



Regional Contracting Office East (RCO-East)

CREATING A PURCHASE REQUEST
(2021)



Agenda

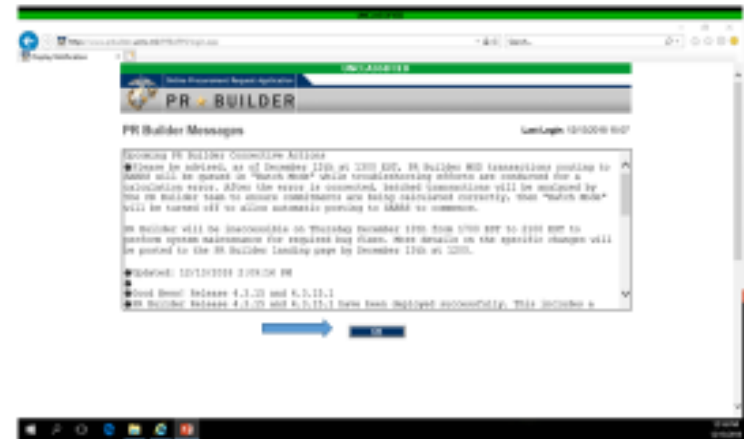


- Creating a PR
- Reasons for Disapproval
- Things to Remember
- Points of Contact



Creating a PR

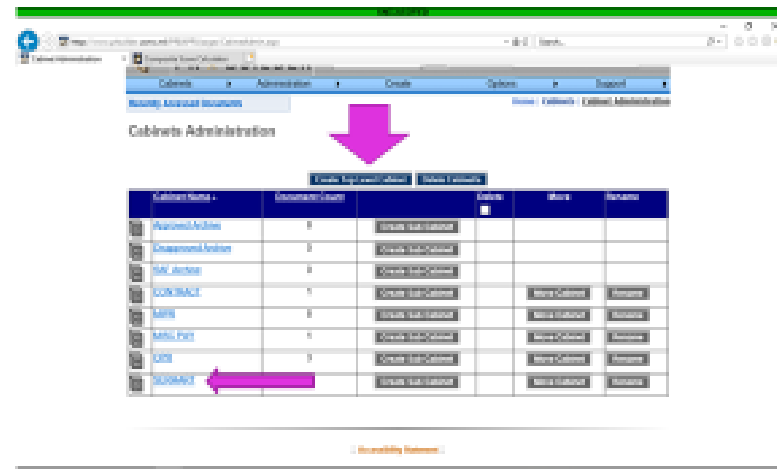
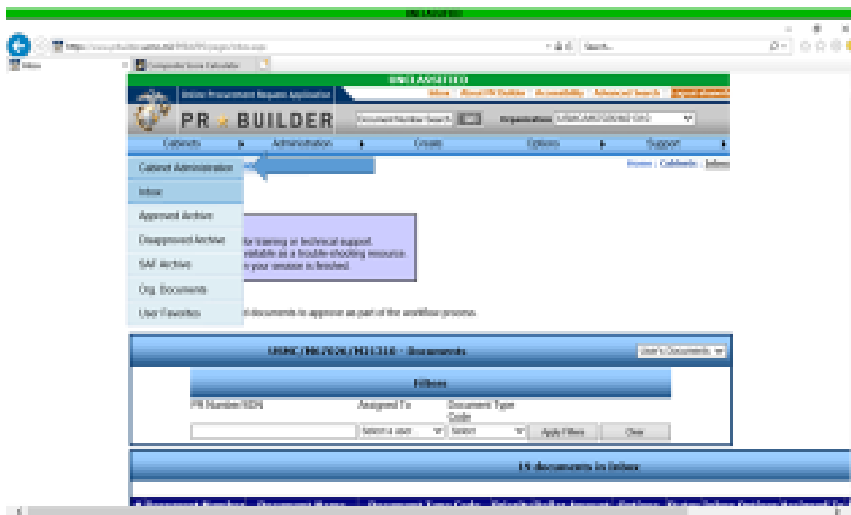
Once you click on the PR builder website, there will be two warning notification pages, push i agree and then okay. The next page you will receive is the inbox page





The next step will be rolling the mouse over the word cabinets and a drop down box will be displayed, you will click cabinet administration.

create a top level cabinet and label the folder Servmart or FY19.
Click





The next page is shown below. To create a document number click on create

The screenshot shows the PR BUILDER interface with a search bar containing '1001400121110'. Below the search bar, there are tabs for 'SUMMARY', 'No Sub-ids', and 'To Invoic'. A blue arrow points to the 'SUMMARY' tab. Below the tabs, there is a table with columns: Document Number, Document Name, Document Type, Priority, Dollar Amount, Options, Status, Cabinet Actions, Assigned To, and More (CPBAS). The table contains one row with a document number '1001400121110' and a document name 'Miscellaneous Pay'.

Document Number	Document Name	Document Type	Priority	Dollar Amount	Options	Status	Cabinet Actions	Assigned To	More (CPBAS)
1001400121110	Miscellaneous Pay			\$0.00	Maximize to Stack 3/3/2016 1:14	Process		Stone, Barry	

The screenshot shows the 'Create' form in the PR BUILDER interface. The form has a title 'New Document' and three input fields: 'Document Type Code', 'Misc Pay Type Code', and 'Document Purpose'. The 'Document Purpose' field is currently set to 'Funds Certification Pci'. At the bottom of the form, there are 'Continue' and 'Cancel' buttons.

Document Type Code:

Misc Pay Type Code:

Document Purpose: Funds Certification Pci

Continue Cancel



To create a Purchase request, you will click on the drop down button that says document type code The code that will now be used is **SS/SU**

UNCLASSIFIED

https://www.prbuilder.usmc.mil/MVC/Registration/Create

PR Builder

Unclassified

Online Procurement Request Application

Inbox :: About PR Builder :: Accessibility :: Advanced Search :: Log Off shanerb


PR BUILDER

Document Number Search GO Organization:

Cabinets Administration Create Options Support Recently Accessed Documents

Create

New Document

Document Type Code 

Misc Pay Type Code

Document Purpose

Continue Cancel



Once you have the document type code, leave the misc. pay type code blank. The document purpose has a drop down box, you will click on original. Then hit continue

The screenshot shows the PR BUILDER web application interface. The browser address bar displays "https://www.prbuilder.usmc.mil/MVC/Registration/Create". The page title is "Unclassified". The navigation bar includes "PR BUILDER" and "Organization: USMCM67026M21310". The main content area is titled "Create" and contains a "New Document" form. The form has three dropdown menus: "Document Type Code" (set to "RQ - Invalid"), "Misc Pay Type Code" (blank), and "Document Purpose" (set to "Original"). Blue arrows point to each of these dropdown menus. Below the form are "Continue" and "Cancel" buttons, with a blue arrow pointing to the "Continue" button.



The first tab you will start with is the header.

The screenshot displays the PR BUILDER web application interface. At the top, there is a green banner with the text "UNCLASSIFIED". Below this is a navigation bar with the text "Online Procurement Request Application" and "Inbox :: About PR Builder :: Accessibility :: Advanced Search :: Log Off shanerib". The main header area includes the "PR BUILDER" logo, a "Document Number Search" field with a "GO" button, and an "Organization" dropdown menu set to "USMC/M87026/M21310". Below the navigation bar are several buttons: "Save", "Complete", "Route For Review", "Print", "Copy", "Delete", "SERMART" (with a dropdown arrow), "GO", and "Back to Cabinet".

The main content area shows an "Invalid" message in red text, with a sub-message: "Remember to save your work before leaving this form. Special characters (®, @, etc) will be removed when this document is saved. Examples". Below this, the "Document Status: In Process" is displayed.

The interface features a tabbed navigation system. The "Header" tab is currently selected and highlighted in blue. Other tabs include "POC", "Line Item", "Billing and Frequency", "Attach", and "Save & Review". A large blue arrow points to the "Header" tab.

Below the tabs, there are two main sections: "Document Information" and "Contingency Information".

Document Information:

- Standard Document Number (SDN) *
M21310 - 19 - RQ -
GALKV
- OCSI Division OCSI Section Section *
- Section *

Contingency Information:

- Contingency Contract
- Contingency Operations Phase
Ongoing Operations



The next step is to leave the document number alone! Unless the SUPO request it.

UNCLASSIFIED

https://www.prbuilder.usmc.mil/UNC/PurchaseRequest/Edit/1410100

PR BUILDER

Document Number Search [GO] Organization: USMC/M67026/M21010

Save Complete Route For Review Print Copy Delete SERMART GO Back to Cabinet

Purchase of Special Items

Document Status: In Process

Remember to save your work before leaving this form. Special characters (@, \$, etc) will be removed when this document is saved. Examples

Header POC Line Item Vendor Billing and Frequency Misc Pay Attach Save & Review

Standard Document Number (SDN) *

M21010 - 19 - RQ

K3LQL

OCSI Division OCSI Section Section *

A

Contingency Contract

Contingency Operations Phase

Ongoing Operations

Contingency Campaign Plan

12:04 PM 12/11/20



If you scroll down the page, you will see the PR name. That box will be the title of the Buy . Below is an example. When you are finished, scroll down

The screenshot shows the PR Builder web application interface. At the top, there is a green bar with the text "UNCLASSIFIED". Below this is a navigation bar with the text "Unclassified" and "Online Procurement Request Application". The main header area includes the "PR BUILDER" logo, a search bar for "Document Number Search", and an organization dropdown menu set to "USMCM67026/M21310".

The main content area features a row of buttons: "Save", "Complete", "Route For Review", "Print", "Copy", "Delete", "SERMART", "GO", and "Back to Cabinet". Below the buttons, the title "Purchase of Special Items" is displayed, along with a red warning: "Remember to save your work before leaving this form. Special characters (@, #, etc) will be removed when this document is saved. Examples".

The document status is "In Process". A tabbed interface shows "Header" as the active tab, with other tabs including "POC", "Line Item", "Vendor", "Billing and Frequency", "Misc Pay", "Attach", and "Save & Review".

Under the "Header" tab, there are two main input fields:

- PR Name ***: A text input field containing "Supply Servment". A blue arrow points to this field.
- Pricing Arrangement***: A dropdown menu currently set to "Firm Fixed Price". A blue arrow points to this dropdown.

Below these fields is a checkbox labeled "IID, Warranty, or GFP?".

The bottom of the screenshot shows a Windows taskbar with the time "1:01 PM" and the date "10/13/2018".



The financial system needs to be SABRS for supply's and none for ServMart.
Then keep scrolling.

UNCLASSIFIED

https://www.prbuilder.usmc.mil/MVC/PurchaseRequest/Edit/1412793

PR Builder Training

Unclassified

Online Procurement Request Application

Inbox :: About PR Builder :: Accessibility :: Advanced Search :: Log Off shanerb

PR BUILDER

Document Number Search GO Organization: USMC/M67026/M21310

Cabinets Administration Create Options Support Recently Accessed Documents

Save Complete Route For Review Print Copy Delete SERMART GO Back to Cabinet

Invalid

Document Status: In Process

Remember to save your work before leaving this form.
Special characters (', @, etc) will be removed when this document is saved. Examples

Header POC Line Item Vendor Billing and Frequency Attach Save & Review

Financial System

None Selected

Actual Price \$0.00



Keep scrolling

UNCLASSIFIED

https://www.prbuilder.usmc.mil/MVC/PurchaseRequest/Edit/1412781

PR Builder Training

Unclassified

Online Procurement Request Application

Inbox :: About PR Builder :: Accessibility :: Advanced Search :: Log Off shanerb

PR ★ BUILDER

Document Number Search GO Organization: USMC/M87028/M21310

Cabinets Administration Create Options Support Recently Accessed Documents

Save Complete Route For Review Print Copy Delete SERMART GO Back to Cabinet

Invalid

Document Status: In Process

Remember to save your work before leaving this form.
Special characters (©, ®, etc) will be removed when this document is saved. [Examples](#)

Header POC Line Item Vendor Billing and Frequency Attach Save & Review

Contract Information

Procurement Instrument Vehicle	Procurement Instrument Origin
<input type="text" value="-"/>	<input type="text" value="-"/>
Contract Number / Procurement Instrument Identifier	Procurement Instrument Description
<input type="text" value=""/> - <input type="text" value="-"/> - <input type="text" value="-"/> - <input type="text" value=""/>	<input type="text" value="-"/>



The priority will be 15 (lowest). The justification will be why you are needing the supplies. YOU MUST FILL THIS OUT! To the right will be your information, (the person who made the Purchase Request). This should already be filled out. Below is an example. Then keep scrolling to the next section

UNCLASSIFIED

https://www.prbuilder.usmc.mil/MVC/PurchaseRequest/Edit/1412793

PR Builder Training

Unclassified

Online Procurement Request Application

Inbox :: About PR Builder :: Accessibility :: Advanced Search :: Log Off shanerh

PR BUILDER

Document Number Search GO Organization: USMC/M67026/M21310

Cabinets Administration Create Options Support Recently Accessed Documents

Save Complete Route For Review Print Copy Delete SERMART GO Back to Cabinet

Invalid

Document Status: In Process

Remember to save your work before leaving this form. Special characters (@, #, etc) will be removed when this document is saved. Examples

Header POC Line Item Vendor Billing and Frequency Attach Save & Review

Subject to Availability of Funds	Priority	Originator Information
<input type="checkbox"/> Subject to Availability of Funds SAF Release Date <input type="text"/>	Priority: 15 (lowest) Priority Justification: supply needs office supplies to conduct the every day mission	Organization Name POC brittany shaner Building Room Phone 810-451-2109 Email brittany.shaner@usmc.mil



Keep scrolling

Unclassified

https://www.prbuilder.usmc.mil/MFC/PurchaseRequest/646714 (276)

PR Builder Training

Unclassified

Online Procurement Request Application

Inbox :: About PR Builder :: Accessibility :: Advanced Search :: Log Off shanerb

PR BUILDER

Document Number Search GO Organization: USMC/M67025/M21310

Cabinets Administration Create Options Support Recently Accessed Documents

Save Complete Route For Review Print Copy Delete SERMART GO Back to Cabinet

Invalid

Document Status: In Process

Remember to save your work before leaving this form.
Special characters (@, #, etc) will be removed when this document is saved. [Examples](#)

Header POC Line Item Vendor Billing and Frequency Attach Save & Review

Additional Information		Comments
<input type="checkbox"/> J & A? J&A Document Template		Comments
<input type="checkbox"/> Classified?		
DODXRating -	ITPRAS ID <input type="text"/>	Void or Close Comments



The next tab will be the POC

The screenshot shows the PR Builder application interface. The browser address bar displays the URL: <https://www.prbuilder.usmc.mil/USMC/PurchaseRequest/1687411793>. The application header includes the text "Unclassified" and "Online Procurement Request Application". The main navigation bar contains the "PR BUILDER" logo, a "Document Number Search" field with a "GO" button, and an "Organization" dropdown menu set to "USMC/M67026/M21310". Below the navigation bar are several buttons: "Save", "Complete", "Route For Review", "Print", "Copy", "Delete", "SERMART", "GO", and "Back to Cabinet". The main content area displays an "Invalid" error message. To the right of the error message, a red text box states: "Remember to save your work before leaving this form. Special characters (®, @, etc) will be removed when this document is saved. Examples". Below the error message, the "Document Status" is shown as "In Process". A horizontal menu at the bottom of the main content area includes tabs for "Header", "POC", "Line Item", "Vendor", "Billing and Frequency", "Attach", and "Save & Review". The "POC" tab is currently selected. Below the menu, there are two expandable sections: "+ Budget Data" and "+ Available Attribute Set". At the bottom of the page, there is a link for "Accessibility Statement".



The mailing address will be originator. Just drop down the box and click on it. Once you click on originator, everything else will populate. Below is an example. The next tab will be the line item

UNCLASSIFIED

https://www.prbuilder.com/.../MVC/PurchaseRequest/544/142191

PR Builder Training

Unclassified

Online Procurement Request Application

Inbox :: About PR Builder :: Accessibility :: Advanced Search :: Log Off shanerb

PR BUILDER

Document Number Search [GO] Organization: USMCM67026/M21310

Cabinets Administration Create Options Support Recently Accessed Documents

Save Complete Route For Review Print Copy Delete SERMART GO Back to Cabinet

Invalid

Document Status: In Process

Remember to save your work before leaving this form.
Special characters (@, #, etc) will be removed when this document is saved. [Examples](#)

Header POC Line Item Vendor Billing and Frequency Attach Save & Review

Mail Invoices To / Pay Office

Originator [v] [Q]

POC: britany shaner
Address:
building 1116
camp lejeune North Carolina 28547
US
Phone: 810-451-2108
Email: britany.j.shaner@usmc.mil

DODAAC: M21310
BPN: DODM21310

Vendor Site Identifier/Piece Of Performance

Vendor Identifier/Servicing Agency

From (Requesting Agency Office Location and POC)/Buyer BPN Extension



When it comes to the line item, the extra steps that will need to be followed are listed below

1. PSC codes
2. Adding more than one line item

The screenshot shows the PR BUILDER web application interface. The browser address bar displays the URL: <https://www.prbuilder.com/AM/AMTemplate.cfm?template=/CM/HTMLDisplay.cfm&cid=141243>. The page title is "Unclassified". The navigation bar includes "Inbox", "About PR Builder", "Accessibility", "Advanced Search", and "Log Off shanarb". The main header displays "PR BUILDER" and "Organization: USMC/M7026W/21310". The navigation menu includes "Cabinets", "Administration", "Create", "Options", and "Support". The main content area shows a "Save" button, a "Click on add new line item" callout, and a "Special Items" section. A red warning message states: "Remember to save your work before leaving this form. Special characters (&, @, etc) will be removed when this document is saved. Examples". The "Add New Line Item" button is highlighted. Below the button is a table with the following columns: "Order Line #/Sub-Line #", "PSC Description", "Quantity", "Unit Price", "Unit of Issue/Measure", "Order Line Amount", and "Order Line Obligation Amount".

Order Line #/Sub-Line #	PSC Description	Quantity	Unit Price	Unit of Issue/Measure	Order Line Amount	Order Line Obligation Amount
-------------------------	-----------------	----------	------------	-----------------------	-------------------	------------------------------



Purchasing office supplies:
The PSC code you will receive, the OCC will populate automatically
The PSC description will populate automatically
Unit of issue
Ship To will be Same as Originator
Date required be real at least 45 days for supplies.

The screenshot displays a web application interface for purchasing office supplies. The main form is titled "Line Item" and contains several sections:

- Product Selection Code / N:** Fields for PSC (7510), OCC (280), GAG, NSN/Serial/Part? (NSN), and SIN.
- Line Details:** A table with columns for Order Line # (0001), PSC Description (OFFICE SUPPLIES), Quantity (1.00), Unit Price (\$100.00), Unit of Issue/Measure (Each), and Order Line Amount (\$100.00 USD).
- Description:** A large text area for the item description, highlighted with a red box.
- Ship To:** Fields for Profile Name (COMMANDING OFFICER 8TH ESB), POC (COMMANDING OFFICER 8TH ESB), Address (8TH ESB FC 400 HM SMITH BLVD CAMP LEJUNES, North Carolina 880 82), and Phone Number (7036118081).
- Date Required:** A field for the required date, set to 12/13/2018, highlighted with a blue arrow.
- Packaging/Shipping Description:** A text area for shipping details, highlighted with a red box.
- Special Material:** Fields for Foreign and Hazardous.
- Item Type:** A dropdown menu set to "Commodity".
- Other Fields:** TAMCH, NAJCS, TAG, and Transportation Allotment Code.



Keep scrolling

The screenshot shows a web browser window displaying the "Edit Line Item" form. The browser address bar shows the URL "https://www.gpo.hill.com/AM/Template.cfm?Request=Edit/147000". The form title is "Edit Line Item". The "Additional Line Item Information" section is highlighted with a red box and contains the following fields:

- Ship to Location Description
- Special Shipping Instructions / Mark For
- Requisition Number
- PO Line Cancel Status (radio buttons: A, C)
- Severable / Non-Severable (radio buttons: S, NS)
- Requesting Agency Bona Fide Need (text input field with "Yes" entered)
- Optional Line Item (checkbox)

Below the highlighted section are four buttons: "Go To FIP", "Go To USMC LOA", "Go to DOD LOA", and "Go to SLOA". Below these buttons is a checkbox labeled "Restrict fiscal information additions or updates to this line item only".

The "Financial Information Pointers" section is visible below the checkbox and contains a table with the following columns:

Label	FF	MAC	BEA/FAC	BESA/WC	FC	PSC	OCC	SOCC	CAC	SIC	JON/LU	RON	RBC
-------	----	-----	---------	---------	----	-----	-----	------	-----	-----	--------	-----	-----

The Windows taskbar at the bottom shows the time as 1:02 PM on 11/10/2018.



The next step is going to be putting in your own LOA (line of accounting). Get with your SUPO will be able to give you the information. You will click on "go to USMC LOA" and the page displayed below is what you will see on your screen.

Once you have an LOA created, you can click on the drop down arrow that says "LOA label" The financial information will then automatically populate. Once you are done with this step, add/update

The screenshot shows the 'Edit Line Item' interface. At the top, there are four buttons: 'Go To FIP', 'Go To USMC LOA', 'Go to CDD LOA', and 'Go to SLOA'. Below these is a checkbox for 'Restrict fiscal information additions or updates to this line item only'. The 'USMC LOA' section features a 'LOA Label' dropdown menu. Below the dropdown is a table with columns: Dept Code, FY, TA, Limit/SubHead, OCC, BCN, SA, AAA, TT, PAA, and Service. The 'Service' column contains the value 'NATY'. At the bottom, there are input fields for 'Fiscal Year', 'Amount' (with a value of \$0.00), 'Uncommitted' (with a value of \$0.00), and 'Cost Code'. A red box highlights the 'ACRN' and 'SDN' fields, with 'AA' entered in the 'ACRN' field. At the very bottom, there are 'Add/Update', 'Cancel', and 'Clear' buttons.

Dept Code	FY	TA	Limit/SubHead	OCC	BCN	SA	AAA	TT	PAA	Service
										NATY

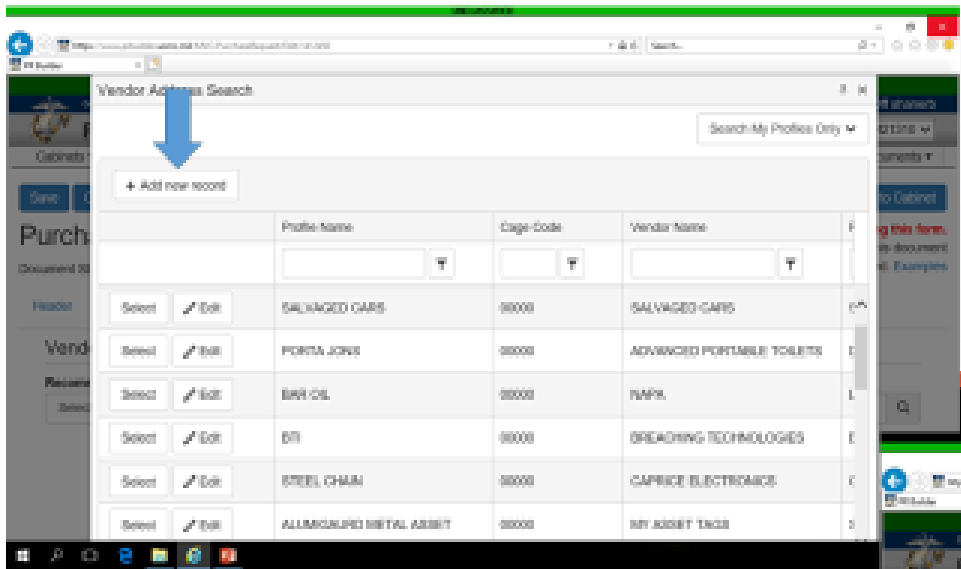
Fiscal Year	Amount	Uncommitted	Cost Code	ACRN	SDN
	\$0.00	\$0.00		AA	



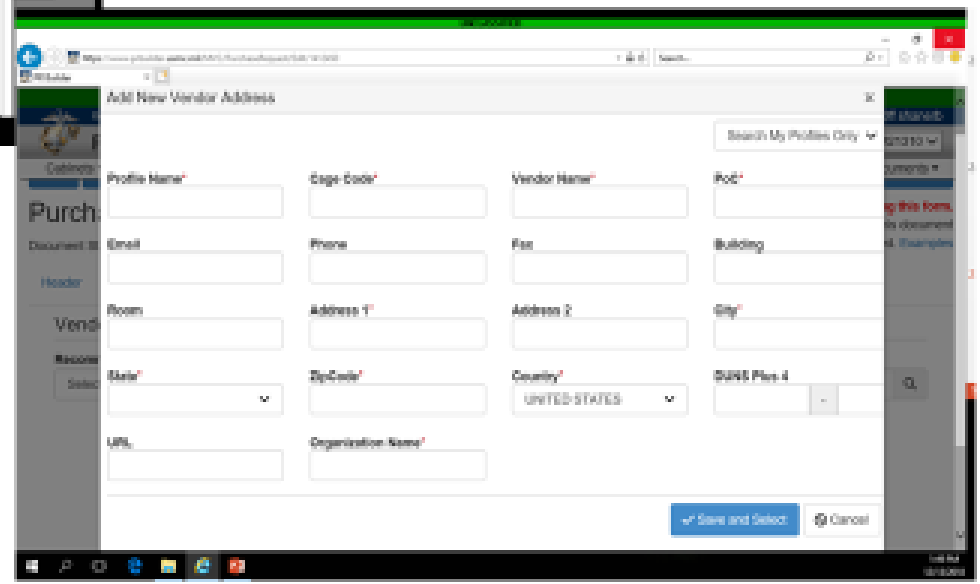
The next tab is going to be vendor

To add a vendor, click on the magnifying glass

The screenshot shows the PR BUILDER web application interface. The main heading is "Purchase of Special Items". Below the heading, there are several tabs: "Header", "POC", "Line Item", "Vendor", "Billing and Frequency", "Misc Pay", "Attach", and "Save & Review". The "Vendor" tab is currently selected. Below the tabs, there are three dropdown menus labeled "Recommended Source of Supply*", each with a magnifying glass icon to its right. A blue arrow points to the magnifying glass icon of the first dropdown menu. The interface also includes a navigation bar at the top with options like "Save", "Complete", "Route For Review", "Print", "Copy", "Delete", "SERMART", and "GO".



Below this page will display





Here is how the Servmart vendor should be filled out. When you are finished, save and select.

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https://www.pbuilder.smc.mil/MVC/PurchaseRequest/526/1412450

PK Builder

Edit Vendor Address

Profile Name*	Cage Code*	Vendor Name*	PoC*
SERVMART 1	00000	SERVMART	GARRY
Email	Phone	Fax	Building
	9104517889		
Room	Address 1*	Address 2	City*
	BLDG- 1601 ELMS CREEK		CAMP LEJEUNE
State*	ZipCode*	Country*	DUNS Plus 4
North Carolina	28542	UNITED STATES	
URL	Organization Name*		
	SERVMART		

Search by Profiles Only

121310

g this form.
is document
d. Examples

Save and Select Cancel

1:58 PM
12/3/2016



UNCLASSIFIED

https://www.prbuilder.usmc.mil/MVC/PurchaseRequest/Edit/141343

PR Builder

Unclassified

Online Procurement Request Application

Inbox :: About PR Builder :: Accessibility :: Advanced Search :: Log Off share

PR BUILDER Document Number Search GO Organization: USMCIM67026VM21310

Cabinets Administration Create Options Support Recently Accessed Documents

Save Complete Route For Review Print Copy Delete SERMART GO Back to Cabinet

Purchase of Special Items

Document Status: In Process

Remember to save your work before leaving this form.
Special characters ((), @, etc) will be removed when this document is saved. [Examples](#)

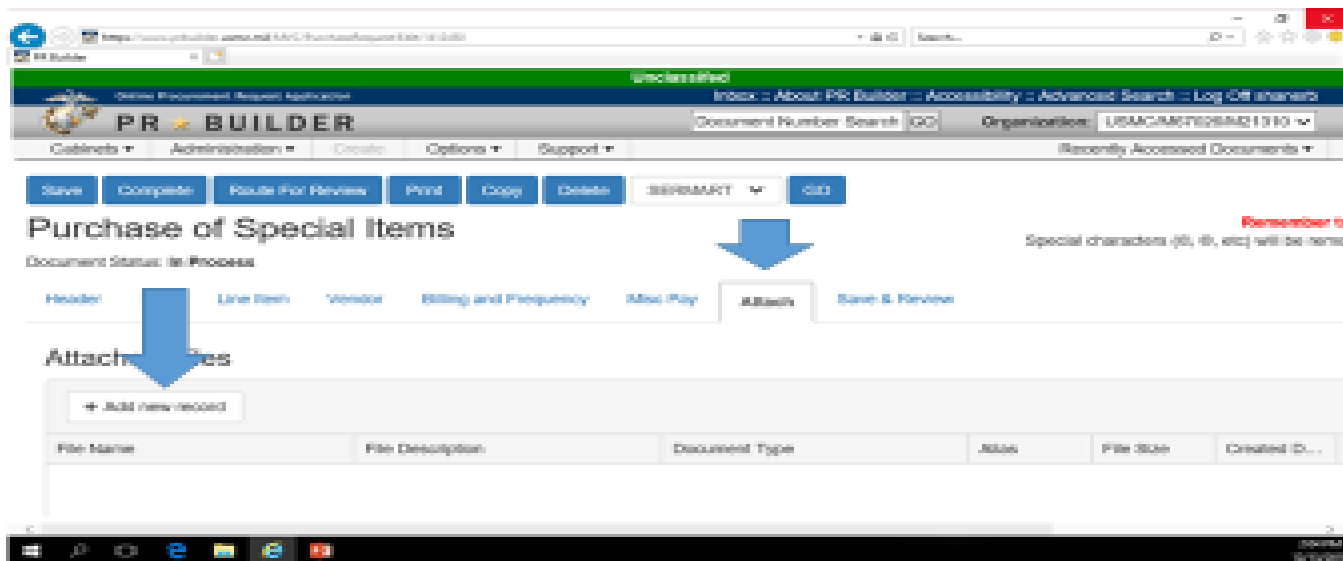
Header POC Line Item Vendor **Billing and Frequency** Misc Pay Attach Save & Review

Frequency	Inspection and Acceptance	Other Information	
Billing Frequency <input type="text" value="Select Billing Frequency"/>	Place Of Inspection <input type="text"/>	Payment Term Days <input type="text" value="7"/>	Freight On Board <input type="text" value="-"/>
	Place Of Acceptance <input type="text"/>	IPAC Initiator <input type="text" value="R S"/>	

Windows Taskbar: 2:51 PM 12/11/2011



Once you have filled out PR Builder, you are now ready to upload your required doc's for contracting, click on add new record





This page will pop up. Select the file that you have your Purchase request saved under. Click on the document type, drop down the box, and click on other. If it allows you to put the date in the created date box, go ahead do so. Click I certify and then click add.

The screenshot displays the PR Builder software interface. A modal dialog box titled "Add New Attachment" is open in the center. The dialog contains the following fields and controls:

- A "DROP FILE HERE TO UPLOAD" area with a "Select files..." button below it.
- A "File Name" text input field.
- A "File Description" text input field.
- A "Document Type" dropdown menu.
- An "Alias" text input field, which is highlighted with a red rectangular box.
- A "File Size" text input field.
- A "Created Date" text input field with a calendar icon to its right.
- A checkbox at the bottom with the text: "I certify the attachments to be uploaded DO NOT contain CLASSIFIED or PI Sensitive Information".

A blue arrow points from the right side of the dialog box towards the "Document Type" dropdown menu. The background shows the PR Builder main interface with a "Purchase of Special Item" document in progress and an "Attached Files" table.



The last step is to **save and review** your work!

The screenshot displays the PR Builder web application interface. At the top, there is a navigation bar with the text "Unclassified" and "Online Procurement Request Application". Below this, the "PR BUILDER" logo is visible, along with search and organization selection fields. A blue arrow points to the "GO" button in the top navigation bar. The main content area shows the title "Purchase of Special Items" and a "Document Status: In Process". A tabbed interface at the bottom includes "Header", "POC", "Line Item", "Vendor", "Billing and Frequency", "Misc Pay", "Attach", and "Save & Review". The "Save & Review" tab is active, showing a form with two columns: "Document Information" and "Contingency Information". The "Document Information" column includes fields for "Standard Document Number SDN" (M21310 - 19 - RQ - KSLQIL) and "Section" (A). The "Contingency Information" column includes a checkbox for "Contingency Contract" and a dropdown for "Contingency Operations Phase" (Mobilization). A red text box on the right side of the form reads: "Remember to save your work before leaving this form. Special characters (@, #, etc) will be removed when this document is saved. Examples". The Windows taskbar at the bottom shows the date and time as 2:21 PM on 12/11/2018.



Reasons for Disapproval



- Wrong PSC code.
- Miss use of Priority System.
- Bad POP dates and RDD dates.
- Not using updated doc's from the website.
- Missing waivers i.e.: IT waiver, base property waiver for supplies,
- Salient Characteristics not in line item description block.
- Documents not signed.
- Missed cutoff dates.



Things to remember



- Save your work.
- Name cabinets something professional.
- Attach documents, have them signed.
- Plan ahead for cut off dates that are set by HQMC.
- Any questions please contact the RCO.



Points of Contact

- Director of Contracting (LtCol Ingold)(910) 451-7843
- Deputy Director of Contracting (Dr. Sherry Gaylor)(910) 451-7842
- Procurement Chief (MSgt Britton) office: (910) 451-5182 cell: (910) 548-3287
- MCIEAST Small Business Representative (Christopher Rabassi)(910) 451-8424
- Red Team Leader (Harold Kostem)(910) 451-1535
- White Team Leader (Coleman Scott)(910) 451-4919
- Blue Team Leader (Laurie Lenser)(910) 451-1467
- GCPC (John Outlaw)(910) 451-4599
- **E-Business Support WAWF/PIEE/Economy Act/MIPRs/Corts/PR Builder/ UUAM's (Wayne Gray)(910) 451-5520**
- Unauthorized Commitments, Economy Act/MIPRs (Ms. Stella Butler)(910) 451-1242 & (Wayne Gray)(910) 451-5520

When in doubt contact us!
A phone call or face to face meeting can greatly reduce friction and delay in the Acquisition process





Points of Contact

- Director of Contracting (LtCol Ingold)(910) 451-7843
- Deputy Director of Contracting (Dr. Sherry Gaylor)(910) 451-7842
- MCIEAST Small Business Representative (Christopher Rabassi)(910) 451-8424
- Procurement Chief (MSgt Britton)(910) 451-5182
- Red Team Leader (Harold Kostem)(910) 451-1535
- White Team Leader (Coleman Scott)(910) 451-4919
- Blue Team Leader (Laurie Lenser)(910) 451-1467
- GCPC (John Outlaw)(910) 451-4599
- E-Business Support WAWF/PIEE/Economy Act/MIPRs/Corts/PR Builder/UUAM's (Wayne Gray)(910) 451-5520
- Unauthorized Commitments, Economy Act/MIPRs (Ms. Stella Butler)(910) 451-1242



QUESTIONS???