MCIEAST GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC) GUIDANCE FOR COMMERCIAL

OFF THE SHELF (COTS) TRAINING

Originator: CG MCIEAST-MCB CAMLEJ CONT(UC)

DTG: 161937Z Jan 14 Precedence: Routine DAC: General

To: CG MCIEAST-MCB CAMLEJ G8(UC) COMMARFORSOC G8(UC) CO MCLB ALBANY GA(UC)

CO MCAS BEAUFORT SC(UC) CG 2ND MAW COMPT(UC) CG 2D MLG COMPT(UC) CG 2ND

MARDIV COMPT(UC) MCAS NEW RIVER NC COMPT(UC) More...

CC: CG MCIEAST-MCB CAMLEJ CONT(UC)

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MSGID/GENADMIN/CG MCIEAST-MCB CAMP LEJEUNE CONTRACTING NC//

SUBJ/ MCIEAST GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC) GUIDANCE FOR

COMMERCIAL OFF THE SHELF (COTS) TRAINING.

REF/A/DOC/DEPARTMENT OF THE NAVY CONSOLIDATED CARD PROGRAM MANAGEMENT

DIVISION PURCHASE CARD KNOWLEDGE NUGGET 15//

NARR/REF A PUBLISHED PCKN 15 IS A SHORT MULTIMEDIA PRESENTATION THAT

DEMONSTRATES SPECIFIC CARD PROGRAM PROCESSES OR PROCEDURES CONCERNING THE

PROCUREMENT OF TRAINING. //

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RMKS/1. THE PURPOSE OF THIS MESSAGE IS TO REINFORCE THE PROCEDURES TO

PURCHASE COTS TRAINING USING THE STANDARD FORM (SF) -182, WITH THE GCPC AS A

METHOD OF PAYMENT, FOR MARINE CORPS INSTALLATIONS EAST - MARINE CORPS BASE

CAMP LEJEUNE (MCIEAST - MCB) ISSUED GCPC ACCOUNTS THAT FALL UNDER THE

PURVIEW OF MCIEAST CONTRACTING.

2. IN ACCORDANCE WITH REF A, USE OF THE GCPC AS A METHOD OF PAYMENT FOR

COTS TRAINING AND TUITION WITH THE SF-182 UP TO $25K, THE FOLLOWING CRITERIA

MUST BE MET:

2.A. TRAINING IS AN OFF-THE-SHELF EVENT, CONFERENCE OR INSTRUCTIONAL SERVICE

AND HAS NOT BEEN MODIFIED TO FIT THE GOVERNMENT'S NEED.

2.B. IT IS AVAILABLE TO THE GENERAL PUBLIC, TO INCLUDE VENUE.

2.C. IT IS PRICED THE SAME FOR EVERYONE IN ATTENDANCE. THIS MEANS NO SPECIAL

DISCOUNTS TO GOVERNMENT ATTENDEES.

3. ANY TRAINING REQUIRING SPECIFIC TERMS, CONDITIONS, OR MODIFICATIONS AND

DEVELOPMENT TO MEET THE GOVERNMENT'S NEED, OR THAT DOES NOT MEET THE

CRITERIA LISTED ABOVE, SHALL BE SUBMITTED TO A MCIEAST CONTRACTING OFFICE

FOR CONTRACT ACTION.

3.A. TRAINING REQUIREMENTS SUBMITTED TO A MCIEAST CONTRACTING OFFICE FOR

CONTRACT ACTIONS, SHALL MEET ALL THE SAME REQUIREMENTS OF ANY OTHER REQUEST

FOR CONTRACTED SUPPORT FOR TRAINING. REQUEST SHALL BE SUBMITTED IN PURCHASE

REQUEST BUILDER (PR BUILDER) AFTER ALL NECESSARY WAIVERS, APPROVALS AND

STATEMENTS OF WORK (SOW) OR PERFORMANCE WORK STATEMENTS (PWS) HAVE BEEN

OBTAINED.

4. PROPER PLANNING WILL BE NECESSARY TO ENSURE TIMELY CONTRACTING SUPPORT

FOR THE REQUESTED TRAINING EVENT. ANY REQUIREMENT THAT IS URGENT OR SOLE

SOURCE WILL NEED TO HAVE THE PROPER JUSTIFICATIONS ATTACHED TO THE PURCHASE

REQUEST. THE REQUIREMENT HOLDER MUST PROVIDE ENOUGH ADDITIONAL LEAD TIME

BASED ON THE INFORMATION IN THIS MESSAGE TO ALLOW FOR THE AWARD OF A

CONTRACT BEFORE TRAINING IS SCHEDULED.

5. ALL EXISTING REGULATIONS REMAIN IN EFFECT.

5.A. THE REQUIREMENT HOLDER MUST SCREEN MANDATORY FEDERAL SOURCES OF SUPPLY

PRIOR TO SUBMITTING REQUIREMENTS TO MCIEAST-MCB LEJEUNE CONTRACTING.

5.B. JUSTIFICATION STATEMENTS FOR LIMITED/SOLE SOURCE AND URGENCY OF NEED

REQUIREMENTS SHALL BE PREPARED AND PROVIDED BY THE REQUIREMENT HOLDER.

URGENT PR REQUIREMENTS WILL CITE APPROPRIATE PRIORITY DESIGNATION AND

INCLUDE BN/SQDRN COMMANDING OFFICER APPROVAL OR DELEGATION OF COMMANDING

OFFICER APPROVAL FOR URGENCY IMPACT STATEMENT SUBSTANTIATING MISSION

ESSENTIALITY. CALL 451-5933/4599 OR 451-7845 WHEN SUBMITTING AN URGENT PCR

THAT MUST BE FILLED IN 3 DAYS OR LESS.

6. ALL SUPPLIES AND SERVICES MUST CONFORM TO BASIC APPROPRIATION LAW; TO

INCLUDE THE NECESSARY EXPENSE RULE AND THE BONA FIDE NEED RULE.

7. ALL REFERENCES CAN BE ACCESSED FOR DOWNLOAD AT THE MCIEAST-MCB LEJEUNE

CONTRACTING WEB SITE:

HTTP://WWW.MCIEAST.MARINES.MIL/STAFFOFFICES/CONTRACTING.ASPX