UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 7300.1
4

JUL 15 2014

COMBAT CENTER ORDER 7300.1

From: Commanding General
To: Distribution List

Subj: GOVERNMENT COMMERCIAL PURCHASE CARD

Ref: (a) MCO 7300.21A
(b) FAR 1.6
(c) FAR Part 13
(d) DFARS Part 201.6
(e) DFARS Part 213
(f) NAVSUPINST 4200.85D
(g) NAVSUPINST 4200.99B
(h) GCPC Attachment D
(i) DON Desk Guide 5.03
(j) Local Internal Operating Procedures (IOP)

Encl: (1) Combat Center GCPC Purchase Request Form CC 7302/2

1. Situation. In accordance with the references, implement guidance, procedures, and responsibilities for the management of the Government-wide Commercial Credit Card (GCPC) Program aboard the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC).

2. Mission. The references set the basis for the GCPC Program. Adopting and exercising the GCPC principles and procedures will provide effective and efficient GCPC operations and support organizational objectives.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide maximum Command oversight while allowing activities the flexibility to use the GCPC to fulfill their mission requirement while complying with the governing GCPC policies.

(2) Concept of Operations. The Commander (Head of Activity) or his/her delegated official will have an agent to execute the responsibilities delegated by the Head of Activity (HA). The Agency/Organization Program Coordinator (APC) will run the GCPC program and shall keep the HA or his delegated official informed of the health and open vulnerabilities of the program.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

b. Subordinate Element Missions

(1) Director, Regional Contracting Office. Delegate in writing an APC who will monitor the GCPC Program for MAGTFTC, MCAGCC.

(2) Commanding Officers, Assistant Chiefs of Staff, and Special Staff Officers

(a) Designate in writing an Approving Official (AO) who will monitor the GCPC cardholder (CH).

(b) The AO should be, to the greatest extent possible, the supervisor of the CH or be in the direct line of authority of the CH.

(3) Approving Officials. Designate in writing a CH who will have limited use of the Department of the Navy (DON) GCPC.

(4) Cardholders

(a) Will be personally accountable for strict adherence to DON purchase card policies and procedures when using the card.

(b) The specific limits of authority are listed in paragraph 3c.

c. Coordinating Instructions

(1) Dollar Thresholds. Micro-Purchases:

(a) Not to exceed the following single purchase limit.

1. Supplies: $3,000.00.

2. Services: $2,500.00.

3. Construction: 2,000.00.

4. SF-182: $25,000.00 (Contact APC for authorization).

5. Defense Logistics Agency Document Services (DLA-DS): $50,000.00 (Contact APC for authorization).

(b) The billing cycle limit should be set and maintained in consideration of the mission of the activity. Not to exceed $9,999,990.00.

(2) Authorized Transaction Types

(a) Over the Counter.

(b) Telephone Orders.

(c) Internet Orders.

(3) Authorized Purchases

(a) Micro-purchases of supplies or services.

(b) A Method of Payment vehicle on government contracts.

(c) DLA-DS.

(d) Training - SF182.

(4) Purchase Restrictions

(a) Reference (f): List of Prohibited and Special Attention items.

(b) Reference (g): List of Prohibited and Special Attention items.

(c) Reference (h): List of Prohibited and Special Attention items.

(d) Reference (i): List of Prohibited and Special Attention items.

(5) Forms. The Combat Center GCPC Purchase Request Form CC 7302/2 can be obtained from the 29 Palms Accounting Office.

4. Administration and Logistics. Distribution statement A directives issued by the Commanding General (CG) are distributed via email upon request can be viewed at http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/CCO.aspx.

5. Command and Signal

a. Command. This Order is applicable to all active duty, reserve, and civilian personnel assigned as AOs and GCPC authorized cardholders working under the command of the CG, MAGTFTC, MCAGCC.

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

J. B. HANLON
Chief of Staff

COMBAT CENTER GCPC PURCHASE REQUEST

JUL 15 2014

1. REQUESTER'S NAME: (NOT CH OR AO)	2. SDN	3. DATE

4. UNIT/SECTION/CONTACT#

5a. CH NAME:	5b. PRIORITY ☐

6a. DESCRIPTION (MAKE/MODEL/PN/NSN) (Continue on second page and attach additional sheets as necessary	6b. QUANTITY	6c. U/I	6d. UNIT PRICE	6e. TOTAL PRICE
SHIPPING AND HANDLING CHARGE				

7. JUSTIFICATION FOR REQUEST (Continue on second page and attach additional sheets as needed for detailed justification):

8. OTHER CONSIDERATIONS

a. Is the vendor a SOLE SOURCE?	☐ Yes	☐ No
b. Is this Hazardous Material?	☐ Yes (attach HazMat WAIVER)	☐ No
c. Is this IT Equipment (G-6) ?	☐ Yes (attach G-6 WAIVER)	☐ No
d. Is this furniture (e.g., chairs, water coolers...)?	☐ Yes (attach Property Control WAIVER)	☐ No
e. Is this a modification to Bldg (paint, carpet, etc)?	☐ Yes (attach PWD WAIVER)	☐ No
f. Is this SAFETY Clothing/Equipment?	☐ Yes (attach unit's Safety POC WAIVER)	☐ No
g. Minor property with a unit cost of $300 must be recorded in property log.	PROPERTY CONTROL #	

9. SCREENING OF MANDATORY SOURCES (Must have a waiver from a-d before going open market.)

a. GSA STORE, OFFICE DEPOT, & WW GRAINGER @ 29 PALMS		Available?	☐ Yes	☐ No
b. USMC VIRTUAL SERVMART	https://www.usmcservmart.gsa.gov	Available?	☐ Yes	☐ No
c. DOD EMALL (3 sites)	https://dod.emall.dla.mil	Available?	☐ Yes	☐ No
d. GSA ADVANTAGE	https://www.gsaadvantage.gov	Available?	☐ Yes	☐ No
e. E-COMMERCE TOOL		Available?	☐ Yes	☐ No
f. DLA-DS (DAPS) Printing	http://www.documentservices.dla.mil	Available?	☐ Yes	☐ No
g. ABILITY ONE NIB/NISH	http://www.abilityone.com/	Available?	☐ Yes	☐ No

10. VENDOR INFORMED OF THE FOLLOWING:			11. VENDOR NAME / ADDRESS / TELEPHONE # / P.O.C.
a. Cannot charge sales tax or credit card fees	☐ Yes	☐ No	Name
b. Fill or Kill **(NO BACK ORDERS)**	☐ Yes	☐ No	Website
c. Charges cannot be processed prior to shipment	☐ Yes	☐ No	Address
d. No Third Party Charges (PAY PAL etc)	☐ Yes	☐ No	City, State, Zip
e. FOB Destination requested/received	☐ Yes	☐ No	Telephone
f. Required vendor quote to include all shipping charges?	☐ Yes	☐ No	P.O.C

12. TYPE OF ORDER: PHONE ☐ OVER-THE-COUNTER ☐ INTERNET ☐ (Must be SSL encrypted)

13. ORDER INFORMATION

a. Call #:	c. Est. Delivery Date:	e. Actual Cost:
b. Date Ordered:	d. Date Rec'd:	

14a. LOA/FIP/COST

4b. ESTIMATED COST:

15. REQUIRED SIGNATURES PRIOR TO PURCHASE (if hand-signed, must have hand-written date):

a. Cardholder Approval:	Name and Title	CARDHOLDER SIGNATURE	DATE
b. Funds Approved by:	Name and Title	FUNDS APPRV SIGNATURE	DATE
c. AO Approval:	Name and Title	AO APPRV SIGNATURE	DATE

16. REQUIRED SIGNATURES AFTER PURCHASE (signatures and date are to be hand-written):

a. Received by: (NOT CH or AO)	Name and Title	RECEIVER SIGNATURE	DATE
b. Issued to:	Name and Title	ISSUED TO SIGNATURE	DATE
c. AO Validation:	Name and Title	AO VALIDATE SIGNATURE	DATE

CONTINUATION PAGE

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7a. DESCRIPTION (MAKE/MODEL/PN/NSN) CONTINUED	7b. QUANTITY	7c. U/I	7d. UNIT PRICE	7e. TOTAL PRICE

8. JUSTIFICATION FOR REQUEST CONTINUED (field will expand):