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# Installations and Logistics (I&L)

**M**ARINE CORPS

**A**QUISITION

**P**ROCEDURES

**S**UPPLEMENT

April 2012(Revised Aug 29,  
2012; Change 01-12)

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

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## Part 1—Federal Acquisition Regulation System

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### SUBPART 1.1—PURPOSE, AUTHORITY, ISSUANCE

#### 1.101 (NMCARS) Purpose.

The Installations and Logistics Marine Corps Acquisition Procedures Supplement (I&L MAPS) establishes uniform internal Marine Corps policies and procedures for those activities receiving contracting authority from Headquarters, Marine Corps (HQMC), Deputy Commandant, Installations and Logistics, (DC, I&L), and provides general guidance to Contracting Officers in the execution of their delegated authority.

#### 1.108 (NMCARS) FAR Conventions.

*Delegation of authority.* Within this supplement, any assigned authorities are NOT re-delegable unless otherwise stated.

#### 1.170 (NMCARS) Peer Review.

(a) For supply acquisitions valued at \$50 million up to and including \$1 billion, and service acquisitions valued at \$50 million up to \$250 million, Peer Reviews shall be performed as outlined below:

(1) Pre-Award.

(i) For competitive actions, pre-award Peer Reviews shall be conducted at three points in the contracting process:

- (A) Prior to issuance of the solicitation;
- (B) Prior to request for final proposals; and
- (C) Prior to contract award.

(ii) In the event the Contracting Officer determines award can be made based on evaluation of initial proposals (i.e. without discussions), the Peer Review Lead may determine to conduct the second and third Peer Reviews concurrently.

(iii) For non-competitive actions, pre-award Peer Reviews shall be conducted at two points in the contracting process:

- (A) Prior to approval of the pre-negotiation clearance, and
- (B) Prior to approval of the post-negotiation clearance.

(2) Post-Award. Only one post-award Peer Review is required for all contracts. This post-award Peer Review shall be conducted prior to the midpoint of contract performance, but no later than prior to exercising the first option period (if applicable).

(b) Per Enclosure (1) of [DASN\(A&LM\) Memorandum, Subj: Department of the Navy Peer Review Program, dated 26 March 2009](#), for continuity, Peer Review Teams for a specific

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## Part 1—Federal Acquisition Regulation System

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acquisition shall, to the extent practicable, be comprised of the same members for all reviews, from the pre-award phase through the post-award phase.

(c) When a Peer Review at the DASN(AP) or DPAP level is required, the CCO shall contact the appropriate HQMC, I&L (Contracts) Assistant Director to provide notification of the required Peer Review and coordinate arrangements for the Peer Review event.

(d) A report, titled "Peer Review Rolling Forecast Report," of acquisitions equal to or greater than \$250 million requiring peer reviews by either the HCA, DASN(AP), or DPAP shall be prepared by each MARCOR I&L contracting office submitted to HQMC, I&L (Contracts) in accordance with the due dates identified in [Appendix B](#). The report shall be prepared by following the instructions in [NMCARS Annex 8](#), paragraph C, to complete the [DON Peer Review Projections spreadsheet](#). Negative replies are required.

(e) Submit memoranda documenting the disposition of peer review results and recommendations to HQMC, I&L (Contracts), as outlined in [Appendix B](#). Include in the email subject line "DISPOSITION OF PEER REVIEW RECOMMENDATIONS" followed by the applicable solicitation/contract number and peer review date. HQMC, I&L (Contracts) will, as required by [DFARS PGI 201.170-4\(f\)](#) and [NMCARS 5201.170-4\(f\)](#), forward the memoranda to DASN(AP).

### SUBPART 1.3—AGENCY ACQUISITION REGULATIONS

#### 1.303 (NMCARS) Publication and codification.

(a) The I&L MAPS implements or supplements the Federal Acquisition Regulation ([FAR](#)), the Defense Federal Acquisition Regulation Supplement ([DFARS](#)), and the Navy Marine Corps Acquisition Regulation Supplement ([NMCARS](#)). It is not a stand-alone document, but must be read together with the FAR, DFARS, and NMCARS.

(b) To the extent possible, the I&L MAPS coverage parallels the FAR in format, arrangement, and numbering system. However, subdivisions below the section and subsection levels may not always correlate directly to the FAR-designated paragraphs and subparagraphs. A FAR, DFARS, or NMCARS cite in parentheses immediately after the I&L MAPS cite means related coverage is contained in the FAR, DFARS, or NMCARS (e.g., 1.101 (NMCARS)). Numbered divisions in this supplement with a suffix in the "100" series (e.g., 1.105-2-100) contain subject matter related to but not contained in a FAR, DFARS, or NMCARS numbered division. Omission from the I&L MAPS of a subpart, section, or subsection that appears in the FAR, DFARS, or NMCARS denotes that there is no additional coverage in the I&L MAPS.

(c) The I&L MAPS is available electronically via a tab included in the [United States Marine Corps \(USMC\) Contract Management Process Guide \(CMPG\)](#) Menu Bar or as a link in the CMPG Table of Contents. Hard copies may only be obtained by downloading the I&L MAPS since individual hard copy distribution will not be made. Any updates to the I&L MAPS will be announced by issuing a policy memorandum from Headquarters, Marine Corps, Installations and Logistics (Contracts) (HQMC, I&L (Contracts)). Each update will include an effective date and a summary of changes.



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## Part 1—Federal Acquisition Regulation System

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(d) The I&L MAPS is maintained by HQMC, I&L (Contracts). Proposed changes to the I&L MAPS, along with rationale for the changes, should be submitted via email to HQMC, I&L (Contracts).

### **1.304 Agency control and compliance procedures.**

#### **1.304-100 (NMCARS) Control of HQMC baseline clauses.**

(a) Only provisions and clauses prescribed in FAR, DFARS, NMCARS, and I&L MAPS are authorized for use in solicitations and contracts unless otherwise approved. For approval to use other than FAR, DFARS, NMCARS, or I&L MAPS provisions and clauses, submit proposed language to HQMC, I&L (Contracts) via email.

(b) HQMC, I&L (Contracts) shall, as required by [NMCARS 5201.304\(4\)\(ii\)\(B\)](#), forward copies of all approved HQMC clauses to DASN(AP) for inclusion in the Navy clause baseline. All approved HQMC clauses shall be submitted to DASN(AP) in accordance with the due dates identified in [Appendix B](#).

## **SUBPART 1.6—CAREER DEVELOPMENT, CONTRACTING AUTHORITY, AND RESPONSIBILITIES**

### **1.601 (NMCARS) General.**

(a) HQMC contracting authority originates from the Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN (RD&A)) and is delegated to the DC, I&L at HQMC. With the exception of those actions reserved specifically for Head of the Contracting Activity (HCA) approval, the DC, I&L has delegated full authority to the Assistant Deputy Commandant, Installation & Logistics (Contracts) (ADC, I&L (Contracts)). This authority cannot be re-delegated unless specifically authorized.

(b) HQMC, I&L (Contracts) and CCOs will oversee and monitor the contractual procedures, performance, and staffing of field-level contracting offices under their cognizance. Procedures and controls necessary for effective oversight should be established and maintained.

(c) CCOs may designate the deputy CCO to act on their behalf and make any necessary determinations or take any actions that are reserved for the CCO, unless otherwise restricted by a provision contained in the I&L MAPS.

#### **1.601-90 (NMCARS) Department of the Navy (DON) authorities and responsibilities.**

(a) Per [FAR 1.601\(a\)](#) and [DFARS 202.101](#), the Secretary of the Navy, as Agency Head, established Contracting Activities and delegated broad authority to manage the agency's contracting functions to the heads of such contracting activities. HQMC, DC, I&L is the HCA for the Installations and Logistics, Headquarters, U.S. Marine Corps Contracting Activity defined in [DFARS 202.101](#). DC, I&L has delegated general contracting authority to ADC, I&L (Contracts) with the authority to re-delegate such authority and appoint Contracting Officers within the Marine Corps Field Contracting System (MCFCS) and Marine Corps Logistics Command (MCLC). ADC, I&L (Contracts) delegates certain authorities as specified in the I&L MAPS.

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I&L MAPS [Appendix A](#) identifies contracting offices authorized to perform delegated contracting functions for the Marine Corps. Only the contracting offices listed in [Appendix A](#) who have personnel with Contracting Officer appointments made by ADC, I&L (Contracts) may execute these delegated contracting functions. This general contracting authority includes authority to enter into, execute, and approve contracts. Specific authorities delegated are as noted in the I&L MAPS and may be exercised to the extent authorized by individual Contracting Officer appointments.

(b) When it is unclear which agency is responsible for a requirement, the matter should be resolved at the local level if at all possible. Local decisions should be focused on satisfying customer requirements in the most efficient and economical means possible while still maintaining strict adherence to the rules and regulations of the FAR, DFARS and NMCARS and other binding authority.

(c) The I&L contracting structure and areas of responsibility (AORs) are identified in [Appendix A](#).

(d) Submit a written notification to HQMC, I&L (Contracts) no later than 45 days before the ADC, I&L (Contracts) grants a delegation of contracting authority or issues a contracting officer warrant to a non-HCA cognizant organization or individual, as outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5201.690\(a\)\(3\)\(i\)](#), forward the notification to DASN(AP).

### **1.601-100 Procurement authority for relocatable buildings.**

Authority to purchase or lease all relocatable buildings on Marine Corps Bases is delegated to Naval Facilities Engineering Command (NAVFAC).

### **1.602 Contracting Officers.**

#### **1.602-1 (NMCARS) Authority.**

##### **1.602-1-100 Legal review.**

(a) The Office of Counsel for the Commandant (CL) and CL field Counsel are component offices of the Navy Office of General Counsel and provide legal support and assistance to Marine Corps contracting activities worldwide. All contracting personnel are strongly encouraged to consult with CL field Counsel on all questions of a legal or policy nature on any subject that is of a concern. It is emphasized that CL is an integral part of our business management team and consultation with CL field Counsel is strongly encouraged; however, the Contracting Officer is ultimately responsible for all contracting decisions.

(b) In addition to legal review or consultation requirements contained within other provisions of the FAR, DFARS, NMCARS, this supplement, or other binding authority, contracting personnel must obtain legal review, or consultation as appropriate, for the following:

(1) Solicitations estimated to be in excess of the simplified acquisition threshold (SAT) and all amendments (except those that are administrative in nature) to such solicitations;

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- (2) Proposed contracts in excess of the SAT;
- (3) Performance work statements (PWS) for performance-based service acquisitions (PBSA) in excess of the SAT;
- (4) Task orders (TOs), in excess of the SAT, placed against service contracts;
- (5) Acquisition Plans (AP)/Acquisition Strategies (AS) for solicitations/contracts that involve determining the best value by using the tradeoff source selection process;
- (6) Source selection plans (SSPs) and evaluation criteria that involve the use of a “best value”/tradeoff analysis;
- (7) Justifications for other than full and open competition pursuant to [FAR Part 6](#);
- (8) All determination and findings (D&Fs);
- (9) Proposed deviations from FAR, DFARS, NMCARS, or other applicable regulations or directives including waiver requests;
- (10) Basic ordering agreements (BOAs) and blanket purchase agreements (BPAs) and orders under BOAs/BPAs in excess of the SAT;
- (11) Matters relating to late bids/offers;
- (12) Matters relating to mistakes in bids/offers;
- (13) Proposed rejections of bids/offers;
- (14) Protests (prior to and after contract award);
- (15) Contract modifications affecting price or estimated cost, delivery schedules, specifications, performance obligations, Government-furnished property, inspection and acceptance, special provisions, and any other material change to the terms and conditions of the contract;
- (16) Questions relating to contract interpretation;
- (17) Termination actions;
- (18) Contract claims, disputes, and appeals;
- (19) Requests for extraordinary contractual relief under the provisions of Public Law 85-804 ([FAR Part 50](#));
- (20) Leases, bailments, grants, cooperative R&D agreements, “other transactions,” software licenses, and [Office of Management and Budget \(OMB\) Circular A-76](#) functional conversions (regardless of dollar value);

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(21) Congressional inquiries;

(22) Freedom of Information Act (FOIA) responses involving denials (in whole or partial); releases when some or all of the information is disputed by a party; and any other questionable or controversial FOIA issues;

(23) Questionable or controversial determinations of nonpersonal services ([FAR Part 37](#));

(24) Ratifications of unauthorized commitment requests;

(25) Matters relating to organizational and consultant conflicts of interest ([FAR Subpart 9.5](#)); and

(26) Matters relating to patents, rights in data, and copyrights ([FAR Part 27](#)).

(c) Where a requirement exists for legal review, such reviews must be accomplished by appropriate CL field Counsel. In the event that CL field Counsel is not available, contracting personnel may contact CL for assistance.

(d) Contracting personnel should consider submitting to CL field Counsel for review/comment any action when, at the discretion of contracting personnel, legal review is necessary.

(e) All matters submitted to CL field Counsel for the purpose of obtaining concurrence, advice, or assistance should, to the maximum extent practicable, include the following to enhance the processing of the matter:

(1) A route sheet indicating that supervisory contracting personnel responsible for the matter have reviewed the material and concur with the proposed course of action;

(2) A brief description of the matter to be reviewed with a specific discussion of each key element in the request. If the document being reviewed is a solicitation, amendment, contract, or modification, identify any provisions that are not found in FAR, DFARS, and NMCARS, e.g., nonstandard clauses, terms or conditions, as well as the applicable approval of such provisions;

(3) A proposed document (e.g., solicitation, amendment, contract, modification, justification, D&F, or letter) which, if determined to be acceptable, would constitute completion of the matter; and

(4) Other supporting documentation, indexed for easy reference, necessary to understand the proposed action without having to look elsewhere for pertinent factual information. When proposed solicitation amendments and contract modifications are submitted for review, the solicitation/contract and prior amendments/modifications should be provided to CL field Counsel.

(f) Use of e-mail is an authorized means of communicating with CL and CL field Counsel.

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(g) Upon completion of review by CL field Counsel, ensure comments/concurrence is made a part of the permanent contract file.

### **1.602-1-101 Functional independence and organizational placement of Contracting Officers.**

(a) To retain a degree of independence that allows unbiased advice based on the principles of sound business, the Office of the Secretary of Defense (OSD) established a formal policy that Contracting Officers' evaluations will be performed within their own career program channels. The only exception is the performance evaluation of the senior official in charge of contracting for the organization, such as the head of the contracting office or CCO (Reference: [Under Secretary of Defense \(USD\) \(Acquisition\) Memorandum, Subj: Functional Independence of Contracting Officers, dated 23 November 2004](#)). The essence of this policy was incorporated in DoDI 5000.66, Subj: Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program.

(b) In addition to complying with management control principles of separating requirement setting, buying and receiving to ensure proper checks and balances, the CCO, whether military or civilian, will normally report to, and be evaluated by, the Commander/Commanding Officer. As a practical matter, the Chief of Staff (COS) may also be able to provide the desired level of independence, which is an acceptable reporting alternative for the CCO.

### **1.602-2 (DFARS) Authorized representatives of the Contracting Officer.**

(a) Contracting Officer's Representative (COR). The COR provides technical direction/clarification and guidance with respect to the contract specifications or statements of work.

(1) **Authority.** CORs are responsible to the Contracting Officer for those actions delegated by the Contracting Officer as specifically addressed in the letter of appointment. In the performance of COR duties, the COR does not have the authority to take any action, either directly or indirectly, that could change the price/cost or fee, quantity, quality, scope, delivery schedule, labor mix, or other terms and conditions of the contract and/or task order. Only the Contracting Officer has the authority to make such changes. Any authority delegated to a COR is not re-delegable.

(2) **CORT Tool.** DOD has directed all Military Departments to deploy the Contracting Officer Representative Tracking (CORT) Tool for all service contracts awarded with a value greater than the micro-purchase threshold (currently \$3,000.00). This tool may be used but is not required for other types of contracts (i.e., construction) where a COR is required. The CORT Tool is designed for use by all Military Departments and Defense Agencies for all contracts when a COR is assigned unless a specific waiver is obtained from the component Senior Acquisition Executive. The CORT Tool and User Guide can be accessed at <https://arc.army.mil/DoDCOR/> (DKO account is required).

#### **(3) Required Experience and Training.**

(i) Prior to COR nomination/appointment, all experience requirements listed in Attachment A of [DPAP Memorandum, Subj: DoD Standard for Certification of Contracting](#)

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[Officer's Representatives \(COR\) for Service Acquisitions, dated 29 March 2010](#) for each of the three COR certification types must be met for the corresponding COR type, with the exception of the required agency experience. If approved by the Contracting Officer, the agency experience requirement may be waived.

(ii) Prior to COR nomination/appointment, all training requirements listed in Attachment A of [DPAP Memorandum, Subj: DoD Standard for Certification of Contracting Officer's Representatives \(COR\) for Service Acquisitions, dated 29 March 2010](#) for each of the three COR certification types must be met for the corresponding COR certification type being requested.

(A) For COR certification Types B and C, Attachment A of the DPAP memorandum identifies DAU COR 222 "or equivalent course" as a requirement that must be fulfilled before a COR appointment can be made. The only approved equivalent for DAU COR 222 is DAU CLC 222. Therefore, DAU COR 222 or DAU CLC 222 must be completed by COR nominees prior to appointment by the Contracting Officer for COR certification Types B and C.

(B) For COR certification Types A, B, and C, Attachment A of the DPAP memorandum identifies "DAU COR XXX, COR in the Contingency Environment," as a requirement that must be fulfilled before a COR appointment can be made when the nature of the COR responsibilities will require surveillance in a contingency environment. Since issuance of the DPAP memorandum, DAU has developed and made available course DAU CLC 206, titled "Contracting Officer's Representative in a Contingency Environment." Therefore, a COR appointment shall not be made for any COR candidate required to meet the competency "perform surveillance in a contingency environment," unless the COR candidate has completed DAU CLC 206.

#### (4) **Appointment.**

(i) The Contracting Officer shall appoint a COR for the contract actions identified in [DFARS PGI 201.602-2\(i\)\(A\)](#).

(ii) Appointment of only one COR per contract is authorized. Appointments of Alternate CORs or Assistant CORs are NOT authorized. However, a Contracting Officer may designate Technical Representatives to assist the COR in overseeing the Contractor's compliance with contract requirements. Prior to designation, Technical Representatives must meet the same training and experiences identified for the COR.

(iii) CORs shall be nominated and appointed using the procedures in [CMPG 1.4](#).

(iv) For any contract that is executed in support of the Department of State (DoS), the DoS COR shall be appointed in accordance with [I&L MAPS 1.602-2\(a\)](#).

(5) **Evaluation and documentation.** Supplementing the normal monitoring of the COR by the Contracting Officer, the Contracting Officer must maintain an activity file on each COR as a part of the contract file. The purpose of this file is to record and maintain the results of reviews conducted annually by the Contracting Officer of the COR's contract-related activities. The Contracting Officer must annually evaluate and document the performance of the COR and provide a copy of this evaluation to the COR's organizational head. If the contract

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performance period is less than one year, this evaluation must be conducted prior to contract closeout.

### (6) **Termination.**

(i) The appointment of a COR remains in effect throughout the life of a contract and is automatically terminated upon completion of the period of performance of the contract. The Contracting Officer may terminate a COR appointment prior to completion of the period of performance of a contract in any of the following circumstances:

- (A) The COR retires, resigns, or separates from Government services;
- (B) The COR transfers or is reassigned to a new assignment;
- (C) The COR will be absent from service for an extended period of time; or

(D) The COR is otherwise unable to fulfill the COR's responsibilities, as outlined in the COR's appointment letter.

(ii) When terminating a COR appointment, the Contracting Officer shall follow the procedures in [CMPG 4.7.5](#).

### (b) Ordering Officer.

(1) **Designation.** The Contracting Officer may designate individuals, either from within or outside of the contracting organization, as ordering officers, with the authority to execute task/delivery orders thereby obligating funds under an Indefinite Delivery Type Contract (IDTC). An ordering officer may be appointed for valid purposes provided the Contracting Officer determines appointment is essential for the efficient operation of the contracting mission. Strict operational control over ordering officers is necessary to preclude violations of law and regulations. Care must be exercised in determining how many ordering officers are necessary yet controllable.

(2) **Appointment.** Contracting Officers must formally appoint individuals as ordering officers by appointment letter. The appointment letter must specify the extent and limitations of the ordering officer's authority to act on behalf of the Contracting Officer. Unless the appointment contains other provisions for automatic termination, the appointment must be effective, unless sooner revoked, until the ordering officer is reassigned or the individual's employment is terminated. Revocation of an ordering officer appointment may be affected at any time by the appointment authority, or higher authority, or any successor to either. Revocation must be made in writing.

(3) **Qualifications/training.** Because IDTCs vary in dollar value and complexity, the qualifications, skills, and training needed by ordering officers may also vary. The appointment and training of ordering officers requires consideration of the type of ordering to be performed.

(4) **Authority/responsibilities.** The authority of an ordering officer is limited to placement of task/delivery orders for contract line items that are pre-priced and fixed-priced under an IDTC. Authority to modify any task/delivery order awarded must be specifically

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delegated in the ordering officer appointment letter. Oral orders may be used only when specifically authorized by contract clause. Such orders must be confirmed by issuance of a written task/delivery order in accordance with the contract terms and conditions. The contract must identify the individual(s) who have the authority to issue oral orders. Any authority delegated to an ordering officer is not redelegable.

(5) **Evaluation and documentation.** Supplementing the normal monitoring of the ordering officer, the Contracting Officer must maintain an activity file on each ordering officer as part of the contract file. The purpose of this file is to record and maintain the results of reviews by the Contracting Officer of the ordering officer's contract-related activities. The Contracting Officer must annually evaluate and document the performance of the ordering officer and provide a copy of this evaluation to the ordering officer's organizational head.

### 1.602-3 Ratification of unauthorized commitments.

(a) For the MCFCS, authority to ratify unauthorized commitments is delegated as follows:

<u>Ratification Threshold</u>	<u>Ratification Official</u>
Greater than \$100,000	HQMC, DC, I&L
Greater than \$25,000 up to and including \$100,000	HQMC, ADC, I&L (Contracts)
Up to and including \$25,000	CCOs

Ratification approval authority may only be redelegated in accordance with the thresholds outlined in [NMCARS 5201.602-3\(b\)\(3\)](#). Unauthorized commitments should be ratified or denied within 120 days of receipt of the request for ratification. If ratified, an appropriate contractual document should be executed within 30 days thereafter.

(b) For ratification endorsement purposes, the Commanding Officer is the first General Officer in the chain of command above the individual who made the unauthorized commitment. The Commanding Officer is responsible for ensuring that military and civilian personnel assigned to the activity are aware of, and comply with, applicable laws, regulations, and procedures. Direct involvement in the ratification process will provide the Commanding Officer the opportunity to identify the need for additional training or for establishment of specific activity procedures to preclude possible recurrence of unauthorized commitments. The Commanding Officer is the only official authorized to provide the endorsement required in the ratification procedures. Endorsements may not be "By direction."

(c) Ratification documentation required by the individual making the unauthorized commitment:

(1) Using the appropriate chain of command, the military or civilian employee making the unauthorized commitment must forward documentation concerning the transaction to the Commanding Officer (which is the first General Officer in the chain of command above the



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individual who made the unauthorized commitment). The documentation must include, as a minimum:

(i) A statement signed by the military or civilian employee which includes the elements outlined in [NMCARS 5201.602-3\(S-90\)\(a\)\(1\)](#).

(ii) All orders, invoices, or other documentary evidence of the transaction as required by [NMCARS 5201.602-3\(S-90\)\(a\)\(2\)](#).

(2) If the Commanding Officer concurs that the commitment should be ratified, then the Commanding Officer must forward the documentation described above to the Contracting Officer with an endorsement that is prepared in accordance with the Commanding Officer Endorsement Template located in [CMPG, Section 5.11](#).

(d) The Contracting Officer shall fulfill the responsibilities outlined in the CMPG Contracting Officer's Checklist for Ratification of Unauthorized Commitments located in [CMPG, Section 5.11](#). In the event the unauthorized commitment is ratified, the ratifying contract must be bilateral and shall include the following notice on the face of the contract:

“NOTICE TO (INSERT NAME OF CONTRACTOR) – ACCEPTANCE OF UNITED STATES MARINE CORPS (USMC) CONTRACTS/ORDERS FROM USMC CONTRACTING OFFICERS ONLY

This provision provides notice to (insert name of Contractor) that your company shall only accept USMC contracts/orders from warranted USMC Contracting Officers. Failure to comply with this notice may result in subsequent unauthorized commitments with your company not being ratified and paid.”

(e) The ratifying official, DC, I&L (Contracts), ADC, I&L (Contracts) or CCO must:

(1) Review the file;

(2) Make the appropriate findings and determinations;

(3) Ratify the unauthorized commitment or deny the ratification request; and

(4) If the unauthorized commitment is ratified, execute, or authorize the execution of, the appropriate contractual document.

(f) Records. A report, titled “Ratification Report,” consisting of all pending and approved ratifications shall be prepared by each MARCOR I&L contracting office and submitted to HQMC, I&L (Contracts) in accordance with the due dates identified in [Appendix B](#). The format of the report shall be as outlined in [Appendix C](#). Negative replies are required. In addition to the report, for any unauthorized commitment ratified during the reporting period, a copy of the D&F must also be submitted along with the report.

### **1.603 Selection, appointment, and termination of appointment.**

#### **1.603-1 (NMCARS) General.**

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The ADC, I&L (Contracts) is delegated authority for the selection, appointment, and termination of appointment of Contracting Officers serving in acquisition positions within Marine Corps, Installation and Logistics (MARCOR I&L). The Director of Contracts at any MCFCS office and at MCLC, is ultimately responsible for the proper use of warrants and shall take actions deemed necessary to ensure the integrity of the warrant program.

### 1.603-2 (DFARS) Selection.

(a) Prior to appointing any individual as a Contracting Officer, the appointing official must ensure that the individual has the requisite knowledge and experience, as well as a track record of qualitative performance, appropriate to the dollar value and complexity of the prospective contracting responsibilities. Defense Acquisition Workforce Improvement Act (DAWIA) certification is not an entitlement to be warranted.

(b) The HQMC Contracting Officer Warrant Program consists of the following five warrant levels:

(1) **SAP A** – [FAR Part 13](#) Simplified Acquisitions up to \$25,000 and Firm-Fixed Price Delivery and Task Orders under [FAR Part 8](#) up to \$25,000.

(2) **SAP B** – [FAR Part 13](#) Simplified Acquisitions up to the SAT and Firm-Fixed Price Delivery and Task Orders under [FAR Part 8](#) and [FAR Part 16](#) up to the SAT.

(3) **Level I** – Award of contracts, delivery/task orders and modifications with values up to \$500,000.

(4) **Level II** – Award of contracts, delivery/task orders and modifications with values up to \$10 million.

(5) **Level III** – Award of contracts, delivery/task orders and modifications with no dollar limitation.

(c) The Government-wide Commercial Purchase Card (GCPC) may be used as a purchase instrument in lieu of a written purchase or delivery order outside the United States up to \$25,000. This use does not constitute raising of the micro-purchase threshold; Simplified Acquisition Procedures (SAP) in accordance with [FAR Part 13](#) and [DFARS Part 213](#) apply when using the GCPC overseas for purchases greater than the micro-purchase threshold up to \$25,000. (Refer to [CMPG, GCPC Module 6.1](#) for additional guidance.)

(d) Education, experience, and training requirements for each of the above warrant levels are delineated in [Appendix E](#) and are applicable to all individuals serving in contracting/acquisition positions under the authority of ADC, I&L (Contracts) and must be met in order to qualify to serve as a Contracting Officer with authority to award and administer contracts at the appropriate dollar threshold.

(e) Submit copies of the waivers authorized pursuant to [DFARS 201.603-2\(3\)](#) and warrants issued pursuant to the exception at [DFARS 201.603-2\(2\)\(ii\)](#) to HQMC, I&L (Contracts), as

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outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5201.603-2\(90\)](#), forward the waiver/warrant notifications to DASN(AP).

### **1.603-3 Appointment.**

(a) Appointments will be documented and copies filed as prescribed in [FAR 1.603-3](#).

(b) Contracting Officer authority granted to individuals assigned to MCFCS offices is valid only when those individuals are assigned to those offices or organizations. Authority of individuals assigned to contingency contracting offices is limited to the deployment phase of a contingency operation or exercise only. Supplies and services needed during the pre-deployment phase shall be obtained from the local office. Partnering between the CCO and contingency contracting office is strongly encouraged for personnel to maintain contracting competencies while in garrison.

(c) Requests for Contracting Officer warrant authority shall be made in accordance with [Appendix E](#).

### **1.603-4 Termination.**

Appointments of Contracting Officers remain in effect as long as appointees are assigned to the office or organization stated on the warrant, unless terminated sooner by ADC, I&L (Contracts). Once the Contracting Officer detaches from the office or organization stated on the warrant appointment, the warrant is terminated and cannot be used at any other office or organization

### **1.690 (NMCARS) Requirements to be met before entering into contracts.**

(a) Business clearance review/approval levels shall include the value of the base period and all options under a contract. For multiple award contracts, the approval authorities are based upon the total solicitation/contract price inclusive of the base year and all options for all proposed contracts.

(b) Business Clearance Memorandums (BCMs) shall be prepared in accordance with the applicable format outlined in CMPG, BCM Module, 2.0.

(c) Business clearance approval authorities are as follows:

(1) MCLC Albany is authorized to approve business clearances for actions up to and including \$25 million. The CCO at MCLC Albany shall approve all business clearances valued between \$1 million and \$25 million.

(2) MCB Quantico is authorized to approve business clearances for actions up to and including \$10 million. The CCO at MCB Quantico shall approve all business clearances valued between \$1 million and \$10 million.

(3) MCI PAC/MCB Camp Butler, MCI EAST/MCB Camp Lejeune, MCI WEST/MCB Camp Pendleton, MCRS Parris Island, and MCB Hawaii are authorized to approve business

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clearances for actions up to and including \$6.5 million. The CCO at each of these MCFCS offices shall approve all business clearances valued between \$1 million and \$6.5 million.

(4) The business clearance approval threshold for all other MCFCS offices is \$1 million.

(5) The CCO shall establish business clearance review/approval levels which require approval by a Contracting Officer at least one level higher than the person responsible for negotiating the action. In addition, the approving Contracting Officer shall hold a warrant equal to or greater than the Pre-Negotiation business clearance dollar value.

(6) For actions requiring approval by ADC, I&L (Contracts) or designee, the CCO shall sign the business clearance as the “Reviewer” before electronically submitting to HQMC, I&L (Contracts).

(d) Business Clearance Memorandums (BCMs) shall be prepared using the format in [NMCARS Annex 2](#) for all actions set forth in [NMCARS 5201.690\(b\)](#).

(e) The table below outlines the various business clearance documents required based on threshold and type of acquisition:

Type of Action	Documentation Required
Those contract actions set forth in <a href="#">NMCARS 5201.690(b)(1)</a> through (9)	<a href="#">NMCARS Annex 2</a>
Contract actions awarded using SAP	Simplified Acquisition Award Decision Document
Task Orders or Delivery Orders issued under <a href="#">FAR 8.4</a> , Federal Supply Schedules	Delivery Order/Task Order Award Decision Document <a href="#">FAR Subpart 8.4</a> and <a href="#">FAR 16.505</a>
Task Orders or Delivery Orders issued on a firm-fixed price basis against indefinite-delivery type contracts for supplies or services.	Delivery Order/Task Order Award Decision Document <a href="#">FAR Subpart 8.4</a> and <a href="#">FAR 16.505</a>

### **1.691 (NMCARS) Procurement management oversight.**

#### **1.691-1 (NMCARS) Responsibilities.**

Upon revocation, suspension, or reduction of contracting authority or purchasing card authority, HQMC, I&L (Contracts) shall immediately submit a notification, titled “Notification of Revocation, Suspension, or Reduction of Contracting Authority or Purchase Card Authority,” to DASN in accordance with the format outlined in [Appendix B](#).

#### **1.691-1-100 Procurement Performance Management Assessment Program (PPMAP).**

(a) The HQMC, I&L and MCFCS procurement management oversight and self-assessment processes focus on improving all phases of critical procurement processes; identifying strengths, areas requiring corrective action, and opportunities for improvement; controlling, managing, and mitigating risk; and sharing of best practices” and “lessons learned.” PPMAP

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review results will inform decisions about increasing or decreasing delegated procurement authority.

(b) Generally, all MCFCS PPMAP on-site visits will be scheduled and conducted every three years. Three-year cycle schedules of on-site visits will be established/maintained by the HQMC, I&L (Contracts) PPMAP Team Program Managers. Each fiscal year schedule will be issued by HQMC, I&L (Contracts) during the fourth quarter of the prior fiscal year.

(c) [Appendix M](#) sets forth PPMAP and self-assessment focus areas. Additional focus areas relevant to an individual contracting office may be identified in advance of the triennial on-site visit.

(d) Per [NMCARS 5201.691-1](#), an annual report, titled “Procurement Performance Management Assessment Program (PPMAP) Report,” of relevant findings (best practices, deficiencies, recommendations, etc.) from the results of the previous fiscal year’s PPMAP reviews shall be prepared by HQMC, I&L (Contracts) and submitted to DASN in accordance with the format and due date outlined in [Appendix B](#).

### **1.691-2-101 Contract Management Process Guide (CMPG).**

(a) The [CMPG](#) is a process guide that promotes consistency and standardization across the field, reduces variation, and opens communication channels across the MCFCS to share best practices and lessons learned. The purpose is to assure that MCFCS has an effective management control system to assure quality, accountability, consistency, and integrity of the procurement process.

(b) Suggested changes to the CMPG are to be provided by clicking on the “CONTACT US” button located in the upper right hand corner of the CMPG.

## **SUBPART 1.7—DETERMINATIONS AND FINDINGS**

### **1.707 Signatory authority.**

All D&Fs forwarded to the ADC, I&L (Contracts) for signature shall contain an endorsement by the CCO.

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## Part 2—Definition of Words and Terms

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### SUBPART 2.1—DEFINITIONS

#### 2.101 Definitions.

**Chief of the Contracting Office (CCO)** - For the purposes of the I&L MAPS, the CCO is the official at a contracting office or Headquarters, Marine Corps Logistics Command (MCLC) who has overall responsibility for managing the entire contracting office and includes the principal deputy to such official.

**Commander** - Commanding Generals and Commanding Officers of Regular Establishments, Marine Air Reserve Training Detachments (MARTDs)/subunits, inspector-instructors, officers in charge of subunits, and officers in charge of recruiting stations. Unless otherwise specifically provided in this supplement, authority granted to the Commander may be further delegated.

**Office of Counsel for the Commandant (CL) and CL field Counsel** - An attorney from the Office of Counsel for the Commandant and its field offices that provide legal support and assistance to Marine Corps contracting activities. The Office of Counsel for the Commandant and its field offices are component offices of the Navy Office of General Counsel and are separate from the Director, Judge Advocate Division, HQMC and those Staff Judge Advocate offices assigned to Marine Corps operational units and installations.

**Head of the Contracting Activity (HCA)** - The Installations and Logistics (I&L) HCA is one of the two Marine Corps HCAs within the Department of the Navy (DON). The Deputy Commandant, Installations and Logistics (DC, I&L) is the HCA for the Marine Corps Field Contracting System (MCFCS). The HCA has delegated all delegable authorities to the Assistant Deputy Commandant, Installations and Logistics (ADC, I&L (Contracts)).

#### 2.101-100 Acronyms.

A list of acronyms used in the I&L MAPS is included in [Appendix D](#).

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 3—Improper Business Practices and Personal Conflicts of Interests

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### SUBPART 3.1—SAFEGUARDS

#### 3.101 Standards of conduct.

##### 3.101-3 (FAR) Agency regulations.

(a) All personnel must comply with the provisions contained in the latest edition of the [Joint Ethics Regulation \(JER\), Department of Defense \(DoD\) 5500.7-R](#).

(b) Except for individuals required to file Public Financial Disclosure Reports, individuals involved in procurement or contracting must file Confidential Financial Disclosure Reports with their local designated ethics official. See the JER for details on filing requirements and procedures.

#### 3.104 Procurement integrity.

##### 3.104-3 (FAR) Definitions.

“Participating personally and substantially.” In the case of an [OMB Circular A-76](#) procurement, CL field Counsel must be consulted prior to implementing a course of action that may result in Government employees, from the in-house Government organization, participating personally and substantially in the procurement.

#### 3.170 (NMCARS) Business Practices

Each MARCOR I&L contracting office shall prepare and submit a notification, titled “Senior Leader Compliance Notification,” confirming senior leader compliance with [DFARS 203.170\(a\)](#) to HQMC, I&L (Contracts) in accordance with the format and due date outlined in [Appendix B](#).

##### 3.104-7 (NMCARS) Violations or Possible Violations.

In the event of a violation or possible violation, submit notifications that urgent and compelling circumstances justify an award, or award is otherwise in the interests of the Government, to HQMC, I&L (Contracts), as outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5203.104-7\(f\)](#), forward the notifications to DASN(AP).

### SUBPART 3.10—CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT

#### 3.1003 (NMCARS) Requirements.

Upon receipt of notification of a possible contractor violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 U.S.C., or a violation of the civil False Claims Act, submit the notification to HQMC, I&L (Contracts), as outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5203.1003\(b\)](#), forward the notification to the Acquisition Integrity Office.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 4— Administrative Matters

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### SUBPART 4.6—CONTRACT REPORTING

#### 4.604 (NMCARS) Responsibilities.

a. HQMC, I&L (Contracts) shall prepare and submit the quarterly FPDS-NG data verification and validation (V&V) report, titled “Quarterly Data Verification & Validation (V&V) Report,” in accordance with the format and due dates identified in [Appendix B](#).

b. HQMC, I&L (Contracts) shall prepare and submit the annual FPDS-NG data verification and validation (V&V) report, titled “Annual Data Verification & Validation (V&V) Report,” in accordance with the format and due dates identified in [Appendix B](#).

#### 4.606 (FAR) Reporting Data

For the reporting of any contracting action in the Federal Procurement Data System – Next Generation (FPDS-NG), Contracting Officers shall follow the procedures in [CMPG 4.9](#) to ensure the Contract Action Report (CAR) reflects the original source Funding Office ID and Funding Agency ID.

### SUBPART 4.8—GOVERNMENT CONTRACT FILES

#### 4.802-100 Contract files.

Within the MCFCS, paper copies of contract files shall be maintained by Contracting Offices unless a back-up and retrievable electronic records management system, compliant with [Marine Corps Order \(MCO\), Directive 5210.11E](#), [NAVMC 5210.11E](#), and [Department of Defense Directive \(DODD\) 5015.2](#), has been approved. Approval of any electronic filing systems shall be coordinated with HQMC, I&L (Contracts), prior to implementing.

### SUBPART 4.10—CONTRACT LINE ITEMS

#### 4.1001-100 Identifying Line Items.

(a) Contracting personnel shall include the appropriate Product Service Code (PSC) or Federal Supply Class (FSC) on each line item in every contract or order, and in any modification adding one or more line items. The list of applicable PSCs and FSCs is available in the [Federal Procurement Data System Product and Service Codes Manual](#).

(b) For contracts in support of contingency operations, contracting personnel shall include the project code at the line item level on each contract action. The list of applicable project codes is available at: [http://www.dla.mil/j-6/dlms0/elibrary/ServicePoints/CD\\_ProjCd\\_nopoc.docx](http://www.dla.mil/j-6/dlms0/elibrary/ServicePoints/CD_ProjCd_nopoc.docx).

(c) If an activity is unable to include the applicable PSC, FSC, or for contingency operations the applicable project code, a deviation may be granted under special circumstances. Any request for a deviation shall be submitted to HQMC, I&L (Contracts) for approval by the ADC, I&L (Contracts).



# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 4— Administrative Matters

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(d) For all deliverable line items, Contracting Officers shall clearly define the quantity and unit of measure of the product or service being delivered, using the acceptable units of measure published at [http://www.acq.osd.mil/dpap/pdi/eb/procurement\\_data\\_standard.html](http://www.acq.osd.mil/dpap/pdi/eb/procurement_data_standard.html). Procedures for indicating the quantity and unit of measure of each deliverable line item are available in CMPG 2.2.3.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 5— Publicizing Contract Actions

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### SUBPART 5.4—RELEASE OF INFORMATION

#### 5.404 (NMCARS) Release of long-range acquisition estimates.

CCOs are authorized to release long-range acquisition estimates. This authority cannot be further delegated.

### SUBPART 5.5—PAID ADVERTISEMENTS

#### 5.502 (DFARS) Authority.

Newspapers. Approval authority for publication of paid military recruiting and/or civilian advertisements in newspapers is as stated in [MCO P1100.71A, Military Personnel Procurement Manual](#) and [Naval Supply Systems Command Instruction \(NAVSUPINST\) 4200.85D, DON SAP](#). Authority to approve the publication of paid advertising in newspapers for all other purposes is delegated, without authority to redelegate, to CCOs.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 6—Competition Requirements

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### SUBPART 6.2—FULL AND OPEN COMPETITION AFTER EXCLUSION OF SOURCES

#### 6.202 (NMCARS) Establishing or maintaining alternative sources.

For a proposed contract up to and including \$85.5 million the D&F shall be submitted to the ADC, I&L (Contracts) for approval by emailing HQMC, I&L (Contracts).

### SUBPART 6.3—OTHER THAN FULL AND OPEN COMPETITION

#### 6.302-2 (FAR) Unusual and compelling urgency.

Any justification using the urgency authority, that is not approved prior to contract award because obtaining such approval would unreasonably delay the acquisition, shall be submitted to the approval authority within 30 calendar days after contract award for approval.

#### 6.303-1 (NMCARS) Requirements.

Technical and requirements personnel must obtain review and approval at the O-6/GS-15 or Officer In Charge (OIC) level of the cognizant technical/requirements office before submitting a recommendation for other than full and open competition to the Contracting Officer.

#### 6.303-2 (FAR/DFARS/NMCARS) Content.

(a) Justifications shall be prepared in the format specified in [CMPG, Section 1.8.1](#) and shall contain sufficient facts and rationale to support the statutory authority cited. Each justification shall contain the information required by [FAR 6.303-2](#) and [NMCARS 5206.303-2](#).

(b) Whenever a justification requires approval by the Competition Advocate of the Marine Corps (ADC, I&L (Contracts)) or higher level and the authority of 10 U.S.C. 2304(c)(2) is cited, a memorandum certifying the urgency shall be executed by a General Officer or a SES civilian responsible for the requirement at the requiring activity. If neither of these levels exists at the requiring activity, the Commanding Officer or the command's senior civilian official shall execute the urgency memorandum. The memorandum shall describe the nature of the unusual and compelling urgency, why full and open competition is precluded, and the serious injury, financial or other, that would result from a delay in the award. This memorandum shall be attached to the justification and referenced in paragraph 5, Rationale Justifying Use of Cited Statutory Authority, of the justification.

#### 6.303-90 (NMCARS) Legal review.

Each justification governed by [FAR Part 6](#) shall be reviewed by CL field Counsel for legal sufficiency prior to its submission for approval. In the event that CL field Counsel is not available, contracting personnel should contact CL for assistance.

#### 6.304 Approval of the justification.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 6—Competition Requirements

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Justifications shall be approved as outlined below prior to the issuance of the solicitation unless [FAR 6.302-2](#) applies. When [FAR 6.302-2](#) applies, the justification shall be submitted to the approval authority as outlined in [I&L MAPS 6.302-2](#) above.

(a) For a proposed contract action greater than \$150,000 up to and including \$650,000, the Contracting Officer shall certify the justification is accurate and complete. In accordance with [FAR 6.304\(a\)\(1\)](#), the Contracting Officer's certification serves as approval of the justification.

(b) For a proposed contract action greater than \$650,000 up to and including \$12.5 million, the justification shall be approved by the Command Competition Advocate.

(c) All justifications greater than \$12.5 million up to and including \$85.5 million shall be submitted to the ADC, I&L (Contracts) for approval by emailing [HQMC, I&L \(Contracts\)](#).

(d) All justifications greater than \$85.5 million shall be submitted through the Command Competition Advocate and then to HQMC, I&L (Contracts) via email. HQMC, I&L (Contracts) will, as required by [NMCARS 5206.304\(a\)\(4\)](#), forward the justification to DASN(AP) for review and subsequent approval by ASN(RD&A).

### **6.304-100 Compliance with approved justification.**

Procurement actions that are being performed on the basis of a justification for other than full and open competition must be executed in compliance with the approved justification. If a requirement changes such that an approved justification no longer accurately reflects the method of executing the acquisition, the Contracting Officer shall submit a formal notice of the proposed change to the approval authority for concurrence prior to making the change.

## **SUBPART 6.5—COMPETITION ADVOCATES**

### **6.501 (NMCARS) Requirement.**

(a) The ADC, I&L (Contracts) has been delegated authority to appoint Competition Advocates for MARCOR, I&L activities.

(b) The ADC, I&L (Contracts) is responsible for appointing a Competition Advocate for each contracting office and for MCLC. Competition Advocate authority may be delegated to a level no lower than the CCO. Each Competition Advocate appointment shall be in writing and shall be designated to an individual as Competition Advocate who:

(1) Has extensive knowledge of the types of acquisitions within the command;

(2) Is at a position level commensurate in grade or rank with the senior level program, product, or requirements personnel with whom the advocate interacts;

(3) Has direct access to the Commander on matters relating to competition and the acquisition of commercial items and services; and

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 6—Competition Requirements

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(4) Is not assigned any duties or responsibilities that are inconsistent with Competition Advocate duties and responsibilities identified in [FAR 6.502](#) and [NMCARS 5206.502](#).

(c) Commanding Officers of contracting activities shall nominate a Competition Advocate in writing by submitting a Competition Advocate Nomination Letter to HQMC, I&L (Contracts). The Competition Advocate Nomination Letter shall contain the name, position, contact information, and summary of duties of the nominee. Upon receipt of nominations, the ADC, I&L (Contracts) shall review, approve, and appoint the Competition Advocates. Competition Advocate appointment letters will be prepared and signed by the ADC, I&L (Contracts).

### **6.502 (FAR) Responsibilities.**

HQMC, I&L (Contracts) shall prepare and submit the annual competition report, titled “Annual Competition Report,” in accordance with the format and due dates identified in [Appendix B](#).

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 7—Acquisition Planning

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### SUBPART 7.1—ACQUISITION PLANS (APs)

#### 7.102 Policy.

(a) Contracting Officers shall ensure that adequate acquisition planning is performed consistent with the character and risks associated with the procurement of each requirement prior to issuing solicitations. Local procedures shall be established to institutionalize the process. As a minimum, the process should address the following:

- (1) The adequacy of the requirement description and specification.
- (2) The market availability of the requirement.
- (3) The practicality of the schedule or delivery requirements.
- (4) Technical and/or performance risks associated with the requirement.
- (5) Adequacy of funding and consideration of the limitations placed on the use of funds.

(6) Strategy to mitigate the risks and constraints identified. This strategy should address the rationale used to select the procurement method (sealed bid, negotiated, reverse auction, [FAR 13.5](#) test program, etc.), the contract type (fixed price, cost, cost plus award fee, etc.), the specification type (performance, detailed, proprietary, etc.), the selection criteria (best value, experience, technical proposal, etc.), the quality assurance (QA) provisions (special inspections, reports, etc.), or any other aspect of the requirement thought to be a potential problem.

- (7) Fulfillment of socioeconomic goals (See [FAR Part 19](#) and [FAR Part 26](#)).

(b) Acquisition planning is a team effort and should involve technical, contractual, small business, legal, comptroller, program management, and customer personnel, all focused on developing the most effective plan for delivery of quality products in the most economical and timely manner possible.

#### 7.103 (NMCARS) Agency-head responsibilities.

(a) Approval of written APs shall be in accordance with the Business Clearance Memorandum approval authority thresholds outlined in [I&L MAPS 1.690](#)(b). Written APs that require ADC, I&L (Contracts) or designee approval shall be submitted to HQMC, I&L (Contracts) [via](#) email.

(b) All APs must be approved prior to issuing a synopsis or a combined solicitation/synopsis.

(c) All APs must be signed by the approving official, the program manager, the CCO and the Contracting Officer.

#### 7.105 Contents of written APs.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 7—Acquisition Planning

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The detail and formality of written APs should be commensurate with the complexity of the requirement and signed by all those having an interest in the procurement, including the small business specialist. Acquisition planning documentation shall be prepared using the applicable template in [CMPG 1.4](#).

### SUBPART 7.3—CONTRACTOR VERSUS GOVERNMENT PERFORMANCE

#### 7.304 (FAR) Procedures.

Legal advice must be obtained from CL and/or CL field Counsel involving the following matters related to acquisitions under [OMB Circular A-76](#):

- (a) Determining whether a function is inherently governmental or commercial when questionable.
- (b) Determining the assignment of personnel to perform PWS and Quality Assurance Surveillance Plan (QASP) development, management plan development, SSP development, and source selection.
- (c) Determining the particular barriers against the unauthorized flow of information (firewalls) between members of the PWS/contracting team and the Most Efficient Organization (MEO)/Agency Tender Official (ATO) team.
- (d) For definitions see OMB Circular A-76.

### SUBPART 7.4—EQUIPMENT LEASE OR PURCHASE

#### 7.470 (DFARS) Statutory requirements.

ADC, I&L (Contracts) approval is required to enter into, extend, or renew any vessel, aircraft, or vehicle through a lease, charter, or similar agreement for a term of 18 months or more.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 8—Required Sources of Supplies and Services

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### 8.002 Priorities for use of Government supply sources.

All office, dorm. quarters, child development, industrial, and institutional furniture shall be procured using the Naval Supply Systems Command (NAVSUP) Fleet Logistic Center (FLC), Norfolk suite of BPAs identified on the [RDA Acquisition One Source website](#). Authority to approve exceptions to this policy must be made on a case by case basis at a level no lower than the CCO.

### SUBPART 8.4—FEDERAL SUPPLY SCHEDULES (FSS)

#### 8.404 (FAR) Using schedules.

Past experience indicates that using FSS requires great scrutiny. See FAR Parts [8.404](#), [8.405](#) and DFARS Parts [208.404](#), [208.405-70](#).

#### 8.405-3 (FAR) Blanket Purchase Agreements (BPAs).

In order to establish or renew a multi-agency BPA or agency-specific BPA, a business-case analysis must be prepared in accordance with [MAPS 17.502](#).

#### 8.405-6 (FAR) Limited sources justification and approval.

(a) When limiting competition for an order greater than \$150,000 placed under a FSS, the justification shall be approved in accordance with the thresholds identified in [I&L MAPS 6.304](#).

(b) When limiting competition for an order placed under a FSS greater than the micro-purchase threshold up to and including the SAT, the Contracting Officer shall document the contract file as required by [FAR 8.405-6](#) using the procedures outlined in [CMPG, SAP Module 2.6.1\(b\)](#).

### SUBPART 8.70—COORDINATED ACQUISITION

#### 8.7004-1 (DFARS) Purchase authorization from requiring department.

(a) Use of the Military Interdepartmental Purchase Request (MIPR) or other authorized document cited in [DFARS Procedures, Guidance, and Information \(PGI\) 208.7004-1](#) involves the sending of requirements and the necessary funding to acquiring departments under the Coordinated Acquisition Program. Under this program, MIPRs may be used to send requirements to a single department, agency, or the General Services Administration (GSA) having contracting responsibility and commodity assignment for the specific commodity sought.

(b) Use of the MIPR to send requirements and funding to be held for future requirements (i.e., illegal banking of funds) is not authorized. See [I&L MAPS Part 17](#) to determine Economy Act applicability.



# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 9—Contractor Qualifications

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### SUBPART 9.1—RESPONSIBLE PROSPECTIVE CONTRACTORS

#### 9.104-1 (NMCARS) General Standards.

Upon receipt of any information indicating that a firm or a subsidiary of a firm may be owned or controlled by the government of a terrorist country, submit the information to HQMC, I&L (Contracts), as outlined in [Appendix B](#). Include in the email subject line “[DFARS 209.104-1\(g\)\(i\)\(A\)](#)—OWNERSHIP/CONTROL NOTICE.” HQMC, I&L (Contracts) will, as required by [NMCARS 5209.104-1\(g\)\(i\)\(C\)](#), forward the information to DASN(AP).

### SUBPART 9.4—DEBARMENT, SUSPENSION, AND INELIGIBILITY

#### 9.406 Debarment.

##### 9.406-3 (NMCARS) Procedures.

CL is responsible for processing and recommending a debarment or suspension action to the DON Debarring and Suspending Official. Submit matters relevant to debarment and suspension to CL via the appropriate CCO and CL field Counsel.

#### 9.407 Suspension.

##### 9.407-3 (NMCARS) Procedures.

Process reports in accordance with [I&L MAPS 9.406-3](#).

**NO I&L MAPS TEXT**

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 11—Describing Agency Needs

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### 11.002 Policy.

(a) The Procurement Request Builder ([PR Builder](#)) is the Marine Corps' primary method of creating, routing for approval, and applying funding to a purchase request (PR) to obtain goods or services. As a minimum, each PR should contain the following information, whether or not PR Builder is utilized:

#### (1) PR for supplies or services.

(i) Requiring activity's address.

(ii) Name, phone number, and e-mail address of the point of contact (POC) for the requirement originator. The POC is an individual who has the most knowledge about the request that contracting personnel may contact when questions/issues arise regarding the procurement.

(iii) Independent Government Estimate (IGE) and a basis for the estimate (e.g., previous purchases for similar supplies/services, and price listings).

(iv) Appropriation data, certified by the proper authority that funds are authorized and available for the purchase. Provide name, phone number, and e-mail address of the funding POC.

(v) When a sole source is requested, provide the reason why this is the only source that can fulfill the requirement.

(vi) Validation by the appropriate individual that the requirement cannot be satisfied within the Government supply system. Provide name, phone number, and e-mail address of the cognizant POC.

(vii) Priority assignments in accordance with the Uniform Materiel Movement and Issue Priority System (UMMIPS).

(viii) "Mark for" instructions to be cited on the purchase instrument, if applicable.

(2) **PR for services.** In addition to subparagraph (1), the PR should contain the following, as applicable:

(i) Description of services to be performed. The description may include a listing and description of specific items (e.g., report(s)) to be provided to the requiring activity during the performance period.

(ii) Location of where services are to be performed.

(iii) Period of performance (i.e., when services are to be performed). In cases where the anticipated period of performance exceeds one year, contracting personnel should coordinate with the requiring activity regarding the potential use of option solicitation provisions and contract clauses.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 11—Describing Agency Needs

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(3) **PR for supplies.** In addition to subparagraph (1), the PR should contain the following, as applicable:

(i) Description of the supplies, including the following, as applicable:

(A) Common nomenclature, part number, national stock number, local stock number, model number.

(B) Kind of material (e.g., type, grade, and alternatives).

(C) Electrical data.

(D) Dimensions, size, or capacity.

(E) Principles of operation.

(F) Restrictive environmental conditions.

(G) Intended use, including equipment with which the item is to be used.

(H) Original equipment manufacturers part number.

(I) Unit of issue (e.g., each, rolls, can, or lot).

(J) Quantity requested.

(K) Delivery information.

(1) Required delivery date(s) (must be stated as specific calendar dates).

(2) Place of delivery.

(L) Special packing or marking information.

(b) Contracting Officers shall not accept a purchase request, Military Interdepartmental Purchase Request (MIPR), or Inter-agency Purchase Request (IPR) funding source document if the customer or sponsor's DoDAAC is not provided.

### SUBPART 11.1—SELECTING AND DEVELOPING REQUIREMENTS DOCUMENTS

#### 11.104 (FAR) Use of brand name or equal purchase descriptions.

(a) Written approval by a warranted Contracting Officer is required for the use of “brand name or equal” specifications. The approval must be by a Contracting Officer whose warrant is greater than or equal to the value (including options) of the brand name or equal requirement.

(b) When using brand name or equal, the requirement shall include the item description

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 11—Describing Agency Needs

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followed by the words "or equal." The salient characteristics shall be listed in sufficient detail for evaluating acceptability of unlisted products.

### SUBPART 11.2—USING AND MAINTAINING REQUIREMENTS DOCUMENTS

#### 11.274 Item identification and valuation requirements.

(a) [DFARS Clause 252.211-7003](#), Item Identification and Valuation, or the clause with its Alternate 1, shall be included in all supply solicitations and resultant contracts regardless of dollar value.

(1) Use [DFARS 252.211-7003](#) when the conditions outlined in [DFARS 211.274-5\(a\)](#) exist.

(2) Use [DFARS 252.211-7003 with its Alternate 1](#) when the conditions outlined in [DFARS 211.274-5\(a\)\(4\)](#) exist.

(b) A report, titled "IUID Contract Compliance Report," regarding contract compliance with the use of [DFARS 252.211-7003](#), Item Identification and Valuation, or the clause with its Alternate 1, in all supply contracts, regardless of dollar value, shall be prepared as outlined in [CMPG 5.15.2](#), by HQMC, I&L (Contracts), and submitted to DASN semi-annually, as outlined in [Appendix B](#).

#### 11.274-2 (NMCARS) Policy for Unique Item Identification.

Upon execution of the determination in [DFARS 211.274-2\(b\)\(1\)](#) or a D&F executed under [DFARS 211.274-2\(b\)\(2\)\(i\)\(B\)](#), submit a copy of the determination or D&F to HQMC, I&L (Contracts), as outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5211.274-2\(b\)](#), forward the determination or D&F to DASN(AP).

#### 11.275-100 (DFARS) Radio frequency identification.

(a) Passive RFID Contract Compliance Report. A report, titled "Passive RFID Contract Compliance Report," regarding the use of [DFARS 252.211-7006](#), Radio Frequency Identification, in supply contracts that meet the requirements of [DFARS 211.275-2](#) shall be prepared as outlined in [CMPG 5.15.3](#), by HQMC, I&L (Contracts), and submitted to DASN semi-annually, as outlined in [Appendix B](#).

(b) Active RFID.

(1) Use the clause found at [I&L MAPS 5252.211-9650](#), USMC ACTIVE RADIO FREQUENCY IDENTIFICATION (RFID) IMPLEMENTATION (JUL 2009), in solicitations and contracts that will require a contractor to ship consolidated sustainment shipments (RFID Layer 4 freight containers) and/or major organizational equipment through the Defense Transportation System (DTS) destined to locations Outside the Continental United States (OCONUS). These requirements are established in [USD Acquisition, Technology and Logistics \(AT&L\)](#)

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 11—Describing Agency Needs

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[Memorandum, Subj: Radio Frequency Identification \(RFID\) Policy, dated 30 July 2004](#), and the [Defense Transportation Regulation 4500.9-R](#).

(2) With contract award, the Contracting Officer shall specifically highlight to the contractor in an appropriate area in the award document the requirement for an Active RFID tag. For example, under the Contract Line Item Number (CLIN) description, include a note such as “An Active RFID tag is required. See [I&L MAPS 5252.211-9650](#), USMC Active RFID Implementation (JUL 2009), included in the contract.”

(3) When [I&L MAPS Clause 5252.211-9650](#) is required pursuant to paragraph [11.275-100\(a\)](#) above and the solicitation/contract is determined to be for the acquisition of commercial items, approval to use [I&L MAPS 5252.211-9650](#) prior to including the clause in the solicitation/contract must be obtained as outlined in [NMCARS Annex 7](#), Commercial Items Clause Use Approval Matrix. In order to approve [I&L MAPS 5252.211-9650](#) for use in a commercial item acquisition, documentation regarding whether the clause has a significant effect beyond the internal operating procedures of an agency, or has a significant cost or administrative impact on contractors or offerors is required. This documentation along with the request to use [I&L MAPS 5252.211-9650](#) in a commercial item acquisition shall be provided to HQMC, I&L (Contracts) via email.

### SUBPART 11.6—PRIORITIES AND ALLOCATIONS

#### 11.602 (FAR) General.

All Contracting Officers of the Marine Corps are delegated the authority to apply DO ratings and allotment numbers to contracts, purchase orders, and delivery orders for approved programs under the Defense Priorities and Allocations System (DPAS) program.

#### 11.603 (FAR/DFARS) Procedures.

Contracting Officers must, when required, include in contracts, purchase orders, and delivery orders any assigned DO ratings in accordance with the latest editions of [15 Code of Federal Regulations \(CFR\) 700](#), [DoD 4400.1-M](#), and [NAVSUPINST 4830.11A](#).

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 12—Acquisition of Commercial Items

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### SUBPART 12.1—ACQUISITION OF COMMERCIAL ITEMS—GENERAL

#### 12.101-100 Policy.

(a) The DoD Electronic Mall ([DoD EMALL](#)) is intended to be the single entry point for purchasers to acquire off-the-shelf, finished items and services from the commercial marketplace and government sources. In addition, Contracting Officers and GCPC cardholders are encouraged to use this resource for market research and price comparisons when satisfying their requirements.

(b) Contracting with military exchanges and other nonappropriated fund instrumentalities (NAFIs) for items and services is authorized per [ASN \(RD&A\) Memorandum, Subj: Contracting with Military Exchange and Other Nonappropriated Fund Instrumentalities \(NAFI\) for Goods and Services \(E. Branch\), dated 18 November 1997](#), which implements 10 U.S. Code § 2482a. Contracting Officers and GCPC cardholders are authorized to acquire goods and services from the military exchanges (e.g., Army Air Force Exchange Service (AAFES), Navy Exchange (NEX), and Marine Corps Exchange (MCX)) and other NAFIs. Normal procurement regulations are applicable, and NAFIs are not to be given preferential treatment in the source selection process. Military exchanges are not considered small business concerns as defined in [FAR 19.001](#).

#### 12.102 (DFARS) Applicability

A written commercial item determination is required for all acquisitions greater than the SAT. Prepare all commercial item determinations in accordance with the procedures outlined in CMPG 1.3.3.

### SUBPART 12.4—UNIQUE REQUIREMENTS REGARDING TERMS AND CONDITIONS FOR COMMERCIAL ITEMS

#### 12.403 (NMCARS) Termination.

(a) Contracting Officers shall not terminate for convenience or default any contract with a small business firm to whom a Certificate of Competency was issued, or to whom loans were made with the Small Business Administration's (SBA's) participation, without prior written approval of ADC, I&L (Contracts). Requests for these terminations shall be submitted via email to HQMC, I&L (Contracts) for approval by the ADC, I&L (Contracts).

(b) Upon termination for cause on any commercial item contract, in order to comply with [NMCARS 5212.403\(c\)](#), submit an email notification to HQMC, I&L (Contracts) that contains the information outlined in [NMCARS Annex 5](#), as outlined in [Appendix B](#). Include in the email subject line "T4CAUSE" followed by the contract number. HQMC, I&L (Contracts) will, as required by [NMCARS 5212.403\(c\)](#), forward the determination to DASN(AP).

#### 12.403-100 Reporting Requirements.

A log shall be kept of all contracts terminated for cause or convenience. These termination

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Part 12—Acquisition of Commercial Items

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actions shall be reported annually, as outlined in [Appendix B](#), report titled “Report of Terminated Actions,” along with the termination actions required to be reported in [I&L MAPS 49.101-100](#), and submitted to HQMC, I&L (Contracts) [via](#) email. Each report shall be submitted in the format outlined in [Appendix H](#). Negative replies are required.

#### **SUBPART 12.7— PILOT PROGRAM FOR ACQUISITION OF MILITARY-PURPOSE NONDEVELOPMENTAL ITEMS**

##### **12.7102-2 (DFARS) Reporting requirements.**

A report, titled “Pilot Program on Acquisition of Military Purpose Nondevelopmental Items Report,” identifying all contracts awarded under the Pilot Program on Acquisition of Military Purpose Nondevelopmental Items during the preceding fiscal year shall be prepared by each MARCOR I&L contracting office submitted to HQMC, I&L (Contracts) in accordance with the due dates identified in [Appendix B](#). The report shall be prepared by following the instructions in [DFARS PGI 212.7102-3](#). Negative replies are required.



# MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 13—Simplified Acquisition Procedures (SAP)

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### 13.003 (NMCARS) Policy.

(a) Per [NMCARS 5213.003](#), and unless otherwise specified, the Marine Corps shall follow DON-wide policies for simplified acquisition issued by the NAVSUP as follows:

(1) Simplified acquisition policies and procedures are found in [NAVSUPINST 4200.85D](#). Interim changes to that instruction and other simplified acquisition policies, procedures, and guidance are posted in the [Naval Logistics Library, NAVSUP Contract Management Library](#).

(2) Specific policies and procedures for the operation and management of the GCPC Program are found in [DON Policies and Procedures for the Operation and Management of the GCPC Program NAVSUPINST 4200.99](#). In addition, Marine Corps unique procedures shall be adhered to as outlined in the [CMPG GCPC Module](#).

(3) Training modules for the DON GCPC Program are available via the Internet at the [DON Purchase Card Training website](#).

## SUBPART 13.1—PROCEDURES

### 13.106-1 Soliciting competition.

When soliciting from a single source for acquisitions above the micro-purchase threshold and at or below the SAT, the Contracting Officer shall complete a written justification documenting the circumstances that demonstrate only one source is reasonably available. Justifications shall be prepared in the format specified in [CMPG, SAP Module 6.2.3](#).

## SUBPART 13.2—ACTIONS AT OR BELOW THE MICRO-PURCHASE THRESHOLD

### 13.270 (DFARS) Use of the Government-wide commercial purchase card (GCPC).

The GCPC shall be used as the method of purchase and/or payment for services and supplies valued at or below the micro-purchase threshold unless the exceptions listed in [DFARS 213.270](#) apply.

## SUBPART 13.3—SIMPLIFIED ACQUISITION METHODS

### 13.301-100 (FAR) Government-wide commercial purchase card.

(a) [NAVSUPINST 4200.99](#) establishes procedures under which the GCPC may be used as a method of payment for transactions over the micro-purchase threshold. Within the Marine Corps utilizing the GCPC as a method of payment above the micro-purchase threshold is not preferred and should only be done when no other means of contract payment is feasible and/or practicable.

## MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Part 13—Simplified Acquisition Procedures (SAP)

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(b) The following approvals are required when using the GCPC as a method of payment above the micro-purchase threshold:

(1) For contracts with a total estimated value of up to and including \$25,000 the GCPC may only be used as a method of payment with the approval of the CCO or an authorized designee.

(2) For contracts with a total estimated value greater than \$25,000, the GCPC may only be used as a method of payment with the approval of the ADC, I&L (Contracts), or an authorized designee.

(c) For OCONUS procurements with a total estimated value of up to and including \$25,000 the GCPC may be used as a method of purchase and payment with the approval of the CCO or an authorized designee.

### SUBPART 13.5—TEST PROGRAM FOR CERTAIN COMMERCIAL ITEMS

#### 13.500 (FAR) Determination

When limiting award of a task or delivery order contract to a single source follow the requirements outlined in [I&L MAPS 16.504-90](#).

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 14—Sealed Bidding

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### SUBPART 14.4—OPENING OF BIDS AND AWARD OF CONTRACT

#### 14.407 Mistakes in bids.

##### 14.407-3 (FAR/NMCARS) Other mistakes disclosed before award.

(a) The HCA, without power of redelegation, shall make the determinations required by [FAR 14.407-3](#)(a), (b), and (d).

(b) Evidence in support of requests for correction of bids shall be forwarded to HQMC, I&L (Contracts) [via](#) email. The package shall contain the Contracting Officer's analysis and recommendation as well as the bidder's original work sheets, a certification by the bidder that the work sheets are the originals and the mistake and amount to be corrected are accurate and true to the best of their knowledge and belief, and a legal memorandum by the CL field Counsel.

(c) Requests for withdrawal of bids must be accompanied by a declaration from the bidder that, if permitted to withdraw and the work is awarded to another bidder, the withdrawing bidder will not participate in the work through subcontract or otherwise.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 15—Contracting by Negotiation

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### SUBPART 15.3—SOURCE SELECTION

#### 15.303 Responsibilities.

The Contracting Officer or the CCO, as determined locally, shall serve as the Source Selection Authority (SSA), unless an alternate individual is designated by the ADC, I&L (Contracts). The SSA is responsible for ensuring that all aspects of the selection process are conducted properly. Based on input from an evaluation team tailored for a particular acquisition, the SSA personally determines the successful offeror and documents the decision in the source selection decision.

#### 15.303-100 Source Selection Plan.

(a) The Small Business Specialist shall be responsible for evaluating small business information when [FAR 15.304\(c\)\(4\)](#) applies.

(b) SSP.

(1) A written SSP shall be prepared for:

(i) All negotiated acquisitions using [FAR Part 15](#) procedures; and

(ii) For all other acquisitions, as required based on the complexity of the evaluation criteria and the source selection process.

(2) A written SSP is not required for:

(i) Acquisitions using [FAR Part 13](#) Simplified Acquisition Procedures, including acquisitions utilizing [FAR 13.5](#) Test Program for Certain Commercial Items; or

(ii) Source selections performed outside of [FAR Part 15](#) procedures for acquisitions that are not deemed to be complex.

(3) Tailor the contents and extent of each written SSP consistent with the dollar value and complexity of the proposed acquisition. Notwithstanding the SSA approval threshold, prior to issuance of the solicitation, all SSPs for acquisitions above the business clearance approval levels established at [I&L MAPS 1.690](#) shall be submitted via email to HQMC, I&L (Contracts) for approval by the ADC, I&L (Contracts) or designee. SSPs shall be prepared using the template included in [CMPG, Section 1.10](#).

#### 15.308 Source Selection Decision.

A source selection decision document shall be prepared for all source selections requiring a written SSP and shall reflect the SSA's integrated and independent assessment and decision. The document must be the single summary document supporting selection of the best value proposal consistent with the stated evaluation criteria. It must clearly explain the decision and document the reasoning used by the SSA to reach a decision.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 15—Contracting by Negotiation

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### SUBPART 15.4—CONTRACT PRICING

#### **15.403-1 (NMCARS) Annual Truth in Negotiations Waivers, Cost Accounting Standards Waivers, and Commercial Item Exception Reports**

An annual report, titled “Annual Truth in Negotiations Waivers, Cost Accounting Standards Waivers, and Commercial Item Exception Reports,” consisting of all Truth in Negotiation (TINA) waivers, Cost Accounting Standard (CAS) waivers, and commercial item exception reports for contract actions equal to or greater than \$15 million shall be prepared by HQMC, I&L (Contracts) and submitted to DASN as outlined in [Appendix B](#). Negative replies are required.

#### **15.403-100 Quarterly Report on Approved and In Process Waivers for TINA**

A quarterly report on approved and in-process waivers for TINA shall be prepared by each MARCOR I&L contracting office and submitted to HQMC, I&L (Contracts) in accordance with the due dates identified in [Appendix B](#). Negative replies are required.

#### **15.404-70 DD Form 1547, Record of Weighted Guidelines Method Application**

MCFCS offices shall use the web-based [Weighted Guidelines \(WGL\) Profit Weighted Guidelines Application](#) which automates development of the DD Form 1547 while standardizing profit analysis and the reporting of profit statistics whenever a structured approach to profit analysis is required by [DFARS 215.404-4](#). Procedures for using the structured WGL approach and accessing the online weighted guidelines system are outlined in CMPG, [BCM Module 6.0](#).

#### **15.406 Documentation.**

#### **15.406-90 (NMCARS) Business clearance.**

In all acquisitions greater than the SAT, the Contracting Officer will prepare a business clearance memorandum (BCM) in accordance with the applicable format outlined in [CMPG, BCM Module 2.0](#). BCM approval thresholds are identified in [I&L MAPS 1.690](#).

### SUBPART 15.6—UNSOLICITED PROPOSALS

#### **15.606 Agency procedures.**

Pursuant to [FAR 15.606-2](#), all unsolicited proposals shall be forwarded to the contracting office for evaluation. The CCO shall determine the disposition of the proposal. This authority may not be re-delegated.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 16—Types of Contracts

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### SUBPART 16.4—INCENTIVE CONTRACTS

#### 16.401 (NMCARS) Report on use of award fee and incentive fee contracts.

(a) Submit a copy of all approved D&Fs for CPAF contracts of non-ACAT I programs valued at equal to or greater than \$50 million (including all options) to HQMC, I&L (Contracts), as outlined in [Appendix B](#). Include in the email subject line “CPAF D&F, ACAT Program Designation Number, Description, and Activity Name.” HQMC, I&L (Contracts) will, as required by [NMCARS 5216.401\(d\)\(3\)](#), forward the notification to DASN(AP).

(b) A report titled “Report on Award Fee & Incentive Fee Contracts” regarding award and incentive fees earned on contracts with an estimated value greater than \$50 million (including all options) shall be prepared and submitted by HQMC, I&L (Contracts) in accordance with the due dates identified in [Appendix B for the reporting periods 1 January – 30 June and 1 July to 31 December](#). The report shall be prepared and submitted as outlined in [CMPG 5.15.1](#).

### SUBPART 16.5—INDEFINITE DELIVERY CONTRACTS

#### 16.500-100 Agency-Specific Contracts.

In order to establish or renew an agency-specific contract or agency-specific BPA, a business-case analysis must be prepared in accordance with [MAPS 17.502](#).

#### 16.503 Requirements contracts.

(a) The contract price on the award document shall be marked: “Estimated Total Price Base Year Only.”

(b) No funds shall be obligated at time of award but are obligated at time of issuance of orders against the contract.

#### 16.504 (FAR) Indefinite-quantity contracts.

(a) The contract price on the award document shall be marked: “Not to Exceed” (NTE).

(b) Funds are to be obligated at time of award for the minimum quantity only.

(c) The Contracting Officer documentation regarding whether or not to use multiple awards, as required by [FAR 16.504\(c\)\(1\)\(ii\)\(C\)](#) may be included in the Acquisition Plan or Acquisition Strategy document for all acquisitions. When the decision is to limit the award to a single task or delivery order contract for acquisitions equal to or greater than \$5.5 million, in addition to the documentation in the Acquisition Plan or Acquisition Strategy, the D&F requirements identified in [I&L MAPS 16.504-90](#) below apply.

(d) [FAR 16.504\(c\)\(1\)\(ii\)\(D\)\(1\)](#) requires a determination to award a task or delivery order contract greater than \$103 million to a single source.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 16—Types of Contracts

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(1) The determination shall be prepared as a D&F and shall include the requirements in CMPG 1.8.2(A)(1).

(2) The D&F approval authority is ASN(RD&A). Determinations shall be submitted to HQMC, I&L (Contracts) as outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5216.504](#), forward the D&F to DASN(AP).

### **16.504-90 (NMCARS) Limitation on single award task or delivery order contracts valued at or below \$103M.**

(a) Single award of task or delivery order contracts with a total estimated value equal to or greater than \$5.5 million up to and including \$103 million require a D&F to substantiate the award, unless exempted by [NMCARS 5216.504-90\(b\)](#).

(b) The conditions listed in [FAR 16.504\(c\)\(1\)\(ii\)\(D\)\(1\)](#) are authorized as rationale for single award of task or delivery order contracts for acquisitions greater than \$103 million. However, pursuant to [DASN\(A&LM\) Memorandum, Subj: Determination to Award Task or Delivery Order Contracts to a Single Source, dated 27 June 2008](#), the same conditions are authorized for use as rationale for single award of task or delivery order contracts equal to or greater than \$5.5 million up to and including \$103 million.

(c) When a D&F for single award of a task or delivery order contract is required, the D&F shall be prepared in accordance with the requirements in [CMPG 1.8.2\(B\)\(2\)](#).

(d) D&F approval authorities are as follows:

(1) If the rationale for executing the D&F is any of the following, use the D&F approval authorities outlined in the table below:

(i) The task or delivery orders under the contract are so integrally related that only a single source can reasonably perform the work;

(ii) The contract provides only for firm fixed price task or delivery orders for products for which unit prices are established in the contract; or services for which prices are established in the contract; or

(iii) Only one source is qualified and capable of performing the work at a reasonable price to the Government.

<b>Threshold</b>	<b>Location</b>	<b>Approval Authority</b>
≥ \$5.5M - \$10M, for products and performance-based services	MCLB, Albany and MCB Quantico	CCO
	Other than MCLB, Albany and MCB Quantico	ADC, I&L (Contracts) (Submit via email to HQMC, I&L (Contracts) for routing to ADC, I&L (Contracts))

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Part 16—Types of Contracts

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≥ \$5.5M - \$10M, for other than performance-based services	All offices	ADC, I&L (Contracts) (Submit via email to HQMC, I&L (Contracts) for routing to ADC, I&L (Contracts))
> \$10M - \$103M	All offices	ADC, I&L (Contracts) (Submit to HQMC, I&L (Contracts) via email for routing to ADC, I&L (Contracts))
> \$103M	All offices	ASN (RD&A) (Submit via email to HQMC, I&L (Contracts) for routing to DASN)

(2) If the rationale for executing the D&F is that it is necessary in the public interest to award the contract to a single source due to exceptional circumstances, the D&F approval authority is the ASN (RD&A). The D&F shall be submitted via email to HQMC, I&L (Contracts) for routing to DASN.

#### 16.505 Ordering.

##### (a) *General.*

(1) Delivery/task orders may only be executed by a warranted Contracting Officer or an ordering officer designated pursuant to [I&L MAPS 1.602-2\(b\)](#).

(2) All delivery/task orders shall be issued on DD Form 1155 or Standard Form (SF) 1449, as appropriate.

(3) Orders under contracts funded with annual appropriations shall not be executed in one fiscal year with commencement beginning in the next fiscal year (See [FAR 32.703-3](#) and [DFARS 232.703-3](#)).

##### (b) *Orders under multiple award contracts.*

(1) When limiting competition for task orders under multiple award contracts a justification shall be approved in accordance with the thresholds identified in [I&L MAPS 6.304](#).

(c) **(NMCARS) Task and Delivery Order Ombudsman.** As Competition Advocate, ADC, I&L (Contracts) is designated as the ombudsman for task order/delivery order contracts.

### SUBPART 16.6—TIME-AND-MATERIALS, LABOR-HOUR, AND LETTER CONTRACTS

#### 16.603-3 Limitations.

CCOs are authorized to make the written determination concerning a letter contract that no other contract is suitable. This authority may not be re-delegated.



# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 17—Special Contracting Methods

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### SUBPART 17.1—MULTI-YEAR CONTRACTING

#### 17.105 (NMCARS) Policy.

##### 17.105-1 Uses.

CCOs are delegated authority to award multi-year contracts, subject to the conditions contained in the FAR and DFARS. This authority may not be re-delegated.

#### 17.108 (NMCARS) Congressional Notification.

Submit a copy of the required written Congressional notification of a proposed multi-year contract that includes a cancellation ceiling in excess of \$125 million to HQMC, I&L (Contracts), as outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5217.108\(b\)](#), forward the notification to DASN(AP).

#### 17.170 (NMCARS) General.

Submit a copy of the required written Congressional notification for each multi-year contracting procurement identified in [DFARS 217.170\(e\)\(1\)](#) to HQMC, I&L (Contracts), as outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5217.170\(e\)\(4\)](#), forward the notification to DASN(AP).

#### 17.171 (DFARS) Multi-year contracts for services.

(a) CCOs are delegated the authority to make the determinations described in [DFARS 217.171\(a\)\(3\)](#). This authority may not be re-delegated.

(b) Submit a copy of the required written Congressional notification of a proposed multi-year contract for services that includes an unfunded contingent liability in excess of \$20 million or a cancellation ceiling in excess of \$100 million to HQMC, I&L (Contracts), as outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5217.171\(a\)\(4\)](#) and [NMCARS 5217.171\(a\)\(5\)](#), forward the notification to DASN(AP).

#### 17.172 (NMCARS) Multiyear contracts for supplies

Submit a copy of the required written Congressional notification of a proposed multi-year contract that includes an unfunded contingent liability in excess of \$20 million or a cancellation ceiling in excess of \$100 million to HQMC, I&L (Contracts), as outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5217.172\(e\)](#) and [NMCARS 5217.172\(f\)](#), forward the notification to DASN(AP).

#### 17.174 (NMCARS) Multiyear contracts that employ economic order quantity procurement

Submit a copy of the required written Congressional notification of a proposed multiyear contract providing for economic order quantity procurement in excess of \$20 million in any one year or a proposed contract for advance procurement leading to a multiyear contract that employs economic order quantity procurement in excess of \$20 million in any one year to

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 17—Special Contracting Methods

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HQMC, I&L (Contracts), as outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5217.174\(a\)](#), forward the notification to DASN(AP).

### SUBPART 17.2—OPTIONS

#### 17.204 (NMCARS) Contracts.

(a) The use of contract terms (total of the basic and option periods for services and the total of the basic and option quantities for supplies) in excess of the limitations specified in [FAR 17.204\(e\)](#) shall be supported in the form of a written justification and submitted via email to HQMC, I&L (Contracts), for approval by the ADC, I&L (Contracts). The justification shall explain how the procurement's competitive history and/or significant capital investment requirement indicates that a longer period of performance is necessary to establish or maintain competition.

(b) Approval requests for establishing an ordering period in excess of 10 years shall be submitted via email to HQMC, I&L (Contracts), for approval by the ADC, I&L (Contracts). HQMC, I&L (Contracts) will forward the request to DASN(AP).

### SUBPART 17.5- INTERAGENCY ACQUISITIONS UNDER THE ECONOMY ACT AND NON-ECONOMY ACT AUTHORITIES; ORDERS PLACED WITH AGENCIES/DEPARTMENTS OUTSIDE THE MARINE CORPS; DIRECT ACQUISITIONS OF SUPPLIES AND SERVICES

#### 17.501 Definitions.

As used in this subpart—

“Assisting Agency” means the department/activity outside of the Marine Corps with contracting responsibility for a Marine Corps requirement.

“Assisted Acquisition” means a contract awarded or a task or delivery order placed on behalf of the Marine Corps by an official of the United States outside of the Marine Corps. This may also include situations in which the assisting agency provides the support themselves.

“Direct Acquisition” means a task or delivery order placed by a Marine Corps Contracting Officer/Ordering Officer against a contract vehicle established outside of the DoD.

“DoD Agency” means Army, Navy, Air Force and DoD Agencies such as the Defense Logistics Agency (DLA).

“Economy Act Order” means orders involving funds transfers using the authority of the Economy Act.

“Interagency Acquisition” means a procedure by which an agency needing supplies or services (the requiring agency) obtains them from another agency (the assisting agency).

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 17—Special Contracting Methods

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“Micro-Purchase Threshold” currently means \$3,000, except it means—

- (1) \$2,500 for acquisitions of services subject to the Service Contract Act;
- (2) \$2,000 for acquisitions of construction subject to the Davis-Bacon Act; and
- (3) As otherwise specified in [FAR 2.101](#).

“Non-DoD Agency” means any Federal agency outside of the DoD.

“Non-Economy Act Order” means orders involving funds transfers using the authority other than the Economy Act, the most commonly used authorities being the GSA Acquisition Services Fund or Franchise Funds.

“Non-Marine Corps contracts” means contracts awarded by an official outside the Marine Corps. These include optional use FSS, BPAs issued against FSS, and other contracts/schedules awarded outside the Marine Corps.

“Requiring Individual” means the individual in the organization responsible for identifying and fulfilling the requirement.

“Requiring Activity Supporting Contracting Office” means the Marine Corps contracting activity normally providing contracting support to the requiring organization.

“SAT” currently means \$150,000 except as further defined in [FAR 2.101](#).

### 17.502 (FAR) Procedures.

(a) In order to establish or renew a multi-agency contract, a government-wide acquisition contract (GWAC), a BPA, or an agency-specific contract, a business-case analysis must be prepared in accordance with the following schedule and thresholds:

Type of Acquisition Vehicle	Anticipated Solicitation Release Date	Business case is required when the estimated value of the proposed acquisition vehicle is equal to or greater than
GWAC	After 12/31/2011	All GWACs regardless of value
Multi-agency contract, multi-agency BPA, agency-specific contract, or agency-specific BPA	1/1/2012-9/30/2012	\$250 million
	FY13	\$100 million
	FY14	\$50 million

(b) The business case analysis shall detail the administration of the contract, including an analysis of all direct and indirect costs to the government of awarding and administering the contract, and the impact that the contract will have on leveraging purchasing power.

- (1) Each business case shall be prepared and approved in accordance with

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 17—Special Contracting Methods

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[DASN\(AP\) Memo, Subj: Development, Review, and Approval of Business Cases for Certain Interagency and Agency-Specific Acquisitions, dated 13 March 2012.](#)

(2) Each business case analysis shall be approved by the ADC, I&L (Contracts) following coordination with the agency's Director of the Office of Small and Disadvantaged Business Utilization (OSDBU) and, if the acquisition involves IT, the agency's Chief Information Officer, in accordance with [DASN\(AP\) Memo, Subj: Development, Review, and Approval of Business Cases for Certain Interagency and Agency-Specific Acquisitions, dated 13 March 2012.](#)

### **17.502-100 General.**

(a) The Economy Act, 31 United States Code 1535, provides tremendous flexibility in the execution of our mission by allowing the Marine Corps to legally transfer funds outside the Marine Corps to other Federal agencies. The Act authorizes Federal agencies to obtain supplies or services via interagency acquisitions that are determined to be in the best interest of the Government when the supplies or services cannot be obtained as conveniently or economically by contracting directly with a private source.

(b) [FAR 17.5](#), [DFARS 217.5](#), and [NMCARS 5217.5](#) provide overarching guidance on the implementation of the Economy Act at the Federal, DoD, and DON level. Within the Marine Corps, the ADC, I&L (Contracts) and Marine Corps Systems Command (MARCORSYSCOM) have been delegated the authority to approve the D&Fs required under this section, and as appropriate, to delegate approval authority to others.

(c) Section 854 of the FY2005 National Defense Authorization Act (NDAA), Section 813 of the FY2006 NDAA, [DFARS 217.78](#), and [Office of the ASN \(Financial Management and Comptroller\) \(OASN\(FM&C\)\) Memorandum, Subj: Non-Economy Act Orders with Non-DoD Agencies, dated 31 January 2007](#) and [OASN\(FM&C\) Memorandum, Subj: Advance Payments to Non-DoD Federal Agencies for Interagency Acquisitions, dated 1 March 2007](#) require additional reviews, approvals, and reporting for all interagency acquisitions. This guidance applies to acquisitions using the authority of the Economy Act or Non-Economy Act. [MAPS Subpart 17.5](#) implements these additional requirements Marine Corps wide.

### **17.503 Determinations and findings requirements.**

The following policy applies to all activities that use Non-DoD contracts or resources to satisfy their requirements. [CMPG, Section 1.5.1](#) includes a D&F template for assisted acquisitions and BCM documentation requirements for direct acquisitions that outlines information required to comply with the law, Office of the Secretary of Defense (Comptroller) and the ASN (FM&C) policy.

(a) The requiring individual who generates requirements for execution is responsible for providing the needed information to the comptroller, contracting office, and legal counsel so that the requisite documentation can be acted upon. As a minimum, the requiring individual must provide the needed information in a format consistent with the D&F template included in [CMPG, Section 1.5.1](#). In addition, the requiring individual must establish procedures and controls that ensure all required MIPR documents and source documentation, including support for the

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Part 17—Special Contracting Methods

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receipt of ordered goods and services and the validity of related disbursements, are properly maintained in a single file location.

(b) Economy Act Orders.

(1) Assisted acquisitions (other than through franchise funds) made through Non-DoD agencies greater than the micro-purchase threshold up to and including \$50 million. To comply with the Economy Act, 31 United States Code 1535, the requiring individual, with the assistance of the comptroller and legal counsel, will prepare the D&F using the template in [CMPG, Section 1.5.1](#), and submit it to the Contracting Officer for review. The Contracting Officer shall submit the D&F via email to HQMC, I&L (Contracts) for approval by the ADC, I&L (Contracts). ADC, I&L (Contracts) approval must be obtained before any funds are transferred outside the Marine Corps.

(2) For assisted acquisitions greater than \$50 million, the requiring individual, with the assistance of the comptroller and legal counsel, will prepare the D&F using the template in [CMPG, Section 1.5.1](#), and submit it to the Contracting Officer for review. The Contracting Officer shall submit the D&F via email to HQMC, I&L (Contracts), for processing to the approval authority outlined in [CMPG, Section 1.5.1](#), paragraph F., Approvals. D&F approval must be obtained before any funds are transferred outside the Marine Corps.

(c) Non-Economy Act Orders.

(1) Assisted acquisitions made through Non-DoD agencies less than the SAT (currently \$150K). The approval process and documentation requirements are as prescribed by local comptroller in accordance with sound financial management practices.

(2) Assisted acquisitions made through Non-DoD agencies greater than the SAT and less than or equal to \$5 million. To comply with Section 854 of the FY2005 NDAA and Section 813 of the FY2006 NDAA, the requiring individual, with the assistance of the comptroller and legal counsel, will prepare the D&F using the template in [CMPG, Section 1.5.1](#), and submit it, along with a copy of the applicable Interagency Agreement (IA), to the Contracting Officer for approval. Contracting Officer approval must be obtained before any funds are transferred outside the Marine Corps.

(3) Assisted acquisitions made through Non-DoD agencies greater than \$5 million up to and including \$50 million. To comply with Section 854 of the FY2005 NDAA and Section 813 of the FY2006 NDAA, the requiring individual, with the assistance of the comptroller and legal counsel, will prepare the D&F using the template in [CMPG, Section 1.5.1](#), and submit it to the Contracting Officer for review. The Contracting Officer shall submit the D&F, along with a copy of the applicable IA, via email to HQMC, I&L (Contracts), for approval by the ADC, I&L (Contracts). ADC, I&L (Contracts) approval must be obtained before any funds are transferred outside the Marine Corps..

(4) For assisted acquisitions made through Non-DoD agencies greater than \$50 million, the requiring individual, with the assistance of the comptroller and legal counsel, will prepare the D&F using the template in [CMPG, Section 1.5.1](#), and submit it to the Contracting Officer for

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Part 17—Special Contracting Methods

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review. The Contracting Officer shall submit the D&F via email, along with the applicable IA, to HQMC, I&L (Contracts), for processing to the approval authority outlined in [CMPG, Section 1.5.1](#), paragraph F, Approvals. D&F approval must be obtained before any funds are transferred outside the Marine Corps.

(d) The cognizant comptrollers will not release funds for interagency procurements until the required documentation has been completed. The comptroller will also take necessary actions to ensure appropriate tracking of funding transferred outside the Marine Corps to ensure a proper audit trail.

(e) Examples where these procedures do not apply:

(1) Supplies and services procured under mandatory supply sources as defined in [FAR Part 8](#) (e.g., purchases on the Procurement List maintained by the Committee for Purchase From People Who Are Blind or Severely Disabled—AbilityOne) or mandatory sources provided for under other specific authority.

(2) Transfers by a tenant activity to a host activity for the reimbursement of utilities (e.g., water, sewer, and telephone), facilities support and common support services and supplies, including training/exercise support and supplies. This also applies to host support services provided in support of Base Realignment and Closure initiatives in accordance with the [Deputy Under Secretary of Defense Memorandum, Subj: Base Realignment and Closure \(BRAC\) 2005 Implementation Planning, dated 21 September 2005](#). Any funding document transferring funds for the requirements identified in this paragraph shall include a statement similar to the following: “This funds transfer is conducted in accordance with Marine Corps Acquisition Procedures Supplement 17.503(e)(2) to support (insert description of requirement).”

(3) Mobile (cellular) phone services and mobile data services (i.e., BlackBerry® and like devices) pursuant to [ASN\(RD&A\) Memorandum, Subj: Department of the Navy Acquisition Policy on Mobile \(Cellular\) Phone and Data Equipment and Services, dated 7 March 2005](#).

(4) Architect-engineer (A&E), construction and facilities support contracts performed by NAVFACENGOM pursuant to [NMCARS 5201.601-90\(a\)\(1\)](#), to include the Naval Construction Force/Seabees and A&E services as described by [FAR 2.101](#) and [FAR 36.601-4](#), which include studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.

(5) Construction procured from the Army in Japan and Okinawa pursuant to [DoDD 4270.5](#).

(6) Naval logistics support provided to embarked/deployed Marine units from supply chain sources pursuant to SECNAVINST 4000.37. Any funding document transferring funds for the requirements identified in this paragraph shall include a statement similar to the following: “This funds transfer is conducted in accordance with Marine Corps Acquisition Procedures Supplement 17.503(e)(6) to support (insert description of requirement).”

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Part 17—Special Contracting Methods

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#### (f) Reporting Requirement.

(1) To facilitate the preparation of the below required annual report, and for ease of audit, all MARCOR I&L contracting offices shall maintain in a single location within the office a file of all Economy Act and Non-Economy Act D&Fs the office has approved.

(2) Each MARCOR I&L contracting office shall report all assisted Economy Act Orders and Non-Economy Act Orders that have been approved during the previous fiscal year as required by Attachment 3 of [ASN\(AT&L\) Memorandum, Subj: Acquisition of Services Policy, dated 02 October 2006](#). This report, titled "Report of Economy Act Orders," shall be prepared by each MARCOR I&L contracting office and submitted to HQMC, I&L (Contracts), in accordance with the due date identified in [Appendix B](#). Reports shall be provided in the format outlined in [CMPG, Section 1.5.1](#). Negative replies are required.

#### **17.503-100 Direct acquisitions of supplies and services greater than the SAT.**

Pursuant to paragraph 5 of the DON Guidelines for Proper Use of Non-DoD Contracts (14 December 2004), a direct acquisition includes a task or delivery order placed by a Marine Corps Contracting Officer/Ordering Officer against a contract vehicle established outside of the DoD (e.g., Federal civilian agencies to include their franchise funds). Direct acquisitions include optional use FSS, BPAs issued against FSS, and other contracts/schedules awarded outside the Marine Corps. To comply with Section 854 of the FY2005 NDAA, and Section 813 of the FY2006 NDAA as implemented by [OASN\(FM&C\) Memorandum, Subj: Non-Economy Act Orders with Non-DoD Agencies, dated 31 January 2007](#) and [OASN\(FM&C\) Memorandum, Subj: Advance Payments to Non-DoD Federal Agencies for Interagency Acquisitions, dated 1 March 2007](#), approvals for direct acquisitions will be granted concurrently with the BCM. Therefore, the BCM is required to include the information outlined in [CMPG, Section 1.5.1.d](#). Approval authority for direct acquisitions is the business clearance approval official.

### **SUBPART 17.74—UNDEFINITIZED CONTRACT ACTIONS (UCAs)**

#### **17.7403 (DFARS) Policy.**

##### **17.7403-100 Management of UCAs.**

CCOs shall provide management oversight over all UCAs issued by Contracting Officers serving under the CCO's delegation of contract authority to ensure appropriate use, management attention to backlog, and establishment/adherence to definitization schedules.

##### **17.7404 Limitations.**

##### **17.7404-1 (DFARS) Authorization.**

(a) Approval authority for UCAs, including change orders under the Changes clause, undefinitized task/delivery orders, and letter contracts, shall be as follows:

- (1) UCA authority up to \$1 million is delegated to the CCO.

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Part 17—Special Contracting Methods

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(2) UCAs in an amount equal to or greater than \$1 million shall be submitted via email to HQMC, I&L (Contracts) for approval by the ADC, I&L (Contracts).

(b) A NTE ceiling price shall be established for each UCA. This NTE ceiling price may be adjusted by modification during performance if circumstances warrant, but shall not be exceeded at definitization. See [I&L MAPS 43.201](#) for application to change orders.

#### **17.7404-6 (DFARS) Allowable Profit.**

When the final price of a UCA is negotiated after a substantial portion of the required performance has been completed, the final negotiation documentation (e.g., post BCM, etc.) shall be submitted via email to HQMC, I&L (Contracts) for approval by the ADC, I&L (Contracts). Ensure the profit allowed reflects the elements identified in [DFARS 217.7404-6](#)(a) through (c).

#### **17.7405 (NMCARS) Plans and Reports.**

A report, titled “Unfinalized Contract Actions and Unpriced Change Orders Report,” consisting of all UCAs and unpriced change orders with an estimated value greater than \$5 million, for actions awarded during the periods of 1 October to 31 March and 1 April to 30 September shall be prepared by HQMC, I&L (Contracts) and submitted semi-annually to DASN as outlined in [Appendix B](#).



**NO I&L MAPS TEXT**

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 19—Small Business Programs

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### SUBPART 19.1—SIZE STANDARDS

#### 19.102-100 North American Industry Classification Standard (NAICS) Codes.

(a) Small business acquisitions for supplies shall be classified under the appropriate manufacturing NAICS code, not under a Wholesale Trade or Retail Trade NAICS code.

(b) A concern that submits an offer or quote for a contract or subcontract where the NAICS code assigned to the contract or subcontract is one for supplies, and furnishes a product it did not itself manufacture or produce, is categorized as a non-manufacturer and deemed small if it has 500 or fewer employees and meets the requirements of 13 CFR 121.406.

### SUBPART 19.2—POLICIES

#### 19.201 General policy.

(a) A full-time or part-time Deputy for Small Business shall be appointed at all Marine Corps contracting offices with contracting authority equal to or greater than \$25,000 per [SECNAVINST 4380.8B](#). The individual must meet the qualification requirements provided by [SECNAVINST 4380.8B](#) and be approved by the HQMC, Director of Small Business.

(b) Based on small and disadvantaged program targets assigned to the Marine Corps by the Secretary of the Navy's Director, Office of Small Business Programs (OSBP), the HQMC, Director of Small Business shall establish specific target assignments for MCFCS offices.

(c) All FAR and DFARS requirements requiring HCA or Office of the Secretary of the Navy (OSN) OSBP review or decision that may impact small and disadvantaged business programs shall be coordinated with the HQMC, Director of Small Business.

(d) All DD 2579s shall be reviewed and signed by the Contracting Officer (block 17 of the DD 2579) and the MCFCS Small Business Specialist (block 18 of the DD 2579). For any MCFCS offices that do not currently have a local Small Business Specialist, block 18 of the DD 2579 shall be signed by the HQMC, Director of Small Business (DSB) or his designee.

(e) If the Contracting Officer rejects a MCFCS Small Business Specialist recommendation or the proposed acquisition package meets the criteria in [FAR 19.202-1\(e\)\(1\)](#), the SBA procurement center representative must be contacted. (See [FAR 19.402\(a\)\(2\)](#)).

### SUBPART 19.8—CONTRACTING WITH THE SMALL BUSINESS ADMINISTRATION (THE 8(a) PROGRAM)

#### 19.810 (NMCARS) SBA Appeals.

Upon notification that the SBA Administrator has filed an appeal, submit a notice to HQMC, I&L (Contracts), as outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5219.810\(b\)](#), forward the notification to the Director, Small Business Program.

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# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 22—Application of Labor Laws to Government Acquisitions

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### SUBPART 22.1—BASIC LABOR POLICIES

#### 22.101 (DFARS) Labor relations.

Contracting Officers shall consult with the DON Labor Advisor for all labor relation actions identified in [DFARS Part 222](#), as supplemented. The DON Labor Advisor is located in the office of the DASN(AP). Contact information for this advisor can be found on the Navy Labor Advisor website available in [CMPG, Section 1.7.3](#).

### SUBPART 22.4—LABOR STANDARDS FOR CONTRACTS INVOLVING CONSTRUCTION

#### 22.408-6 (NMCARS) Investigations.

Submit the enforcement report or summary report to HQMC, I&L (Contracts), as outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5222.406-8](#), forward the report to DASN(AP).

### SUBPART 22.10—SERVICE CONTRACT ACT OF 1965, AS AMENDED

#### 22.1002 Statutory requirements.

Service Contract Act wage determinations and related contract labor information may be accessed using the Wage Determinations OnLine link located in [CMPG, Section 1.7.3](#).

### SUBPART 22.70—RESTRICTIONS ON THE EMPLOYMENT OF PERSONNEL FOR WORK ON CONSTRUCTION AND SERVICE CONTRACTS IN NONCONTIGUOUS STATES

#### 22.7003 (NMCARS) Waivers.

Submit the request to waive the applicability of [DFARS 222.7002](#) to DASN(AP) in accordance with the requirements outlined in [NMCARS 5222.7003](#), with a copy simultaneously provided to HQMC, I&L (Contracts).

### SUBPART 22.74—RESTRICTIONS ON THE USE OF MANDATORY ARBITRATION AGREEMENTS

#### 22.7403 (NMCARS) Waiver.

Submit the request to waive the applicability of [DFARS 222.7402](#) to DASN(AP) in accordance with the requirements outlined in [NMCARS 5222.7403](#), with a copy simultaneously provided to HQMC, I&L (Contracts).

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 23—Environment, Conservation, Occupational Safety, and Drug-Free Workplace

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### SUBPART 23.4—USE OF RECOVERED MATERIALS

#### **23.404 (FAR) Agency affirmative procurement programs.**

Contracting Officers shall participate in the implementation and execution of their command's affirmative procurement program. Specific Marine Corps guidance is included in the latest editions of [MCO P5090.2A](#) and the DON Green Procurement Program Implementation Guide.

### SUBPART 23.8—OZONE-DEPLETING SUBSTANCES

#### **23.803-100 Elimination of use of Class I Ozone-Depleting Substances (ODS).**

Approvals for local purchases of a Class I ODS must be compiled and submitted annually to the HQMC, I&L, Logistics Capabilities Center (CMC (LPC)), no later than January 10 for consolidation and submission to DASN(AP).

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 24— Freedom of Information Act

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### SUBPART 24.2—FREEDOM OF INFORMATION ACT

#### 24.203 Policy.

All FOIA requests shall be coordinated through the Command's FOIA Coordinator. Marine Corps implementation is in [SECNAVINST 5720.42F](#). [Marine Corps FOIA On-Line](#) provides general information about the U.S. Marine Corps FOIA Program and answers some basic questions frequently asked by the public.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 25— Foreign Acquisition

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### SUBPART 25.1—BUY AMERICAN ACT—SUPPLIES

#### 25.103 (DFARS) Exceptions.

(a) *Public interest.*

(ii) (B) A determination whether to grant a public interest exception shall be made after consideration of the factors in 10 U.S.C. 2533—

(1) By the CCO for acquisitions valued at up to and including the SAT. This authority may not be re-delegated.

(2) By ADC, I&L (Contracts) for acquisitions with a value greater than the SAT up to \$1.5 million. Determinations shall be submitted via email to HQMC, I&L (Contracts), for approval by the ADC, I&L (Contracts).

(b) *Nonavailability.*

(ii) The determination must be approved—

(A) By a level above the Contracting Officer for acquisitions valued at or below the SAT.

(B) By the CCO for acquisitions with a value greater than the SAT up to \$1.5 million. This authority may not be re-delegated.

(C) By ADC, I&L (Contracts) for acquisitions equal to or greater than \$1.5 million. Determinations shall be submitted via email to HQMC, I&L (Contracts), for approval by the ADC, I&L (Contracts).

(iii) Submit a copy of the determination to HQMC, I&L (Contracts), as outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5225.103\(b\)\(2\)\(ii\)](#), forward the determination to DASN(AP).

### SUBPART 25.8—OTHER INTERNATIONAL AGREEMENTS AND COORDINATION

#### 25.871-7 (NMCARS) Congressional Notification.

Submit a copy of the written Congressional notification for any cooperative agreement identified in [DFARS 225.871-7](#) to HQMC, I&L (Contracts), as outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5225.871-7\(a\)\(1\)](#), forward the notification to DASN(AP).

### SUBPART 25.70—AUTHORIZATION ACTS, APPROPRIATIONS ACTS, AND OTHER STATUTORY RESTRICTIONS ON FOREIGN ACQUISITION



# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 25— Foreign Acquisition

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### **25.7002 (DFARS) Restrictions on food, clothing, fabrics, specialty metals, and hand or measuring tools.**

#### **25.7002-2 (DFARS) Exceptions.**

If the Contracting Officer determines, through market research, that an article or suitable substitute is not available from a domestic source, the Contracting Officer shall contact HQMC, I&L (Contracts). HQMC, I&L (Contracts) will confer with the Department of Commerce (DOC) and request a list of possible domestic sources. Upon notification from HQMC, I&L (Contracts) that DOC has not identified domestic source(s), the Contracting Officer shall submit a D&F, including the market research report, to HQMC, I&L (Contracts). The authority of the Secretary of the Navy to make determinations in accordance with [DFARS 225.7002-2](#) is not delegable.

### **25.7003 Restrictions on acquisition of specialty metals.**

#### **25.7003-3 (NMCARS) Exceptions.**

If the exception at [DFARS 225.7003-3\(b\)\(2\)](#) is used for an acquisition of COTS end items valued at \$5 million or more per item, the use of the exception shall be addressed in a year-end report, titled “COTS Specialty Metal Exceptions Granted During Fiscal Year \_\_\_\_.” The report shall be prepared by each MARCOR I&L contracting office and submitted to HQMC, I&L (Contracts) in accordance with the format and due dates identified in [Appendix B](#).

## **SUBPART 25.73--ACQUISITIONS FOR FOREIGN MILITARY SALES**

### **25.7300-100 Report to Congress on foreign sales of significant military equipment manufactured in the United States.**

A report, titled “Report on Foreign Military Sales Greater Than \$2M,” regarding foreign sales greater than \$2 million of significant military equipment manufactured in the United States shall be prepared and submitted by HQMC, I&L (Contracts) upon request in accordance with the format and due date specified in [Appendix B](#).

**NO I&L MAPS TEXT**

**NO I&L MAPS TEXT**

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Part 28—Bonds and Insurance

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#### SUBPART 28.1—BONDS AND OTHER FINANCIAL PROTECTIONS

##### 28.103 Performance and payment bonds for other than construction contracts.

###### 28.103-1 General.

Requests to use performance and/or payment bonds for contracts other than construction shall be submitted via email to HQMC, I&L (Contracts), for approval by the ADC, I&L (Contracts).

##### 28.105 (FAR) Other types of bonds.

Requests to use other types of bonds in connection with acquiring particular supplies or services shall be submitted via email to HQMC, I&L (Contracts), for approval by the ADC, I&L (Contracts).

##### 28.106 (FAR) Administration.

###### 28.106-2 Substitution of surety bonds

Requests to substitute an original bond with a new surety bond covering all or part of the obligations on the previously approved surety bond shall be submitted via email to HQMC, I&L (Contracts), for approval by the ADC, I&L (Contracts).

#### SUBPART 28.2—SURETIES AND OTHER SECURITY FOR BONDS

##### 28.203 Acceptability of individual sureties.

The Contracting Officer shall submit documentation in support of individuals proposed as individual sureties to CL field Counsel for review prior to making a determination of acceptability.

#### SUBPART 28.3—INSURANCE

##### 28.306 (FAR) Insurance under fixed-price contracts.

(a) Contractors shall not be required to provide insurance coverage on Government-owned/furnished equipment and materials without CCO approval. This authority may not be re-delegated.

(b) Contracts requiring work on Government property and which include transportation or transportation-related services shall specify insurance coverage as required by state and local laws or by [FAR 28.307-2](#), whichever results in higher coverage. On a case-by-case basis, Level II and III Contracting Officers are authorized to specify higher coverage.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 28—Bonds and Insurance

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### SUBPART 28.90—INSURANCE UNDER LEASES

#### 28.9003 (NMCARS) Insurance Policies.

For any leased Government property submit a copy of the certification of insurance or copy of each insurance policy to HQMC, I&L (Contracts), as outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5228.9003\(c\)](#), forward the notification to DASN(AP).

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 29—Taxes

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### SUBPART 29.3—STATE AND LOCAL TAXES

#### 29.302 Application of state and local taxes to the Government.

(a) If the Federal Government's exemption from state and local taxes cannot otherwise be readily obtained, and it is economically feasible to do so, the Contracting Officer may utilize SF 1094, U.S. Tax Exemption Form to seek tax exemption. The Contracting Officer is the authority to determine whether or not it is cost effective to issue a SF 1094; however, the form should not be used when the amount of state or local tax is up to and including \$10.

(b) The GCPC has the phrase "U.S. Government Tax Exempt" printed on the front of each purchase card, and should be cited whenever the card is used for purchase or payment to help ensure that sales taxes are not charged.

(c) Whether any specific purchase or lease is immune from state and local taxation is a legal question and should be referred to CL field Counsel for advice and assistance.

**I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT**

**Part 30—Cost Accounting Standards Administration**

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**NO I&L MAPS TEXT**

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 31—Contract Cost Principles and Procedures

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### SUBPART 31.1—APPLICABILITY

#### 31.109 (NMCARS) Advance Agreements.

Submit copies of all negotiated advance agreements to HQMC, I&L (Contracts), as outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5231.109\(g\)](#), forward the negotiated advance agreements to DASN(AP).



# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 32—Contract Financing

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### SUBPART 32.6—CONTRACT DEBT

#### 32.610 Demand for payment of contract debt.

(a) Payments made as a consequence of a contract debt arising from a default termination/overpayment should only be made by check payable to the “Accounting and Finance Officer” and forwarded to the Disbursing Office, Defense Finance and Accounting Service, Kansas City Center/ADD, 1500 E. 95<sup>th</sup> Street, Kansas City, MO 64197-0001.

(b) Whenever a Contracting Officer renders a final decision that results in a contractor being contractually indebted to the Government, the Contracting Officer should simultaneously issue a demand letter to the contractor, with a copy to the appropriate finance office. The demand letter should be issued in all such cases, irrespective of any action taken or planned by the contractor to appeal the Contracting Officer’s decision.

(c) If a contractor is indebted to the U.S. Government and there are invoices awaiting payment in the Vendor Pay office, on day 31, the Accounts Receivable Office (ARO) will notify the Vendor Pay office of any receivable for which repayment has not been received to initiate offset for the overpayments. The Vendor Pay office will then offset invoices currently in house. A comment will appear on the payment/disbursing voucher to indicate the offset action for the contractor’s reference.

(d) Contractor requests for installments or deferments in payment should be made to the Contracting Officer. The recipient office shall forward requests for deferment or installments of contract debts to the CCO. An evaluation of the contractor’s proposal with the necessary reporting information recommendation shall be submitted via email for review to HQMC, I&L (Contracts). HQMC, I&L (Contracts) will forward the evaluation to the ASN (Financial Management & Comptroller) via DASN(AP). If installments or deferments in payment have been approved by authorities involved, the CCO should forward this information to the appropriate finance office.

(e) Vendor Pay and the ARO will refer uncollected receivables to the Debt Management Office no later than 91 days from the original date of the bill. Collecting delinquent contract debts is the responsibility of DFAS-Columbus, Debt Management Office (DFAS-BVDW).

### SUBPART 32.7—CONTRACT FUNDING

#### 32.702 Policy.

Based on customer and project history, Contracting Officers may use their own discretion in requiring either a commitment of funds or actual funds in hand before issuing solicitations or requests for proposals (RFPs) for delivery/task orders or modifications. The Program/Project Manager remains responsible for validation of funds availability and communicating this to the Contracting Officer.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 32—Contract Financing

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### 32.703-100 Funding Documentation

(a) The official contract file must contain documentation demonstrating funds were committed by the Comptroller for each contract action awarded. Acceptable funding documentation may consist of either a printed Purchase Request (PR) generated in PR Builder showing funds have been validated through the Standard Accounting, Budget and Reporting System (SABRS) or a Comptroller of the Navy (NAVCOMPT) Form 2276 signed by appropriate authorizing official. A SABRS screen shot is not an acceptable substitute for a signed NAVCOMPT Form 2276 or a system generated Purchase Request (PR) built in PR Builder showing funds have been validated.

(b) Bonafide Needs Justification for Requirements Subject to Availability of Funds.

(1) Contract actions for supplies may not be awarded subject to the availability of funds unless:

(i) A Bona Fide Needs Justification for Supplies form, located in CMPG 1.11, has been completed and submitted by the requirements generator and included in the official contract file;

(ii) The Contracting Officer has determined the information included in the Bona Fide Needs Justification for Supplies substantiates the following:

(A) As required by [FAR 32.705-1](#), the contract action will be funded with next fiscal year funds and the contract action will be initiated before the funds are available; and

(B) The delivery of supplies cannot be made prior to the contract action being fully funded.

(iii) [FAR 52.232-18](#), Availability of Funds (Apr 1984) is included in the awarded contract action.

(2) The [FAR 52.232-18](#) requirement that the Contracting Officer provide written confirmation notifying the Contractor funds are available shall be via modification to the contract action funding the supplies ordered.

## SUBPART 32.9—PROMPT PAYMENT

### 32.908 (FAR) Contract Clauses.

(a) The prompt payment deviation clause, Payments in Support of Emergency and Contingency Operations (Deviation 2009-O0011), in Attachment 1 of [DPAP Memorandum, Subj: Class Deviation – Federal Acquisition Regulation \(FAR\) 32.9 Prompt Payment for Emergencies and Contingency Operations, dated 19 August 2009](#), may be used in lieu of the prompt payment clauses prescribed in [FAR 32.908](#), when:

(1) An emergency, as defined in the Disaster Relief Act of 1974; contingency operation, as

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 32—Contract Financing

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defined in [FAR 2.101](#)(b); or the release or threatened release of hazardous substances (as defined in 4 U.S.C. 9606, Section 106) occurs;

(2) Payments are either certified in an operational area or are contingent upon the receipt of necessary supporting documentation (i.e., contract, invoice, receiving report) emanating from an operational area; and,

(3) The HCA has made a determination that an unstable business environment exists and, as a result, authorizes the use of the prompt payment deviation clause in lieu of the clauses prescribed in [FAR 32.908](#).

(b) As the operational area evolves into a more stable environment, the HCA shall make subsequent determinations to enable the provisions of the Prompt Payment Act to apply.

(c) CMPG 5.5.2 outlines the procedures for requesting use of the prompt payment deviation clause and inserting the prompt payment clause in a contract. This CMPG section also details the procedures for removing the prompt payment deviation clause from a contract and reverting to the prompt payment clauses prescribed in [FAR 32.908](#) when an operational area evolves into a stable business environment and use of the prompt payment deviation clause is not longer required.

### SUBPART 32.70—ELECTRONIC SUBMISSION AND PROCESSING OF PAYMENT REQUESTS

#### 32.7003 (DFARS) Procedures.

(a) The Marine Corps standard electronic means for transmission of payment information by all parties (contractor, receipt and acceptance office, payment office, contract administration office) is Wide Area WorkFlow ([WAWF](#)).

(b) [DFARS 252.232-7003](#), which informs the contractor that payment requests and receiving reports shall be submitted using WAWF, is required to be included in all MARCOR I&L solicitations and contracts. However, since this clause does not provide sufficient instructions to the contractor for processing payments under MARCOR I&L contracts, additional information is required. A component clause is no longer authorized. Therefore, detailed information regarding payments using WAWF for all MARCOR I&L acquisitions must be included in each acquisition as follows:

(1) For commercial item acquisitions, as authorized by [FAR 12.301](#)(b)(3) and [FAR 12.203](#)(b)(3), tailor [FAR 52.212-4](#)(i) to include the specific instructions for payment provided in [CMPG 2.2.7](#) Tailoring of [FAR 52.212-4](#)(i) shall be conducted utilizing the procedures outlined in [FAR 12.302](#)(d).

(2) For all other acquisitions, the specific instructions for payment provided in [CMPG 2.2.7](#) are to be included in:

(i) Section G, Contract Administration Data, when the solicitation/contract is

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Part 32—Contract Financing

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formatted using the Uniform Contract Format (UCF); or

(ii) The Statement of Work/Statement of Objectives, when the solicitation/contract is not formatted using the UCF.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 33—Protests, Disputes, and Appeals

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### SUBPART 33.1—PROTESTS

#### 33.103 (NMCARS) Protests to the agency.

(a) All agency-level protests received by Marine Corps contracting offices shall be subject to review and resolution by the Contracting Officer.

(b) When an interested party requests an independent review of its protest at a level above the Contracting Officer, the Contracting Officer must submit the protest and the applicable documents described in [FAR 33.104\(3\)\(ii\)-\(iv\)](#) to the CCO for resolution.

(c) Protests received at field contracting offices that are not designated as regional offices shall be reviewed and resolved by the CCO overseeing that office.

(d) Where a CCO is the Contracting Officer and the protester seeks review one level above the Contracting Officer, the matter will be forwarded to HQMC, I&L (Contracts) for resolution.

(e) Proposed contract protest decisions by Contracting Officers must be reviewed by CL field Counsel prior to issuance.

(f) Reporting requirements. All MARCOR I&L offices shall maintain a log of all agency protests and their resolution. An annual report, titled “Agency Protest Report,” shall be prepared by each MARCOR I&L contracting office and submitted to HQMC, I&L (Contracts) in accordance with the due dates identified in [Appendix B](#). The format of the report shall be as outlined in [Appendix F](#). Negative replies are required.

#### 33.104 (FAR/NMCARS) Protests to the Government Accountability Office (GAO).

(a) CL serves as the contact point for GAO protests.

(b) CL field Counsel provides legal support to the contracting office that receives a protest. CL field Counsel, with input from the Contracting Officer, will prepare the agency administrative report in response to the protest. The proposed reports to GAO and all accompanying documents must be submitted by the Contracting Officer to CL via the appropriate CL field Counsel at least five calendar days before the report is due at GAO.

(c) Award of costs.

(1) In accordance with [FAR 33.104\(h\)\(6\)](#), Contracting Officers shall consult with CL field Counsel before paying a recommended award of costs under [FAR 33.104\(h\)\(6\)](#).

(2) ADC, I&L (Contracts) or designee shall consult with CL and DASN(AP) before any decision is made not to implement a GAO recommendation.

(d) Reporting requirements. All MARCOR I&L offices shall maintain a log of all GAO protests and their resolution. An annual report, titled “GAO Protest Report,” shall be prepared by each MARCOR I&L contracting office and submitted to HQMC, I&L (Contracts) in

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Part 33—Protests, Disputes, and Appeals

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accordance with the due dates identified in [Appendix B](#). The format of the report shall be as outlined in [Appendix G](#). Negative replies are required.

#### **33.170 (NMCARS) Briefing requirement for protested acquisitions valued at \$1 billion or more.**

Compliance with [DFARS PGI 233.170](#) requirement to provide a briefing to the Director, DPAP, in the event of a protest of a competitively awarded Major Defense Acquisition Program or of an acquisition of services valued at equal to or greater than \$1 billion shall be adhered to by providing a protest notice to HQMC, I&L (Contracts) within 3 days of receipt of the protest, as outlined in [Appendix B](#) and in accordance with the requirements outlined in [NMCARS 5233.170](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5233.170](#), forward the protest notice to DASN(AP). In addition to the information required by [NMCARS 5233.170](#), the protest notice shall detail the basis of the protest, the agency's positions, and any other information the agency deems relevant to the protest. Submit the notification via email, and include in the email subject line "PROTEST" followed by the solicitation or contract number, as appropriate.

### SUBPART 33.2—DISPUTES AND APPEALS

#### **33.203 (NMCARS) Applicability.**

ADC, I&L (Contracts) is delegated the authority to make the determination that the application of the Contract Disputes Act of 1978 does not apply to a particular contract as a matter of public interest. This may not be delegated. Requests shall be submitted via email to HQMC, I&L (Contracts), for approval by the ADC, I&L (Contracts).

#### **33.211 Contracting Officer's Decision.**

(a) Personnel who prepare memoranda or notes concerning a claim that is intended for CL or CL field Counsel shall place a legend on each page as follows:

"ATTORNEY-CLIENT PRIVILEGE FOR OFFICIAL USE ONLY: This document is prepared for use by Government attorneys in connection with a contractor's claim. It is not to be released outside the Government or to Government personnel not having a need to know."

(b) When a Contracting Officer issues a final decision, a copy of that decision shall be submitted directly to the Office of General Counsel, Legal Services Support Group, Naval Litigation Office, with a copy simultaneously provided to HQMC, I&L (Contracts) and CL.

### SUBPART 33.90—PROCEDURES

#### **33.9001 (NMCARS) Claims approval requirements.**

(a) Proposed claim settlements and final decisions of the Contracting Officer shall be reviewed and approved as outlined below:

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Part 33—Protests, Disputes, and Appeals

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(1) Claims up to \$1 million shall be approved by a CCO whose organization has CL field Counsel support.

(2) Claims equal to or greater than \$1 million up to and including \$25 million shall be submitted through CL field Counsel support and then submitted via email to HQMC, I&L (Contracts), for approval by the ADC, I&L (Contracts).

(3) Claims greater than \$25 million shall be submitted via email to HQMC, I&L (Contracts). HQMC, I&L (Contracts) will, as required by [NMCARS 5233.9001\(a\)](#), forward the claim settlement or Contracting Officer's Final Decision to DASN(AP) for approval.

(b) For claims equal to or greater than \$1million, the CCO shall:

(1) Submit a notification to HQMC, I&L (Contracts) via email within 10 calendar days of receipt of claim. Include in the notification when HQMC, I&L (Contracts) will receive the claim package and include the projected date for the release of the Contracting Officer's final decision. The projected date for the release of the Contracting Officer's final decision shall include a sufficient amount of time for ADC, I&L (Contracts), CL, and, if required, higher level review and approval.

(2) Notify the contractor of the projected date for the release of the Contracting Officer's final decision within 30 calendar days of claim receipt. The CCO shall notify the contractor of any changes to the original projected date for the release of the Contracting Officer's final decision. Ensure the notification provides the reasons for the changed date. The CCO shall provide copies of these letters to ADC, I&L (Contracts).

(3) Submit the claim package, including a draft final decision and the CL field Counsel legal memoranda, via email to HQMC, I&L (Contracts).

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 34—Major System Acquisition

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### 34.003 (FAR/DFARS) Responsibilities.

(a) The MARCORSYSCOM is the contracting activity responsible for major system acquisition in the Marine Corps. As such, any needed procedure, guidance, or interpretation related to the acquisition of such systems, as defined in [FAR Part 2](#), is provided by MARCORSYSCOM.

(b) If there is any doubt as to whether a certain procurement falls under the major system acquisition responsibility of MARCORSYSCOM, consult with HQMC, I&L (Contracts) for resolution of the matter.



## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Part 35—Research and Development (R&D) Contracting

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#### 35.003 (FAR/DFARS) Policy.

(a) MARCORSYSCOM is the contracting activity responsible for R&D contracting within the Marine Corps. Any needed procedure, guidance, or interpretation related to the acquisition of R&D, as defined in [DFARS 235.001](#), is provided by MARCORSYSCOM.

(b) MARCORSYSCOM has been delegated authority to execute grants, cooperative agreements, and “other transactions” for the Marine Corps by ASN (RD&A).

(c) If there is any doubt as to whether a certain procurement falls under the R&D contracting responsibility of MARCORSYSCOM, consult with HQMC, I&L (Contracts) for resolution of the matter.

**NO I&L MAPS TEXT**

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 37—Service Contracting

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### SUBPART 37.1—SERVICE CONTRACTS—GENERAL

#### 37.102 Policy.

##### 37.102-100 Contractor-Provided Training

(a) Combat and/or security related training may not be procured from commercial sources unless a certification declaring “contractor provided training is the only viable method of training available to meet the training mission requirement” is included in the PR package. Procedures for including this certification in the PR package are included in CMPG 1.8.15.

(b) Signature approval of the certification shall be obtained as outlined below:

(1) For acquisitions up to and including \$1 million, the certification must be approved by the head of the requesting activity or designee.

(2) For acquisitions exceeding \$1 million up to and including \$20 million in any one year or \$50 million in total, the certification must be approved by a SES or Flag/General Officer of the requesting activity.

(3) For actions exceeding \$20 million in any one year or \$50 million in total, the certification must be approved by the DC, I&L (Contracts).

(c) Contracting Officers shall ensure that the required certification and explanation have been approved before initiating any procurement action to acquire training.

##### 37.104 (FAR/DFARS) Personal service contracts.

The determination to acquire a personal services contract for expert and consultant services shall be reviewed by CL field Counsel and approved by a Contracting Officer one level higher than the executing Contracting Officer.

##### 37.106 (FAR) Funding and Term of Service Contracts

###### 37.106-100 Term Length

(a) In accordance with [DASN\(AP\) Memorandum, Subj: Enhancing Competition for Services Contracts, dated December 21, 2011](#), the optimum recommended period of performance for knowledge-based services (KBS) is 3 years, and 5 years for all other services. Multiple-award Indefinite Delivery, Indefinite Quantity (IDIQ) contracts for KBS may be up to 5 years when on-ramp provisions are included to promote competition. In addition, KBS associated with Federally Funded Research and Development Center contracts and University Affiliated Research Center contracts are exempt from the 3 year term.

(b) If a longer contract term is required, the Contracting Officer shall prepare a waiver identifying the appropriate term length and the justification for the longer term. The waiver shall be submitted for approval to the appropriate waiver authority as follows:

(1) For acquisitions valued at less than \$50 million the waiver authority is the CCO.

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Part 37—Service Contracting

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(2) For acquisitions valued at \$50 million up to and including \$100 million the waiver authority is the ADC, I&L (Contracts).

(3) For acquisitions valued at greater than \$100 million the waiver authority is the DC, I&L (Contracts).

(c) A quarterly Period of Performance Term Length Waiver Report shall be prepared by each MARCOR I&L contracting office and submitted to HQMC, I&L (Contracts), in accordance with the format and due date outlined in [Appendix B](#). Negative Reports are required.

### SUBPART 37.2—ADVISORY AND ASSISTANCE SERVICES

#### 37.204 (FAR/NMCARS) Guidelines for determining availability of personnel.

The ADC, I&L (Contracts) is authorized to make the determination that personnel with the required training and capabilities needed to conduct evaluations or analyses of any aspect of proposals for an initial contract award are not readily available within the agency or other federal agencies. Requests for this determination shall be submitted via email to HQMC, I&L (Contracts), for approval by the ADC, I&L (Contracts).

#### 37.272 (DFARS) Requesting activity responsibilities.

Prior to contracting for advisory and assistance services or consulting services, the Contracting Officer shall ensure that the approval required by [DFARS 237.270\(c\)](#) has been obtained by the requesting activity.

### SUBPART 37.5—MANAGEMENT OVERSIGHT OF SERVICE CONTRACTS

#### 37.503-100 Procedures.

(a) In accordance with [ASN \(RD&A\) Memo, Subj: Acquisition of Services, dated 1 December 2006](#), MCFCS shall comply with the DON Management and Oversight Process for the Acquisition of Services (Revised) (MOPAS 2). For acquisitions requiring an Acquisition Strategy (AS), the AS content requirements may be combined with the Acquisition Plan (AP) content requirements in to a single Acquisition Plan/Acquisition Strategy (AP/AS) document. The AS Content Requirements included in [CMPG, Section 1.4.3](#) shall be included in any AS for services.

(b) The MCFCS review and approval authorities and thresholds for services acquisitions are defined in the table below titled, "Acquisition Strategy Review & Approval Thresholds." The rationale not to use PBSA shall be justified, documented, and approved in accordance with the tables below.

(c) All Acquisition Strategies, including combined AP/AS documents, must be approved prior to issuing a synopsis or a combined solicitation/synopsis.

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Part 37—Service Contracting

#### Acquisition Strategy Review & Approval Thresholds

<b>Approval of Service Acquisitions That Are Performance Based</b>			
<b>Total Planned Dollar Value, Including Options, Etc.</b>	<b>Requirements Review (Suggested Level at Requiring Activity)</b>	<b>AS Review</b>	<b>Decision Authority</b>
>SAT up to & incl BCM Threshold	Requirements Originator	Contract Specialist and Contracting Officer	CCO. May re-delegate NLT one level above Contracting Officer
>BCM Threshold up to & incl \$100 million	Level above Requirements Originator	CCO	ADC, I&L (Contracts) or Designee*
>\$100 million	Flag/General Officer/SES/Commanding Officer	DASN(AP) via ADC, I&L (Contracts)	ASN(RD&A)/DASN(ACQ)
AT&L Special Interest Item on Case-by-Case Basis	Flag/General Officer/SES/Commanding Officer	ASN(RD&A)	USD(AT&L)
<b>Approval of Service Acquisitions That Are NOT Performance Based</b>			
<b>Total Planned Dollar Value, Including Options, Etc.</b>	<b>Requirements Review (Suggested Level at Requiring Activity)</b>	<b>AS Review</b>	<b>Decision Authority</b>
>SAT to \$1 million	Requirements Originator	Contract Specialist and Contracting Officer	CCO. May re-delegate NLT one level above Contracting Officer
\$1 million to \$5 million	Level above Requirements Originator	CCO	ADC, I&L (Contracts) or Designee**
>\$5 million to \$85.5 million	O-6/GS-15	CCO	ADC, I&L (Contracts)
>\$85.5 million to \$100 million	O-6/GS-15	DASN(AP) via ADC, I&L (Contracts)	ASN(RD&A)/NSPE per <a href="#">DFARS 237.170-2(a)(2)</a>
>\$100 million or Special Interest Item	Flag/General Officer/SES/Commanding Officer	DASN(AP) via ADC, I&L (Contracts)	ASN(RD&A)/NSPE per <a href="#">DFARS 237.170-2(a)(2)</a>
AT&L Special Interest Item on Case-by-Case Basis	Flag/General Officer/SES/Commanding Officer	ASN(RD&A)	USD(AT&L)

\* Designee is only as follows:

1. HQMC, I&L (Contracts) Deputy Director

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Part 37—Service Contracting

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2. HQMC, I&L (Contracts) Assistant Directors
3. MCI PAC/MCB Butler, MCI EAST/MCB Camp Lejeune, MCI WEST/MCB Camp Pendleton, MCRD Parris Island, and MCB Hawaii CCOs up to \$6.5 million
4. MCB Quantico CCO up to \$10 million
5. MCLC Albany CCO up to \$25 million

**\*\* Designee is only as follows:**

1. HQMC, I&L (Contracts) Deputy Director
2. HQMC, I&L (Contracts) Assistant Directors

**I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT**

**Part 38—Federal Supply Schedule Contracting**

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**NO I&L MAPS TEXT**

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 39—Acquisition of Information Technology (IT)

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### 39.001 (NMCARS) Applicability.

In order to ensure effective implementation of the Navy-Marine Corps Intranet (NMCI) contract, all Contracting Officers shall comply with the guidance contained in [ASN \(RD&A\) Memorandum, Subj: Information Technology Related Procurements, dated October 8, 2004](#), which requires review of all prospective information technology procurements in excess of \$25,000 up to and including \$1 million (over the life of the contract), including orders to be placed on existing contracts.

### SUBPART 39.1—GENERAL

#### 39.101 Policy.

(a) IT supplies and/or services shall be procured in accordance with the procedures in [MARADMIN 375/11, Information Technology \(IT\) Funding, Approval, and Procurement](#).

(b) If GSA is used as a servicing agency for procurement of IT, a D&F will be prepared in accordance with [MAPS 17.503\(a\)](#) using the format outlined in [CMPG, Section 1.5.1](#).

(c) Questions regarding the proper procurement authority procedures for IT acquisitions may be directed to HQMC, I&L (Contracts).



**RESERVED**

**I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT**

**Part 41—Acquisition of Utility Services**

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**NO I&L MAPS TEXT**

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 42—Contract Administration

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### SUBPART 42.1—CONTRACT AUDIT SERVICES

#### 42.191 (NMCARS) Audit resolution and disposition.

Each MARCOR I&L contracting office shall comply with [NMCARS 5242.191\(b\)](#) by recording actions taken to resolve and disposition reportable contract audits by entering the data required by [DoD Instruction 7640.02](#) in the contract audit follow-up (CAFU) system in eTools at [www.dcmamail.mil](http://www.dcmamail.mil). If this system is not used, the reporting requirement must be fulfilled as indicated in [Appendix B](#) for the DCAA Contract Audit Follow-Up (CAFU) Report. Negative replies are required.

### SUBPART 42.2—CONTRACT ADMINISTRATION SERVICES

#### 42.202 Assignment of contract administration.

##### 42.202-100 Contracting Officer's Representatives.

See [I&L MAPS Part 1](#) for appointment and responsibilities of CORs and ordering officers.

### SUBPART 42.15—CONTRACTOR PERFORMANCE INFORMATION

#### 42.1503 (FAR/NMCARS) Procedures.

##### 42.1503-100 Preparation and use of contractor performance evaluation reports.

(a) General. Collection of contractor performance information and submission of performance evaluation reports are required for acquisitions in specific business sectors (e.g., systems, services) that exceed the dollar threshold for that sector. The description of the business sectors and dollar thresholds are specified in the DoD Contractor Performance Assessment Reporting System (CPARS) Policy Guide included in the "Reference Material" section of the [CPARS website](#). Both requirements and contracting personnel have responsibilities under the CPARS procedure.

##### (b) Preparation and distribution of performance reports.

(1) Performance evaluation reports shall be prepared and submitted using the CPARS on-line database, following the procedures in the DoD CPARS Policy Guide.

(2) Include a copy of the report in the official contract file.

(3) For orders placed against contracts or ordering agreements (e.g., provisioned items orders, task orders, and orders under indefinite-delivery or indefinite-quantity type contracts), a Level III Contracting Officer should decide whether to assess the contractor's performance on an order-by-order or "total" contract/agreement basis. In either case, the assessment procedures to be followed should be specified in the basic contract or agreement, particularly when other buying activities may also place orders against those instruments.

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Part 42—Contract Administration

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(4) All contract actions and/or task/delivery orders that require performance reports shall be registered in CPARS no later than 30 days after award/execution of contract.

(5) All contracts and task/delivery orders terminated for default, regardless of dollar amount, shall be registered unless otherwise exempted.

(c) Below average performance evaluations. Any disagreements between parties shall be reviewed at a level above the Contracting Officer.

(d) Access to and use of performance reports.

(1) The Past Performance Information Retrieval System ([PPIRS](#)) is a web-enabled, Government-wide application that provides timely and pertinent contractor past performance information to the federal acquisition community for use in making source selection decisions.

(2) MCFCS contracting personnel shall create a user account for the PPIRS database at the [PPIRS website](#). Upon receipt of an account, users shall request membership in a group from the appropriate Group Owner or Manager.

### SUBPART 42.71—VOLUNTARY REFUNDS

#### 42.7101 (DFARS) Solicited refunds.

The CCO is delegated authority to approve the solicitation of voluntary refunds. CL field Counsel will be consulted on this matter. This authority cannot be delegated.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 43—Contract Modifications

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### SUBPART 43.1—GENERAL

#### 43.102 Policy.

##### 43.102-100 Execution of contract modifications.

(a) Bilateral modifications shall not be signed by the Government until after signature by the contractor. If the contractor places conditions on the modification, a written reply shall immediately be sent to the contractor stating that the Government will not execute the modification as returned and will treat it as null and void.

(b) Any proposed modification that will result in an increase to the total contract price of greater than 50% of the initial contract award amount shall be approved by no lower than a Level III Contracting Officer to ensure the proposed modification will be within the scope of the original contract.

### SUBPART 43.2—CHANGE ORDERS

#### 43.201 (NMCARS) General.

(a) See [DFARS 217.74](#) and [I&L MAPS 17.74](#) for policy and procedures for UCAs.

(b) A written determination shall be made by the CCO when the requirement for inclusion of an NTE price on change orders is waived.

#### 43.201-100 Policy.

Negotiate in advance the cost and time associated with all contract changes except in unusual circumstances where it is not possible as a consequence of the character of the changed work.

#### 43.204 Administration

To avoid subsequent controversies that may result from a supplemental agreement containing an equitable adjustment as the result of a change order, the Contracting Officer shall include a release statement similar to that found at [FAR 43.204\(c\)\(2\)](#), unless waived by the CCO.

#### 43.204-70-1 (NMCARS) Scope.

Submit a copy of the Contracting Officer's determination that it is impracticable to adhere to the policy and procedures of [DFARS 243.204-70](#) for an unpriced change order for a foreign military sale or a special access program to HQMC, I&L (Contracts), as outlined in [Appendix B](#). Include in the subject line of the email "Contracting Officer Notice pursuant to DFARS 243.204-70-1—FMS/SAP Unpriced Change Orders." HQMC, I&L (Contracts) will, as required by [NMCARS 5243.204-70-1\(b\)](#), forward the determination to DASN(AP).

**I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT**

**Part 44—Subcontracting Policies and Procedures**

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**NO I&L MAPS TEXT**

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 45—Government Property

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### SUBPART 45.6—REPORTING, REDISTRIBUTION, AND DISPOSAL OF CONTRACTOR INVENTORY

#### 45.609 (FAR/DFARS) Donations.

#### 45.609-100 Marine Corps policies and procedures affecting Government personal property.

(a) [MCO P10150.1](#), “Garrison Property Policy Manual” prescribes the policy and procedures governing the acquisition, management, and control of garrison property used at Marine Corps bases, air stations, districts, and other independent commands. Garrison property is Government personal property used to support the operation of a Marine Corps installation and its tenant activities.

(b) The procedures of MCO P10150.1 and the Defense Reutilization and Marketing Service ([DRMS](#)) shall be followed in the disposal or donation of Marine Corps Government personal property.

### SUBPART 45.70—APPOINTMENT OF PROPERTY ADMINISTRATORS AND PLANT CLEARANCE OFFICERS

#### 45.7001 (DFARS) Selection, appointment, and termination.

(a) The Contracting Officer shall designate a property administrator for each contract involving Government property furnished to or acquired by the contractor.

(b) All property administrators shall attend the DoD training course for property administrators. Contracting Officers shall obtain assurance from customers that properly trained property administrators (if required) will be available prior to the issuance of any solicitation for customer requirements.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 46—Quality Assurance

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### SUBPART 46.7—WARRANTIES

#### **46.7-100 Enforcement of warranties after final acceptance.**

In those instances where the Government requires warranty work, the requiring activity shall notify the Contracting Officer, who will ensure that the contractor performs the warranty work in accordance with the terms of the contract.



# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 47—Transportation

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### SUBPART 47.5—OCEAN TRANSPORTATION BY U.S.-FLAG VESSELS

#### 47.573-3 (NMCARS) Annual Reporting Requirement

A report titled, “Annual Ocean Transportation Report,” regarding all offers in response to solicitations that included the provision [DFARS 252.247.7026](#) during the previous calendar year shall be prepared by each MARCOR I&L contracting office and submitted to HQMC, I&L (Contracts), in accordance with the format and due date outlined in [Appendix B](#). The report shall contain the following information for each offer received in response to a solicitation containing provision [DFARS 252.247.7026](#): contract number, each offeror’s name, and each offeror’s response to each of the items listed in [DFARS 252.247.7026\(c\)](#). Negative replies are required.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 48—Value Engineering

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### SUBPART 48.1—POLICIES AND PROCEDURES

#### 48.103 (NMCARS) Processing value engineering change proposals (VECPs).

The CCO is responsible for ensuring that VECPs are processed and evaluated consistent with the requirements of [FAR Part 48](#).

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 49—Termination of Contracts

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### SUBPART 49.1—GENERAL PRINCIPLES

#### 49.101 Authorities and responsibilities.

(a) Contracting Officers shall not terminate for convenience or default any contract with a small business firm to whom a Certificate of Competency was issued, or to whom loans were made with the Small Business Administration's (SBA's) participation, without prior written approval of ADC, I&L (Contracts). Requests for these terminations shall be submitted via email to HQMC, I&L (Contracts), for approval by the ADC, I&L (Contracts).

(b) Terminate contracts resulting from MIPRs in accordance with [DFARS PGI 208.7004-6](#) and [208.7004-7](#).

(c) For terminations pursuant to [FAR Part 12](#), Acquisition of Commercial Items, refer to [I&L MAPS 12.4](#).

#### 49.101-100 Reporting Requirements.

A log shall be kept of all contracts terminated for default or convenience. Each MARCOR I&L contracting office shall prepare and submit to HQMC, I&L (Contracts) an annual report, titled "Report of Terminated Actions," identifying these termination actions and the termination actions required to be reported in [I&L MAPS 12.403-100](#), as outlined in [Appendix B](#). Each report shall be prepared in the format outlined in [Appendix H](#). Negative replies are required.

#### 49.107 (FAR) Audit of prime contract settlement proposals and subcontract settlements.

Within five calendar days after receipt from the contractor, send all settlement proposals electronically to the responsible audit office, including inventory and accounting information and related documents.

### SUBPART 49.3—ADDITIONAL PRINCIPLES FOR COST-REIMBURSEMENT CONTRACTS TERMINATED FOR CONVENIENCE

#### 49.301 General.

Contracting Officers should not terminate any contract for convenience if the contractor is in default and the Government has a legal right to terminate for default, even if the Government's requirements for performance no longer exist. This prohibition does not preclude a no-cost termination settlement agreement as provided for at [FAR 49.402-4\(c\)](#).

### SUBPART 49.4—TERMINATION FOR DEFAULT

#### 49.470 (NMCARS) Termination for Default Notification

Upon termination for default of any contract, in order to comply with [NMCARS 5249.470](#), submit a notification to HQMC, I&L (Contracts), that contains the information outlined in

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Part 49—Termination of Contracts

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[NMCARS Annex 5](#), as outlined in [Appendix B](#). Submit the notification via email and include in the email subject line “T4D” followed by the contract number. HQMC, I&L (Contracts) will, as required by [NMCARS 5249.470](#), forward the determination to DASN(AP).

#### SUBPART 49.70—SPECIAL TERMINATION REQUIREMENTS

##### **49.7001 (DFARS) Congressional notification on significant contract terminations.**

The Contracting Officer shall submit any clearance request to release information about a proposed termination that results in a reduction in employment of 100 or more contractor employees directly to the Chief of Legislative Affairs (OLA-N) with a copy simultaneously provided to HQMC, I&L (Contracts).

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 50—Extraordinary Contractual Actions

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### SUBPART 50.1—GENERAL

#### 50.101-3 (DFARS) Records.

The Contracting Officer is responsible for preparing, submitting, and receiving all contract adjustment records unless otherwise directed. All records shall be submitted to HQMC, I&L (Contracts), as outlined in [Appendix B](#). HQMC, I&L (Contracts) will, as required by [DFARS PGI 250.101-3](#), forward the record to DASN(AP).

#### 50.102-1-70 (NMCARS) Delegations.

Submit the request to obligate the Government in excess of \$65,000, pursuant to [DFARS 250.102-1-70\(b\)\(1\)](#), to HQMC, I&L (Contracts) in accordance with the requirements outlined in [NMCARS 5250.102-1-70\(a\)\(ii\)](#). HQMC, I&L (Contracts) will, as required by [NMCARS 5250.102-1-70\(a\)\(ii\)](#), forward the request to DASN(AP).

### SUBPART 50.2—DELEGATION OF AND LIMITATIONS ON EXERCISE OF AUTHORITY

#### 50.201 Delegation of authority.

#### 50.201-70 (NMCARS) Delegations.

(a) ADC, I&L (Contracts) may exercise and re-delegate the authority contained in the Act and Executive Order and as delegated by [DFARS 250.102-1-70\(b\)](#) and [NMCARS 5250.102-1-70](#).

(b) ADC, I&L (Contracts) may deny any request, regardless of dollar value.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 51—Use of Government Sources by Contractors

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### SUBPART 51.1—CONTRACTOR USE OF GOVERNMENT SUPPLY SOURCES

#### 51.101 (FAR) Policy.

#### 51.101-100 Marine Corps depots.

Marine Corps depots may seek delegations of authority to sell goods and services to others (10 U.S.C. 2474, 2563) and act as a subcontractor on DoD contracts (10 U.S.C. 2208). All such requests shall be submitted via email to HQMC, I&L (Contracts). HQMC, I&L (Contracts) shall forward the request to DASN(AP) for approval. Cognizant contracting personnel should be involved in the planning, execution, and administration of transactions pursuant to the aforementioned authorities.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 52—Solicitation Provisions and Contract Clauses

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### SUBPART 52.2—TEXTS OF PROVISIONS AND CLAUSES

#### 52.200 Scope of subpart.

This subpart sets forth the texts of all Marine Corps standard provisions and clauses.

**5252.211.9650 USMC Active Radio Frequency Identification (RFID) Implementation.** As prescribed in [I&L MAPS 11.275-100](#), insert the following clause:

#### **5252.211.9650 USMC ACTIVE RADIO FREQUENCY IDENTIFICATION (RFID) IMPLEMENTATION (JUL 2009)**

This clause implements the Department of Defense (DoD) requirement for Active RFID within the United States Marine Corps (USMC).

(a) *Definitions.* As used in this clause—

*Active RFID Tag:* As used in DoD, Active RFID tags are data rich and allow low-level radio frequency signals to be received by the tag, and the tag can generate high-level signals back to the reader/interrogator. Active RFID tags can hold relatively large amounts of data, are continuously powered, and are normally used when a longer tag read distance is desired.

*Content Level Detail:* Content level detail includes those data elements that describe the asset plus the data elements necessary to minimally identify each level of a complete shipment entity. For the list of shipment Content Level Detail data elements, see Attachment 1 to [USD \(AT&L\) Memorandum, Subj: Radio Frequency Identification \(RFID\) Policy, dated 30 July 2004](#).

(1) Asset Level Detail includes the minimum data elements required to describe the physical characteristics of a single asset, and the characteristics that identify that asset.

(2) Content Level Detail Visibility for Each Shipment Unit includes the minimum data elements necessary to provide content level visibility for each shipment unit, including the description of the shipment and the shipment movement characteristics. The most basic transportation entity is a single box or unpacked item governed by a shipment unit identifier.

*Defense Transportation System (DTS):* That portion of the worldwide transportation infrastructure that supports DoD transportation needs in peace and war. The DTS consists of two major elements: military (organic) and commercial resources. These resources include aircraft, assets, services, and systems organic to, contracted for, or controlled by the DoD. The DTS infrastructure, including ports, airlift, sealift, railway, highway, in-transit visibility, information management systems, customs, and traffic management that the DoD maintains and exercises in peacetime, is a vital element of the DoD capability to project power worldwide. It provides for responsive force projection and a seamless transition between peacetime and wartime operations.

*Layer 4 freight container:* An article of transport equipment (e.g., 20 or 40 foot sea vans, large engine containers and 463L Pallets with nets) that is:

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- (1) Of a permanent character and accordingly strong enough to be suitable for repeated use;
- (2) Specially designed to facilitate the carriage of goods by one or more modes of transport, without intermediate reloading;
- (3) Fitted with devices permitting its ready handling, particularly its transfer from one mode of transport to another;
- (4) So designed as to be easy to fill and empty; and
- (5) Having an internal volume of 1 cubic meter (m<sup>3</sup>) or more.

*Major Organizational Equipment:* Major end items—a final combination of end products that is ready for its intended use; that is, launchers, tanks, mobile machine shop, and vehicles; etc.

(b) The Contractor, in accordance with [DFARS 247.305-10](#) and as published in the Defense Transportation Regulation (DTR) 4500.9-R, is required to attach an Active RFID tag when shipping consolidated sustainment shipments (Layer 4 freight containers) and/or major organizational equipment through the Defense Transportation System (DTS), destined to locations Outside the Continental United States (OCONUS).

(c) When the conditions in paragraph (b) necessitate an Active RFID tag, Contractors possessing Active RFID tag-writing capabilities that meet DoD specifications shall “write” the tag and affix it to the shipment in accordance with established procedures.

(d) When the conditions in paragraph (b) necessitate an Active RFID tag, Contractors that do not possess Active RFID tag writing systems/equipment are required to provide Content Level Detail and coordinating information not later than 15 business days prior to shipment to the Marine Corps Logistics Command (MARCORLOGCOM) Distribution Management Center Enterprise Distribution Department (DMC EDD), Albany, GA in order for the MARCORLOGCOM DMC EDD to prepare and forward the tag in advance of movement. The coordinating information will consist of the applicable contract number, point of contact (POC), email address for the POC, telephone number for the POC, and mailing address to which the tag should be sent. The required information shall be submitted via the following automated website link:

[http://www.logcom.usmc.mil/vendor\\_dmc\\_interface/Results/editor/submission\\_form.asp](http://www.logcom.usmc.mil/vendor_dmc_interface/Results/editor/submission_form.asp)

In the event the website is temporarily unavailable, Contractors may contact MARCORLOGCOM via email to [smblogcomdmc\\_edd@usmc.mil](mailto:smblogcomdmc_edd@usmc.mil). In the event that a Contractor does not have Internet access, a request for Active RFID tag assistance may be submitted via facsimile transmission to (229) 639-7583. Email or facsimile transmissions shall include a subject line in the following format: Active RFID Tag Assistance Request – contract number (show applicable number) – contractor (show name of contractor) – date of request (use day month year), e.g., Subj: Active RFID Tag Assistance Request – Contract M67854-08-C-XXXX – XYZ Corp – 25 March 2008. Coordinating information as outlined in this paragraph should be included in the first part of the body of the email or facsimile transmission. No later than 5 business days after receipt of this information, the MARCORLOGCOM DMC EDD will



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### Part 52—Solicitation Provisions and Contract Clauses

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send the required Active RFID tag(s) to the Contractor with instructions on how to affix the tag(s) to the shipment. Telephone contact may be made with the MARCORLOGCOM DMC EDD by calling 1-800-252-3282 and requesting Active RFID Tag Assistance.

(End of clause)

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Part 53—Forms

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### SUBPART 53.2—PRESCRIPTION OF FORMS

#### 53.200 Scope of subpart.

The FAR/DFARS/NMCARS and I&L MAPS prescribe forms for use in acquisition. Copies of Standard, Optional, and DoD forms may be obtained from the following websites:

[GSA Forms Library](#)

[DoD Forms Management Program](#)

**Currently Under Revision**

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Appendix B—Required Reports and Notifications

Table 1, Reports Prepared by MARCOR I&L Contracting Offices, lists the reports that shall be initiated and prepared by each MARCOR I&L contracting office. These reports shall be submitted to HQMC, I&L (Contracts) via email. Table 1, column titled “Due Date to HQMC, I&L (Contracts),” reflects the date the report shall be submitted without additional prompting from HQMC, I&L (Contracts). As necessary, HQMC, I&L (Contracts) shall forward the report to DASN. Requirements for negative reports are as noted in the referenced I&L MAPS cite.

**Table 1 - Reports Prepared by MARCOR I&L Contracting Offices**

REPORT TITLE	REQUIRED BY	REPORT FORMAT	DUE DATE TO HQMC, I&L (CONTRACTS)	DUE DATE TO DASN
Ratification Report	<a href="#">NMCARS 5201.602-3(S-90)(h)</a> ; <a href="#">I&amp;L MAPS 1.602-3(f)</a>	<a href="#">Appendix C</a>	10 Jan, 10 Apr, 10 Jul & 10 Oct of each year	30 Oct, 30 Jan, 30 Apr & 30 July of each year, per <a href="#">NMCARS 5201.602-3(S-90)(h)(2)</a>
Annual Ocean Transportation Report	<a href="#">DFARS 247.573-3</a> ; <a href="#">NMCARS 5247.573-3(a)(2)</a> ; <a href="#">I&amp;L MAPS 47.573-3</a>	None identified	31 January of each year	15 February of each year
DCAA Contract Audit Follow Up (CAFU) Status Report (when the automated DCMA system is not used)	<a href="#">I&amp;L MAPS 42.191</a>	<a href="#">Appendix N</a>	2 business days following the semiannual reporting period ending 31 Mar & 30 Sep of each year, per <a href="#">DoD Instruction 7640.02</a>	3 business days following the semiannual reporting periods ending 31 Mar & 30 Sep of each year, per <a href="#">DoD Instruction 7640.02</a>
Agency Protest Report	<a href="#">I&amp;L MAPS 33.103(f)</a>	<a href="#">Appendix F</a>	30 Oct of each year	N/A
GAO Protest Report	<a href="#">I&amp;L MAPS 33.104(d)</a>	<a href="#">Appendix G</a>	30 Oct of each year	N/A
Report of Termination Actions (T4Cause, T4C, & T4D)	<a href="#">I&amp;L MAPS 12.403(b)</a> ; <a href="#">I&amp;L MAPS 49.101-100</a>	<a href="#">Appendix H</a>	30 Oct of each year	N/A
Report of Economy Act Orders	<a href="#">I&amp;L MAPS 17.503(f)</a>	<a href="#">CMPG 1.5.1</a>	15 Nov of each year	To be provided along with request for report
Senior Leader Compliance Notification	<a href="#">DFARS 203.170(a)</a> ; <a href="#">NMCARS 5203.170(a)</a> ; <a href="#">I&amp;L MAPS 3.170</a>	<a href="#">DFARS PGI 203.170</a>	15 Nov of each even numbered year	30 Nov of each even numbered year

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REPORT TITLE	REQUIRED BY	REPORT FORMAT	DUE DATE TO HQMC, I&L (CONTRACTS)	DUE DATE TO DASN
Peer Review Rolling Forecast Report	<a href="#">I&amp;L MAPS 1.170(d)</a>	<a href="#">I&amp;L MAPS 1.170(d)</a>	15th day of every month	25 <sup>th</sup> day of every month, per <a href="#">NMCARS 5201.170(91)</a>
Combat and Security Related Training Report	ASN(RD&A) Memo of November 25, 2009	<a href="#">Appendix I</a> along with a copy of each certification	15 Oct of each year	To be provided along with request for report
COTS Specialty Metal Exceptions Report	<a href="#">DFARS 225.7003-3(b)(2)(ii)</a> ; <a href="#">NMCARS 5225.7003-3(b)(2)(ii)</a> ; <a href="#">I&amp;L MAPS 25.7003-3</a>	<a href="#">DFARS PGI 225.7003-3(b)(2)</a>	5 Oct of each year	15 Oct of each year
Quarterly Report on Approved and In Process Waivers for TINA	<a href="#">I&amp;L MAPS 15.403-100</a> ; DASN Memo of April 25, 2007	DASN Memo of April 25, 2007	Quarterly, to be provided along with request for report	Quarterly, to be provided along with request for report
Quarterly Data Verification & Validation (V&V) Report	<a href="#">NMCARS 5204.604(3)(i)</a> ; <a href="#">I&amp;L MAPS 4.604(a)</a> ; <a href="#">OSD Data Improvement Plan</a>	<a href="#">DoD FPDS Contract Reporting Data Improvement Plan</a>	Quarterly, to be provided along with request for report	Quarterly, no later than 30 days from the end of the quarter
Pilot Program on Acquisition of Military Purpose Nondevelopmental Items Report	<a href="#">DFARS 212.7102-2</a> ; <a href="#">I&amp;L MAPS 12.7102-2</a>	<a href="#">DFARS PGI 212.7102-3</a>	15 Oct of each year	31 Oct of each year
Contracting Officer Warrant Validation Report	<a href="#">Appendix E</a>	<a href="#">Appendix J</a>	31 Oct of each year	N/A
Period of Performance Term Length Waiver Report	<a href="#">DASN(AP) Memo of 21 Dec 2011</a>	<a href="#">Appendix K</a>	1 Oct, 1 Jan, 1 Apr & 1 July of each year	15 Oct, 15 Jan, 15 Apr & 15 July of each year

Table 2, Reports Prepared by HQMC, I&L (Contracts), lists the reports that shall be initiated and prepared by HQMC, I&L (Contracts). HQMC, I&L (Contracts) will attempt to extract the required reporting data from electronic business systems and other sources in order to complete the required report to DASN. However, it may be necessary for HQMC, I&L (Contracts) to query the MARCOR I&L contracting offices for additional information on a case by case basis. If a query from HQMC, I&L (Contracts) is received, a prompt response is required in accordance with the due date identified in the query. Requirements for negative reports are as noted in the referenced I&L MAPS cite.

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Appendix B—Required Reports and Notifications

**Table 2 - Reports Prepared by HQMC, I&L (Contracts)**

REPORT TITLE	REQUIRED BY	REPORT FORMAT	DUE DATE
Undefinitized Contract Action (UCA) and Unpriced Change Order Report	<a href="#">NMCARS 5217.7405</a> ; <a href="#">I&amp;L MAPS 17.7405</a>	<a href="#">NMCARS Annex 6</a>	15 Apr & 15 Oct of each year
Report on Foreign Military Sales Greater Than \$2M	<a href="#">Sec 1231 of the FY2007 NDAA</a> ; <a href="#">I&amp;L MAPS 25.7300-100</a>	To be provided along with request for report	1 Feb of each year
Report on Award Fee & Incentive Fee Contracts	<a href="#">I&amp;L MAPS 16.401(f)</a>	<a href="#">CMPG 5.15.1</a>	1 Mar & 1 Sep of each year
IUID Contract Compliance Report	<a href="#">I&amp;L MAPS 11.274(b)</a>	To be provided along with request for report	1 Jun & 1 Dec of each year
Passive RFID Contract Compliance Report	<a href="#">I&amp;L MAPS 11.275-100</a>	To be provided along with request for report	1 Jun & 1 Dec of each year
Annual Truth in Negotiations Waivers, Cost Accounting Standards Waivers, and Commercial Item Exception Reports	<a href="#">NMCARS 5215.403-1</a> ; <a href="#">DFARS 230.201-5(e)</a> ; <a href="#">I&amp;L MAPS 15.403-1</a>	<a href="#">PGI 215.403-1(c)(3)(B)</a> ; <a href="#">PGI 215.403-1(c)(4)(B)</a> ; <a href="#">NMCARS 5215.403-1</a>	31 Oct of each year
Annual Data Verification & Validation (V&V) Report	<a href="#">NMCARS 5204.604(3)(ii)</a> ; <a href="#">I&amp;L MAPS 4.604(b)</a> ; <a href="#">OSD Data Improvement Plan</a>	<a href="#">Agency FPDS Data Quality Certification</a>	1 December of each year
Annual Competition Report	<a href="#">FAR 6.502(b)(2)</a> ; <a href="#">DPAP Memo of 26 Jul 07</a> ; <a href="#">I&amp;L MAPS 6.502</a>	To be provided along with request for report	Date specified each year by DASN
Procurement Performance Management Assessment Program (PPMAP) Report	<a href="#">NMCARS 5201.691-1(f)(2)</a> ; <a href="#">I&amp;L MAPS 1.691-1-100(c)</a>	None identified	30 December of each year
Notification of Revocation, Suspension, or Reduction of Contracting Authority or Purchase Card Authority	<a href="#">NMCARS 5201.691-1(g)</a> ; <a href="#">I&amp;L MAPS 1.691-1</a>	None identified	Immediately upon revocation, suspension or reduction of authority
Defense Procurement Acquisition Policy (DPAP) Anomaly Report	<a href="#">OSD Data Improvement Plan</a>	To be provided along with request for report	To be provided along with request for report

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### Appendix B—Required Reports and Notifications

REPORT TITLE	REQUIRED BY	REPORT FORMAT	DUE DATE
USMC Programs and Resources (P&R) Section 807 Report	<a href="#">FY08 NDAA Section 807</a>	To be provided along with request for report	To be provided along with request for report

REPORT TITLE	REQUIRED BY	REPORT FORMAT	DUE DATE
Small Business Administration (SBA) Goaling Report	<a href="#">Letter establishing Small Business Scorecard process;</a> <a href="#">Reporting Small Business Contracting Information; SBA Scorecard Website</a>	To be provided along with request for report	To be provided along with request for report
Strategic Sourcing Data Report	<a href="#">OMB Memorandum of 22 May 2007;</a> <a href="#">OMB Memorandum of 20 May 2005;</a> <a href="#">DoN Strategic Sourcing Governance &amp; Charter</a>	To be provided along with request for report	To be provided along with request for report

Table 3, Notifications to DASN, lists the documents that are required to be submitted by HQMC, I&L (Contracts) to DASN for notification purposes. HQMC, I&L (Contracts) shall forward the notification to DASN.

**Table 3 – Notifications to DASN by HQMC, I&L (Contracts)**

NOTIFICATION TITLE	REQUIRED BY	FORMAT	DUE DATE TO HQMC, I&L (CONTRACTS)	DUE DATE TO DASN
Notification of Disposition of Peer Review Recommendations	<a href="#">DFARS PGI 201.170-4(f);</a> <a href="#">NMCARS 5201.170-4(f);</a> <a href="#">I&amp;L MAPS 1.170(d)</a>	<a href="#">DFARS PGI 201.170-4(f)</a>	Prior to the next phase Peer Review; prior to contract award for Phase 3 reviews; prior to the next option exercise for post-award Peer Reviews of	Prior to the next phase Peer Review; prior to contract award for Phase 3 reviews; prior to the next option exercise for post-award Peer

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Appendix B—Required Reports and Notifications

NOTIFICATION TITLE	REQUIRED BY	FORMAT	DUE DATE TO HQMC, I&L (CONTRACTS)	DUE DATE TO DASN
			services acquisitions	Reviews of services acquisitions
Notification of Approved HQMC Clauses	<a href="#">NMCARS 5201.304(4)(ii)(B)</a> ; <a href="#">I&amp;L MAPS 1.304-100</a>	None identified	Within 20 days of clause approval	Within 30 days of clause approval

NOTIFICATION TITLE	REQUIRED BY	FORMAT	DUE DATE TO HQMC, I&L (CONTRACTS)	DUE DATE TO DASN
Notification of Award Justification in the Event of a Violation or Possible Violation	<a href="#">FAR 3.104-7(f)</a> ; <a href="#">NMCARS 5203.104-7(f)</a> ; <a href="#">I&amp;L MAPS 3.104-7</a>	None identified	Prior to authorizing award of the contract or execution of the contract modification	Prior to authorizing award of the contract or execution of the contract modification
Ownership/Control Notice	<a href="#">DFARS 209.104-1(g)(i)(C)</a> ; <a href="#">NMCARS 5209.104-1(g)(i)(C)</a> ; <a href="#">I&amp;L MAPS 9.104-1</a>	None identified	Immediately upon receipt of information	Immediately upon receipt of information
Notification of Termination for Cause	<a href="#">NMCARS 5212.403(c)</a> ; <a href="#">I&amp;L MAPS 49.470</a>	<a href="#">NMCARS Annex 5</a>	Within 3 calendar days after issuing the notice of the termination or the change in termination status	Within 5 calendar days after issuing the notice of the termination or the change in termination status
Congressional Notification of a Proposed Multi-Year Contract that Includes a Cancellation Ceiling in Excess of \$125M	<a href="#">NMCARS 5217.108(b)</a> ; <a href="#">I&amp;L MAPS 17.108</a>	None identified	No later than 45 days prior to authorizing award of the contract	No later than 31 days prior to authorizing award of the contract
Congressional Notification of a Multi-year Contracting Procurement	<a href="#">DFARS 217.170(e)(4)</a> ; <a href="#">NMCARS 217.170(e)(4)</a> ; <a href="#">I&amp;L MAPS 17.170</a>	None identified	Upon identification that a multi-year contract will be used for the procurements identified in <a href="#">DFARS 217.170(e)(1)</a>	Upon identification that a multi-year contract will be used for the procurements identified in <a href="#">DFARS 217.170(e)(1)</a>
Congressional Notification of a Proposed Multi-Year Contract for	<a href="#">DFARS 217.171(a)(4)</a> ; <a href="#">DFARS 217.171(a)(5)</a>	<a href="#">DFARS 217.171(a)(5)</a>	No later than 45 days prior to award of the contract	No later than 30 days prior to award of the contract



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### Appendix B—Required Reports and Notifications

NOTIFICATION TITLE	REQUIRED BY	FORMAT	DUE DATE TO HQMC, I&L (CONTRACTS)	DUE DATE TO DASN
Services Pursuant to <a href="#">DFARS 217.171(a)(4)</a>	<a href="#">NMCARS 5217.171(a)(4)</a> ; <a href="#">NMCARS 5217.171(a)(5)</a> ; <a href="#">I&amp;L MAPS 17.171(b)</a>			
Congressional Notification of a Proposed Multi-Year Contract Pursuant	<a href="#">DFARS 217.172(e)</a> ; <a href="#">DFARS 217.172(f)</a> ; <a href="#">NMCARS 5217.172(e)</a> ;	None Identified	No later than 45 days prior to award of the contract; and if applicable, prior	No later than 30 days prior to award of the contract; and if applicable, prior

NOTIFICATION TITLE	REQUIRED BY	FORMAT	DUE DATE TO HQMC, I&L (CONTRACTS)	DUE DATE TO DASN
to <a href="#">DFARS 217.172(e)</a>	<a href="#">NMCARS 5217.172(f)</a> ; <a href="#">I&amp;L MAPS 17.172</a>		to March 1 pursuant to <a href="#">DFARS 217.172(f)(2)</a>	to March 1 pursuant to <a href="#">DFARS 217.172(f)(2)</a>
Congressional Notification of a Proposed Multi-Year Contract Pursuant to <a href="#">DFARS 217.174(a)</a>	<a href="#">DFARS 217.174(a)</a> ; <a href="#">NMCARS 5217.174(a)</a> ; <a href="#">I&amp;L MAPS 17.174</a>	None Identified	No later than 45 days prior to award of the contract	No later than 30 days prior to award of the contract
Notification of an Enforcement/Summary Report for Investigations of Contracts Involving Construction	<a href="#">DFARS 222.406-8(d)</a> ; <a href="#">NMCARS 5222.406-8</a> ; <a href="#">I&amp;L MAPS 22.408-6</a>	<a href="#">DFARS PGI 222.406-8(d)</a>	Immediately upon completion of the report	Immediately upon completion of the report
Non-availability Determination Notification	<a href="#">NMCARS 5225.103(b)(2)(ii)</a> ; <a href="#">I&amp;L MAPS 25.103(b)(iii)</a>	None Identified	Immediately upon approval of the determination	Immediately upon approval of the determination
Congressional Notification of a Cooperative Agreement Pursuant to <a href="#">DFARS 225.871-7</a>	<a href="#">DFARS 225.871-7</a> ; <a href="#">NMCARS 5225.871-7(a)(1)</a> ; <a href="#">I&amp;L MAPS 25.871-7</a>	None Identified	Immediately upon occurrence of the action in <a href="#">DFARS 225.871-7(a)</a> or <a href="#">225.871-7(b)</a>	Immediately upon occurrence of the action in <a href="#">DFARS 225.871-7(a)</a> or <a href="#">225.871-7(b)</a>
Notification of Insurance for Leased Government Property	<a href="#">NMCARS 5228.9003(c)</a> ; <a href="#">I&amp;L MAPS 28.9003</a>	None Identified	Upon receipt of the certification of insurance	Upon receipt of the certification of insurance

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Appendix B—Required Reports and Notifications

NOTIFICATION TITLE	REQUIRED BY	FORMAT	DUE DATE TO HQMC, I&L (CONTRACTS)	DUE DATE TO DASN
Notification of a Negotiated Advance Agreement	<a href="#">NMCARS 5231.109(g)</a> ; <a href="#">I&amp;L MAPS 31.109</a>	None identified	Within 20 days of execution of the advance agreement	Within 30 days of execution of the advance agreement
Protest Notice for Acquisitions At or Greater Than \$1B	<a href="#">NMCARS 5233.170</a> ; <a href="#">I&amp;L MAPS 33.170</a>	<a href="#">DFARS PGI 233.170</a>	Within 3 days of receipt of the protest	Within 5 days of receipt of the protest
Notification of a D&F for CPAF Contract for non-ACAT I Program Valued at \$50M or Greater	<a href="#">NMCARS 5216.401(d)(3)</a> ; <a href="#">I&amp;L MAPS 16.401(a)</a>	None identified	Within 20 days after approval of D&F	Within 30 days after approval of D&F

NOTIFICATION TITLE	REQUIRED BY	FORMAT	DUE DATE TO HQMC, I&L (CONTRACTS)	DUE DATE TO DASN
Notification That <a href="#">DFARS 243.204-70</a> is Not Applicable for an Unpriced Change Order for a Foreign Military Sale or a Special Access Program	<a href="#">NMCARS 5243.204-70-1(b)</a> ; <a href="#">I&amp;L MAPS 43.204-70-1</a>	None identified	Upon determination that <a href="#">DFARS 243.204-70</a> is impracticable for an unpriced change order for a foreign military sale or a special access program	Upon determination that <a href="#">DFARS 243.204-70</a> is impracticable for an unpriced change order for a foreign military sale or a special access program
Records Notice	<a href="#">DFARS 250.101-3</a> ; <a href="#">NMCARS 5250.101-3</a> ; <a href="#">I&amp;L MAPS 50.101-3</a>	<a href="#">DFARS PGI 250.101-3</a>	Immediately after records have been prepared	Immediately after records have been prepared
Notification of Termination for Default	<a href="#">NMCARS 5249.470</a> ; <a href="#">I&amp;L MAPS 49.470</a>	<a href="#">NMCARS Annex 5</a>	Within 3 calendar days after issuing the notice of the termination or the change in termination status	Within 5 calendar days after issuing the notice of the termination or the change in termination status
Notification of Delegation of Authority of Contracting Officer Warrant to Non-HCA Cognizant Organization or Individual	<a href="#">NMCARS 5201.690(a)</a> ; <a href="#">MAPS 1.601-90(d)</a>	<a href="#">NMCARS Annex 11</a> ; <a href="#">NMCARS Annex 12</a>	No later than 45 days prior to granting authority or issuing the warrant	No later than 30 days prior to granting authority or issuing the warrant

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Appendix B—Required Reports and Notifications

NOTIFICATION TITLE	REQUIRED BY	FORMAT	DUE DATE TO HQMC, I&L (CONTRACTS)	DUE DATE TO DASN
Waivers Pursuant to <a href="#">DFARS 201.603-2(3)</a> and Warrants Issued Under the Exception at <a href="#">DFARS 201.603-2(2)(ii)</a>	<a href="#">NMCARS 5201.603-2(90)</a> ; <a href="#">MAPS 1.603-2(e)</a>	None specified	Within 3 calendar days after authorization of the waiver or issuance of the warrant	Within 5 calendar days after authorization of the waiver or issuance of the warrant

Table 4, Notifications to Acquisition Integrity Office by HQMC, I&L (Contracts), lists the documents that are required to be submitted to the Acquisition Integrity Office for notification purposes. These notifications shall be submitted to HQMC, I&L (Contracts) via email. HQMC, I&L (Contracts) shall forward the notification to the Acquisition Integrity Office.

**Table 4 – Notifications to the Acquisition Integrity Office by HQMC, I&L (Contracts)**

NOTIFICATION TITLE	REQUIRED BY	FORMAT	DUE DATE TO HQMC, I&L (CONTRACTS)	DUE DATE TO ACQUISITION INTEGRITY OFFICE
Contractor Violation Notification	<a href="#">FAR 3.1003(b)</a> ; <a href="#">NMCARS 5203.1003(b)</a> ; <a href="#">I&amp;L MAPS 3.1003</a>	None identified	Within 5 days of receipt of notification of violation	Within 10 days of receipt of notification of violation

Table 5, Notifications to the Director, Small Business Program by HQMC, I&L (Contracts), lists the documents that are required to be submitted to the Director, Small Business Program, for notification purposes. These notifications shall be submitted to HQMC, I&L (Contracts) via email. HQMC, I&L (Contracts) shall forward the notification to the Director, Small Business Program.

**Table 5 – Notifications to the Director, Small Business Program by HQMC, I&L (Contracts)**

NOTIFICATION TITLE	REQUIRED BY	FORMAT	DUE DATE TO HQMC, I&L (CONTRACTS)	DUE DATE TO DIRECTOR, SMALL
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## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Appendix B—Required Reports and Notifications

				<b>BUSINESS PROGRAM</b>
Notification of SBA Administrator Appeal	<a href="#">NMCARS 5219.810(a)</a> ; <a href="#">I&amp;L MAPS 19.810</a>	<a href="#">NMCARS 5219.810(a)</a>	Immediately upon notification that SBA Administrator has filed an appeal	Immediately upon notification that SBA Administrator has filed an appeal

Table 6, Notifications to MARCORSYSCOM by HQMC, I&L (Contracts), lists the documents that are required to be submitted to MARCORSYSCOM for notification purposes. These notifications shall be submitted to HQMC, I&L (Contracts) via email. HQMC, I&L (Contracts) shall forward the notification to the MARCORSYSCOM

**Table 6 – Notifications to the MARCORSYSCOM by HQMC, I&L (Contracts)**

NOTIFICATION TITLE	REQUIRED BY	FORMAT	DUE DATE TO HQMC, I&L (CONTRACTS)	DUE DATE TO MARCORSYSCOM
Notification of Unique Item Identification Determination	<a href="#">DFARS 211.274-2(b)</a> ; <a href="#">NMCARS 5211.274-2(b)</a>	None identified	Immediately upon execution of the determination/D&F	Immediately upon execution of the determination/D&F

**I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT**

**Appendix C—Ratification Report**

**TEMPLATE**

*Complete the following template and provide to HQMC, I&L Contracts, as outlined in [I&L MAPS 1.602-3\(f\)](#)  
Remove all instructions (red language) prior to completing report.*

*Insert Name of Activity, e.g., "MCB Quantico"*  
**REPORT OF RATIFICATIONS PENDING & COMPLETED  
FOR THE PERIOD OF *(Insert Period of Report)***

MCFCS Office Name	MCFCS Office UIC	MCFCS Office Address	Name of Unit Requesting Ratification	Date MCFCS Office Rec'd Request for Ratification	Ratification \$ Amount	Name of Contracting Officer Recommending Ratification	Name of Contractor	Name of Ratifying Official	Date of Ratification Approval*	Ratification Contract/ Order #	Description of Supplies/ Service Bought	Description of circumstances of purchase, i.e. why normal procurement procedures were not followed
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*\*If D&F for ratification not yet approved mark this column as pending. For all approved D&Fs listed, a copy of the approved D&F must be submitted with the report.*

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Appendix D—Acronyms

**Acronyms.** The following is a list of acronyms used in the I&L MAPS:

<b>Acronym</b>	<b>What the acronym means</b>
AAFES	Army Air Force Exchange Service
ADC, I&L (Contracts)	Assistant Deputy Commandant, Installations & Logistics (Contracts)
AOR	Area of Responsibility
AP	Acquisition Plan
ARO	Accounts Receivable Office
AS	Acquisition Strategy
ASN	Assistant Secretary of the Navy
ASN (RD&A)	Assistant Secretary of the Navy (Research, Development and Acquisition)
AT&L	Acquisition, Technology and Logistics
ATO	Agency Tender Official
BCM	Business Clearance Memorandum
BOA	Basic Ordering Agreement
BPA	Blanket Purchase Agreement
CCO	Chief of the Contracting Office
CFR	Code of Federal Regulations
CG	Commanding General
CKO	Contingency Contracting Officer
CL	Office of Counsel for the Commandant
CLIN	Contract Line Item Number
CLP	Continuous Learning Points
CMPG	Contract Management Process Guide
CO	Commanding Officer
COR	Contracting Officer's Representative
CPARS	Contractor Performance Assessment Reporting System
DASN(A&LM)	Deputy Assistant Secretary of the Navy for Acquisition and Logistics Management
DASN(AP)	Deputy Assistant Secretary of the Navy for Acquisition and Procurement
DAWIA	Defense Acquisition Workforce Improvement Act
DC, I&L	Deputy Commandant, Installations and Logistics
D&F	Determination and Findings
DFARS	Defense Federal Acquisition Regulation Supplement
DLA	Defense Logistics Agency
DO	Delivery Order
DOC	Department of Commerce
DoD	Department of Defense
DODD	Department of Defense Directive
DoD EMALL	Department of Defense Electronic Mail
DON	Department of the Navy
DPAS	Defense Priorities and Allocations System
DRMS	Defense Reutilization and Marketing Service
EACO	Eastern Area Counsel's Office
ERR	Eastern Recruiting Region

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Appendix D—Acronyms

FAR	Federal Acquisition Regulation
FOIA	Freedom of Information Act
FSS	Federal Supply Schedule
GAO	Government Accountability Office
GCPC	Government-wide Commercial Purchase Card
GSA	General Services Administration
HCA	Head of the Contracting Activity
HQMC	Headquarters, Marine Corps
HQMC, I&L (Contracts)	Headquarters, Marine Corps , Installations and Logistics (Contracts)
I&L	Installations and Logistics
IDTC	Indefinite Delivery Type Contract
IGE	Independent Government Estimate
IT	Information Technology
JER	Joint Ethics Regulation
LOGCOM	Logistics Command
LPC	HQMC, I&L, Logistics Capabilities Center (CMC (LPC))
MAPS	Marine Corps Acquisition Procedures Supplement
MARFORRES	Marine Forces Reserve
MARTD	Marine Air Reserve Training Detachment
MARCOR, I&L	Marine Corps, Installation and Logistics
MARCORSYSCOM	Marine Corps Systems Command
MCAGCC	Marine Corps Air Ground Combat Center
MCAF	Marine Corps Air Facility
MCAS	Marine Corps Air Station
MCB	Marine Corps Base
MCFCS	Marine Corps Field Contracting System
MCHS	Marine Corps Common Hardware Suite
MCI	Marine Corps Installation
MCLB	Marine Corps Logistics Base
MCLC	Marine Corps Logistics Command
MCRD	Marine Corps Recruit Depot
MCO	Marine Corps Order
MCX	Marine Corps Exchange
MEO	Most Efficient Organization
MEF	Marine Expeditionary Force
MIPR	Military Interdepartmental Purchase Request
MOPAS 2	DON Management and Oversight Process for the Acquisition of Services (Revised)
NAFI	Nonappropriated Fund Instrumentality
NAVFAC	Naval Facilities Engineering Command
NAVSUP	Naval Supply Systems Command
NEX	Navy Exchange
NMCARS	Navy Marine Corps Acquisition Regulation Supplement
NMCI	Navy-Marine Corps Intranet
NTE	Not-To-Exceed
ODS	Ozone-Depleting Substances

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Appendix D—Acronyms

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OIC	Officer in Charge
OMB	Office of Management and Budget
OSD	Office of the Secretary of Defense
PACO	Pacific Area Counsel's Office
PBSA	Performance-Based Service Acquisition
PGI	Procedures, Guidance, and Information
POC	Point of Contact
PPIRS	Past Performance Information Retrieval System
PPMAP	Procurement Performance Management Assessment Program
PR	Purchase Request
PWS	Performance Work Statement
QA	Quality Assurance
QACO	Quantico Area Counsel's Office
QASP	Quality Assurance Surveillance Plan
R&D	Research and Development
RFP	Request for Proposal
SAP	Simplified Acquisition Procedures
SAT	Simplified Acquisition Threshold
SBA	Small Business Administration
SES	Senior Executive Service
SF	Standard Form
SSA	Source Selection Authority
SSAC	Source Selection Advisory Council
SSEB	Source Selection Evaluation Board
SSP	Source Selection Plan
TECOM	Training and Education Command
TO	Task Order
UCA	Un definitized Contract Action
UMMIPS	Uniform Materiel Movement and Issue Priority System
USD	Under Secretary of Defense
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology and Logistics
USMC	United States Marine Corps
VECP	Value Engineering Change Proposal
WACO	Western Area Counsel's Office
WAWF	Wide Area WorkFlow
WAWF-RA	Wide Area WorkFlow – Receipt and Acceptance



# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Appendix E—Contracting Officer Warrant Process

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### CONTRACTING OFFICER WARRANT PROCESS

- [1.0 Introduction](#)
- [2.0 Policy](#)
- [3.0 Contracting Officer Warrant Levels](#)
- [4.0 Individual Warrant Qualification Requirements](#)
- [5.0 Requesting Appointment of Contracting Officers](#)
- [6.0 Warrant Authority Increases](#)
- [7.0 Warrant Authority Decreases](#)
- [8.0 Termination of Warrant Authority](#)
- [9.0 Management of Warrant Records](#)

#### 1.0 Introduction

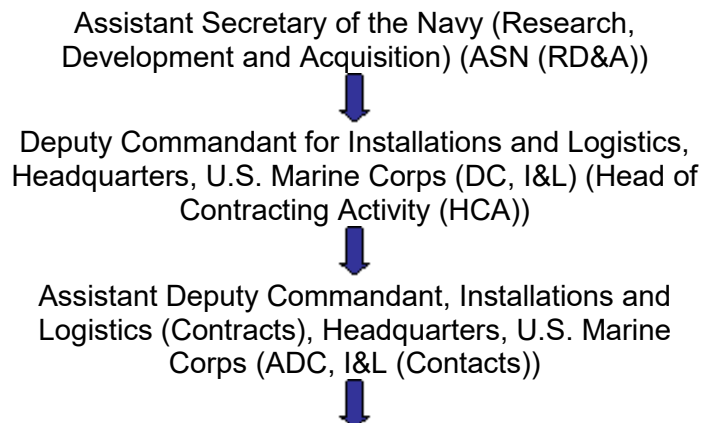
(a) **Purpose.** The purpose of this appendix is to:

(1) Supplement the coverage in [Federal Acquisition Regulations \(FAR\) Subpart 1.6](#), [Defense Federal Acquisition Regulation Supplement \(DFARS\) 201.603](#), and [Navy Marine Corps Acquisition Regulation Supplement \(NMCARS\) 5201.603-1](#), by specifying minimum Command-wide standards for the selection, appointment and termination of appointment of Contracting Officers; and

(2) Provide implementing guidance for Headquarters Marine Corps (HQMC), Installations and Logistics (I&L), Command Warranting Program. This appendix does not apply to Marine Corps Systems Command.

(b) **Authority.** Authority to enter into contractual relationships and commit the Government to the expenditure of public (taxpayer) funds is a delegated authority. This authority must be delegated in writing to the individual.

(1) Pursuant to [FAR 1.601\(a\)](#), [DFARS 202.101](#), [I&L MAPS 1.602](#), and [I&L MAPS 1.603-1](#), procurement authority is delegated downward as follows:



# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Appendix E—Contracting Officer Warrant Process

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### Contracting Officers within the Marine Corps Field Contracting System (MCFCS)

(2) Using this HCA-delegated authority, ADC, I&L (Contracts) appoints qualified individuals serving in acquisition positions within the MCFCS as Contracting Officers.

(c) **Background.** DC, I&L, and ADC, I&L (Contracts) are committed to ensuring that only those individuals who are qualified and have a valid organizational need for contracting authority are delegated authority to obligate public funds through the acquisition process.

(1) Contracting Officer warrants expressly state dollar thresholds up to which the warranted Contracting Officer may sign on behalf of the Government. A warranted Contracting Officer may execute contracting actions only up to the amount for which they are warranted, applicable to the *whole contract value (inclusive of all Options)*. Even though only a fraction of the *total* estimated value of the procurement may be funded at the time of award (e.g., an Indefinite Delivery Contract, a contract with options and/or incremental funding), the Contracting Officer signing the award action must hold a warrant that is greater than or equal to the *total* estimated value of the award. Modifications are considered to be separate contracting actions from the award action.

(2) [I&L MAPS 1.603-2](#) outlines policy and warrant levels for Contracting Officers receiving authority from the ADC, I&L (Contracts). In order to receive a Contracting Officer warrant, individuals must meet education, training, and experience requirements, and the requesting activity must demonstrate a valid need for the authority. Specific education, training, and experience requirements necessary to obtain a Contracting Officer warrant are outlined in this appendix.

## 2.0 Policy

(a) As outlined in [I&L MAPS 1.603-1](#), contracting authority has been delegated to ADC, I&L (Contracts) by DC, I&L. The DC, I&L and the ADC, I&L (Contracts) are the only Appointing Officials authorized to sign Contracting Officer warrants unless delegated in writing. However, per [I&L MAPS 1.603-1](#), Directors of the contracting offices and the Director of Contracting, Marine Corps Logistics Command (MCLC), are ultimately responsible for the proper use of warrants in their area of responsibility delineated in [I&L MAPS Appendix A](#) and shall take actions deemed necessary to ensure the integrity of the warrant program.

(b) Contracting authority may be delegated to individuals who meet the specific standards delineated in this guide, and not to positions. This is accomplished by written appointments in the form of a Standard Form (SF) 1402, Certificate of Appointment, in accordance with [FAR 1.603-3](#).

## 3.0 Contracting Officer Warrant Levels

(a) As identified in [I&L MAPS 1.603-2](#)(b), the HQMC Contracting Officer Warrant Program consists of following five warrant levels:

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Appendix E—Contracting Officer Warrant Process

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(1) **SAP A** – [FAR Part 13](#) Simplified Acquisitions up to \$25,000 and Firm-Fixed Priced Delivery and Task Orders under [FAR Part 8](#) up to \$25,000.

(2) **SAP B** – [FAR Part 13](#) Simplified Acquisitions up to the Simplified Acquisition Threshold (SAT) and Firm-Fixed Priced Delivery and Task Orders under [FAR Part 8](#) and [FAR Part 16](#) up to the SAT.

(3) **Level I** – Award of contracts, delivery/task orders and modifications with values up to \$2,500,000.

(4) **Level II** – Award of contracts, delivery/task orders and modifications with values up to \$10,000,000.

(5) **Level III** – Award of contracts, delivery/task orders and modifications with no dollar limitation.

(b) As stated in [I&L MAPS 1.603-2\(c\)](#), the Government-wide Commercial Purchase Card (GCPC) may be used as a purchase instrument in lieu of a written purchase or delivery order outside the United States up to \$25,000. This use does not constitute raising the micro-purchase threshold; Simplified Acquisition Procedures (SAP) in accordance with [FAR Part 13](#) and [DFARS Part 213](#) apply when using the GCPC overseas for purchases between the micro-purchase threshold and \$25,000. (Refer to [GCPC 6.1](#) for additional guidance.)

### 4.0 Individual Warrant Qualification Requirements

(a) Selection criteria for Contracting Officer warrants are set forth in [DFARS 201.603-2](#). Education and training requirements for warrants are also set forth in [DoDI 5000.66 Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program](#) (December 21, 2005) and supplemented by the [Defense Acquisition Workforce Improvement Act \(DAWIA\) Operating Guide for DON](#) (November 24, 2009).

(b) Pursuant to [I&L MAPS 1.603-2\(a\)](#), prior to appointing any individual as a Contracting Officer, the Appointing Official shall ensure that the individual has the requisite knowledge and experience as well as a track record of qualitative performance appropriate to the dollar value and complexity of the prospective contracting responsibilities. DAWIA certification is not an entitlement to be warranted.

(c) Education, experience, and training requirements for each of the Contracting Officer warrant levels outlined in [I&L MAPS 1.603-2](#) are delineated in [I&L MAPS Appendix L, Warranting Requirements Matrix for HQMC, I&L \(Contracts\)](#). Education, experience and training requirements are applicable to all individuals serving in contracting/acquisition positions under the authority of ADC, I&L (Contracts) and the Chiefs of the Contracting Office (CCOs) and Contingency Contracting Officers (CKOs), and must be met in order to qualify to serve in a contracting/acquisition position as a Contracting Officer with authority to award and/or administer acquisitions/contracts at the appropriate dollar threshold.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Appendix E—Contracting Officer Warrant Process

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(d) In addition to the qualification requirements set forth in this part, warrant candidates must also have exhibited **personal integrity**, commitment to customer service and mission accomplishment, sound business judgment, and **adherence to the regulations and principles of procurement professionalism**.

(e) When DAWIA certification standards are changed, an individual certified at a particular level remains certified at that level regardless of any new requirements made effective after certification. Individuals not currently certified at that level must meet the new certification standards. Contracting Officer warrant levels are not tied to certification levels. (<https://dap.dau.mil/career/Pages/Default.aspx>)

### 5.0 Requesting Appointment of Contracting Officers

(a) The procedures for requesting an initial Contracting Officer warrant are described below. Sections 6.0 and 7.0 of this appendix provide additional instructions on requesting an increase to existing warrant authority and termination of warrant authority, respectively. Individuals applying for a Contracting Officer warrant shall review the HQMC, I&L (Contracts) training presentation, [Warrant Application Completion Instructions](#), which provides step-by-step procedures for filling out the appropriate online application for each type of warrant request. This training shall be completed prior to submitting a request for a Contracting Officer warrant in the Contracting Officers Warrant Application/Change/Cancellation Website. The complete process for an initial warrant application is depicted in the [Warrant System Process Flowchart](#).

(1) **Prepare and Submit Qualifications Statement.** To request a warrant delegation, go to the [KO Warrant Application/Change/Cancellation Website for HQMC, I&L \(Contracts\)](#) website and complete the applicable warrant application. The application will be electronically routed to the Certifying/Nominating Official, who is a supervisory 1102, CCO or deputy, or the next higher level in the chain of command.

(2) **Evaluate Application.** Prior to making a delegation, the Qualifications Statement for the nominated Contracting Officer shall be evaluated and a decision made whether the minimum training and qualifications identified in [Appendix L, Warranting Requirements Matrix for HQMC, I&L \(Contracts\)](#) have been met. The minimum qualifications must be met to issue a certificate of appointment (warrant). Contracting Officers are required to maintain their certificates through continuing education in pertinent acquisition subjects. While the minimum training necessary to obtain a warrant certificate is outlined under each warrant level, Directors of the RCOs and the Director of Contracting, MCLC must ensure that Warranted Contracting Officers meet the Continuous Learning Requirements as identified in paragraph (3).

(3) **Continuing Learning Requirements.** The [DON DAWIA Operating Guide, Chapter 16.2](#) dated November 24, 2009 policy on Continuous Learning (CL) requires workforce members to participate in at least 80 hours of continuous learning activities bi-annually with a goal of participating in at least 40 hours annually. ADC, I&L (Contracts) further requires that continuous learning shall be a minimum of 20 hours formal training annually (ex: Defense Acquisition University (DAU) CL modules, web-based training for any of the applications making up our end-to-end paperless acquisitions process,

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Appendix E—Contracting Officer Warrant Process

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procurement conferences or college courses) in line with the level of the warrant. Visit the [DAU](#) website for a current list of available DAU CL Units. Non-procurement conferences and formal training may be used to meet the remaining 20 hours annually or 40 hours bi-annually.

(4) **Determination of Need Documentation.** To determine an individual's qualifications for a warrant, the Appointing Official must be presented with a needs statement from the Certifying/Nominating Official. The following, as a minimum, must be provided at the time of appointment request except that Organization Charts and Contract Review Procedures may be submitted annually:

(i) Copy of Organization Chart depicting current warrant structure and Higher Level Review process.

(ii) Address the anticipated impact of an additional Contracting Officer on current/future operations (efficiency, quality, business decisions).

(iii) Provide current instruction/procedures for Contract Review or similar Board.

(5) For issuance of a warrant to an individual outside of a contracting office, applications shall be supported by the following additional information:

(i) Need for on-site support versus availability of support from existing contracting offices.

(ii) If the requesting office currently has no warranted employees, identify who currently provides acquisition services to the office. Address why the current servicing office cannot satisfy the customer's acquisition needs.

(iii) Organization Chart depicting separation of functions.

(iv) Annual volume of procurement activity requiring the proposed warrant authority.

(6) **Written Appointment Delegation.** The Standard Form 1402, Certificate of Appointment shall include one of the following statements:

(i) Statement on warrants for military contracting officers:

“Unless sooner terminated, this appointment is effective as long as the appointee is assigned to their current CONUS organization and while OCONUS (exercise/contingency) unless in a Joint Contracting Command (JCC) where local authority prevails.”

(ii) Statement on warrants for civilian contracting officers:

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Appendix E—Contracting Officer Warrant Process

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“Unless sooner terminated, this appointment is effective as long as the appointee is assigned to this organization.”

(7) The certificate shall be prominently displayed in the vicinity of the Contracting Officer's work area.

### 6.0 Warrant Authority Increases

Before any increase in an individual's warrant authority is granted, an increase in the number of on-site transactions (in the relevant dollar interval), an increase in the numbers or complexity of requirements needing off-site procurement, or other operational necessity supporting the increase must be documented. The office must maintain satisfactory performance levels in such areas as quality, timeliness, price and productivity, as measured by authorized management control systems. Increases in warrants for anticipated disasters, such as hurricanes or wildfires, will not be granted. The office and the candidate Contracting Officer should have a good record of competition, use of mandatory and preferred sources of supply, adequate file documentation, and no abuse of prohibitions against splitting requirements or unauthorized procurements. A current Individual Development Plan for the candidate Contracting Officer must be maintained by the candidate's supervisor.

### 7.0 Warrant Authority Decreases

If the contracting office determines that the level of warrant needs to be decreased for any reason, the reason must be documented on the request for decrease (decreased numbers of actions or complexity of requirements, completion of a special project or exercise, etc). The request will be routed through the normal approval chain and, upon approval, a new warrant will be issued.

### 8.0 Termination of Warrant Authority

(a) Termination of a Contracting Officer appointment will be by letter, unless the Certificate of Appointment contains other provisions for automatic termination. Terminations may be for reasons such as reassignment, termination of employment, or unsatisfactory performance. Per [FAR 1.603-4](#), no termination shall operate retroactively. The Contracting Officer's supervisor is responsible for recommending termination to LB whenever a warrant needs to be terminated whether due to administrative reasons, or termination for cause.

(b) **Administrative Termination.** The following are examples of reasons for administrative termination:

(1) The contracting office determines that the need for a Contracting Officer is no longer exists.

(2) Transfer/Permanent Change of Station (PCS) of the warrant holder to another Government agency/duty station.

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Appendix E—Contracting Officer Warrant Process

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(3) Retirement, resignation, or other termination of the appointee's Government employment.

(c) **Termination for Cause.** Termination for Cause must be accomplished in writing by the Appointing Official. Patterns of negligent use of warrant authority need not be a prerequisite to suspension or termination of a warrant for cause. Rather the circumstances should be examined on a case-by-case basis and corrective action taken in a timely manner. The following are examples of reasons to terminate for cause and justify removing a warrant:

(1) Failure to comply with statutes, Executive Orders, Office of Management and Budget Circulars, FAR, DFARS, NMCARS, I&L MAPS, command policies or procedures, limitations of this manual, or good business judgment.

(2) Failure to comply with delegated responsibilities, i.e., exceeding warrant authority and requiring ratifications.

(3) Failure to complete continuing education requirements after appointment.

(4) Violation of the employee's responsibilities and Standards of Conduct and/or Procurement Integrity restrictions.

(d) **Suspension of Warrants.**

(1) The Appointing Official may suspend warrant authority pending completion of corrective actions or while investigating procurement abuses or other potential causes for termination. The Contracting Officer's Certifying/Nominating Official is responsible for making a reasoned recommendation to LB when a suspension is needed.

(2) Upon completion of corrective actions or investigation, the suspended warrant may be terminated or reactivated. In either case, the Certifying/Nominating Official must provide a thorough recommendation to LB along with the application to either reinstate or terminate. The application will be routed through the normal approval process and, in either case, a written notification will be completed.

### 9.0 Management of Warrant Records

(a) **Standard Procurement System (SPS) Warrant Records Management.** Field Office System SPS System Administrators are responsible for ensuring the warrant authorities in MCFCS field office SPS databases and assigned to SPS Contracting Officers match the warrant types and levels listed in the I&L MAPS. In the event that a warrant is issued at a level not listed in the I&L MAPS, the System Administrator will coordinate with the head of the contracting office to insure it is entered in SPS as a new warrant type and properly assigned to the correct SPS Contracting Officer.

(b) **Management Review of Warrant Records.** To ensure that the workforce development requirements for continuous learning are met, each Director of a

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Appendix E—Contracting Officer Warrant Process

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contracting office and the Director of Contracting, MCLC shall conduct annual reviews of existing warranted personnel and:

(1) Post an updated organization chart as well as any changes to contract review procedures at the [KO Warrant Application/Change/Cancellation Website for HQMC, I&L \(Contracts\)](#) website by 31 October of each year (See I&L MAPS [Appendix B](#))

(2) Submit an annual report validating that each warrant holder under their oversight has met their continuous learning requirements for the year and continues to meet all eligibility requirements. This report is to be signed by the Chief of the Contracting Office and submitted to LB by 31 October each year. (See I&L MAPS [Appendix B](#))

#### (c) Retention of Warrants and Documentation

(1) As directed by FAR 1.603-3(a), files containing copies of all appointments that have not been terminated will be maintained by LB in the [KO Warrant Application/Change/Cancellation Website for HQMC, I&L \(Contracts\)](#) and on the LB shared drive.

(i) The warrant website maintains copies of the warrant application which includes the applicant's experience, DAWIA certification, reason warrant is required, DAU transcript, certification by supervisor and CCO that this warrant is needed and the applicant meets all requirements to hold a warrant.

(2) Records for suspended or terminated warrants

(i) Electronic records of suspensions and terminations will be maintained in the [KO Warrant Application/Change/Cancellation Website for HQMC, I&L \(Contracts\)](#) for two years after the date of the action.

(ii) Files will be maintained outside of the Warrant website for both suspensions and terminations. These files will include the Suspension and/or Termination letter(s) and any other appropriate documentation. Files will be maintained for two years from the date of the action.



# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Appendix F—Agency Protest Report

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### TEMPLATE

**Complete the following template and provide to HQMC, I&L Contracts, as outlined in [I&L MAPS 33.103](#). Remove all instructions (red language) prior to completing report.**

**Insert Name of Activity, e.g., “MCB Quantico”  
Agency Protest Report - 1 October – 30 September 20XX**

Name of Protestor	Name of Contracting Officer	Date Received	Date Resolved	Solicitation # and Description of Requirement	Basis for Protest	Protest Denied or Sustained (if sustained, indicate remedy provided)	Check this Block if <u>No</u> Agency Protests Were Received this Fiscal Year

I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

Appendix G—GAO Protest Report

**TEMPLATE**

*Complete the following template and provide to HQMC, I&L Contracts, as outlined in [I&L MAPS 33.104](#). Remove all instructions (red language) prior to completing report.*

*Insert Name of Activity, e.g., "MCB Quantico"*  
GAO Protest Report – 1 October – 30 September 20XX

Name of Protestor	Name of Contracting Officer	Date Received	Date Resolved	Solicitation # and Description of Requirement	Basis for Protest	Protest Denied or Sustained (if sustained, indicate remedy provided)	Check this Block if No GAO Protests Were Received this Fiscal Year

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Appendix H—Termination Report

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### TEMPLATE

*Complete the following template and provide to HQMC, I&L Contracts, as outlined in [I&L MAPS 49.101-100](#). Remove all instructions (red language) prior to completing report.*

*Insert Name of Activity, e.g., "MCB Quantico"*

### REPORT OF CONTRACT TERMINATIONS - 1 October – 30 September 20XX

Contract # and Date of Award	Company Name	Name of Contracting Officer	Nature of Contract or End Items	Type of Contract (e.g., firm-fixed price, cost-reimbursement)	Contract Price	Type of Termination (cause, convenience, or default) and Reason for Termination	Check this Block if <u>No</u> Contracts Were Terminated this Fiscal Year

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Appendix I—Combat and Security Related Training Report

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### TEMPLATE

*Complete the following template and provide to HQMC, I&L Contracts, as outlined in [Appendix B](#). Remove all instructions (red language) prior to completing report.*

*Insert Name of Activity, e.g., "MCB Quantico"*

**COMBAT AND SECURITY RELATED TRAINING REPORT - 1 October – 30 September 20XX**

Name of Contracting Office	Contract Number	Contractor Name	Dollars Obligated	Ultimate Value of Contract	Description of Training Provided

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Appendix J—Contracting Officer Warrant Validation Report

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### TEMPLATE

*Complete the following template and provide to HQMC, I&L Contracts, as outlined in [Appendix B](#).  
Remove all instructions and sample language (red language) prior to completing report.  
To be signed by the CCO prior to submission to HQMC, I&L Contracts.*

*Insert Name of Activity, e.g., "MCB Quantico"*  
REVIEW OF WARRANT RECORDS - 1 November – 31 October 20XX

Number	Name	Date Issued	Amount	Level	Organization	Series	Met Annual Req for CLPs	Meets All Eligibility Req
11-999	Warrant Holder	1/20/2011	\$500,000	Level I	MF Camp Butler	3006	Yes	Yes

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Chief of Contracting Office Signature/Date

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Appendix K—Period of Performance Term Length Waiver Report

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### TEMPLATE

**Complete the following template and provide to HQMC, I&L Contracts, as outlined in [Appendix B](#).  
Remove all instructions and sample language (red language) prior to completing report.**

<b>HCA/CONTRACTING OFFICE NAME:</b>	
<b>HCA/CONTRACTING OFFICE POC:</b>	

Date	Title of Service Requirement	Portfolio	Sub-Portfolio	Contract-ing Activity	Contract or PO # (if available) - or- Solicitation #	Delivery or Task Order #	Total \$ Value Including All Option Years	# of Option years	Contract Type	Name of Request-or	Reason for Waiver	Name of Approver	Comm-ents

**I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT**

**Appendix L—Warranting Requirements Matrix for HQMC, I&L (Contracts)**

**HQMC, I&L (CONTRACTS) WARRANTING REQUIREMENTS MATRIX**

		WARRANT REQUIREMENTS			WARRANT REQUIREMENTS WHEN NOT DAWIA CERTIFIED BUT APPLYING FOR CONTINGENCY OPERATIONS WARRANT
WARRANT LEVEL	AUTHORITY	DAWIA CERTIFICATION LEVEL		ADD'L EXPERIENCE & TRAINING REQUIREMENTS ABOVE DAWIA CERTIFICATION LEVEL FOR CONTRACTING ONLY	
		CIVILIAN	CIVILIAN/MILITARY		CCF - Enlisted Only & Only When In A Contingency Environment
		PURCHASING 1105	CONTRACTING 1102/MILITARY		
<b>SAP A</b>	FAR Part 13 Simplified Acquisitions up to \$25,000 and Firm-Fixed Price delivery and task orders under FAR Part 8 up to \$25,000.	<p>DAWIA Level I Purchasing certified; EXPERIENCE: 1 year purchasing experience*</p> <p>TRAINING:*** CON 100 Shaping Smart Business Arrangements; CON 237 Simplified Acquisition Procedures; CLC 030 Essentials of Interagency Acquisitions/Fair Opportunity (CLC 017 Section 803 Competition Requirements and CLC 010 Proper Use of Non-DoD Contracts together, are equivalent); CLG 001 DoD Government Purchase Card</p>	<p>DAWIA Level I Contracting certified; EXPERIENCE: 1 year contracting experience**</p> <p>EDUCATION: Baccalaureate Degree and at least 24 semester credit hours (or the equivalent) from an accredited educational institution. The 24 semester credit hours must be in the business disciplines of accounting, business, finance, law, contract, purchasing, economics, industrial mgmt, marketing, quantitative methods, or organization and mgmt.</p> <p>TRAINING:*** CON 100 Shaping Smart Business Arrangements; CON 110 Mission Support Planning; CON 111 Mission Strategy Execution; CON 112 Mission Performance Assessment;</p>	<p>EXPERIENCE: No additional requirements</p> <p>TRAINING:*** CON 237 Simplified Acquisition Procedures; CLC 004 Market Research; CLC 030 Essentials of Interagency Acquisitions/Fair Opportunity (CLC 017 Section 803 Competition Requirements and CLC 010 Proper Use of Non-DoD Contracts together, are equivalent); CLC 046 Green Procurement; CLC 113 Procedures Guidance and Information (PGI); CLM 044 Radio Frequency Identification (RFID)</p>	<p>All stated requirements apply to the members entering the CCF after 9/30/2000.</p> <p>EDUCATION: Complete at least 24 semester credit hours (or the equivalent) from an accredited educational institution in any of the business disciplines of accounting, business, finance, law, contract, purchasing, economics, industrial mgmt, marketing, quantitative methods, or organization and mgmt.</p> <p>EXPERIENCE: 1 year contracting experience**</p> <p>TRAINING:*** CON 100 Shaping Smart Business Arrangements; CON 234 Contingency Contracting; CON 237 Simplified Acquisition Procedures; CLC 004 Market Research; CLC 030 Essentials of Interagency Acquisitions/Fair Opportunity (CLC 017 Section 803 Competition Requirements and CLC 010 Proper Use of Non-DoD Contracts together, are equivalent); CLC 113 Procedures Guidance and Information (PGI);</p>

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Appendix L—Warranting Requirements Matrix for HQMC, I&L (Contracts)

			CON 120 Mission Focused Contracting; CLC 033 Contract Format and Structure for the DoD eBusiness Environment (Graduates from Camp Johnson have completed the CLC 033 rqmt.)		CLG 001 DoD Government Purchase Card
<b>SAP B</b>	FAR Part 13 Simplified Acquisitions up to \$100,000 and Firm-Fixed Price delivery and task orders under FAR Part 8 and FAR Part 16 up to \$100,000.	DAWIA Level II Purchasing certified; EXPERIENCE: 2 years purchasing experience*  TRAINING: In addition to SAP A Training above: CON 110 Mission Support Planning; CON 111 Mission Strategy Execution; CON 112 Mission Performance Assessment; CON 120 Mission Focused Contracting	Same as SAP A above	EXPERIENCE: 1 add'l year contracting experience*  TRAINING: In addition to SAP A: CLC 009 Service-Disabled Veteran-Owned Small Business Program; CLC 055 Competition Requirements	All stated requirements apply to the members entering the CCF after 9/30/2000.  EDUCATION: Same as SAP A above  EXPERIENCE: Same as SAP A above  TRAINING: In addition to SAP A above: CON 110 Mission Support Planning; CLC 046 Green Procurement; CLC 055 Competition Requirements; CLM 044 Radio Frequency Identification (RFID)  IDP will include: CON 111 Mission Strategy Execution; CON 112 Mission Performance



## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Appendix L—Warranting Requirements Matrix for HQMC, I&L (Contracts)

<b>SAP C</b>	FAR Part 13 Simplified Acquisitions to include FAR Part 13.5 Test Program for Certain Commercial Items; delivery and task orders under FAR Part 8 and FAR Part 16 up to the Maximum Order Limitation of each contract		Same as SAP A above	<p><b>EXPERIENCE:</b> 1 add'l year contracting experience*</p> <p><b>Training:</b> In addition to the training requirements for SAP A and SAP B: CLC 003 Sealed Bidding; CLC 013 Performance Based Services Acquisition; CLC 020 Commercial Item Determination; CLC 131 Commercial Item Pricing</p>	<p>All stated requirements apply to the members entering the CCF after 9/30/2000.</p> <p><b>EDUCATION:</b> Same as SAP A above</p> <p><b>EXPERIENCE:</b> Same as SAP A above, PLUS 1 add'l year contracting experience*</p> <p><b>TRAINING:</b> In addition to SAP A and SAP B above: CON 111 Mission Strategy Execution; CON 112 Mission Performance</p>	
<b>WARRANT REQUIREMENTS</b>						
		<b>DAWIA CERTIFICATION LEVEL</b>			<b>ADD'L EXPERIENCE &amp; TRAINING REQUIREMENTS ABOVE DAWIA CERTIFICATION LEVEL FOR CONTRACTING ONLY</b>	<b>WARRANT REQUIREMENTS WHEN NOT DAWIA CERTIFIED BUT APPLYING FOR CONTINGENCY OPERATIONS WARRANT</b>
<b>WARRANT LEVEL</b>		<b>CIVILIAN</b>	<b>CIVILIAN/MILITARY</b>			
	<b>AUTHORITY</b>	<b>PURCHASING 1105</b>	<b>CONTRACTING 1102/MILITARY</b>		<b>CCF - Enlisted Only &amp; Only When In A Contingency Environment</b>	

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Appendix L—Warranting Requirements Matrix for HQMC, I&L (Contracts)

<b>LEVEL I</b>	Award of contracts, delivery/task orders and modifications with values up to and including \$500,000		<p>DAWIA Level I Contracting certified;  <b>EXPERIENCE:</b>                      1 year contracting experience**</p> <p><b>EDUCATION:</b>                      Baccalaureate Degree and at least 24 semester credit hours (or the equivalent) from an accredited educational institution. The 24 semester credit hours must be in the business disciplines of accounting, business, finance, law, contract, purchasing, economics, industrial mgmt, marketing, quantitative methods, or organization and mgmt.</p> <p><b>TRAINING:</b>                      CON 100 Shaping Smart Business Arrangements;                      CON 110 Mission Support Planning;                      CON 111 Mission Strategy Execution;                      CON 112 Mission Performance Assessment;                      CON 120 Mission Focused Contracting;                      CLC 033 Contract Format and Structure for the DoD eBusiness Environment (Graduates from Camp Johnson have completed the CLC 033 rqmt.)</p>	<p><b>EXPERIENCE:</b>                      2 add'l years of contracting experience**</p> <p><b>TRAINING:</b>                      CLC 003 Sealed Bidding;                      CLC 004 Market Research;                      CLC 009 Service-Disabled Veteran-Owned Small Business Program;                      CLC 020 Commercial Item Determination;                      CLC 022 Profit Policy Revisions;                      CLC 030 Essentials of Interagency Acquisitions/Fair Opportunity (CLC 017 and CLC 010 together, are equivalent)                      CLC 046 Green Procurement;                      CLC 055 Competition Requirements;                      CLC 113 Procedures Guidance and Information (PGI);                      CLC 131 Commercial Item Pricing                      CLM 044 Radio Frequency Identification (RFID)</p> <p>IDP will include:                      ACQ 101 Fundamentals of Systems</p>	<p>All stated requirements apply to the members entering the CCF after 9/30/2000.</p> <p><b>EDUCATION:</b>                      Complete at least 24 semester credit hours (or the equivalent) from an accredited educational institution in any of the business disciplines of accounting, business, finance, law, contract, purchasing, economics, industrial mgmt, marketing, quantitative methods, or organization and mgmt.</p> <p><b>EXPERIENCE:</b> Must have the same number of years of experience as what is required for the DAWIA Level I Contracting Certification PLUS the add'l years of contracting experience identified in the column titled "Add'l Experience &amp; Training Requirements Above DAWIA Certification Level for Contracting Only" for the Level I warrant.</p> <p><b>TRAINING:</b> Must have the same training as what is required for the DAWIA Level I Contracting Certification PLUS the add'l training identified in the column titled "Add'l Experience &amp; Training Requirements Above DAWIA Certification Level for Contracting Only" for the Level I warrant.</p>
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# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Appendix L—Warranting Requirements Matrix for HQMC, I&L (Contracts)

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				Acquisition Management, plus: 20 hrs annually of DAU CL modules, web-based training for any of the applications making up our end-to-end paperless acquisition process, procurement conferences or college courses	
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# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Appendix L—Warranting Requirements Matrix for HQMC, I&L (Contracts)

<b>LEVEL II</b>	Award of contracts, delivery/task order and modifications with values up to and including \$10,000,000		<p>DAWIA Level II Contracting certified;  <b>EDUCATION:</b>                      Baccalaureate Degree and at least 24 semester credit hours (or the equivalent) from an accredited educational institution. The 24 semester credit hours must be in the business disciplines of accounting, business, finance, law, contract, purchasing, economics, industrial mgmt, marketing, quantitative methods, or organization and mgmt.</p> <p><b>EXPERIENCE:</b>                      2 years contracting experience**;</p> <p><b>TRAINING:</b>                      In Addition to Level I training, include:                      ACQ 101 Fundamentals of Systems Acquisition Management;                      CON 214 Business Decisions for Contracting;                      CON 215 Intermediate Contracting for Mission Support;                      CON 216 Legal Considerations in Contracting;                      CON 217 Cost Analysis and Negotiation Techniques;                      CON 218 Advanced Contracting for Mission Support</p>	<p><b>EXPERIENCE:</b>                      2 add'l years of contracting experience**</p> <p><b>TRAINING:</b>                      In addition to Level I:                      CLC 007 Contract Source Selection;                      CLC 060 Time and Materials Contracts;                      CLC 104 Analyzing Profit or Fee</p> <p>IDP will include:                      20 hrs annually of DAU CL modules, web-based training for any of the applications making up our end-to-end paperless acquisition process, procurement conferences or college courses</p>	<p>All stated requirements apply to the members entering the CCF after 9/30/2000.</p> <p><b>EDUCATION:</b> Same as Level I above.</p> <p><b>EXPERIENCE:</b> Must have the same number of years of experience as what is required for the DAWIA Level II Contracting Certification PLUS the add'l years of contracting experience identified in the column titled "Add'l Experience &amp; Training Requirements Above DAWIA Certification Level for Contracting Only" for the Level II warrant.</p> <p><b>TRAINING:</b> Must have the same training as what is required for the DAWIA Level II Contracting Certification PLUS the add'l training identified in the column titled "Add'l Experience &amp; Training Requirements Above DAWIA Certification Level for Contracting Only" for the Level II warrant.</p>
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# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Appendix L—Warranting Requirements Matrix for HQMC, I&L (Contracts)

<b>LEVEL III</b>	Award of contracts, delivery/task orders and modifications with no dollar limitation		<p>DAWIA Level III certified;  <b>EDUCATION:</b>                      Baccalaureate Degree and at least 24 semester credit hours (or the equivalent) from an accredited educational institution. The 24 semester credit hours must be in the business disciplines of accounting, business, finance, law, contract, purchasing, economics, industrial mgmt, marketing, quantitative methods, or organization and mgmt.</p> <p><b>EXPERIENCE:</b>                      4 years contracting experience**</p> <p><b>TRAINING:</b>                      In Addition to Level II training, include:                      ACQ 201A Intermediate Systems Acquisition, Part A;                      CON 353 Advanced Business Solutions for Mission Support;                      1 additional course from the Harvard Business Mgmt Modules</p>	<p><b>EXPERIENCE:</b>                      No additional requirements</p> <p><b>TRAINING:</b>                      In addition to the training requirements for Level I and Level II:                      CLC 034 Provisional Award Fee</p> <p>IDP will include:                      ACQ 201B Intermediate Systems Acquisition, Part B; plus:                      20 hrs annually of DAU CL modules, web-based training for any of the applications making up our end-to-end paperless acq process, procurement conferences or college courses</p>	<p>All stated requirements apply to the members entering the CCF after 9/30/2000.</p> <p><b>EDUCATION:</b> Same as Level I above.</p> <p><b>EXPERIENCE:</b> Must have the same number of years of experience as what is required for the DAWIA Level III Contracting Certification PLUS the add'l years of contracting experience identified in the column titled "Add'l Experience &amp; Training Requirements Above DAWIA Certification Level for Contracting Only" for the Level III warrant.</p> <p><b>TRAINING:</b> Must have the same training as what is required for the DAWIA Level III Contracting Certification PLUS the add'l training identified in the column titled "Add'l Experience &amp; Training Requirements Above DAWIA Certification Level for Contracting Only" for the Level III warrant.</p>
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\* **PURCHASING EXPERIENCE:** For each year of experience identified above, the experience must be for purchases, rents or leases, supplies, services, and equipment through either simplified acquisition procedures or placement of orders against pre-established contractual instruments to support operational requirements.

\*\* **CONTRACTING EXPERIENCE:** For each year of experience identified above, the experience must be in Government or commercial contracting applicable to the dollar threshold or nature of the procurement actions for which the warrant will be issued. Note: Officers graduating from Camp Johnson receive 4 months credit towards the DAWIA Level I Contracting Certification one year experience requirement; enlisted receive 2 months credit.

\*\*\* **TRAINING:** Some courses may be fulfilled by equivalent courses.

Equivalent courses are identified in the warrant application in the required courses section.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Appendix M—PPMAP and Self-Assessment Focus Areas

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### PPMAP and Self-Assessment Focus Areas

1. Management and Operational Planning
2. Management of Key Procurement Processes
3. Contract Review
4. Internal PPMAP Program and Annual Self-Assessment (including employee and customer surveys)
5. Special Interest Items
  - Policy Dissemination and Implementation
  - Competition (including Competitive 1-Bids and Fair Opportunity)
  - Recurring and Ad Hoc Reporting
  - Metrics
  - Interagency Acquisitions
  - e-Business and Data Integrity
  - Governmentwide Commercial Purchase Card Program
  - Use of T&M/Labor Hour Contracts
  - Unauthorized Contract Actions/Ratifications
  - Commercial Item Identification
  - MOPAS 2
6. Small Business

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Appendix N—DCAA Contract Audit Follow Up (CAFU) Status Report

### TEMPLATE

**Complete the following template and provide to HQMC, I&L Contracts, as outlined in [Appendix B](#).  
Remove all instructions and sample language (red language) prior to completing report.**

**Open Audit Reports:**

Report #	Report Date	Contractor Name	DoD Activity Address Code	Audit Type	Disposition Date	Questioned Costs, potential cost avoidance, or recommended price adjustment	Qualifications or unresolved costs (yes or no)	Questioned Costs, potential cost avoidance, or recommended price adjustment sustained	Questioned costs subject to penalty	Penalty assessed	Original audit report date and/or supplemental audit report number

**Table of Audit Codes**

- A Reserved
- B Accounting and Management System Audits
- C<sup>1</sup> Claims (Hardship and Escalation) and Equitable Adjustments
- D Post-Award Audits (Defective Pricing)
- E CAS Noncompliance and Cost Impact Statement Audits
- F<sup>1</sup> Operations Audits and Operations Audits Follow-up
- G<sup>1</sup> Incurred Costs and Settlement of Final Indirect Cost Rates
- H Insurance and Pension Audits
- I<sup>1</sup> Final Pricing
- J<sup>1</sup> Terminations
- K Earned Value Management System Audits

<sup>1</sup>Reported questioned costs or potential cost avoidance that equal \$100,000 or more

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Summary of Significant Changes

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### SUMMARY OF SIGNIFICANT CHANGES INSTALLATIONS AND LOGISTICS MARINE CORPS ACQUISITION PROCEDURE SUPPLEMENT (I&L MAPS) 2012 EDITION (23 April 2012)

The following changes are hereby incorporated into the 23 April 2012 Edition of I&L MAPS:

1. Global Changes:
  - a. Throughout the document, references to DASN(A&LM) are changed to DASN(AP) to comply with the new organizational structure and naming convention within DASN. No additional changes resulting from the DASN name change are identified below.
  - b. Throughout the document, references to each Regional Contracting Office (RCO) are removed since the new contracting office structure does not utilize the term RCO. No additional changes resulting from the RCO name change are identified below.
  - c. A number of changes are attributable to the hyper-linking of references to regulations, to references of other resource documents, and to references within a paragraph to another area of the I&L MAPS. No additional changes resulting from the hyper-linking of references are identified below.
  - d. The title of this document is revised to I&L MAPS. Any references to the I&L MAPS within this document are revised to "I&L MAPS".
2. **1.170 (NMCARS) Peer Review** is revised as follows:
  - a. Paragraph (d) is revised to correct the reporting threshold from \$50 million to \$250 million, in accordance with NMCARS 5201.170(91).
  - b. Paragraph (e) is added to incorporate a peer review results notification requirement.
3. **1.303 (NMCARS) Publication and codification** is revised as follows:
  - a. Paragraph (c) is revised to reflect that the I&L MAPS will no longer be provided as a link in the HQMC, I&L (Contracts) website, since the I&L MAPS will no longer be located there.
  - b. Paragraph (d) is revised to reflect that proposed changes to the I&L MAPS should be submitted to HQMC, I&L (Contracts).
4. **1.304-100 (NMCARS) Control of HQMC baseline clauses** paragraph (b) is added to incorporate the HQMC clause notification requirement.
5. **1.601-90 (NMCARS) Department of the Navy (DON) authorities and responsibilities** is revised as follows:



## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Summary of Significant Changes

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- a. Paragraph (a) is revised to reflect that Appendix A will no longer identify all the regional contracting offices and will not specify the limitations on the authority of the contracting offices.
  - b. Paragraph (d) is added to incorporate the delegation of contracting authority notification requirement.
6. **1.602-2 (DFARS) Authorized representatives of the Contracting Officer** paragraph (a)(3)(iv) is revised to incorporate the requirement for appointing DoS CORs.
7. **1.602-3 Ratification of unauthorized commitments** is revised as follows:
  - a. Paragraph (a) is revised to add new policy regarding time frames for ratifications.
  - b. Paragraph (e) is revised to add the DC, I&L (Contracts) as one of the ratifying officials.
8. **1.603-2 (DFARS) Selection** is revised as follows:
  - a. Paragraph (b) is revised to remove the SAP C warrant level.
  - b. Paragraph (d) is revised to remove the reference to the Contracting Officer Warrant Process Module in CMPG and instead incorporate a reference to the warranting policy in Appendix E.
9. **1.603-3 Appointment** paragraph (c) is revised to remove the reference to the Contracting Officer Warrant Process Module in CMPG and instead incorporate a reference to the warranting policy in Appendix E.
10. **1.690 (NMCARS) Requirements to be met before entering into contracts** is revised as follows:
  - a. Paragraph (b) is added to incorporate a link to the CMPG section that identifies the various BCM templates and when to use them.
  - b. Paragraphs (c)(1), (c)(2) and (c)(3) are revised to reflect the updated BCM approval threshold for MCB Quantico, MCI PAC, MCB Camp Lejeune, MCB Camp Pendleton, MCRS Parris Island, and MCB Hawaii, in accordance with APM 11-22.
11. **1.691-1-100 Procurement Performance Management Assessment Program (PPMAP)** is revised as follows:
  - a. Paragraph (a) is revised to combine all subparagraphs into a single paragraph and add clarity to the purpose of the PPMAP review.
  - b. Paragraph (c) is added to incorporate a reference to the new Appendix M regarding PPMAP and self-assessment focus areas. The previous paragraph (c) is now paragraph (d).
12. **2.101 Definitions** is revised as follows:

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Summary of Significant Changes

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- a. The definition of **Chief of the Contracting Office (CCO)** is revised to remove the secondary acronym that the Joint Contingency Contracting Handbook refers to the Chief of the Contracting Office as COCO.
  - b. The definition of **Contingency Contracting Officer (CKO)** is removed.
  - c. The definition of **Head of the Contracting Activity (HCA)** is revised to align to the current delegated authority of the HCA.
13. **3.104-7 (NMCARS) Violations or Possible Violations** is added to incorporate the violation notification requirement.
14. **3.1003 (NMCARS) Requirements** is added to incorporate the violation notification requirement.
15. **4.1001-100 Identifying Line Items** is added as follows:
- a. Paragraphs (a) through (c) are added to incorporate new policy regarding line item codes, in accordance with APM 12-07.
  - b. Paragraph (d) is added to incorporate policy regarding the identification of quantities and units of measure at the line item level, in accordance with APM 12-09.
16. **6.501 (NMCARS) Requirement** is revised as follows:
- a. Paragraph (a) is revised add clarity to the ADC, I&L (Contracts)' authority to appoint Competition Advocates.
  - b. Paragraph (c) is added to incorporate policy regarding Competition Advocate nominations.
17. **7.103 (NMCARS) Agency-head responsibilities** paragraph (c) is added to incorporate the new AP signatory requirement.
18. **8.002 Priorities for use of Government supply sources** is added to incorporate a new furniture procurement policy.
19. **8.405-6 (FAR) Limited sources justification and approval** is revised to replace the \$150,000 threshold with "SAT," since the threshold refers to the SAT.
20. **9.104-1 (NMCARS) General Standards** is added to incorporate the Ownership/Control Notice requirement.
21. **11.274-2 (NMCARS) Policy for Unique Item Identification** is added to incorporate the unique item identification notification requirement.
22. **12.403 (NMCARS) Termination** paragraph (b) is revised to clarify the termination notification requirement and add a reference to Appendix B.

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Summary of Significant Changes

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23. **12.7102-2 (DFARS) Reporting requirements** is added to incorporate the new annual report on contracts awarded under the Pilot Program on Acquisition of Military Purpose Nondevelopmental Items.
24. **13.301-100 (FAR) Government-wide commercial purchase** paragraph (c) is added to incorporate the policy regarding use of the GCPC for OCONUS procurements with a total estimated value of up to and including \$25,000.
25. **15.303-100 Source Selection Plan** paragraph (a) is revised to remove the requirement that the SSP must identify the Small Business Specialist as an advisor to the board for evaluating small business information.
26. **15.403-100 Quarterly Report on Approved and In Process Waivers for TINA** is added to incorporate the quarterly TINA waiver reporting requirement.
27. **15.406-90 (NMCARS) Business Clearance** is revised to replace the \$150,000 threshold with "SAT," since the threshold refers to the SAT.
28. **16.401 (NMCARS) Report on use of award fee and incentive fee contracts** paragraph (a) is added to incorporate the D&F notification requirement.
29. **17.108 (NMCARS) Congressional Notification** is added to incorporate the Congressional notification requirement.
30. **17.170 (NMCARS) General** is added to incorporate the Congressional notification requirement.
31. **17.171 (DFARS) Multi-year contracts for services** paragraph (b) is added to incorporate the Congressional notification requirement.
32. **17.172 (NMCARS) Multiyear contracts for supplies** is added to incorporate the Congressional notification requirement.
33. **17.174 (NMCARS) Multiyear contracts that employ economic order quantity procurement** is added to incorporate the Congressional notification requirement.
34. **17.503 Determinations and findings requirements** is revised as follows:
  - a. Paragraph (a) is revised to remove the guidance stating that the existence of an interservice/intergovernmental support agreement or similar memorandum under DoDI 400.19 does not negate the requirement for a D&F.
  - b. Paragraph (b) is revised to remove guidance for assisted acquisitions made through DoD agencies since such acquisitions are considered intra-agency acquisitions.
  - c. Paragraph (e)(4) is revised to clarify the services belonging under the cognizance of NAVFAC

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Summary of Significant Changes

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35. **19.102-100 North American Industry Classification Standard (NAICS) Codes** is added to incorporate new policy regarding small business NAICS codes, in accordance with APM 12-10.
36. **19.201 General policy** paragraph (d) is revised and paragraph (e) is added to provide clarification regarding coordination with Small Business Administration Procurement Center Representatives for new small business acquisitions, in accordance with APM 11-14.
37. **19.810 (NMCARS) SBA Appeals** is added to incorporate the appeal notification requirement.
38. **22.408-6 (NMCARS) Investigations** is added to incorporate the report notification requirement.
39. **22.7003 (NMCARS) Waivers** is added to incorporate a new requirement to notify HQMC, I&L (Contracts) of any request to waive the applicability of DFARS 222.7002.
40. **22.7403 (NMCARS) Waiver** is added to incorporate a new requirement to notify HQMC, I&L (Contracts) of any request to waive the applicability of DFARS 222.7402.
41. **25.103 (DFARS) Exceptions** paragraph (b)(iii) is added to incorporate the determination notification requirement.
42. **25.871-7 (NMCARS) Congressional Notification** is added to incorporate the Congressional notification requirement.
43. **25.7003-3 (NMCARS) Exceptions** is added to incorporate the existing requirement to report use of the exception at [DFARS 225.7003-3\(b\)\(2\)](#) for an acquisition of COTS end items valued at \$5 million or more per item.
44. **28.9003 (NMCARS) Insurance Policies** is added to incorporate the insurance policy notification requirement.
45. **31.109 (NMCARS) Advance Agreements** is added to incorporate the negotiated advance agreement notification requirement.
46. **33.170 (NMCARS) Briefing requirement for protested acquisitions valued at \$1 billion or more** is revised to include a reference to Appendix B for the protest notification requirement.
47. **37.503-100 Procedures** is revised as follows:
  - a. Paragraph (a) is revised to include the policy that Acquisition Strategy content requirements may be combined with Acquisition Plan (AP) content requirements in to a single Acquisition Plan/Acquisition Strategy (AP/AS) document.
  - b. Paragraph (c) is revised to incorporate the approval process for combined AP/AS documents.

# I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

## Summary of Significant Changes

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- c. In the Acquisition Strategy Review and Approval Thresholds table the decision authority for acquisitions valued at greater than the BCM threshold up to and including \$100 million is revised to reflect the revised BCM approval thresholds that are outlined in I&L MAPS 1.690.
48. **37.102-100 Contractor-Provided Training** is added to incorporate new contractor provided training certification requirements in accordance with APM 11-13.
49. **39.101 Policy** paragraph (a) is revised to remove guidance that is no longer valid and instead refer to MARADMIN 375/11 which contains new guidance for IT procurements.
50. **42.1503-100 Preparation and use of contractor performance evaluation reports** paragraphs (b)(1) and (d)(2) are revised to remove the CMPG references to HQMC, I&L (Contracts) points of contact (POCs) since all POC information is being removed from the CMPG.
51. **43.204-70-1 (NMCARS) Scope** is added to incorporate the FMS/SAP Unpriced Change Orders notification requirement.
52. **49.470 (NMCARS) Termination for Default Notification** is revised to clarify the instructions for submitting the termination notification.
53. **50.101-3 (DFARS) Records** is revised to include a reference to for the records notification requirement.
54. **50.102-1-70 (NMCARS) Delegations** is added to incorporate a new requirement to notify HQMC, I&L (Contracts) of any request to carry out the funding obligation in DFARS 250.102-1-70(b)(1).
55. **APPENDIX B – Required Reports and Notifications** is revised as follows:
- a. The title of the Appendix is revised from Required Reports to Required Reports and Notifications since new notifications tables have been incorporated in the Appendix.
  - b. Table 1 is revised to incorporate the new Combat and Security Related Training Report in accordance with APM 11-13.
  - c. Table 1 is revised to incorporate the COTS Specialty Metal Exceptions Report required by I&L MAPS 25.7003-3.
  - d. Table 1 is revised to incorporate the new Quarterly Report on Approved and In Process Waivers for TINA in accordance with I&L MAPS 15.403-100.
  - e. Table 1, Quarterly Data V&V Report is revised to add the OSD Data Improvement Plan as a Required By source, and is moved from Table 2 to Table 1 since this report is now being done by the field.
  - f. Table 1, Pilot Program on Acquisition of Military Purpose Nondevelopmental Items Report, is added to incorporate the new reporting requirement.

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Summary of Significant Changes

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- g. Table 1, Contracting Officer Warrant Validation Report, is added to incorporate the new reporting requirement.
- h. Table 2, Annual Data V&V Report is revised to add the OSD Data Improvement Plan as a Required By source and to revise the due date in accordance with the due date specified in NMCARS 5204.604(3)(ii).
- i. Table 2, Defense Procurement Acquisition Policy (DPAP) Anomaly Report is added to incorporate the existing reporting requirement.
- j. Table 2, USMC Programs and Resources (P&R) Section 807 Report is added to incorporate the existing reporting requirement.
- k. Table 2, Small Business Administration (SBA) Goaling Report is added to incorporate the existing reporting requirement.
- l. Table 2, Strategic Sourcing Data Report is added to incorporate the existing reporting requirement.
- m. Tables 3, 4, 5 and 6 are added to incorporate all the notifications that HQMC, I&L (Contracts) must provide to higher authorities

56. **APPENDIX D – Acronyms** is revised as follows:

- a. Added the acronym and meaning for DASN(AP).
- b. Added the acronym and meaning for EACO.
- c. Added the acronym and meaning for I&L.
- d. Added the acronym and meaning for LOGCOM.
- e. Added the acronym and meaning for MCAF.
- f. Added the acronym and meaning for MCAGCC.
- g. Added the acronym and meaning for MCAS.
- h. Added the acronym and meaning for MCB.
- i. Added the acronym and meaning for MCLB.
- j. Added the acronym and meaning for MCRD.
- k. Added the acronym and meaning for PACO.
- l. Added the acronym and meaning for QACO.
- m. Added the acronym and meaning for TECOM.

## I&L MARINE CORPS ACQUISITION PROCEDURES SUPPLEMENT

### Summary of Significant Changes

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- n. Added the acronym and meaning for WACO.
  - o. Removed the acronym and meaning for RCO.
57. **APPENDIX E is revised from being reserved to APPENDIX E – Contracting Officer Warrant Process**, and contains the warranting procedures that were previously in the Contracting Officer Warrant Process module in CMPG.
58. **APPENDIX I – Combat and Security Related Training Report** is added to incorporate a reporting template for the report in accordance with APM 11-13.
59. **APPENDIX J – Contracting Officer Warrant Validation Report** is added to incorporate the Contracting Officer Warrant Validation Report Template in accordance with the warrant validation reporting requirement in Appendix E.
60. **APPENDIX K – Period of Performance Term Length Waiver Report** is added to incorporate the Period of Performance Term Length Waiver Report Template in accordance with the corresponding reporting requirement in Appendix B.
61. **APPENDIX M – PPMAP and Self-Assessment Focus Areas** is added to incorporate a list of the focal points of the PPMAP and self-assessment reviews.

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## Summary of Significant Changes for Change 1

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### SUMMARY OF SIGNIFICANT CHANGES INSTALLATIONS AND LOGISTICS MARINE CORPS ACQUISITION PROCEDURE SUPPLEMENT (I&L MAPS) 2012 EDITION (CHANGE 1) (27 August 2012)

The following changes are hereby incorporated into the 21 August 2012 Edition of I&L MAPS:

1. **1.602-2 (DFARS) Authorized representatives of the Contracting Officer** is revised to add new paragraph 1.602-2(a)(2) regarding the use of the CORT Tool for service contracts valued at greater than the micro-purchase threshold.
2. **8.405-3 (FAR) Blanket Purchase Agreements** is added to incorporate business case requirements for multi-agency BPAs and agency-specific BPAs.
3. **16.500-100 Agency-Specific Contracts** is added to incorporate business case requirements for agency-specific contracts and agency-specific BPAs.
4. **17.502 (FAR) Procedures** is added to incorporate business case requirements for multi-agency contracts, government-wide acquisition contracts (GWACs), BPAs, and agency-specific contracts, in accordance with DASN(AP) Memorandum, Subj: Development, Review and Approval of Business Cases for Certain Interagency and Agency-Specific Acquisitions, dated March 13, 2012.
5. **37.106-100 Term Length** is added to incorporate policy regarding period of performance term lengths, in accordance with DASN(AP) Memorandum, Subj: Enhancing Competition for Services Contracts, dated December 21, 2011.
6. **42.191 (NMCARS) Audit Resolution and Disposition** is revised to remove the DCAA Contract Audit Resolution & Disposition Report in order to comply with the current requirements of NMCARS 42.191. Accordingly, the reports is removed from MAPS Appendix B, Table 1 – Reports Prepared by MARCOR I&L Contracting Offices. In addition, the policy for reporting contract audits has been revised to reflect new requirements for using the CAFU system.
7. **47.573-3 (NMCARS) Annual Reporting Requirement** is revised to incorporate a requirement to provide negative replies, when applicable, to the Annual Ocean Transportation Report.
8. **APPENDIX B – Required Reports and Notifications** is revised as follows:
  - a. Table 1 – Reports Prepared by MARCOR I&L Contracting Offices, the DCAA Contract Audit Follow Up (CAFU) Status Report is revised to incorporate Appendix N as the reporting format.



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- b. Table 1 – Reports Prepared by MARCOR I&L Contracting Offices, the DCAA Contract Audit Resolution & Disposition Report is removed since the report is no longer required, in accordance with NMCARS 42.191.
  - c. Table 1 – Reports Prepared by MARCOR I&L Contracting Offices, the Quarterly Data Verification & Validation (V&V) Report is revised to update the due date to DASN from 45 days to 30 days.
  - d. Table 1 – Reports Prepared by MARCOR I&L Contracting Offices, the Period of Performance Term Length Waiver Report is moved from Table 3 to Table 1 since the document is a report, not a notification, and must be prepared by each MARCOR I&L contracting office.
9. **APPENDIX N – DCAA Contract Audit Follow Up (CAFU) Status Report** is added to incorporate the DCAA CAFU Status Report template.