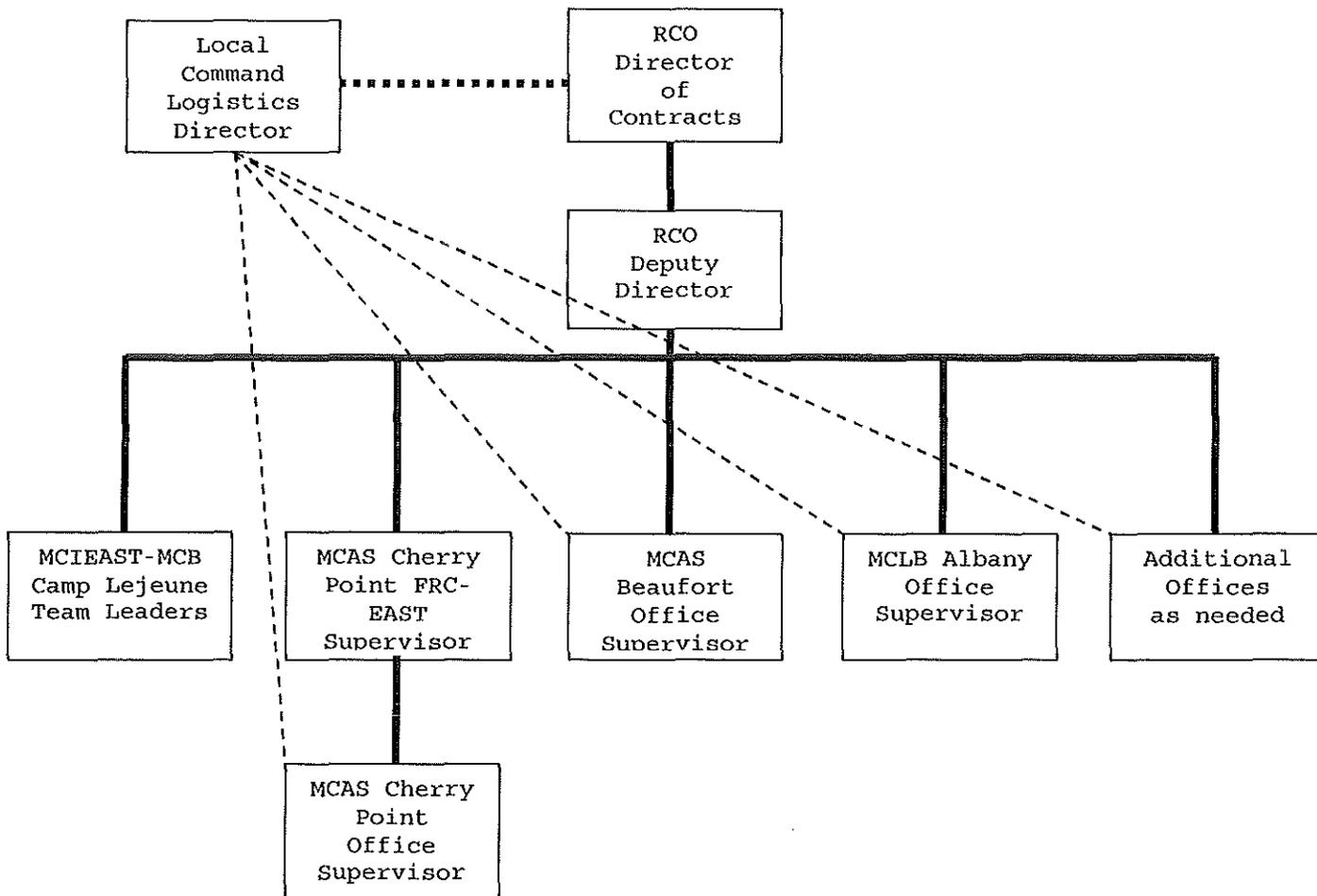


D. L. THACKER, JR.
Deputy Commander

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MCIEAST-MCB CAMLEJ Contracting Authority Diagram



- Rating Official and Contracting Authority
- - - Senior Rating Official
- Command Coordination