



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
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ASO 11300.3L
FAC

9 JUL 2010

AIR STATION ORDER 11300.3L

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: UTILITY AND SERVICE CHARGES

Ref: (a) DOD FMR 7000.14R Vol 11A
(b) NAVSO P1000 DON FMPM

1. Situation. Utilities and services are provided to private parties, Working Capital Fund activities, Fleet Readiness Center (FRC) East in 5 locations, Defense Logistics Agency (DLA), Defense Commissary Agency (DECA), and Marine Corps Community Services (MCCS) activities aboard MCAS Cherry Point on a reimbursable basis. This order shall outline the procedures utilized to charge for the utilities and services provided to these parties.

2. Cancellation. AirStaO 11300.3K.

3. Mission. Reference (a) defines financial responsibility and authority for furnishing utilities and services to MCCS activities and private parties. The provision of such utilities and services shall be charged to the appropriate party using the procedures described herein.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To provide a summary of utility and service charges for private parties, tenant commands and MCCS and to publish a basis for appropriated fund activities to charge for the cost of utilities and services.

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distribution is unlimited.

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(2) Concept of Operations

(a) To ensure proper reporting, processing and reimbursement of utility and services provided, specific Directorates will be delegated responsibilities as follows in this Order.

b. Tasks

(1) The Director of Facilities, through subordinate department heads as indicated, is responsible for the tasks identified below:

(a) Facilities Maintenance Department (FMD)

1 Submission of a monthly Utilities Metering Report of metered utilities and services provided private parties and MCCS to the Comptroller by the 10th of each month.

2 Provision of utility-related services, including installing meters. Government-owned meters will be used for electrical hook-ups for contractors and private parties. Deposits will be obtained in advance of utility services furnished private parties as required by reference (b).

3 Estimate total FY utility costs and obtain an advance deposit, in the form of a check, from new commercial private party customer for said amount as required by reference (b). Forward advance deposit to the Comptroller for further processing.

4 Immediately notify Comptroller when utility services are disconnected or no longer required for any customer aboard the installation to permit the Comptroller to reconcile and finalize the customer account.

5 Periodically and upon request, review engineering estimates of unmetered utilities consumed by private parties and MCCS and report changes to the Comptroller.

6 Periodically and upon request, audit the accuracy of the monthly Utilities Metering Report. Results will be forwarded to the Comptroller in order to make the necessary corrections to the monthly Utilities Reimbursement Report.

7 Determine flat rate utility amounts for vending and amusement machines, per reference (b).

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8 Conduct an annual review of all utility services furnished private parties off station with a view toward disconnecting such services at the earliest practicable date.

(2) The Director of Telecommunications and Information Systems (TISD) is responsible for:

(a) The billing of unofficial telephone service provided to private parties and reimbursable telephone service provided to MCCA. The Integrated Services Department will not accept checks or cash for payment of services. Private parties will have to mail a check to Defense, Finance and Accounting Services (DFAS) for payment of services. The check should be made payable to the TREASURY OF THE UNITED STATES and mailed to:

Disbursing Officer
DFAS-ADMC (REIMAC)
1500 East Bannister Road
Kansas City MO 64197-0001

(b) Personnel paying for fraudulent telephone calls with cash will have the Integrated Service Department prepare a Cash Collection Voucher (Standard Form 1034) and proceed to the Collection Agent in the Station Comptroller's Office to make payment. Under no circumstances will the Integrated Service Department accept cash payment.

(3) The Director of MCCA is responsible for:

(a) The submission of the Vending Machine Report to the FMD by the 10th day of the month which will include the number and location of vending machines under their jurisdiction requiring utilities. The format of the Vending Machine Report shall be such to show: 1) directly billed machines by location, 2) indirectly billed machines by location (those inside MCCA reimbursed facilities), 3) FRC East, machines by location, and 4) totals of each category of machines. Utilities furnished to vending and amusement machines will be metered when practical; otherwise, a flat rate, computed in accordance with reference (b), will be charged. The Director of MCCA will furnish FMD with electrical requirements (nameplate amperage/wattage) of vending and amusement machines, so that flat rates may be computed for unmetered machines. In order that FRC East will not be required to bill sponsors for utilities applicable to machines located in their command, the quantities of utilities for such machines will be deducted and shown as deductive item in billings. The machines located in FRC East buildings and requiring utility

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service should be reported separately from all others for indirect reimbursement purposes.

(b) Notifying the Comptroller and the Director of Facilities, at least 30 days in advance, of the opening and closing of all MCCA activities to permit timely and accurate reporting and billing for quantities of utilities and services provided.

(4) The Comptroller is responsible for:

(a) Preparation of a monthly Utilities Reimbursement Report of metered and/or unmetered Utilities and services provided private parties and MCCA for the purpose of determining appropriate monthly billing to these parties by the 25th of each month.

(b) Preparation, forwarding, and processing payments of monthly billings to those organizations purchasing utilities services, via the Station's Authorized Accounting Activity (AAA).

(c) Processing private party advance deposits received as a guarantee of payment, based on estimates furnished by the Director of Facilities.

(d) Upon notification of disconnected customer services from the Director of Facilities, reconcile and finalize all billing and reimbursements with the customer. Refund all unused advance deposit amounts when required.

(e) Maintenance of all accounting data pertaining to reimbursable utilities and services furnished various organizations, as reported by the Director of Facilities, in support of the Utilities Cost and Analysis Report (UCAR) (NAVCOMPT 2127).

(f) Publish utility rates for MCCA and private parties working with facilities and in accordance with reference (b).

5. Administration and Logistics. The Commanding Officer, FRC East, DLA, DECA, Comptroller, Director of Telecommunications and Information Systems (G-6) and Director of MCCA, concur in this order insofar as it pertains to its command.

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6. Command and Signal

a. Command. This Order is applicable to all MCAS Cherry Point activities.

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



ROBERT D. CLINTON
Executive Officer