



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

IN REPLY REFER TO:  
ASO 11300.3M  
FAC

26 SEP 2022

AIR STATION ORDER 11300.3M

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) DoN FMPM NAVSO P1000

1. Situation. Utilities and services are provided to private parties, Working Capital Fund activities (Fleet Readiness Center- East (FRC-EAST), Defense Logistics Agency (DLA), Defense Commissary Agency (DeCA), and Marine Corps Community Services (MCCS) activities) aboard Marine Corps Air Station, Cherry Point (MCAS CHERPT) on a reimbursable basis. This order shall outline the procedures utilized to charge for the utilities and services provided to these parties. Reference (a) defines financial responsibility and authority for furnishing utilities and services to MCCS activities and private parties.

2. Cancellation. ASO 11300.3L.

3. Mission. Outline the procedures employed in charging for utilities services aboard MCAS CHERPT in order to provide private parties, tenant commands, and MCCS an understanding of the methodology in place.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. 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.

(2) Concept of Operations. 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, Facilities Maintenance Department (FMD), is responsible for the tasks identified below:

(a) 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.

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

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

(d) 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.

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

(f) 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.

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

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

(2) The Director of MCCS 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 MCCS reimbursed facilities).
3. FRC-EAST machines by location.
4. totals of each category of machines.

(b) 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 MCCS 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 a deductive item in billings. The machines located in FRC-EAST buildings and requiring utility service should be reported separately from all others for indirect reimbursement purposes.

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

(3) The Comptroller is responsible for:

(a) Preparation of a monthly Utilities Reimbursement Report of metered and/or unmetered Utilities and services provided to private parties and MCCS 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 advanced 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 advanced 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 MCCS and private parties working with facilities and in accordance with reference (b).

5. Administration and Logistics. This order is applicable to all MCAS CHERPT tennet commands.

6. Command and Signal

a. Command. This order is applicable to MCAS CHERPT including subordinate and tenant commands and organizations, all staff sections, and contractors.

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

  
B. C. BURKS

DISTRIBUTION: A

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

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

5. Administration and Logistics. The Commanding Officer, FRC-EAST, Director, DLA, DeCA, Comptroller, TISD and MCCS, concur in this order insofar as it pertains to its command.

6. Command and Signal

a. Command. This order is applicable to MCAS CHERPT including subordinate and tenant commands and organizations, all staff sections, and contractors.

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

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DISTRIBUTION: A