



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

IN REPLY REFER TO:
4200
Cont
24 MAR 14

From: MCIEAST Director of Contracts
To: All GCPC Approving Officials and Cardholders
Subj: UNAUTHORIZED COMMITMENTS

Approving Officials (AO),

I need your assistance. Across the spectrum of units supported by the MCIEAST GCPC program coordinator, we have experienced a significant increase in unauthorized commitments (UAC). In fact, we are on track to triple last year's total if we do not get out in front of this issue. Most of these actions (15 of 18) are occurring below the micro purchase threshold. A UAC is simply an agreement that is not binding solely because the individual who made the agreement was not authorized to do so. To be clear, approval must be in place prior to any order being placed. The AO/cardholder team is the keeper of this process.

I understand that often times UACs are done without your knowledge. I am asking for you to be vigilant in watching for UACs and being aggressive within your commands in educating and training your customers about the procurement process.

Do not hesitate to contact my GCPC program office should you have any questions.

A handwritten signature in black ink, appearing to be "M. F. Howes", written over a horizontal line.

M. F. HOWES

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