UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
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MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE BULLETIN 7030

From: Commanding General
To: Distribution List

Subj: ADMINISTRATIVE SUPPORT OF THE BACHELOR HOUSING BILLETING FUND BY MARINE CORPS COMMUNITY SERVICES, LEJEUNE-NEW RIVER

Ref: (a) DoD Instruction 4000.19 of 25 April 2013

1. Purpose. This Bulletin provides guidance and provisions for the administrative support of the Bachelor Housing Billeting Fund by Marine Corps Community Services (MCCS), Lejeune-New River.

2. Background. Reference (a) allows government agencies to enter into support agreements with one another when such agreements are beneficial to both parties. Since both MCCS and the Bachelor Housing Billeting Fund are nonappropriated fund instrumentalities (NAFIs) of the Federal government, it is most efficient for the larger of the two NAFIs to provide administrative support services to the smaller NAFI in order to avoid the duplication of services.

3. Action

a. Assistant Chief of Staff (AC/S), MCCS shall: Provide the following administrative services to the AC/S, G-F, in order to effectively manage the Bachelor Housing Billeting Fund:

(1) Operational control of cash collection;

(2) NAF budget preparation and execution;

(3) Financial accounting and reporting;

(4) Purchasing and contracting;

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(5) Fixed asset inventory management; and

(6) NAF human resources support.

b. AC/S, G-F shall: Reimburse the AC/S, MCCS, 4,850 dollars per month for services rendered.

4. Reserve Applicability. This Bulletin is applicable to Marine Corps Base, Camp Lejeune.

SARAH WILTGEN
By direction

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