

**UNCLAS****MCIEAST CONTRACTING FY15 GUIDANCE**

Originator: CG MCIEAST MCB CAMLEJ CONT

DTG: 011215Z Oct 14 **Precedence:** Routine

To: CG II MEF, CG II MEF COMPT, CG SECOND MARDIV COMPT, CO MCAS BEAUFORT SC, CO MCLB ALBANY GA, MCAS CO NEW RIVER NC, MCAS COMPT NEW RIVER NC, MCAS CO CHERRY POINT NC, MCAS COMPT CHERRY POINT NC, CG MCIEAST MCB CAMLEJ, CG MCIEAST MCB CAMLEJ G EIGHT, CG SECOND MLG, CG SECOND MLG COMPT

MSGID/GENADMIN/CG MCIEAST-MCB CAMP LEJEUNE CONTRACTING NC//  
SUBJ/ MCIEAST CONTRACTING FISCAL YEAR 2015 GUIDANCE//  
REF/A/MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT//  
REF/B/MCO 4400.16H//  
REF/C/MARADMIN 375-11//  
REF/D/MCO 11240.106B  
REF/E/CG II MEF G4 MSG DTG 221604Z SEP 11  
REF/F/PUBLIC LAW 113-46 AN ACT MAKING CONTINUING APPROPRIATIONS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2015 AND FOR OTHER PURPOSES. NARR/REF A PROVIDES GUIDANCE FOR CONTRACTING IN THE MARINE CORPS. REF B IS THE MARINE CORPS ORDER FOR UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS). REF C IS THE MARADMIN THAT CLARIFIES AND UPDATES THE INFORMATION TECHNOLOGY (IT) PROCURMENT REQUEST AND APPROVAL SYSTEM (ITPRAS) PROCESS. REF D IS THE MARINE CORPS ORDER FOR GARRISON MOBILE EQUIPMENT. REF E IS THE MESSAGE PROVIDING GUIDANCE ON THE PROCUREMENT OF GEAR FOR II MARINE EXPEDITIONARY FORCE UNITS. REF F IS THE CONTINUING RESOLUTION ENACTED OCTOBER 17, 2014 TO END THE LAPSE IN APPROPRIATIONS AND PROVIDE BUDGET AUTHORITY FOR FISCAL YEAR 2015.//  
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RMKS/1. THIS IS A COORDINATED MARINE CORPS INSTALLATIONS EAST COMPTROLLER, II MARINE EXPEDITIONARY FORCE COMPTROLLER, AND MARINE CORPS FIELD CONTRACTING SYSTEM, CAMP LEJEUNE (MCFCS-CLNC) MESSAGE. THE PURPOSE OF THIS MESSAGE IS TO ESTABLISH PROCEDURES FOR PURCHASE REQUESTS (PR) SUBMITTED TO MCFCS-CLNC IN ORDER TO PROVIDE MORE EFFECTIVE SUPPORT DURING FISCAL YEAR 2015 (FY15).

2. PURCHASE REQUEST (PR) SUBMISSION (DEFINED AS APPROVED IN PR BUILDER AND TRANSMITTED TO CONTRACTING IN SPS) CUT-OFF DATES ARE ESTABLISHED AS FOLLOWS:

PROCUREMENT REQUIREMENT	CUT-OFF DATE	NOTE
GREATER THAN \$1,000,000	03 APR 15	
\$150,000 - \$1,000,000	01 MAY 15	SERVICE CONTRACTS
\$150,000 - \$1,000,000	10 JUL 15	SUPPLY CONTRACTS
\$3,000 - \$150,000	03 AUG 15	
< \$3,000		VIEW PARA 12
FY15 TASK/DELIVERY ORDERS	28 AUG 15	

MIDNIGHT EASTERN STANDARD TIME ON THE DATES LISTED ABOVE, IS THE LAST OPPORTUNITY FOR SUBMISSION AND ACCEPTANCE OF REQUIREMENTS TO BE PROCURED ON THE OPEN MARKET AND DELIVERY ORDERS AGAINST ESTABLISHED GOVERNMENT CONTRACTS. REQUIREMENTS SUBMITTED AFTER THE NOTED CUT-OFF DATES WILL BE ACCEPTED AT THE DISCRETION OF THE DIRECTOR OF THE MCFCS-CLNC. ONLY EMERGENT REQUIREMENTS AFFECTING LIFE, HEALTH OR SAFETY WILL BE CONSIDERED AFTER 14 AUG 2014.

3. ALL INTERAGENCY TRANSFER SUPPORT REQUIREMENTS MUST BE SUBMITTED TO MCFCS-CLNC BY COB OF THE BELOW LISTED DATES DUE TO ADMINISTRATIVE REVIEW AND PROCESSING TIME REQUIRED. REF A PROVIDES DETAILED OVERVIEW OF FUNDS TRANSFER REQUIREMENTS AND THE MCIEAST MCFCS-CLNC WEB SITE PROVIDES REPORT FORMAT AND OTHER GUIDANCE.  
[HTTP://WWW.MCIEAST.MARINES.MIL/STAFFOFFICES/CONTRACTING.ASPX](http://www.mcieast.marines.mil/staffoffices/contracting.aspx)

ECONOMY ACT ORDERS ASSISTING ACTIVITY	THRESHOLD	CUT OFF DATE
DOD AGENCY	\$2,500 TO \$5 MILLION	28 AUG 15
DOD AGENCY	\$5 MILLION OR GREATER	10 JUL 15
NON DOD AGENCY	\$2,500 OR GREATER	10 JUL 15

NON ECONOMY ACT ORDERS ASSISTING ACTIVITY	THRESHOLD	CUT OFF DATE
NON DOD AGENCY	\$2,500 TO \$5 MILLION	10 JUL 15
NON DOD AGENCY	\$5 MILLION OR GREATER	12 JUN 15

4. IN ACCORDANCE WITH REF A, SUPPORTED UNITS WILL SCREEN MANDATORY FEDERAL SOURCES OF SUPPLY PRIOR TO SUBMITTING REQUIREMENTS TO MCFCS-CLNC. THOSE REQUIREMENTS NOT AVAILABLE FROM MANDATORY SOURCES WILL BE SUBMITTED TO MCFCS-CLNC UTILIZING PR BUILDER. PR SUBMISSION MUST INCLUDE TECHNICAL INFORMATION, A DETAILED DESCRIPTION OF THE REQUIREMENT, REASONABLE REQUIRED DELIVERY DATE, AND A VALID LINE OF ACCOUNTING. JUSTIFICATION STATEMENTS MUST BE SUBMITTED BY REQUIREMENT GENERATORS FOR ALL LIMITED/SOLE SOURCE AND URGENT REQUIREMENTS TO SUBSTANTIATE LIMITING COMPETITION. ADDITIONAL GUIDANCE FOR JUSTIFICATION STATEMENTS IS PROVIDED ON THE MCIEAST-MCFCS WEBSITE.

5. URGENT PR REQUIREMENTS WILL CITE APPROPRIATE PRIORITY DESIGNATION AND

MEET REQUIREMENTS OF REF B, TO INCLUDE BN/SQDRN COMMANDING OFFICER APPROVAL OR DELEGATION OF CO APPROVAL AND EMERGENCY IMPACT STATEMENT SUBSTANTIATING MISSION ESSENTIALITY. A POTENTIAL LOSS OF FUNDS DOES NOT CONSTITUTE AN EMERGENCY, AND SHALL NOT BE USED TO JUSTIFY HIGHER PRIORITIES.

6. CALL (910) 451-7842/3 OR DSN 715-7842/3 WHEN SUBMITTING AN URGENT PR THAT MUST BE FILLED IN 7 DAYS OR LESS.

7. WAIVERS ARE REQUIRED FOR ALL INFORMATION TECHNOLOGY SUPPLIES AND SERVICES (IAW REF C), FOR PERSONNEL SUPPORT EQUIPMENT (FURNITURE), AND FOR VEHICLE AND MATERIAL HANDLING EQUIPMENT REQUIREMENTS (IAW REF D). PER REF E, II MEF UNITS ARE REQUIRED TO SUBMIT A WAIVER FOR TACTICAL EQUIPMENT PURCHASES. ALL APPROPRIATE WAIVERS ARE REQUIRED PRIOR TO ANY PRE AWARD ACTIONS TAKING PLACE.

8. IN PREVIOUS YEARS, SUPPORTED UNITS WERE ENCOURAGED TO SUBMIT "SUBJECT TO AVAILABILITY OF FUNDS" (SAF) PR FOR PURCHASES WHICH FUNDING IS NOT CURRENTLY AVAILABLE. THIS GUIDANCE WAS CHANGED IN FY14. EXCEPT THOSE ACTIONS DESCRIBED IN PARA 11 BELOW, A VALID LINE OF ACCOUNTING IS REQUIRED DURING THE SUBMISSION OF THE PR, AND PRIOR TO ANY PRE AWARD ACTIONS TAKING PLACE.

9. DURING THE LAST MONTH OF THE FY, CONTRACTING OFFICE EFFORTS WILL BE AIMED AT COMPLETING AWARDS BY THE END OF THE FY. FOR FUNDING ALLOCATIONS THAT REQUIRE ITEM DELIVERY AND OBLIGATION BY THE END OF THE FY, IT IS THE RESPONSIBILITY OF THE SUPPORTED UNIT TO PROVIDE ENOUGH ADDITIONAL LEAD TIME BASED ON KNOWLEDGE OF INDUSTRY STANDARD ORDER-SHIP-TIME TO RECEIVE THE GOODS BEFORE 30 SEPTEMBER. ADDITIONALLY, ANY GOODS ORDERED MUST CONFORM TO THE BONA FIDE NEED RULE IN ORDER TO USE FY15 FUNDS.

10. DURING THE FY, SERVICES MAY BE FUNDED WITH DELIVERY ORDERS ESTIMATED FOR THE AMOUNT OF SERVICES THAT ARE EXPECTED DURING THE TIME PERIOD. THE CONTRACTOR IS NOT OBLIGATED TO CONTINUE TO PROVIDE SERVICES ONCE FUNDS ON THEIR CURRENT DELIVERY ORDER ARE DEPLETED. IT IS THE RESPONSIBILITY OF THE UNIT REQUESTING THE SERVICES TO ENSURE FUNDING IS ADEQUATE AND THAT ADDITIONAL FUNDS ARE SUBMITTED IN A TIMELY BASIS TO ENSURE SERVICES CONTINUE.

11. MCFCS--CLNC HAS MANY SERVICE CONTRACTS THAT REQUIRE CONTINUATION WITHOUT

INTERRUPTION WHEN THE NEW FY BEGINS ON 1 OCT. PER THE PARAGRAPH 2 DEADLINES FOR TASK AND DELIVERY ORDERS, AND TO ENSURE UNINTERRUPTED SERVICE, MCFCS-CLNC REQUIRES AN FY16 PR FOR THESE SERVICES NO LATER THAN 28 AUG 2015. THE PR SHOULD BE SUBMITTED WITH THE SAF BOX CHECKED, AND A RELEASE DATE OF 1 OCTOBER 2015. A LATER RELEASE DATE MAY BE USED WHEN DIRECTED BY YOUR COMPTROLLER. EXAMPLES OF THESE SERVICES ARE CELL PHONES, SAFETY KLEEN, PORTABLE TOILETS, ETC. UNITS ARE REQUIRED TO SUBMIT C4I WAIVER REQUESTS FOR RENEWAL OF CELL PHONES OR OTHER IT REQUIREMENTS EACH FY, AND THE WAIVER MUST BE RECEIVED DURING THE CREATION OF THE PR BEFORE FUNDING IS PLACED ON A CONTRACT.

12. COMPTROLLERS MAY SET CUTOFF DATES FOR THE USE OF THE GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC). COMPTROLLERS SHOULD COORDINATE WITH THEIR RESPONSIBLE GCPC AGENCY PROGRAM COORDINATOR FOR THE SUSPENSION OF GCPC FOR FY CLOSEOUT.

13. REQUEST WIDEST DISTRIBUTION TO ALL TENANT COMMANDERS, COMPTROLLERS, SUPPLY OFFICERS AND FUND ADMINISTRATORS.// BT