



UNITED STATES MARINE CORPS
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE
II MARINE EXPEDITIONARY FORCE
3399 STRAUSS AVENUE, SUITE 219
INDIAN HEAD, MD 20640

4400
CO
21 MAR 2011

POLICY LETTER 28-11

From: Commanding Officer
To: Distribution List

Subj: OPEN PURCHASE PROCEDURES

Ref: (a) MCO P7300.21
(b) NAVSUP INSTRUCTION 4200.99

Encl: (1) Open Purchase Request
(2) Delegation of Authority

1. Purpose. To provide open purchasing guidance to Chemical Biological Incident Response Force (CBIRF) personnel. Additionally, to ensure CBIRF's compliance with the above references and good fiscal practice.

2. Obligation of Government Funds. The obligation of government funds, per reference (a) paragraph 4001, is: "... a firm legally binding agreement between parties for the acquisition of goods or services." The only authorized methods to obligate CBIRF's funds, are: 1) Through an approved purchase request endorsed by the Supply Officer, or 2) The electronic obligation of funds through the Global Combat Support System-Marine Corps (GCSS-MC).

3. Authorized Obligation of Government Funds. The authorized obligations of government funds will occur through CBIRF's Supply Officer. All purchases/obligations will be reviewed for legality and funds availability by the Supply Officer.

4. Procedures for Purchasing Gear and Services. The purchase request format enclosed, combined with the procedure defined below ensures that all obligations are executed properly and with the correct authorization.

a. Creation of Request. A purchase request begins with the originator creating the open purchase request. It will then get forwarded to his/her Responsible Officer for review and acceptance.

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All fields are required in order to process requests in a timely fashion.

b. Routing of Requests. The request will be routed from the originator's Responsible Officer to the Fiscal Chief. After being routed through the Responsible Officer and the Fiscal Chief, it will then be forwarded to the Supply Officer for action. The Supply Officer will determine the legitimacy, legality, and funds availability for that request. If the purchase is an end item over **\$300 dollars** or is **serialized gear**, this item will be added to the Responsible Officer's CMR.

5. In the Case of an Unauthorized Obligation of Government Funds. A Marine who enters the government into a "legal binding agreement for the acquisition of goods or services" without getting approval from the Commanding Officer or Supply Officer, has created an unauthorized obligation of CBIRF's funds. The Commanding Officer will be notified of all unauthorized obligation. Individuals creating such obligations can be held accountable both through administrative or punitive action. Lastly, all unauthorized obligations will only be funded at the Commanding Officer's discretion.

6. The point of contact on this subject is Captain Shaw or Staff Sergeant Coutain at 301-744-1024 or 301-744-2004.



P. W. AHERN



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IN REPLY REFER TO:
 4400
 Sup

From: Responsible Officer, CMR Account: Y00XX, Section
 To: Supply Officer

Subj: AUTHORIZATION TO RECEIPT FOR EQUIPMENT FOR CMR ACCOUNT:
 Y00XX, Section

Ref: (a) MCO P4400.150_
 (b) UM 4400-124

1. The following Marines are authorized to approve DSSC
 (Servmart) Requests on my behalf:

- _____ a. No personnel are authorized to sign for equipment
 except for the RO.
- _____ b. The following personnel are authorized:

<u>LAST NAME</u>	<u>INI</u>	<u>RANK</u>	<u>SSN</u>	<u>SIGNATURE</u>
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2. The following Marines are authorized to approve Open
 Purchase Requests on my behalf:

- _____ a. No personnel are authorized to sign for equipment
 except for the RO.
- _____ b. The following personnel are authorized:

<u>LAST NAME</u>	<u>INI</u>	<u>RANK</u>	<u>SSN</u>	<u>SIGNATURE</u>
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3. The following Marines are authorized to shop at DSSC
 (Servmart) on my behalf:

- _____ a. No personnel are authorized to sign for equipment
 except for the RO.
- _____ b. The following personnel are authorized:

<u>LAST NAME</u>	<u>INI</u>	<u>RANK</u>	<u>SSN</u>	<u>SIGNATURE</u>
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Subj: AUTHORIZATION TO RECEIPT FOR EQUIPMENT FOR CMR ACCOUNT:
Y00XX, Section

4. The following Marines are authorized to receipt for Open Purchased Equipment on my behalf:

- _____ a. No personnel are authorized to sign for equipment except for the RO.
- _____ b. The following personnel are authorized:

<u>LAST NAME</u>	<u>INI</u>	<u>RANK</u>	<u>SSN</u>	<u>SIGNATURE</u>
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5. The following Marines are authorized to receipt for Contract Open Purchase Equipment on my behalf:

- _____ a. No personnel are authorized to sign for equipment except for the RO.
- _____ b. The following personnel are authorized:

<u>LAST NAME</u>	<u>INI</u>	<u>RANK</u>	<u>SSN</u>	<u>SIGNATURE</u>
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6. The following Marines are authorized to receipt for Initial Issue/Replacement & Replenishment Equipment on my behalf:

- _____ a. No personnel are authorized to sign for equipment except for the RO.
- _____ b. The following personnel are authorized:

<u>LAST NAME</u>	<u>INI</u>	<u>RANK</u>	<u>SSN</u>	<u>SIGNATURE</u>
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7. The following Marines are authorized to receipt for Maintenance/Repair parts, and SL-3 components on my behalf:

- _____ a. No personnel are authorized to sign for equipment except for the RO.
- _____ b. The following personnel are authorized:

<u>LAST NAME</u>	<u>INI</u>	<u>RANK</u>	<u>SSN</u>	<u>SIGNATURE</u>
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8. This letter supersedes all previous authorizations.

_____ I. M. RESPONSIBLE_____