



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

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AIR STATION BULLETIN 4235

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

Subj: MARINE CORPS AIR STATION CHERRY POINT CONTRACTING OFFICE (STATION/WING SUPPORT) FY16 GUIDANCE FOR PROCUREMENT ACTIONS CITING FUNDS THAT EXPIRE 30 SEPTEMBER 2016

Ref: (a) MCICOMBul 4200 of 20 Nov 15

1. Purpose. To publish cut-off dates for procurement actions not exceeding the \$150,000 threshold, including purchases made via the Government Commercial Purchase Card (GCPC) managed by the Marine Corps Air Station (MCAS), Cherry Point (CHERPT) Contracting Office (Station/Wing Support). Cut-off dates and information regarding submission of Procurement Requests (PRs) exceeding the \$150,000 thresholds are cited in the reference.

2. Background. To ensure procurement actions against annual appropriations are posted during the Fiscal Year (FY) cited in the appropriations.

3. Action

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Contracting Officer, (Station/Wing Support), MCAS CHERPT, has been assigned the responsibility of providing acquisition services for Station and 2d Marine Aircraft Wing procurement customers and ensuring that every effort is made to complete the acquisition process prior to the expiration of funds.

(2) Concept of Operations. Historically, overtime has been authorized during August and September to allow the acquisitions process to be completed and funds obligated by the end of the FY. Due to budget cuts, funds may not be available for overtime that would be required to process an influx of PRs citing funds expiring 30 September 2016. Units must submit valid PRs via PR Builder to the Contracting Office (Station/Wing Support) Building 159, 2nd deck, prior to the cut-off dates prescribed herein for obligation of FY16 funds and multi-year appropriations expiring on 30 September 2016. Acceptance of PRs received after the prescribed cut-off dates are not guaranteed.

b. Coordinating Instructions

(1) Every effort is made to satisfy urgent requirements received after the cut-off dates cited below. However, increased emphasis on competition necessitates submission of open purchase requirements in a timely manner to ensure obligation of FY16 funds prior to expiration.

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(2) All PRs are submitted electronically via PR Builder, which is available at <https://www.prbuilder.usmc.mil>. All PRs at or below the \$150,000 threshold must be routed during data input to the MCAS CHERPT Contracts Workflow via the "Assign Workflow" dropdown box within the PR Builder.

(3) Procurement actions, within the micro-purchase limit, are completed before deactivation of the GCPC.

(4) Requirements for maintenance contracts are submitted 60 days before the desired start date.

(5) Submit PRs three months prior to the actual renewal date, to execute the FY17 option year of an existing contract. Submit FY17 option year requirements "subject to availability of funds" and cite a FY17 document number. Additional requirements regarding submission of these PRs are provided in the reference.

(6) Cut-off Dates for Procurement Actions

<u>Procurement Threshold</u>	<u>Requirement</u>	<u>Cut-off Date</u>
Exceeding Micro-Purchase Threshold but Not Exceeding \$150,000	Service: New or Renewal	5 Aug 16
	Contract Modifications	5 Aug 16
	Material: Open Market Contract	5 Aug 16
	Material: Non Open Market	15 Aug 16
Not Exceeding the Micro-Purchases Limit for Supplies, Services and Construction	Micro Purchases	29 Aug 16 (GCPC Deactivated)

Note: GCPC cut-off dates exclude Comptroller designated exception accounts.

(7) Customers requiring assistance may contact the Contracting Office (Station/Wing Support) by calling 252-466-7726 or via e-mail at [sta-wng\\_contract\\_omb@usmc.mil](mailto:sta-wng_contract_omb@usmc.mil).

4. Reserve Applicability. This Bulletin is applicable to MCAS CHERPT and its subordinate and tenant commands.

  
C. PAPPAS III

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