



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 7300.1B

ISD 9D

MAR 07 2022

COMBAT CENTER ORDER 7300.1B

From: Commanding General
To: Distribution List

Subj: GOVERNMENT COMMERCIAL PURCHASE CARD

Ref: (a) MCO 7300.21B
(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 5.11
(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 Purchase Card (GCPC) Program aboard the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC).

2. Cancellation. CCO 7300.1A.

3. 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.

4. 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 manage the GCPC program and shall keep the HA or his delegated official informed of the health and open vulnerabilities of the program.

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b. Subordinate Element Missions

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

(2) Commanding Officers, Assistant Chiefs of Staff, Division Directors, 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

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

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

(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 4c.

c. Coordinating Instructions

(1) Dollar Thresholds. Micro-Purchases:

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

1. Supplies: \$10,000.00

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): \$29,999.99 (Contact APC for authorization).

(b) The billing cycle limit will be set and maintained in consideration of the mission of the activity but 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. References (f) through (i) are lists of Prohibited and Special Attention items.

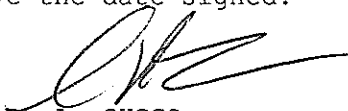
(5) Forms. The Combat Center GCPC Purchase Request Form CC 7302/2, enclosure (1) can be obtained from the 29 Palms Accounting Office.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center Orders can be found at <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/Orders/>.

6. Command and Signal

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

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


D. A. SUGGS
Chief of Staff

DISTRIBUTION: A

Combat Center GCPC Purchase Request Form CC 7302/2

CCO 7300.1 (series)

COMBAT CENTER GCPC PURCHASE REQUEST		1. DATE:			
		2. SDN			
		3. CALL #:			
		4. RESPONSIBLE OFFICER (REQUESTER'S NAME, NOT THE CH OR AO), SECTION AND PHONE NUMBER			
5. DESCRIPTION: MUST BE IN LAYMENS TERMS (Continue on second page and attach additional sheets as needed)		U/I	Quantity	Unit Price	Total
5a. SHIPPING & HANDLING					
		5b. TOTAL ESTIMATED COST: (Includes page 2)			
6. JUSTIFICATION FOR REQUEST (Must have a detailed justification, Why is the item or service needed) continue on second page as needed					
7. CARDHOLDER NAME:					
7a. CARDHOLDER SECTION:		7b. CARDHOLDER SIGNATURE		DATE	
8. SECTION 1: MANDATORY SCREENING, REGULATORY AND POLICY REQUIREMENTS					
"COMPLETE EACH QUESTION BELOW"				YES / NO / NA	
a. Is the Vendor 889 Compliant? Do you have the DLA Section 889 Representation form?					
b. Have you received an APPROVED request in IP procurement?					
c. The FPI (also known as UNICOR) schedule is the first (1st) MANDATORY SOURCE. Market research & KO (CCO) determination required. Under \$3,500 not required. For exception contact the APC. Website: https://www.unicor.gov/SopASAlphaList.aspx					
d. ABILITY ONE is the second (2nd) MANDATORY SOURCE. If item is on the AbilityOne Procurement List it is MANDATORY that the item is purchased from AbilityOne. For exception contact the APC. Website: https://www.lbviasupply.com					
e. If purchasing IT-SUPPLY, TRAINING, or SERVICE? Must have an ITPRS waiver.					
f. Is the item HAZMAT, or does it require safety specifications? If so, include HAZMAT (AUL) or Safety Officer signature in the file.					
g. Is the item for a MODIFICATION to a Building (paint, carpet, etc.)? If so, attach the PWD waiver.					
h. If purchasing FURNITURE, must have a Non-availability document from base property (this can be an email).					
i. Purchasing PRINTING SERVICES? Must screen COMMSTRAT first, if they cannot support, you must obtain a non-availability document (this can be an email). DLA-DS (DAPS) is mandatory unless items are copy write. DLA-DS is exempt from 889 compliance.					
9. SECTION 2: CARDHOLDER MUST ENSURE THE FOLLOWING BEFORE PLACING THE ORDER:				YES / NO	
a. Does the vendor accept the GCPC? If not, find one who does.					
b. Verify that the vendor will not charge sale tax. US Government is tax-exempt.					
c. Must have an up to date quote from the vendor.					
d. If this purchase is for a service you must have a quote that shows the cost of the labor and the cost of the parts.					
e. Do you have a price comparison quote? It is required that for all purchases, you must have at least two quotes from two different vendors. (FAR 13.203)					
f. Verify that the total price includes all shipping and fees. If not, factor in 15% as an estimate.					
g. Verify the items are available and not on back-order. If not, find a different vendor.					
h. Is payment thru a 3rd party? 3rd party purchases are discouraged (Paypal) and requires Level 4 approval.					
i. Notify the vendor they are not authorized to swipe the card prior to shipping.					
j. Are there written terms and conditions? If so, forward to Level V APC for KO (CCO) review.					
k. Have you rotated vendors for the same type of purchase? (FAR 13.203) Does not apply to AbilityOne.					
l. Is this accountable/pilferable property? If yes, notify the Property/Accountable Officer (via email).					

Combat Center GCPC Purchase Request Form CC 7302/2

CCO 7300.1 (series)

CONTINUATION PAGE				
10. VENDOR NAME / ADDRESS / WEBSITE / TELEPHONE / POINT OF CONTACT (POC) / POC EMAIL:				
a. Vendor Name:	b. Vendor address:		c. Vendor Website:	
d. Vendor Telephone:	e. Vendor Point of Contact:		f. Vendor POC email:	
g. Date Ordered:		h. Est. Delivery Date:		
IF ADDITIONAL FUNDS ARE REQUIRED, FM SIGN AND DATE BELOW IF NOT CAPTURED VIA IProcurement				
11. FM APPROVAL (SIGNATURE):				
FM Name and Section:		FM APPROVAL SIGNATURE		DATE
12. AO APPROVAL (SIGNATURE): PRIOR TO PUCHASE				
AO Name and Section:		AO APPROVAL SIGNATURE		DATE
13. REQUIRED SIGNATURES AFTER PURCHASE: THESE SHOULD BE HAND WRITTEN				
a. RECEIVED BY: NOT CH OR AO: Name and Section:		RECEIVER SIGNATURE		DATE
b. AO VALIDATION: Name and Section:		AO VALIDATE SIGNATURE		DATE
5. DESCRIPTION: MUST BE IN LAYMENS TERMS (CONTINUED)	U/I	Quantity	Unit Price	Total
SAMPLE				
6. JUSTIFICATION (MUST HAVE A DETAILED JUSTIFICATION, WHY IS THE ITEM OR SERVICE NEEDED) CONTINUED (FIELD WILL EXPAND)				