



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
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CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 4200.1B
CONT

JUL 02 2019

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 4200.1B

From: Commander
To: Distribution List

Subj: INTERNAL OPERATING PROCEDURES FOR THE GOVERNMENT-WIDE COMMERCIAL
PURCHASE CARD PROGRAM (GCPC)

Ref: (a) NAVSUPINST 4200.99C
(b) USMC GCPC SOP of May 2017

Encl: (1) Government-Wide Commercial Purchase Card Program Internal
Operating Procedures

1. Situation. The GCPC provides a streamlined and simplified acquisition method in a decentralized manner. Management of this program by all involved is central to its success. Participants at all levels shall ensure the appropriate and responsible use of this critical capability.

2. Cancellation. MCIEAST-MCB CAMLEJO 4200.1A.

3. Mission

a. To promulgate local GCPC Internal Operating Procedures (IOP) located in enclosure (1), for all participants to supplement guidance contained in the references.

b. Summary of Revision. This Order has been revised substantially and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To maintain the integrity of the local GCPC program by providing operational support and oversight using internal management controls.

(2) Concept of Operations

(a) The Director of Contracts (DOC) has staff cognizance over the GCPC program and is guided by the references and this Order in the performance of their duties.

(b) Under the provisions of reference (a), commanders are reminded the GCPC shall be used to purchase items that are a bona-fide need to meet a minimum government requirement in terms of quality and quantity. All purchases shall have a logical relationship to the appropriation charged, shall not be prohibited by law, and shall not be split to circumvent the micro-purchase threshold or other single purchase limits.

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b. Subordinate Element Missions

(1) The DOC shall:

(a) Be responsible for the operation of this Program in accordance with this Order and the references, pursuant to the contractual authority vested in the office.

(b) Appoint Regional Hierarchy Level Agency/Organizational Program Coordinators (HL A/OPC), in an official letter of delegation, to be responsible for day-to-day oversight and audit management of the program.

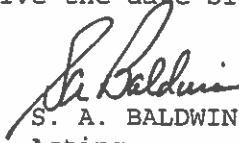
(2) Subordinate Commanders and Department Heads. Be responsible for performing oversight of their local program and program participants following the guidance provided in this Order and its associated references.

5. Administration and Logistics. The Regional HL A/OPC shall provide administrative and program management controls for Local HL A/OPC who manage base/tenant commands approving official and cardholder accounts.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) Department Heads, MCIEAST subordinate commands, tenant commands and any command, unit or activity supported by the GCPC program.

b. Signal. This Order is effective the date signed.


S. A. BALDWIN
Acting

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**MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
CONTRACTING DEPARTMENT**



**GOVERNMENT-WIDE
COMMERCIAL PURCHASE CARD
PROGRAM**

INTERNAL OPERATING PROCEDURES

Enclosure (1)

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Chapter 1

Introduction

1. Introduction. The GCPC program is a procurement method for authorized personnel to purchase supplies and services below the micro-purchase threshold for official government use.

2. Guidance. The Consolidated Card Program Management Division (CCPMD) provides centralized operational control and management for Department of the Navy (DON) Card programs.

a. Naval Supply Systems Command provides GCPC policy. Instruction manuals and procedural guidance are available at the CCPMD website, <https://www.navsup.navy.mil/ccpmd>, to include the following:

(1) Reference (a);

(2) Desk Guides for Approving Official (AO)/Certifying Official and Card Holders (CH) that expand on information contained in reference (a).

(3) Purchase Card Policy Notices provide new policy guidance;

(4) Purchase Card Administrative Notices are administrative announcements;

(5) NAVSUPINST 4200.85D Ch 4, DON Simplified Acquisition Procedures (SAP) Guide.

(6) CCPMD notices and training updates.

b. United States Marine Corps (USMC), GCPC Standing Operating Procedures (SOP). The SOP provides specific GCPC policy and guidance for all USMC commands and activities using appropriated funds.

c. This IOP is published in accordance with the references. Instructions in this IOP provide policy for personnel participating in the MCIEAST-MCB CAMLEJ GCPC program.

(1) Purchase Card Office Notices are supplements to the GCPC IOP that provide new policy or procedural guidance.

(2) The HL A/OPC may publish periodic news letters to provide reminders, policy updates, or procedural guidance.

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Chapter 2

Program Management

1. Authority and Responsibility. The GCPC has seven-levels of authority and hierarchy within the Department of the Defense (DoD), DON, and the USMC.

- a. DoD Hierarchy Level (HL) 1. Manages GCPC Program.
- b. DON HL2 A/OPC. Manages Navy and Marine Corps GCPC.
- c. Headquarters, U.S. Marine Corps (HQMC) HL3 A/OPC. Manages Marine Corps GCPC.
- d. USMC HL4 A/OPC. Manages Marine Corps Regional GCPC.
- e. USMC HL5 A/OPC. Manages Marine Corps Local GCPC.
- f. USMC AO. Manages Marine Corps unit level GCPC.
- g. USMC CH. The legal agent using the charge card to buy goods and services in support of official government business.

2. Key Program Personnel. Key personnel are the Head of the Activity (HA), DOC, Commanding Officer/Department Head (CO/DH), Comptrollers/Financial Managers (FM), AO, and CH. Their roles and responsibilities are detailed in the USMC GCPC SOP with additional direction in this IOP.

- a. HA is responsible for support and sponsorship of all participants in the GCPC. The MCIEAST Commanding General is the HA for the MCIEAST-MCB CAMLEJ program.
- b. DOC is responsible for the coordination and execution of the GCPC. The DOC has oversight and delegates further the GCPC duties to the HL4 A/OPC.
- c. CO/DH must include the GCPC in their management control checklists and ensure suspected GCPC misuse, abuse, and fraud are appropriately investigated.
- d. HL4 A/OPC (Regional) manages the GCPC program at the organizational level and serves as the Regional Contracting Office liaison for HQMC, DON, and U.S. Bank:
 - (1) Provide oversight for the GCPC program.
 - (2) Establish policies, procedures and communications for training, auditing, maintenance and inspection of A/OPCs, AOs, CHs and FMs accounts.
- e. HL5 A/OPC (Local) are responsible for day-to-day oversight, program management, and duties to include:
 - (1) Set up and maintenance of accounts and records for program participants.

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(2) Maintain training records, appointment and delegation letters for three years after an individual ceases to serve. DD Form 577s shall be retained for 10 years, after an individual ceases to serve.

(3) Reviewing Insights on Demand submissions five days after statement closes.

(4) Resolving delinquencies within 10 days of statement closure.

(5) Conduct a 100 percent monthly review of all cardholder transactions within their hierarchy.

(6) For additional duties, see page 12 of reference (b).

f. AO and Certifying Official are synonymous for the GCPC. AOs are the first line of defense against misuse, abuse, and fraud.

(1) AO is nominated on the Purchase Card Setup Form by the CO/DH (see appendix A).

(2) A/OPC prepares a letter of appointment and Appointment/Termination Record (DD Form 577) for AOs. The AO acknowledges appointment by signing their appointment letter and DD Form 577.

(3) Alternate Approving Officials (AAO) have the same authority and responsibilities as AOs and are appointed in the same manner.

(4) The AO validates transactions to ensure they are legal and verifies supporting documents are available to support the purchase.

g. CHs are legal agents with primary responsibility for proper use of the card to purchase supplies and services per their delegated authority.

(1) CHs are nominated by the AO using a Purchase Card Setup form, see appendix A.

(2) The A/OPC issues the CH a letter of delegation (LOD) granting limited contracting authority as directed by the DOC.

(3) The CH acknowledges the delegated authority by signatures on the LOD and DD Form 577.

h. Convenience Check Custodian (CCC) is responsible for security and proper/authorized use of convenience checks.

(1) The CCC is nominated on a Purchase Card Setup form by the AO, see appendix A.

(2) The A/OPC issues the CCC a LOD granting limited contracting authority as directed by the DOC.

(3) The CCC acknowledges the delegated authority by signatures on the LOD and DD Form 577.

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i. FMs are responsible for the allotment of unit/agency funds; assigning reporting unit codes; assigning default Lines of Accounting (LOA) and adding or changing default LOAs. FMs will provide the default LOA and sign Section III of the AO/CH Set-up Form, Appendix A.

(1) Marine Corps Air Station Cherry Point CHs will send a copy of Government Commercial Purchase Card-Work Sheet to their FM.

(2) 2d Marine Aircraft Wing CHs will ensure their FMs receive a copy of their GCPC-Work Sheet (WS) and receipt documents.

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Chapter 3

Program Requirements

1. Personnel Requirements. Civilian government employees and members of the armed forces are eligible to participate in the GCPC program. Contractors may not be assigned AO, CH, Funds Approver (FA) or Receiver duties.

2. Separation of Duties. AOs shall not be assigned CH or A/OPC duties in the same hierarchy. Under no circumstances shall any CH be their own AO. The AO should be the CH's supervisor, or of equal grade, or in the direct line of authority. To ensure proper supervision, the AO and CH must be co-located. The FA cannot be the AO or CH. Neither the AO, nor CH can be the receiver of item(s) procured with the purchase card. AOs cannot be requestor. The cardholder making the purchase cannot be the requestor unless there are extenuating circumstances identified and approved by the A/OPC.

3. Training. Required training is outlined as follows:

a. Five online tutorials and local policy training are required for all A/OPCs, AOs, and CHs. Contact your A/OPC for training information/instruction.

(1) Defense Acquisition University training is one time only:
<https://www.atrrs.army.mil/channels/navyedacm/Public/DODConsentForm.htm>.

(2) Certifying Officer Legislation training. Every calendar year for AOs, AAOs and A/OPCs:
<https://dfas4dod.dfas.mil/training/Courses/COLBasics/index.htm>.

(3) DoD Standards of Conduct Office, Annual Ethics Training is a fiscal year (FY) requirement: <https://twms.navy.mil/login.asp>.

(4) DON Purchase Card AO/CH certification provided by CCPMD, is required every two years: <https://www.navsup.navy.mil/ccpmd/>.

(5) Training Education and Professional Development, Knowledge Nugget #15 CCPMD is one time only: <https://www.navsup.navy.mil/ccpmd/>.

b. Local policy training is provided by the A/OPC and is required every two years.

c. Pre/Post deployment training will expedite account reactivation and reissue of cards upon return. AOs and CHs should update online training that will expire while deployed and must attend local policy refresher training upon return.

4. Insights on Demand (IOD) Training. IOD training is provided during local policy training. There is also a tutorial on the DON CCPMD site.

5. Local Policy Examination. Local policy examinations are conducted to supplement training, reinforce AO/CH knowledge, and gauge the effectiveness of the material presented.

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6. Confidential Financial Disclosure. An Office of Government Ethics Form 450 is required A/OPCs and CHs that purchase more and AOs that certified payments for more than 100,000 dollars in the previous FY.

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Chapter 4

Account Information and Procedures

1. Safeguarding the GCPC Cards. It is the CH's responsibility to ensure the card is safeguarded.

a. Only the CH whose name is on the card is authorized to make purchases with that card. Under no circumstance will a CH loan or let anyone make purchases with their card.

b. CHs must maintain physical security of their card and secure documents with card information to prevent unauthorized use.

c. Any attempt of coercion or request for fraudulent use of the card must immediately be reported up the chain of command and to the A/OPC.

d. A/OPCs can reissue or cancel cards at any time a compromise is suspected.

2. Reporting Lost or Stolen Cards. To report a lost or stolen card, the CH shall call the bank immediately. A new card will be mailed to the A/OPC immediately upon notification. The CH shall provide written notification to the AO and A/OPC stating:

a. The last six digits of the card account number;

b. Date, time, and location when loss became evident;

c. Date and time the bank was notified;

d. If the card is stolen, provide date and time theft was reported to police; and

e. List of purchases made after the card was lost or stolen.

3. Procedures for Unit Deployment. AOs must notify the A/OPC 30 days before departure for unit deployment.

a. AO accounts are suspended and CH accounts are terminated when units deploy.

(1) AO accounts are suspended when the AO notifies the A/OPC that all outstanding charges have processed.

(2) If an AO deploys without certifying their final statement or completing the IOD review, they will be contacted via their chain of command to complete the required action.

(3) CHs must sign their DD Form 577 (termination of appointment) and surrender their card to the A/OPC prior to deployment.

b. The unit AO is responsible for storing all purchase card records in a secure location during deployments. If the unit is not able to provide secure storage during deployment, the AO shall make arrangements with the A/OPC for storage.

4. Procedures for Temporary Additional Duty (TAD). AOs must notify the A/OPC by email when they or their cardholders will be away from the account in excess of 30 days.

a. CH accounts are audited and closed for TAD assignments that exceed 90 days.

b. CH accounts are also closed for permissive TAD/administrative leave that exceeds 90 days.

5. Special Marine Air-Ground Task Force (SPMAGTF)/Contingency Operations. GCPC guidance for deploying activities in support of SPMAGTF/Contingency Operations is as follows:

a. Activities deploying with a GCPC are required to:

(1) Provide written authorization from their Financial Management Office.

(2) Provide a list of the deploying AOs and CHs.

b. An AAO must be recommended, appointed, and trained for each account that will be used during the deployment. The AAO shall:

(1) Be responsible for certification of the billing statements in the event that the primary AO is unable to certify.

(2) Serve as the liaison between the A/OPC and the deployed activity.

c. Deployed AOs and CHs will:

(1) Ensure that they have fully funded, properly prepared, and appropriately approved requisition that has been screened for required sources of supply prior to making open purchases.

(2) Be responsible for maintaining all transaction documentation to include open purchase request, receipt, required approvals, etc.

(3) Within a 30 day return from deployment, the AO will schedule and deliver all original GCPC document to the A/OPC for a 100 percent transactional audit. Failure to deliver file for audit is justification to deny cards to the forming unit until files are received and audited.

6. Procedures to Check-out of the Program. AOs shall notify their A/OPC 30 days before they or their CH check-out. If necessary, the notification may be accompanied by a Set-Up-Form in Appendix A to appoint the new AO or CH.

a. AOs checking out, going TAD, or deploying in excess of 90 days must notify their A/OPC. Failure to do so will cause their account to be suspended.

b. AOs verify all outstanding charges are reconciled and notify the A/OPC 30 days before the CH departs. CHs will have their files audited by the A/OPC. Upon completion of the audit and after any required corrections

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completed, the CH will turn-in their card and initial the DD Form 577 to terminate their appointment.

c. Accounts/cards not used more than three times within a six month period may be administratively closed for inactivity.

7. Maintenance and Retention of Records. The DD Form 577 and accounts payable documents (statements, invoices, dispute documentation, receipts, etc.) shall be retained for a period of 10 years.

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Chapter 5

Purchase Card Procedures

1. Statutory Requirement. The GCPC is a government purchase and payment vehicle. It is not for personal use and shall only be used in accordance with the following statutory requirements:

- a. An approved bona-fide government need.
- b. Requirement(s) is for a minimum, bona fide government need.
- c. A legal appropriation is available for the purchase.
- d. Requirement(s) cannot be intentionally split to circumvent the micro-purchase threshold.

2. Purchase Card Limits and Authority. The AO and CH delegation letter will specify their authorized spending limits. The cycle spending limit is based on usage data and may be changed by request of the AO or FM.

a. The micro purchase threshold (MPT) for CHs is 10,000 dollars except for the following:

(1) 2,000 dollars for acquisitions of construction subject to the Davis-Bacon Act. Construction means erection, expansion, extension, or alteration of an existing facility, e.g., repair to central heating/air conditioning system, plumbing, windows or panes, doors, roof, etc.

(2) 2,500 dollars for acquisitions of services subject to the Service Contract Act. Services are firm-fixed priced, non-personal, commercially available requirements for repairs, maintenance, annual maintenance agreements, e.g., cable, cellular phones, etc.

(3) 20,000 dollars Continental United States (CONUS) and 30,000 dollars Outside CONUS (OCONUS) for acquisitions of supplies or services to support a humanitarian or contingency operation.

(a) The Davis-Bacon Act and Service Contract Labor Standards does not apply to purchases made OCONUS for supplies, services, and construction. However, contracts are required for services and construction with terms and conditions.

b. The purchase card may also be used as a method of payment in conjunction with other contractual means/agreements.

(1) 25,000 dollars as a method of payment in conjunction with the SF 182 for Training Education and Professional Development.

(2) 25,000 dollars for Defense Logistics Agency Document Service, printing requirements.

(3) 25,000 dollars as a standalone method of purchase for warranted Contracting Officer (KO).

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(4) Warranted contracting officers may use the GCPC as a method of payment in conjunction with other contracting methods for actions above the micro-purchase threshold.

c. Convenience checks may be used as a last resort.

(1) When a CH is unable to find a vendor to accept the purchase card, the AO/CH may request a convenience check by forwarding the approved GCPC-WS to the check writer.

(2) Individual convenience checks cannot exceed 5,000 dollars

d. Splitting a requirement/purchase by time, vendors, items or CHs to circumvent the micro-purchase threshold or any CH authorized threshold regardless of whether the requirements came from different departments or use different funding is prohibited. Neither intentional or unintentional splitting of requirements is excusable. AOs and CHs must be aware of unit requirements.

e. Utilization of Small Businesses. CHs and AOs are reminded of the importance of considering small businesses when buying goods and services at or below the micro purchase threshold. CHs should consider small businesses to the maximum extent practical when making micro-purchases.

f. The GCPC will not be used to pay unauthorized commitments, without the approval of the DOC.

3. GCPC-WS. CHs will ensure a GCPC-WS is prepared before each purchase and for each vendor. It is the CH's responsibility to ensure the form is filled out properly to reflect required screening/research was conducted and approvals were granted before the purchase. CHs will ensure each box is checked and complete their area of responsibility on each request. The GCPC-WS is an official document; use of signature stamps, pencils, blackout, correction tape or whiteout is unauthorized. A single line may be drawn through errors and initialed, see appendix B.

a. Requestor Information

(1) The requestor's full name, section, and the date requested must be present. All changes to items requested, i.e., nomenclature or quantity, will be verified by email from the requestor or initialed by the requestor on GCPC-WS.

(2) CO/DH signature is required for non-system property items, e.g., watches, televisions, Global Positioning System (GPS), etc. A necessary expense letter is required when there is a question regarding appropriated intent. When applying the necessary expense rule, expenditures can be justified after meeting a three-part test: there is a logical relationship to the appropriation used; the purchase is not prohibited by law; and the purchase is not funded by other appropriation or statutory funding schemes.

(3) Provide a layman's description of the item. If there is an attachment, a brief description of the item/s requested is required. "See attachment" is not an appropriate description. At a minimum, the first item on the attachment will be itemized in the GCPC-WS description and the total amount will match the attachment total.

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(4) The justification shall clearly state why this purchase is necessary. In the absence of the requestor and CH, the justification must be able to stand on its own.

b. Pre-Purchase Checklist. These questions must be answered before each purchase, but do not pre-check the boxes:

(1) Prohibited items and required waivers. For a list of prohibited items and waivers, see Appendix E. Details for prohibited items are contained in the references.

(2) For Hazardous Material (HazMat) items, there must be an authorization (email) from the Unit/Agency HazMat officer or authorized user list number annotated on the GCPC-WS.

(3) Pilferable items with a ready resale value or applicable to personal use must have a property control number assigned, or an accountability document attached to the GCPC-WS, e.g., watches, televisions, GPS, etc.

c. Screening Required Sources of Supply. It is the CH responsibility to screen required sources in the order listed regardless of where the request form originated. Perceived exceptions must be discussed with the A/OPC before the purchase is made.

(1) The first source of supply for office supplies and janitorial shall be from Base Supply Stores/ServMarts followed by USMC Virtual Servmart and FEDMall. Office supplies are defined by General Service Administration (GSA) Federal Supply Schedule 75.

(2) For purchases over 3,500 dollars, the first source of supply is the Federal Prison Industry UNICOR. A UNICOR waiver letter must be attached to the GCPC-WS if not utilized.

(3) Buy green, environmentally preferable products and services. Environmental Protection Agency and GSA websites have guides to assist personnel responsible for procuring activity requirements.

(4) Open market purchases must be approved by an A/OPC and reported in IOD.

(5) CHs are encouraged to use small businesses whenever possible.

d. Vendor Notification. These items must be verified with the vendor before purchasing a supply or service. CHs must advise merchants, "The GCPC is for official U.S. government business and is not subject to state, local or Federal taxes." GSA state tax exemption notices may be obtained at: <https://www.smartpay.gsa.gov>.

e. Vendor Information. The vendor's name, address, and telephone number shall be typed or written on the GCPC-WS. A point of contact for information may be added if available.

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(1) When using required internet sources, write USMC SERVMART, FEDMALL or GSA before the vendor's name and complete the vendor information as required.

(2) CH's will have a GCPC-WS for each vendor. The vendor's name on the GCPC-WS and Purchase Card Log must match the bank statement.

(3) Print and attach online email order confirmation from FEDMALL, the Army Preventive Maintenance, Set, Kits, Outfits, and Tools (PMSKOT), GSA, etc., to the GCPC-WS.

f. Order Information. Assign a call number to each purchase. The date of the order must be on or after the CH, FA, and AO signature date. Exception, when placing a PMSKOT order, a GCPC-WS with vendor informational and a call number for each vendor shall be prepared, as soon as order confirmation is received.

g. Required Signatures. Three original or digital signatures are required before each purchase: FA, CH, and AO. Two original signatures are required after each purchase, Receiver of Goods (ROG), and AO verification. Original signatures must be dated by the signee. First and last names must be printed or typed below the signatures. Use of signature stamps on the GCPC-WS is prohibited.

(1) It is the CH's responsibility to obtain the FA signature. Neither CH nor AO may sign as funds approver.

(2) The FA is an agency/unit representative that verifies by signature on the GCPC-WS, that funds are available before the purchase.

(3) The CH will sign the GCPC-WS certifying the pre-purchase checklist is accurate and the required sources have been screened.

(4) The AO will verify the FA signature, the CH signature and certify the purchase is necessary for official government use by signing the GCPC-WS.

(5) ROG is a government official from the section that originated the request, who verifies receipt and acceptance of the supply/service by physically signing the GCPC-WS, and the vendor receipt/invoice or the GSA/FEDMALL confirmation page. AOs, CHs, and contractors may not sign as ROG. The ROG on the GCPC-WS must match the call log.

(6) After receipt of a supply or service, the AO will verify the existence of a receipt/invoice and acceptance by signature on the GCPC-WS.

4. Placing the Order. The GCPC may be used for telephone, internet, or in-store purchases. Use of PayPal or similar third party payment processors must be avoided whenever possible. The only exception is when no other source for the item/service is available.

a. Contact the bank if the card is declined.

b. If the decline is for a blocked merchant category code, contact the HL5 A/OPC for forced authorization instructions.

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5. Purchase Card Log. CHs will make a log entry in call number sequence immediately following the purchase of supplies or services. Each CH must prepare and maintain a log, a one sheet/book per cardholder. See appendix C.

a. The A/OPC assigns each CH a six digit call number that identifies the unit and the cardholder, e.g., BCOM01=Base Comptroller, Cardholder 01. Call numbers are recorded in sequence on the Purchase Card log (e.g., BCOM01-001, BCOM01-002 etc.). Start a new call number sequence at the beginning of each FY.

b. A purchase card log will be attached to the CH's statement for each billing cycle.

c. The on-line purchase card log is mandatory for reporting transactions made by units deployed or stationed OCONUS and transactions made in support of a declared humanitarian or contingency operation in CONUS or OCONUS.

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Chapter 6

Training Education and Professional Development (TE&PD)

1. Commercial off the Shelf Training TE&PD. The GCPC may be used for TE&PD training at or below 25,000 dollars. AOs will verify SF-182 training requests are for job related training, regularly scheduled off the shelf events, available to the general public and priced the same for everyone in the same category (i.e., price per student, course, program, service, or training space). This includes a commercially available TE&PD event, activity, service, or materials requiring no modification, whether training occurs on or off Federal property or whether it includes non-Federal employees.

a. Job related means training directly related to the employee's job and designed to enable employees to handle their job more effectively. When a training course is instituted for the bona fide purpose of preparing for advancement through upgrading the employee to a higher skill, and is not intended to make the employee more efficient in their present job, the training is not considered directly related to the employee's job even though the course incidentally improves their skill in doing their regular work.

b. The Comptroller General of the United States interprets "regularly scheduled" as being applicable to situations such as courses offered at a fixed price at an announced date, time and location by colleges, universities, professional associations, or groups which are open to the general public.

c. The DoD Government Charge Card Guidebook establishes a mandatory requirement if the government has a need for tailored training or tailored training materials. The requirement shall be placed on a government contract by a warranted contracting officer.

d. Request for contractor-provided combat and security related training will be sent to the supporting contracting office in accordance with Assistant Secretary of the Navy, Research, Development and Acquisition memo, "Acquisition of Contractor-Provided Combat and Security Related Training."

e. For academic degree completion and leadership development programs, contact your local Human Resource Office for guidance. Without prior approval from the DOC, the GCPC is not an authorized mechanism to pay for academic degrees.

2. TE&PD Request. All requests for training shall have a SF-182 and GCPC-WS regardless of the dollar value.

a. The SF-182 is neither a contracting vehicle nor a payment authorization. It is used to document a TE&PD event.

(1) Section B, Block 19 shall contain the statement, "To my knowledge this training is not available through a local, state or Federal agency."

(2) Section C, Block 6 shall have detailed CH information (name, last four digits of the card number, expiration date (MM/YY), billing address and telephone number), see Appendix F.

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(3) Redact or remove Personal Identifiable Information from SF-182 before sending via email.

(4) Requirement below the Micro Purchase Threshold are generally Federal acquisition Regulation based actions not applicable to the Service Contract Act.

b. CHs shall prepare a GCPC-WS for each SF-182 training request.

(1) MPT Training requests of 3,500 dollars to 10,000 dollars and miscellaneous training requests of 10,000 dollars to 25,000 dollars must have A/OPC authorization to exceed the single purchase limit (SPL) before entering into an agreement with the vendor to perform the training.

(2) To request authorization to exceed the SPL. Submit an approved:

(a) GCPC-WS,

(b) SF-182 (with all required signatures),

(c) Price comparison sheet containing at least three vendors for requests of 10,000 dollars to 25,000 dollars, see appendix G,

(d) Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, Facilities assessment for all combat and security related training, see Appendix H.

(3) Requests must be submitted to the A/OPC no later than 15 days before the event start date.

c. The A/OPC will provide a SPL increase authorization or direct the AO/CH to send the request to contracting via PRBUILDER.

3. On Base/Station Training. On occasion it may be more effective to request an instructor provide training at the base/station rather than to pay travel to the instructor's location.

a. Requirements above 3,500 dollars shall be sent to the A/OPC for approval and micro purchase threshold increase.

b. When the requirement is below 3,500 dollars, the GCPC card may be used as a payment method in conjunction with an approved GCPC-WS and SF-182.

4. Split Purchase for Training. Known requirements for commercial training shall not be split into multiple increments to avoid the 25,000 dollar miscellaneous payment threshold.

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Chapter 7

Standalone Method of Procurement up to 25,000 Dollars

1. OCONUS Use. The GCPC may be used OCONUS as a standalone method of procurement for commercial supplies and services without a contract up to 25,000 dollars with the proper delegation of authority. For the purpose of this policy CONUS means the 50 states and the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of Northern Mariana Islands, Guam, American Samoa, Wake Island, Johnston Island, Canton Island, the outer Continental Shelf and any other place subject to the jurisdiction of the United States (but not including leased bases).

2. Authorization. Only the DOC may authorize the 25,000 dollars single purchase limit. The intent of this chapter is to provide direction and guidance for use of the GCPC overseas up to the 25,000 dollars. Authority is decentralized to the maximum extent practical. Therefore approval levels vary to best manage the associated risk inherent to increased spending authority.

3. Purchase Instructions. All processes in OCONUS spending shall be in support of deployed Marines overseas. The purchase shall be competed or a sole justification provided.

a. CHs prepare a GCPC-WS and Simplified Acquisition Award Decision Document (SAADD), see appendix I.

b. Forward to AO for approval.

c. A using unit warranted contracting officer must review and approve the purchase to have the CH single purchase limit increased. If there is no using unit contracting officer, review and approval shall be obtained by an MCIEAST warranted contracting officer.

d. CH shall forward an approved GCPC-WS, SAADD and sole source justification (if applicable) to the A/OPC to have their SPL increased.

4. Sole Source Justification. Request for sole source procurement shall be approved by a KO.

a. A sole source justification should explain the uniqueness of the product or service required and why the requested supply or service is the only one that will meet the government need.

b. Statements such as only known source, only source that can meet required delivery date etc. are not adequate justification for soliciting a requirement on a non-competitive basis.

5. Reviews. The AO shall submit a copy of the GCPC-WS, SAADD, invoice and other related documents to the A/OPC for IOD.

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Chapter 8

Access, Reconciliation, Verification, and Certification

1. US Bank Access. Access to the online website is found at <https://access.usbank.com>. The organizational short name is DON.

- a. CHs register on-line after they receive their card.
- b. AOs will receive an email with their temporary username and password to go online and register.
- c. MCIEAST-MCB CAMLEJ GCPC billing address for AOs and CHs is P.O. Box 8478, Marine Corps Base, Camp Lejeune, NC 28547.
- d. The A/OPC will provide instructions and tutorials, as required.

2. Certification. The billing cycle begins on the 20th of each month and ends on the 19th of the following month. During the cycle, the statement status is "interim." At the end of the cycle, the status changes to "new." CHs and AOs have five working days to certify their statement for payment. When the CH completes their certification, the status changes to "pending approval." The status changes to "reviewed," then "closed" as the AO reviews the CH statement and certifies the account for payment.

3. Cardholder Reconciliation. Before confirming the statement for payment, CHs will review all transactions on the statement, annotate call numbers (from their call log) beside each transaction, and verify charges, credits, outstanding disputes or refunds.

- a. Log into Access, select "Transaction Management," then "Transaction List," select the appropriate cycle, review, and approve transactions.
- b. Use the "Pay and Confirm Procedures" when the CH has been billed and has not received the items ordered.

(1) The CH shall confirm with the vendor that the supply ordered is in transit.

(2) The CH shall reconcile the monthly statement in full anticipation that the supply will be received.

(3) The CH shall track the transactions if the item is not received within the next billing cycle. If this occurs, the CH will then dispute the item. (see paragraph 4 below).

(4) Pay and confirm procedures are used when damaged items are received, under warranty, or when the vendor confirms replacement or modify/repair within the next billing cycle.

4. Disputed Transactions. Disputes must be submitted when pay and confirm procedures have failed or when erroneous charges appear on the CH's statement. Disputes must be submitted within 60 days of the transaction post date.

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a. The CH must contact the vendor to attempt to resolve the charges, and if they cannot be resolved with the vendor, notify their A/OPC.

b. Complete and submit the Access online dispute form. Do not disputes sales or reconciled taxes with the vendor.

c. After the cardholder has reviewed, allocated/reallocated, added call numbers, and approved the transactions:

(1) Select "Approve Statement,"

(2) An "Agree to the confirmation statement" appears for the CH to agree/disagree with the transaction, correct, and appropriate for purchase card use.

(3) Print, sign, and date the statement for the purchase card file.

5. AO Reconciliation. AOs will reconcile their statement with the CH's documents and verify sales receipts or invoices are present. They will also verify receipt and acceptance has occurred by signing the verification on the GCPC-WS.

a. Log into Access, select "Transaction Management," then "Managing Account List," select "Role," the appropriate cycle, review, and approve CH transactions.

b. If the CH is unavailable or unable to reconcile their statement, the AO will certify the statement (and reconcile when the CH is available).

c. AOs certifying electronically are required to print, sign, and maintain their monthly statement for each billing cycle.

(1) Select "Certify MA/DA Statement,"

(2) A "Managing Account Statement Confirmation" statement appears for the AO to agree/disagree that the invoice is correct and appropriate for payment.

(3) Print, sign, and date the statement for the purchase card file.

6. Delinquency. Failure to certify the statement for payment within five working days after the cycle ends will cause the account to be suspended. See chapter 10, paragraph 3 of this enclosure.

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Chapter 9

Program Oversight and Review

1. Program Oversight. A/OPC audits and IOD are file reviews designed to teach, prevent, identify, and provide corrective action in instances of misuse, abuse, fraud, or mismanagement. It is the AO's responsibility to ensure files requested for audits are sent to the A/OPC.

a. A complete purchase card transaction file has a completed GCPC-WS, invoice/receipt, waiver (if required), accountability document for pilferable items (if required), SF-182 (for training), and any other supporting documents, e.g., proof of non-availability and/or emails.

b. A complete CH file is kept in chronological sequence by statement with a monthly purchase card log, certification statement, and a complete purchase request file. A monthly folder is the preferred method of storage. Files kept in binders may be perforated and will be separated by billing cycle, using dividers. Documents delivered to the A/OPC for audits or other purposes shall not be in plastic document protectors.

c. A complete AO file has a signed monthly statement and a signed monthly certification statement.

2. Reviews and Audits. Emails are sent to the AO and CH when an audit is due.

a. The A/OPC will review CH files approximately 60 days after receiving the GCPC. The AO will accompany the CH to the A/OPC Office for review.

(1) The CH will bring their original completed files, delegation letter, DD 577, training certificates, and this IOP to file review.

(2) Significant discrepancies may require the AO and CH to repeat the local training class.

b. A/OPC audits are 100 percent transaction reviews scheduled and performed at the discretion of the A/OPC. Completed originals of the AO and CH purchase file, delegation letter, and DD 577 will be delivered to the A/OPC upon request. The A/OPC will schedule an audit for all accounts within an 18 month period, and upon change of AO.

c. CH files will be audited prior to relief.

d. Audit findings may result in any of the following administrative actions:

(1) The A/OPC will counsel AOs and CHs for minor discrepancies.

(2) CHs and AOs will take remedial training for repeat violations. Suspension of the account is at the discretion of the DOC.

(3) The A/OPC will suspend the account for reportable serious violations and report the offense to the unit/agency CO/DH for disciplinary action.

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e. Change of AO audits are conducted by the A/OPC in conjunction with the account turn-over to a new AO. All transaction files since the last audit will be reviewed.

(1) During the audit, the CH account(s) are set to one dollar. If there is an alternate AO on the account, a new request/GCPC-WS may be sent to the A/OPC to have the single purchase limit increased.

(2) If the AO departs without notifying the A/OPC, the account may be suspended until an audit is completed.

(3) Supported units at remote locations from Camp Lejeune will send records via certified delivery at unit's expense.

f. Audit results are sent to AO for review and corrective action. After corrections are made, the audit results with corrective actions taken are forwarded to unit/agency CO (battalion or above)/DH and comptroller.

3. Fraud and Abuse Indicators. During audits and reviews, A/OPCs will look for indicators of fraud and abuse. Some indicators are:

- a. Multiple bills or invoices for same item(s) purchased.
- b. Missing invoices for companies with different names, with the same address, and with the same owner.
- c. CH has a preference for a vendor(s) (minimal rotation among qualified vendors).
- d. Indicators of a split purchase:
 - (1) Identical amounts and descriptions;
 - (2) Receipts exceeding 10,000 dollars for supplies;
 - (3) Receipts exceeding 2,500 dollars for services;
 - (4) All items purchased on the same day or days apart.
 - (5) Sequential invoice numbers;
 - (6) No receipt provided;
 - (7) Same vendor invoice and job order numbers;
 - (8) Copies of original documents, missing documents;
 - (9) GCPC-WS predated or dated the same as the invoice.

4. Property Management Procedures. Items with a ready resale value and applicable to personal use shall be recorded in the unit/agency property accounting system. The property control numbers will be annotated on the GCPC-WS. Accounts without an established property accounting system will maintain a file with the property number, item name, manufacturer, serial number, and location of accountable items. The prepared 1348-1A property

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form in Appendix J may be used or a local property document with the required information.

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Chapter 10

Disciplinary Guidelines

1. Discipline Guidelines. The GCPC shall only be used for authorized U.S. government purchases to satisfy a bona-fide need. Intentional use of the GCPC for other than official government business will be considered an attempt to commit fraud. If fraud is suspected, documentation will be provided to the command for investigation and disciplinary action as required.

2. A/OPC Actions. A single response is not appropriate for all audit findings, because the merits of each review may vary. Timeliness, proportionality, and the exercise of judgment and common sense are important in determining the appropriate response. Occasionally the CH/AO may be required to reimburse the government for unintentional use of the card where no fraudulent intent is suspected or found.

3. Account Suspension. There are three reportable misuse categories that will result in the immediate suspension and U.S. Treasury reimbursement when appropriate.

a. Unauthorized Use. The card account will be suspended for use of the GCPC for a requirement not approved by the AO, attempts to defraud the government, or use of a CHs card by someone other than the CH. A COs (O5 or above)/DHs letter describing disciplinary action taken and instruction to retain or remove personnel involved from the program is required to reinstate the account. An example letter is provided in Appendix D.

b. Splitting Requirements. Splitting a requirement will cause the account to be suspended. The AO, AAO and all CHs listed on the account will be required to attend remedial training before the account is reinstated. The AO shall submit a letter from the CO (O5 or above)/DH to the DOC explaining the circumstances and procedures implemented to avoid recurrence. An example letter is provided in Appendix D. For a second occurrence within a 12 month period, the reinstatement letter must be routed through the chain of command and signed by the first general officer requesting reinstatement. This letter cannot be signed "By direction."

c. Purchase of Prohibited Items. If a CH purchases a prohibited or unauthorized item (e.g., a gift, alcohol etc.), the account will be suspended until the AO provides the A/OPC a letter or administrative resolution. Options for resolution of prohibited items purchased are as follows:

(1) CO (O5 or above)/DH provides a necessary expense determination or disciplinary action letter to the DOC.

(2) CH or benefactor reimburses the government; or

(3) The purchase is obligated under an allowable appropriation (i.e., switched from operations and maintenance funding to Marine Corps Community Services).

4. IOD and Account Certification. Failure to certify the statement for payment and submit IOD documents five days after the cycle ends will result in the account being suspended.

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a. First Offense. Suspend AO account until certified, paid and IOD requirements are approved by the A/OPC.

b. Second Offense. Suspend AO account until the next billing cycle, account is certified, paid, and IOD requirements are approved by the A/OPC.

c. Third Offense. Suspend account and request command assistance.

5. Unauthorized Commitments. An unauthorized commitment is an agreement that is not binding solely because the government representative who made the obligation lacked the authority to enter into that agreement on behalf of the government. Only CHs are authorized to place orders against a GCPC account. Ordering and acceptance of supplies and services without benefit of a legal contract may incur a personal liability to the individual who made the commitment. CHs shall not use the GCPC to pay unauthorized commitments unless directed by the DOC after ratification. For ratification instructions see: <https://www.mcieast.marines.mil/Staff-Offices/Contracting/>

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Chapter 11

Insights On Demand (IOD)

1. IOD. IOD is a web-based program that contains an artificial intelligence and evidential reasoning technology to search for hidden patterns of fraud, waste, abuse, and misuse difficult for a person to find. Automated advance analytics analyzes data to identify high-risk patterns and trends. 100 percent of transactions are analyzed searching for complex patterns of behavior and underlying transactions with supporting evidence. Summary filters monitor program management activities. Integrated cases provide a system to resolve flagged transactions, e.g., split purchases, PayPal, similar vendors, suspicious activity, etc. Questionable transactions are sent to the AO's IOD systems account for review and explanation. The AO is accountable for transactions of interest.

a. IOD automatically filters all transactions during the billing cycle.

b. AOs have five working days after the cycle ends to review filtered transactions and forward supporting documents to their A/OPC.

c. Supporting documents are copies of: IOD transaction summary page, GCPC-WS, vendor's invoice, purchase card log book, waivers (if required), a 1348-1A or accountable document for pilferable items, and a SF-182 for training.

d. AOs shall answer questions for each transaction. Submitting false IOD information or documents is cause for removal from the GCPC.

2. IOD Access. When AO accounts are set-up in US Bank; they receive an IOD system email with a temporary user name and password. The email contains account set up information.

a. Login to <https://iodgov.oversightsystems.us>, click on Navy Workbench, profile, and then my open cases profile. These are all the open status cases assigned to you.

b. Click on "My Emails" to see any email in sent, received, or closed status and cases reviewed closed;

c. Double click on cases and view in a new window the summary, entity, and message tabs.

d. Select the review tab and complete the review questionnaire.

e. For rejected/returned transactions, read the notes, make the corrections, and resubmit.

3. HL3 A/OPC (HQMC) Review. All IOD transactions are forwarded to the HL3 A/OPC for review. The HL3 A/OPC may reject and return transactions.

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MCIEAST-MCB CAMLEJ PURCHASE CARD SETUP FORM- INSTRUCTIONS

SECTION I

To nominate an Approving Official or Cardholder, the Unit/Activity must complete Section II & III below then submit to the Agency Program Coordinator.

1. APPROVING OFFICIAL/ALTERNATE APPROVING OFFICIAL-Commanding Officer/Director must sign
2. CARDHOLDER - Requires Approving Official signature.
3. New Approving Official Accounts - Section III Financial & Accounting Information must be completed by the Comptroller.

SECTION II****APPROVING OFFICIAL/CARDHOLDER INFORMATION**

Name of nominated Approving Official/Cardholder			
*Last Name	*First Name	*Middle Initial	*Rank/Grade
*Agency/Organization Name			
*Agency/Organization Mailing Address		* EDIPI	
*Building Number and Street Address		* Business Phone	* Fax Number
*Nominated Approving Official/ Cardholder Signature		* DOD E-Mail Address	
*Approving Official Printed Name	*Approving Official Signature	<input type="checkbox"/> ALTERNATE OR	<input type="checkbox"/> REPLACEMENT
*Rank/Name of Commanding Officer/Director	*Signature of Commanding Officer/Director	* Phone Number	

**** CARDHOLDERS MUST TAKE THIS FORM TO THEIR COMPTROLLER****

COMPTROLLER NAME/RANK	COMPTROLLER SIGNATURE	PHONE	DATE
-----------------------	-----------------------	-------	------

SECTION III****FINANCIAL & ACCOUNTING INFORMATION**

UIC/DODAC e.g. N12345		*Obligation Indicator: (B) Bulk, (T) Transactional, (O) CONUS	
*Master Accounting Code (LOA)		* Number next to field description is required length of field	
GA: 2	BFYEFY: 8	APPN: 4	SBHD: 4
OBJCLS: 4	BCN: 5	SA: 1	AAA: 6
TT: 2			
PAA: 6		CC: 12	
MCC: 2	FA: 2	BESA: 2	CAC: 4
BRC: 2	RON: 3	RBC: 1	FC: 2

SECTION IV**REPORTING PARAMETERS**

Reporting Hierarchy	1	47167	2	00017	3	00027	4	00073	5		6		7	
Processing Hierarchy:	Agent		Company				Acct #							

SECTION V**AUTHORIZATION PARAMETERS**

* Monthly Cycle Limit: \$	* Single Dollar Transaction Limit: \$	CALL#
---------------------------	---------------------------------------	-------

Note: Fields marked with an ** asterisk must be completed or the form will be returned.

Date/ received: _____

APPENDIX B

MCIEAST-MCB CAMLEJO 4200.1B

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Reporting Requirement: DD-7500-11 (RFR EXEMPT)

MCIEAST-MCB CAMLEJ GOVERNMENT COMMERCIAL PURCHASE CARD WORKSHEET						
Requester's Name: _____		Phone Number: _____		Date: _____		
Department and Section: _____		<input type="checkbox"/> PRIORITY		<input type="checkbox"/> EMERGENCY		<input type="checkbox"/> ROUTINE
Description/Nomenclature (attach list if needed)	(Make / Model / PM / NSN)	QTY	U/I	Unit Price	Total Price	
Justification (attach additional sheets as needed)					Total Cost: _____	
<div style="display: flex; justify-content: space-between;"> <div> Pre-Purchase Checklist: (Cardholder USE ONLY) <ol style="list-style-type: none"> 1. Is this item/s on the prohibited list? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Is this a "split buy"? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Rotated vendors for like item? <input type="checkbox"/> Yes <input type="checkbox"/> No 4. G/ONMCI Waiver for IT/Wireless Radio Equipment required? <input type="checkbox"/> Yes <input type="checkbox"/> No 5. Commercial Video/Audio/Media waiver required? <input type="checkbox"/> Yes <input type="checkbox"/> No 6. Hazardous Material waiver required? <input type="checkbox"/> Yes <input type="checkbox"/> No 7. Commercial off the Shelf Training SF-182 Required? <input type="checkbox"/> Yes <input type="checkbox"/> No 8. Is this accountable Property? <input type="checkbox"/> Yes <input type="checkbox"/> No 9. Property Control # _____ </div> <div> FIPS AND DOCUMENT NUMBERS <div style="margin-top: 5px;">DOC Number: _____</div> <div style="margin-top: 5px;">FIP: _____ RUC: _____</div> <div style="margin-top: 5px;">LOA: _____</div> <div style="margin-top: 5px;">UNICOR/FPI waiver \$3500<\$10K attached <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/></div> <div style="margin-top: 5px;">PRBUILDER Attached? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/></div> <div style="margin-top: 5px;">SAADD (\$25K) OCONUS <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/></div> </div> </div>						
Have you screened required sources below: (Cardholder USE ONLY)						
Local Supply/Agency Inventory/ServMart		Available?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
AbilityOne: Office/IT Janitorial supplies USMCServMart		Available?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
AbilityOne: Office/IT Janitorial supplies FEDMALL		Available?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Furniture NAVSUP FLC, Norfolk		Available?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Wireless Services NAVSUP FLC, San Diego		Available?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
GSA wholesale GSA		Available?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Printing DLADS		Available?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Type of order: <input type="checkbox"/> Phone	<input type="checkbox"/> Over the Counter		<input type="checkbox"/> Internet		<input type="checkbox"/> Other	
Ensure vendor is screened for the following: (Cardholder USE ONLY)						
Does Vendor Accept Government Purchase Card?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Funds Approved by: _____		
Does the Vendor Charge sales tax or credit card fees?		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Does Vendor use Third Party Card processor (ie Pay Pal)?		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Does the total price quoted include all shipping charges?		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Is this Fill or Kill (NO BACK ORDERS)?		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Informed charges cannot be processed prior to delivery		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Vendor Information (CARD HOLDER USE ONLY)						
Name: _____		Title (Print)		Name (First, MI, Last)		Date
Address: _____		AO Approval:				
Phone Number: _____ POC: _____		Title (Print)		Name (First, MI, Last)		Date
Order Information						
Call Number: _____		Date Ordered: _____		Received By		
Est. Delivery: _____		Actual Cost: _____		Signature: _____		
Date Received: _____						
MISC UNIT INFORMATION						
		Verification of Sales Receipt/Invoice and Receipt/Acceptance				
		AO Signature: _____				
		Title Print		Name (First, MI, Last)		Date
IAW NAVSUPINST 4200.99c, this request is for a Bona-fide need for which appropriation is available to meet the minimum government requirement.						
CO/DIR Print Name: _____		CO/DIR Signature: _____		Date: _____		
Digital Signature- CAC card users can digitally sign this form. After signing the form, save the form to a folder or to the desktop, then attach the form in an E-Mail to send to the next person/department in the routing of the form.						
Reset Form						

MCIEAST-MCB CAMLEJ/CONT4200.1/1 (REV 2/10)

PREVIOUS EDITIONS ARE OBSOLETE

ADOBE 9.0

MCIEAST-MCB CAMLEJO 4200.1B

CARDHOLDER PURCHASE CARD LOG

Enclosure (1)

APPENDIX D

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CO REINSTATEMENT LETTER SAMPLE

Command Letterhead

4200

Date

From: Commanding Officer/Department Head, Unit
To: Chief of Contracting, Regional Contracting Office, Marine
Corps Installations East-Marine Corps Base, Camp Lejeune

Subj: REQUEST FOR REINSTATEMENT OF GCPC ACCOUNT

Ref: (a) MCIEAST-MCB CAMLEJO 4200.1B

1. After review of the details pertaining to the suspension of the GCPC account for (state the battalion or the GCPC account name), I request the account be reinstated with the same credit limitations in place before the suspension date, per the reference. I understand that the A/OPC will conduct an audit of the account on or around 60 days after reinstatement.

2. The violation occurred as a result of (explain incident details).

3. The command has taken the following corrective actions to ensure compliance with program regulations and guard against future violations: (explain corrective actions).

4. In the case of a prohibited purchase, a necessary expense certification may be required if it is not allowable under the appropriation used. Commanding Officers should consult with their cognizant Staff Judge Advocate and the Eastern Area Counsel Office for guidance. Explain the certification here, as applicable.

5. Command point of contact is (fill as appropriate).

C.O. UNIT

APPENDIX E

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PROHIBITED/RESTRICTED ITEMS AND WAIVERS

1. Prohibited Items. For additional guidance, see chapter 4 of reference (a) and Attachment D of reference (b):

- a. Services above 2,500 dollars (within a calendar year or event).
- b. Ammunition, MARCORSYSCOM responsibility.
- c. Conference room rentals (with refreshment is prohibited).
- d. Command coins without an established unit awards program signed by the CG in accordance with MCO 7042.6. Coins for senior enlisted personnel are prohibited.
- e. Cash Advance.
- f. Eye exams for prescription safety eyewear.
- g. Fees for guest speakers, lectures, and panelists.
- h. Gymnasium or health club membership.
- i. Lodging and meals or other travel related expenses.
- j. Marine Corps Ball funding.
- k. Overnight delivery service, e.g., FedEx, United Parcel Service.
- l. Untested, unapproved equipment and like substitutes.

m. Weapon System Repair Parts. Marine Corps Bulletin 3000 series identifies critical weapon systems which require maximum DLA support for all consumable class IX (repair parts) items, MCO 4105.4 and MCO 4105.1B.

3. Required Waivers. Waivers, such as C4I, Supply Management Division, ServMart, etc. do not authorize CHs to purchase from a commercial source. Required sources must first be checked.

a. MARADMIN 375/11 Information Technology (IT) procurement request for all paraphernalia, hardware and software shall have a C4I approval ITPRAS located at [HTTPS://ITPROCUREMENT.HQI.USMC.MIL](https://ITPROCUREMENT.HQI.USMC.MIL).

b. National Stock Number (NSN) items (without a local acquisition advice code) shall have a local procurement authorization from the Integrated Material Manager (IMM). To contact the specific manager, call DLA Logistics Information Service's customer service office at 1-877-352-2255 or email DLIS-Support@dla.mil.

c. Hazardous materials are approved by Environmental Management Division or AC/S, G-F Authorized User List.

d. Bottled water for buildings must be approved by the AC/Ss of G-F/Base Installations/Corps of Engineers. The DOC must approve bottled water for exercises or events.

e. Guidon waivers are provided by the item manager at Marine Corps Logistics Base Albany at DSN 567-5837.

f. Special Order personal protective equipment (PPE) and ergonomic orders require written approval from the safety officer.

g. II MEF: Items listed in equipment manuals and SL-3s will not be substituted without approval from the program manager's office in the form of a Supply Instruction, or published change to the equipment manual or SL-3.

4. Personal Use Items. The U.S. Treasury must be reimbursed for all items purchased for personal use or personal benefit of an individual(s).

- a. Coffee, creamers, Gatorade or any other refreshments.
- b. Clothing.
- c. Food other than those exceptions listed in NAVSUPINST 4200.85D.
- d. Condiments, paper plates/cups/knives, utensils, etc.
- e. End of tour awards, plaques, gifts, etc.

APPENDIX F

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SF-182 AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING			A. Agency, code agency subelement and submitting office number		B. Request Status (Mark (X) one) <input type="checkbox"/> Resubmission <input type="checkbox"/> Initial <input type="checkbox"/> Correction <input type="checkbox"/> Cancellation	
Section A - TRAINEE INFORMATION Please read instructions on page 6 before completing this form						
1. Applicant's Name (Last, First, Middle Initial)			2. Social Security Number/Federal Employee Number		3. Date of Birth (yyyy-mm-dd)	
4. Home Address (Number, Street, City, State, ZIP Code) (Optional)			5. Home Telephone (Optional) (Include Area Code)		6. Position Level (Mark (X) one) <input type="checkbox"/> a. Non-supervisory <input type="checkbox"/> b. Manager <input type="checkbox"/> c. Supervisory <input type="checkbox"/> d. Executive	
7. Organization Mailing Address (Branch/Division/Office/Bureau/Agency)			8. Office Telephone (Include Area Code and Extension)		9. Work Email Address	
10. Position Title		11. Does applicant need special accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please describe below		
12. Type of Appointment		13. Education Level (Click link to view codes or go to page 7)		14. Pay Plan		15. Series
				16. Grade		17. Step
Section B - TRAINING COURSE DATA						
1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code)			1b. Location of Training Site (If same, mark box) <input type="checkbox"/>			
			1c. Vendor Telephone Number		1d. Vendor Email Address	
2a. Course Title		2b. Course Number Code		3. Training Start Date (Enter Date as yyyy-mm-dd)		4. Training End Date (Enter Date as yyyy-mm-dd)
5. Training Duty Hours		6. Training Non-Duty Hours		7. Training Purpose Type (Click link to view codes or go to page 6)		8. Training Type Code (Click link to view codes or go to page 6)
9. Training Sub-Type Code (Click link to view codes or go to page 7)		10. Training Delivery Type Code (Click link to view codes or go to page 12)		11. Training Destination Type Code (Click link to view codes or go to page 13)		12. Training Credit
13. Training Credit Type Code (Click link to view codes or go to page 13)		14. Training Accreditation Indicator (Check below) <input type="checkbox"/> Yes <input type="checkbox"/> No		15. Continued Service Agreement Required Indicator (Check below) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd)
17. Training Source Type Code (Click link to view codes or go to page 13)		18. Training Objective				
					19. AGENCY USE ONLY	
Section C - COSTS AND BILLING INFORMATION						
1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable			
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund	
a. Tuition and Fees	\$		a. Travel	\$		
b. Books & Material Costs	\$		b. Per Diem	\$		
c. TOTAL	\$		c. TOTAL	\$		
3. Total Training Non-Government Contribution Cost			6. BILLING INSTRUCTIONS (Furnish invoice to):			
4. Document / Purchasing Order / Requisition Number						
5. B - Digit Station Symbol (Example - 12-34-5678)						

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Section D - APPROVALS	
1a. Immediate Supervisor - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
2a. Second-line Supervisor - Name and title	
2b. Area Code / Telephone Number	2c. Email Address
2d. Signature	2e. Date
3a. Training Officer - Name and title	
3b. Area Code / Telephone Number	3c. Email Address
3d. Signature	3e. Date
Section E - APPROVALS / CONCURRENCE	
1a. Authorizing Official - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION	
1a. Authorizing Official - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
<small>TRAINING FACILITY - BUs should be sent to office indicated in item C4. Please refer to number given in item C4 to assure prompt payment.</small>	

Print Form

Save Form

Clear Form

APPENDIX G

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FAIR AND REASONABLE PRICE DETERMINATION

Call Number: _____

1. I am recommending an award to Vendor, xxx. I used the following price analysis techniques compared to the quoted price of \$ 000.00. The quoted price was similar to the comparative prices to conclude that the quoted price is determined fair and reasonable.

2. Commercial Catalog/Website Price List. All per seat pricing obtained outlined below is for XXXXXX training in/at XXXXX from the vendor's specific current published price listings:

Training Course	Base Cost	# Students	Total
XXX XXX	\$.00	15	\$.00

Vendor A	
Course, Materials and Travel	\$.00

Vendor B	
Course, Materials and Travel	\$.00

Vendor B	
Course, Materials and Travel	\$.00

3. As the Approving Official, I have reviewed the above pricing documentation and do hereby make the determination that the price of the suggested quote is fair and reasonable. I authorize the buyer to proceed with the award.

PREPARED BY: _____
Cardholder

APPROVED BY: _____
Approving Official

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MCIEAST- CONTRACTING GCPC DOTMLPF ASSESSMENT FOR EXTERNAL TRAINING

The purpose of using the DOTMLPF is to assist units in providing, at the most basic level possible, why there is a requirement for commercial support. From the information provided it should explain the reason for not using organic capabilities, i.e. TECOM, EOTG, or other support activity for training. By doing this, the requesting activity will answer the basic file need (time, purpose, amount). In the rows below, the top row consists of the required basic questions and the bottom row will be the requesting activity's answers. If an attachment is necessary to provide the full rationale then please provide and annotate.

DOCTRINE

What does the doctrine state regarding this requirement? Is this doctrine Essential/ Critical/ Important, Info, or Support?

ORGANIZATION

What does the chain of command (unit to HQ/EC) state regarding this requirement? (Is there a gap or shortfall with your unit or supporting unit for this requirement?)

TRAINING

What is driving the requirement for external support. This ties back to doctrine, and the tasks that need to be completed.

PERSONNEL

Why can't current unit personnel do these tasks? (Knowledge, time to train, competing requirements?)

Material, Location, and Facilities

Will our currently supply source meet requirements for this task? (Does the base or supporting units lack the infrastructure or equipment to provide the training.)

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SIMPLIFIED ACQUISITION AWARD DECISION DOCUMENT

HQMC, INSTALLATIONS AND LOGISTICS (I&L) SIMPLIFIED ACQUISITION AWARD DECISION DOCUMENT [Use for FAR Part 13 supply acquisitions and service acquisitions up to the Simplified Acquisition Threshold (SAT)]	REQUISITION NO.
	PURCHASE ORDER NO.

Note: Enter an "X" in the box to the left of all applicable items and complete any additional information

1. Synopsis (FAR Part 5)

- ☐ ≤ \$25K, Oral RFQ utilized (FAR 13.106(c)) (no posting required)
- ☐ \$15K - \$25K
- ☐ Written RFQ posted on FBO
 - ☐ Written RFQ posted in other public place:
 - ☐ Written RFQ not posted publicly; the following FAR 5.202 exception applies:
- ☐ > \$25K
- ☐ Requirement was synopsisized on FBO on
 - ☐ Combined synopsis/solicitation was issued on and posted to FBO on
 - ☐ Requirement was not synopsisized; the following FAR 5.202 exception applies:

2. Evaluation & Award Decision (Use this Evaluation & Award Decision section for a competitive source selection, to include competitive one-bids, and delete the Evaluation section for sole source acquisitions, below.)

A. Summary of all Factors and Quoters: Include a summary matrix of all Factors and Quoters similar to the below example.

Quoters	Factors	
	Price	Technical
Company A	\$73,488.00	Acceptable
Company B	\$76,409.00	Acceptable

B. Technical Evaluation: Discuss who completed the evaluation and when. Discuss the highlights of the evaluation. If only the low cost Quoter was submitted for technical review, describe that here. If it is a brand name or supply with a specific part number that can be validated via the contract specialist without a technical evaluation, describe that here. For services, the technical evaluation should validate the labor

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mix/level of effort proposed by the vendor(s).

C. Price Evaluation/Analysis: Discuss the methods utilized in support of the Fair and Reasonable Determination, below. If adequate competition was received, provide comparison of competitive quotes and any other relevant fair and reasonable determination support (e.g., Independent Government Estimate (IGE), price lists, etc.). Additional efforts will be necessary when in a competitive one bid situation or in circumstances where only one acceptable quote was received, to include a comparison of proposed labor rates to commercial price lists or an IGE, comparison to previous contract pricing (assuming there is a valid basis for determining reasonableness; cannot utilize pricing from previous sole source contracts in comparison), comparison of proposed travel costs (airfare, vehicle rental, lodging, etc.) to prices offered on commercial websites (Expedia, Orbitz, etc.), and comparison of travel per diem to approved GSA per diem rates.

D. Past Performance: Per DFARS 213.106-2(b)(i), an evaluation of each supplier's past performance history in the Past Performance Information Retrieval System (PPIRS-SR), for the FSC or PSC of the supplies being purchased, is required in the case of competitive procurements for supplies using SAP. In the case of a supplier without a record of relevant past performance history in PPIRS-SR for the FSC or PSC of the supplies being purchased, the supplier may not be evaluated favorably or unfavorably for its past performance history. Procedures for the use of PPIRS-SR in the evaluation of quotes are provided in the PPIRS-SR User's Manual available under the references section of the PPIRS website at www.ppirs.gov.

E. Exceptions to the RFQ: Discuss whether any Quoters took exception to the RFQ. If no exceptions were taken, delineate "N/A"

F. Fair and Reasonable Determination (FAR 13.106-3(a)):

- ☐ The price is fair and reasonable in accordance with FAR 13.106-3(a)(1) - competitive quotations or offers
- ☐ The price is fair and reasonable in accordance with FAR 13.106-3(a)(2)(i) - market research
- ☐ The price is fair and reasonable in accordance with FAR 13.106-3(a)(2)(ii) - comparison to prices found reasonable on previous purchases
- ☐ The price is fair and reasonable in accordance with FAR 13.106-3(a)(2)(iii) - current price lists, catalogs, or advertisements (see FAR 13.106-3(a)(2)(iii) for additional

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stipulations)

- ☐ The price is fair and reasonable in accordance with FAR 13.106-3(a)(2)(iv) - comparison with similar items in a related industry
- ☐ The price is fair and reasonable in accordance with FAR 13.106-3(a)(2)(v) - Contracting Officer's personal knowledge of the item
- ☐ The price is fair and reasonable in accordance with FAR 13.106-3(a)(2)(vi) - comparison to an IGE
- ☐ The price is fair and reasonable in accordance with FAR 13.106-3(a)(2)(vii) - any other reasonable basis

G. Best Value Determination: Discuss which Quoter will receive the award based on the basis for award and discussion above.

2. Evaluation (Use this Evaluation section for a sole source acquisition, and delete the Evaluation & Award Decision section for competitive source selections, above.)

A. Summary of all Factors and Quoter: Either use a chart similar to the below example, or provide a narrative summarizing the evaluation of all factors and total evaluated price of the Quoter.

Quoter	Factors	
	Price	Technical
Company A	\$73,488.00	Acceptable

B. Technical Evaluation: Discuss who completed the evaluation and when. Discuss the highlights of the evaluation. If it is a brand name or supply with a specific part number that can be validated via the contract specialist without a technical evaluation, describe that here. For services, the technical evaluation should validate the labor mix/level of effort proposed by the vendor.

C. Price Evaluation/Analysis: Discuss the methods utilized in support of the Fair and Reasonable Determination, below. An analysis of the proposed labor rates and other direct costs (i.e., travel, materials) may be required. This analysis may be accomplished via review of previous contracts (assuming there is a valid basis for determining reasonableness; cannot utilize pricing from previous sole source contracts in comparison). Additional efforts may also be necessary, to include a comparison of proposed labor rates to commercial price lists or an IGE, comparison of proposed travel

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costs (airfare, vehicle rental, lodging, etc.) to prices offered on commercial websites (Expedia, Orbitz, etc.), and comparison of travel per diem to approved GSA per diem rates.

D. Exceptions to the RFQ: Discuss whether any Quoters took exception to the RFQ. If no exceptions were taken, delineate "N/A"

E. Fair and Reasonable Determination (FAR 13.106-3(a)):

- ☐ The price is fair and reasonable in accordance with FAR 13.106-3(a)(2)(i) - market research
- ☐ The price is fair and reasonable in accordance with FAR 13.106-3(a)(2)(ii) - comparison to prices found reasonable on previous purchases
- ☐ The price is fair and reasonable in accordance with FAR 13.106-3(a)(2)(iii) - current price lists, catalogs, or advertisements (see FAR 13.106-3(a)(2)(iii) for additional stipulations)
- ☐ The price is fair and reasonable in accordance with FAR 13.106-3(a)(2)(iv) - comparison with similar items in a related industry
- ☐ The price is fair and reasonable in accordance with FAR 13.106-3(a)(2)(v) - Contracting Officer's personal knowledge of the item
- ☐ The price is fair and reasonable in accordance with FAR 13.106-3(a)(2)(vi) - comparison to an IGE
- ☐ The price is fair and reasonable in accordance with FAR 13.106-3(a)(2)(vii) - any other reasonable basis

3. Responsibility Determination

In accordance with FAR 9.104-1, the prospective contractor:

- ☐ has adequate financial resources to perform the contract, or the ability to obtain them;
- ☐ is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
- ☐ has a satisfactory performance record;
- ☐ has a satisfactory record of integrity and business ethics;
- ☐ has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- ☐ has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and

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- ☐ is otherwise qualified and eligible to receive an award under applicable laws and regulations.

4. System for Award Management (SAM)

- ☐ Prospective contractor/vendor is registered with SAM and has no active exclusions (printout in the contract file)
- ☐ Prospective contractor/vendor is exempt from SAM requirements under FAR 4.1102(a) (fill in appropriate exemption citation)
- ☐ Contract is being awarded pursuant to FAR 6.302-2 and the prospective contractor/vendor will be registered in SAM within 30 days of contract award, or at least three days prior to submission of the first invoice, whichever occurs first (see FAR 4.1103(b)(3))

AND

- ☐ Representations and Certifications for the prospective contractor were verified on (fill in date)

5. Contracting Officer's Representative (COR)

- ☐ Not Applicable; Order is for a supply
- ☐ A COR has been appointed in the CORT Tool (DFARS 201.602-2/DFARS PGI 201.602-2)
- ☐ The order has been awarded using Simplified Acquisition Procedures. The Contracting Officer has determined that the service is not complex in nature, and, therefore, additional oversight of a COR is not necessary (see DFARS PGI 201.602(d)(v)(A)).

6. Additional Remarks for Block No(s).

PREPARED BY (SPECIALIST/BUYER): (Signature)
Leave blank if prepared by the Contracting Officer. Duplicate signatures are not required.

DATE:

APPROVED (CONTRACTING OFFICER): (Signature)

DATE:

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PROPERTY RECORD INFORMATION FORM

1. TOTAL PAID															2. SHIP FROM															3. SHIP TO																																																											
4. MARK FOR															5. DOC DATE															6. NMFC															7. FRT RATE															8. TYPE CARGO															9. PS														
10. QTY. REC'D															11. UP															12. UNIT WEIGHT															13. UNIT CUBE															14. UFC															15. SL														
16. FREIGHT CLASSIFICATION NOMENCLATURE																																																																																									
17. ITEM NOMENCLATURE																																																																																									
18. TY CONT															19. NO CONT															20. TOTAL WEIGHT															21. TOTAL CUBE																																												
22. RECEIVED BY															23. DATE RECEIVED																																																																										

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE RECEIPT DOCUMENT

24. DOCUMENT NUMBER
6318TR10-44

25. NATIONAL STOCK NO. & ADD (8-22)

26. REC (4-41)
UI (23-74)
QTY (25-78)
CON CODE (71)
DIS (33-34)
UT (74-90)

27. ADDITIONAL DATA

PROPERTY NUMBER.
PROPERTY ITEM.
MANUFACTURER.
MODEL NUMBER.
SERIAL NUMBER.
PRICE.
LOCATION OF PROPERTY.

RANK.
PRINT NAME.
UNIT/SECTION.
PHONE NUMBER.
SIGNATURE.

PREVIOUS EDITION MAY BE USED

Reset

Adobe Designer 8.0

PROPERTY RECORDS INSTRUCTIONS

To help cardholders stay in compliance with the NAVSUPINST 4200.99C. This office is aware that not all property purchased will be added to the Units CMR. As per the instructions all pilferable items that have ready resale value or application to personal possession and that are subject to theft must be entered in to an appropriate property control system. Above is a simple way for all units to be in compliance with the regulations. Property control number is cardholder's initials and the Julian date. Property Item purchased (digital camera, fax, etc.). Manufacturer (Sony, Fellows, etc.). Model Number, Serial Number, price, and location was signed for. The property control number must be annotated on the front of the purchase request in the space provided. This form must be attached to the back of the purchase request.