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FM CG MCIEAST MCB CAMLEJ CONT

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RUJIAAA/CG SECOND MLG

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RUJIAAA/CG SECOND MAW

RUJIAAA/CO MCAS BEAUFORT SC

RUJIAAA/MCAS CO NEW RIVER NC

RUJIAAA/MCAS CO CHERRY POINT NC

RUJIAAA/CO MCLB ALBANY GA

BT

UNCLAS

SUBJ/MCIEAST PROCUREMENT PLANNING TRAINING, FISCAL YEAR 2015

UNCLASSIFIED//

MSGID/GENADMIN/CG MCIEAST-MCB CAMP LEJEUNE CONTRACTING NC//

SUBJ/ MCIEAST PROCUREMENT PLANNING TRAINING, FISCAL YEAR 2015//

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RMKS/L. MARINE CORPS INSTALLATIONS EAST (MCIEAST) CONTRACTING DEPARTMENT HAS ESTABLISHED PROCUREMENT PLANNING TRAINING THAT PROVIDES PROCEDURES AND GUIDANCE TO MANAGE PROVISIONS THAT MEET OPERATIONAL REQUIREMENTS WHILE MAINTAINING COMPLIANCE WITH APPLICABLE LAWS AND FEDERAL ACQUISITION REGULATIONS. PROCUREMENT TRAINING IS PROVIDED TO REDUCE REDUNDANCY OF PURCHASE REQUEST DISAPPROVALS AND TO STREAMLINE THE PROCUREMENT PROCESS OF ACQUIRING SUPPLIES AND SERVICES.

2. PER THE MESSAGE, MCIEAST CONTRACTING WILL PROVIDE MONTHLY PROCUREMENT PLANNING TRAINING (OR ON AN AS NEEDED BASIS) IN ORDER TO FACILITATE UNIT NEEDS.

3. ALL MCIEAST CONTRACTING CUSTOMERS MAY UTILIZE THE PROCUREMENT PLANNING TRAINING. THE PURPOSE OF THIS TRAINING IS TO PROVIDE THREE SLIDE SHOW PRESENTATIONS ON PROCUREMENT REQUEST SUBMISSION, PROCUREMENT PLANNING/EXECUTION AND UNAUTHORIZED COMMITMENTS.

3.A. DATES/LOCATIONS/TIMES

3.A.1. 24 FEB 2015/MCIEAST CONTRACTING TRAINING ROOM BLDG

1116/0800-1000 AND 1300-1500

3.A.2. 17 MAR 2015/SAME LOCATIONS AS ABOVE/SAME TIMES AS ABOVE

3.A.3. 21 APR 2015/SAME LOCATIONS AS ABOVE/SAME TIMES AS ABOVE

3.A.4. 19 MAY 2015/SAME LOCATIONS AS ABOVE/SAME TIMES AS ABOVE

3.A.5. 16 JUN 2015/SAME LOCATIONS AS ABOVE/SAME TIMES AS ABOVE

3.A.6. 21 JUL 2015/SAME LOCATIONS AS ABOVE/SAME TIMES AS ABOVE

4. THE CUSTOMER GUIDE FOR CONTRACTING AND PRESENTATION SLIDES WILL BE AVAILABLE ON THE MCIEAST CONTRACTING DEPARTMENT WEBSITE FOR USE AND DISSEMINATION.

[HTTP://WWW.MCIEAST.MARINES.MIL/STAFFOFFICES/CONTRACTING.ASPX](http://www.mcieast.marines.mil/staffoffices/contracting.aspx)

4.B. THIS TRAINING IS OPEN TO ALL UNITS THAT UTILIZE THE MCIEAST CONTRACTING OFFICE. TRAINING IS FIRST COME FIRST SERVED. THERE IS AN 18 SEAT MAXIMUM PER CLASS. REQUESTS FOR INDIVIDUAL UNIT OR ONSITE TRAINING SHOULD BE SUBMITTED TO THE POINT OF CONTACTS IDENTIFIED ABOVE.

5. REQUEST WIDEST DISTRIBUTION TO ALL TENANT COMMANDERS,

COMPTROLLERS,

SUPPLY OFFICERS, AND FUND ADMINISTRATORS.//