



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER 8003
CHERRY POINT, NORTH CAROLINA 28533-0003
AND
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

ASO 7000.2
MCAS (SUP)
2d MAW (COMP)
12 Jan 12

AIR STATION ORDER 7000.2

From: Commanding Officer, Marine Corps Air Station, Cherry Point
Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD (GCPC) PROGRAM
POLICY AGREEMENT BETWEEN COMMANDING OFFICER, MARINE CORPS
AIR STATION (MCAS) CHERRY POINT (CHERPT) AND COMMANDING
GENERAL (CG), 2D MARINE AIRCRAFT WING (2D MAW)

Ref: (a) NAVSUPINST 4200.99A
(b) WGO P7000.5D
(c) Supply Directorate's Agency Program Coordinator (APC)
GCPC Internal Operating Procedure (IOP)

1. Situation. To provide applicable guidelines/policy governing the GCPC Program within 2d MAW.

2. Mission. To ensure 2d MAW personnel appointed to key GCPC roles are properly trained; to ensure 2d MAW personnel are aware of and abide by GCPC Program policies; and to ensure 2d MAW personnel receive GCPC support, as needed.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Commanding Officer, MCAS CHERPT has delegated the responsibility of providing day-to-day oversight, audit management, and mandatory training of GCPC Program participants to the APC to ensure compliance with GCPC regulations while ensuring mission requirements are met. The APC is specifically tasked with providing assistance required by 2d MAW to ensure the GCPC acquisition process is completed in an efficient and effective manner.

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distribution is unlimited.

(2) Concept of Operations. In the pursuit of its mission of serving its customers through more efficient and expeditious means, the Supply Directorate's APC assists appointed MCAS CHERPT and 2d MAW GCPC personnel with day-to-day oversight, audit management, and mandatory training to ensure compliance with GCPC regulations.

b. Coordinating Instructions. This Order is effective upon signature of the Commanding Officer, MCAS CHERPT and the Commanding General, 2d MAW. Either command may initiate reviews and/or modifications at any time should conditions warrant or may be cancelled at any time by mutual consent. It is the responsibility of the Supply Directorate to notify 2d MAW of any change in support.

c. Tasks. This Order delineates responsibilities of both Commands as it pertains to the key requirements of the GCPC Program. Additionally, reference (c), which sets policy and overall direction for the GCPC Program aboard MCAS CHERPT, must be adhered to by 2d MAW units.

(1) APC Responsibilities

(a) Ensure 2d MAW's GCPC Program personnel are fully trained on GCPC policies, IOPs, Program Audit Tool (PAT) certification, and that mandatory refresher training, per reference (a), chapter 1, paragraph 8; reference (b), chapter 3, paragraph 3902.3.c; and reference (c), paragraph 21.0 is completed.

(b) Generate Approving Official (AO) and Alternate Approving Official (AAO) Appointment letters, and Card Holder (CH) Delegation of Authority letters upon satisfactory completion of training, per reference (a), chapter 1, paragraph 9; and reference (b), chapter 3, paragraph 3902.2.a and b.

(c) Authorize and set single purchase limits for 2d MAW GCPC cardholders at \$2,000.00 for construction, \$2,500.00 for services, and \$3,000.00 for supplies, per reference (b), chapter 3, paragraph 3902.2.c; and reference (c), paragraph 1.0.

(d) Authorize and set billing cycle purchase limits for 2d MAW GCPC cardholders at \$25,000.00, per reference (b), chapter 3, paragraph 3902.2.c; and reference (c), paragraph 7.0.

(e) Act on requested contingency increase in purchase limits by generating new CH Delegation of Authority letters and conducts mandatory applicable training, per reference (a), chapter 1, paragraph 6c(7)(a); and chapter 3, paragraph 7.

(f) Act on requests for Lines of Accounting (LOA) changes and/or additions when the alternate APC (located in the 2d MAW Comptroller Office) is unavailable.

(g) Suspend GCPC account if AO fails to complete mandatory PAT certification within five (5) business days of certifying the CH's monthly purchase statements and/or fails to submit, to the APC, supporting documentation for PAT flagged items, per reference (c), paragraph 21.3.

(h) The APC and staff are available during normal business hours, 466-3441/5371/2007.

(2) 2d MAW Responsibilities

(a) Ensure subordinate units understand and abide by reference (c).

(b) Submit AO, AAO, or CH Request for Appointment letters to the APC for action.

(c) Notify the APC in writing 30 days in advance of any changes/rescissions to Appointment or Delegation of Authority letters to ensure compliancy is maintained, per reference (c), paragraph 20.0.

(d) Verify, before submitting CH Request for Appointment letters to the APC, that the selected individuals have a minimum of six months remaining with 2d MAW and are not officially detaching within those six months, per reference (b), chapter 3, paragraph 3902.2.b; and reference (c), paragraph 5.0.

(e) Ensure, before submitting AO/AAO Request for Appointment letters to the APC, that the selected individuals are at minimum, a Staff Non-Commissioned Officer or an officer and is the supervisor of the CH, or at the minimum, in the CH's chain of command, per reference (b), chapter 3, paragraph 3902.2.a; and per reference (c), paragraph 4.0.

12 Jan 12

(f) Comply with the Davis-Bacon Act, ensuring that GCPC construction acquisitions do not exceed \$2,000.00. Purchases are made on a case-by-case basis with prior approval from the 2d MAW Comptroller.

(g) Comply with the Service Contract Act, ensuring that services procured with the GCPC do not exceed \$2,500.00. Purchases are made on a case-by-case basis with prior approval from the 2d MAW Comptroller.

(h) Ensure purchase requests requiring monthly payments (regardless of amount), which are not authorized to be procured using the GCPC, are submitted to the Contracting Office (Station/Wing Support).

(i) Initiate and approve requests for a contingency increase in purchase limits and forwards to the APC for action.

(j) Ensure CHs allocate expenses to appropriate LOA and reconcile accordingly during the monthly certification process, per reference (a), chapter 3, paragraph 5. If LOA changes and/or additions are needed, the 2d MAW Comptroller, who acts as an alternate APC for this scenario only, takes for action. If 2d MAW Comptroller APC is unavailable, the requesting unit's Fiscal Clerk or Financial Officer forwards the request to the APC for action.

(k) Ensure AOs complete mandatory PAT certification within five (5) business days of certifying the CHs monthly purchase statements and submits supporting documentation to the APC, per reference (b), chapter 3, paragraph 3903.1; and reference (c), paragraph 21.2.

(l) Obtain required waivers/approvals prior to making specific types of purchases, e.g., information technology hardware, computer software, etc., due to uniqueness of the item and/or specific HQMC regulations.

(3) Account Reviews and Briefings. Account reviews and subsequent CO briefings are conducted on 2d MAW GCPC accounts as outlined per reference (a), chapter 3 and reference (b), chapter 3, paragraph 3902.3.j.

(a) APC Responsibilities

1. Conduct monthly reviews via random sampling of transactions and documentation of accounts.

2. Conduct semi-annual reviews on all CH transactions and documentation.

3. Conduct semi-annual reviews on internal procedures and management controls.

4. Brief unit CO of discrepancies found and action taken during semi-annual reviews. If review results in zero discrepancies, briefing is not required.

(b) 2d MAW Responsibilities

1. Take corrective action required to ensure program compliancy.

2. Sign memorandum for the record documenting course of action.

(4) Disciplinary Guidelines. Issues that arise from reviews may result in probation, reprimand and/or cancelation of the unit's GCPC Program, per reference (a), Chapter 4 and reference (b), chapter 3, paragraph 3902.3.e. Depending on the severity of the issue and the required corrective action, probationary periods range from 60 to 120 days.

(a) APC Responsibilities

1. Provide initial probation notifications to the unit's AO, the unit's CO, and the 2d MAW Comptroller. Additional reprimand may be issued if corrective action is not implemented within the probationary period.

2. Provide subsequent notifications to the unit's CO, CG 2d MAW, and the Air Station's CO if the action implemented by the unit is not adequate. The circumstance of each situation determines the appropriate disciplinary/adverse action, which may be revocation of the unit's GCPC account, if needed, per reference (c), chapter 23.0.

(b) 2d MAW Responsibilities

1. Take necessary corrective action within the probationary period to resolve the situation and to preclude further counsel.

2. Meet with APC to discuss pending disciplinary and/or adverse action to unit's GCPC Program due to failure of unit to reconcile circumstance.

4. Administration and Logistics


a. Questions regarding this Order should be addressed to the Air Station APC or the 2d MAW Comptroller, as appropriate.


b. The Commanding Officer, MCAS CHERPT and the Commanding General, 2d MAW, concur with this Order insofar as it pertains to members of their respective commands.

5. Command and Signal

a. Command. This Order is applicable to all commands aboard MCAS CHERPT.

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


R. W. REGAN
Chief Of Staff


E. S. WEISSBERGER
Executive Officer

DISTRIBUTION: MCAS A
2d MAW A