UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 4860.2
QMD
26 JUL 1999

BASE ORDER 4860.2

From: Commanding General
To: Distribution List

Subj: COMMERCIAL ACTIVITIES (CA) PROGRAM

Ref: (a) OMB Circular A-76 (NOTAL)
(b) MCO 4860.3D
(c) Marine Corps Installation Reform Business Plan (NOTAL)
(d) CSSO A-76 Guidebook (NOTAL)

Encl: (1) Safeguarding Commercial Activities (CA) Data

1. Purpose. To establish policies, procedures, and assign responsibilities for administration of the Commercial Activities Program on Marine Corps Base, Camp Lejeune.

2. Definitions. Terms used in this Order are defined in references (a) and (b).

3. Background. In the process of governing, the Government should not compete with its citizens. The competitive enterprise system, characterized by individual freedom and initiative, is the primary source of national economic strength. In recognition of this principle, it has been and continues to be the general policy of the Government, as stated in reference (a), to rely on commercial sources to supply the products and services the Government needs. This general policy has as its foundation three equally valid precepts:

a. Achieve Economy and Enhance Productivity. Competition enhances quality, economy, and productivity. Whenever commercial sector performance or a government operated commercial activity is permissible, comparison of the cost of contracting and the cost of in-house performance shall be performed to determine who shall provide the best value for the Government, considering price and other factors included in the solicitation.

b. Retain Governmental Functions In-house. Certain functions are inherently governmental in nature, being so intimately related to the public interest as to mandate performance only by Federal Employees. These functions are not

in competition with the commercial sector; therefore, these functions shall be performed by Government Employees.

c. Rely on the Commercial Sector. The Federal Government shall rely on commercially available sources to provide commercial products and services. The Government shall not start or carry on any activity to provide a commercial product or service if the product or service can be procured more economically from a commercial source.

4. Action

a. Executive Steering Committee (ESC), which will consist of the Commanding General, Chief of Staff, and the Base Assistant Chiefs of Staff will:

(1) Develop a plan to execute the actions/tasks outlined in reference (c).

(2) Identify specific areas for improvement and direct the use of A-76 competitions.

(3) Determine the external requirements (consultant services, budget, training, etc.) needed to execute the CA Program.

(4) Approve the selection of Contractors/Consultants to assist in the performance of CA studies at Marine Corps Base, Camp Lejeune.

(5) Determine local manpower policies and guidelines for use in executing the CA Program.

b. Director, Quality Management Division (QMD)

(1) Implement and administer the CA Program at Marine Corps Base, Camp Lejeune.

(2) Serve as the Command technical expert on all matters relating to the CA Program.

(3) Coordinate the hiring of any Contractors/Consultants needed to assist in performing CA studies at Marine Corps Base, Camp Lejeune. Present proposals from qualified Contractors/Consultants to the ESC for their selection.

(4) Serve as the Command liaison with any Contractors/Consultants hired to assist in performing CA studies at Marine Corps Base, Camp Lejeune.

(5) Report monthly, or as required, to the ESC on the status of on-going CA studies.

(6) Provide for CA Program information flow to/from higher headquarters.

(7) Coordinate and provide subject matter experts for all news releases regarding the Command CA Program prior to release to the media by the Consolidated Public Affairs Office (CPAO). Assist in the preparation of communication plans as needed.

(8) In accordance with reference (b), designate a Command CA Program Manager. The Command CA Program Manager shall:

(a) Serve as the Command's focal point for coordination and oversight of the CA Program.

(b) Serve as the Contracting Officer's Representative (COR) to monitor the performance of any Contractors/Consultants which may be hired to assist in performing CA studies at Marine Corps Base, Camp Lejeune.

(c) Provide all CA Teams with technical guidance and assistance as needed.

(d) Responsible for monitoring the progress of all CA Teams in performance of CA studies in their respective functional areas.

(e) Inspect all CA Teams to ensure that study information is safeguarded in accordance with references (a) and (b) and enclosure (1) to this order.

(f) Serve as the Command liaison between the Independent Review Official and the function being reviewed.

c. <u>Assistant Chiefs of Staff, Special Staff Officers and Commanding Officers</u>

(1) Support and implement the Command CA Program as directed.

(2) Provide the Command CA Program Manager and/or CA Team Leaders with information they may request to complete on-going CA studies.

(3) Provide the Command CA Program Manager with information necessary to complete the annual CA Inventory.

(4) Establish and manage CA Team(s) to perform studies of functions under your cognizance which have been designated for competition under the provisions of reference (a). CA Teams shall be structured in accordance with reference (d).

(5) Ensure that all CA Team members are qualified and properly trained. Training assistance may be obtained from QMD.

(6) Ensure that all CA studies conducted in functions under your cognizance are performed in accordance with reference (a).

(7) Monitor the progress of CA studies in functions under your cognizance to ensure that milestones are met.

(8) Provide study reports to the Command CA Program Manager as required.

(9) Ensure that all CA study information is safeguarded in accordance with references (a) and (b) and enclosure (1) to this Order.

(10) Provide recommendations to the CA Program Administrator regarding Contractor/Consultant qualifications.

(11) Provide assistance to and working spaces for your CA Team(s) and any Contractors/Consultants which may be hired to assist your CA Team in performing the CA study. While Contractors/Consultants hired to assist in CA studies are responsible to the Command CA Program Administrator, these individuals are to be considered a part of your CA Team and will report to your CA Team Leader for day-to-day work assignments as necessary.

(12) Certify the Performance Work Statement (PWS) and Most Efficient Organization (MEO).

(13) Ensure that employees under your cognizance are fully informed about the Command CA Program.

(14) Forward any information regarding the Command CA Program that may be reported on by the media to CPAO, keeping QMD informed, for coordination prior to release.

d. Assistant Chief of Staff, Comptroller

(1) In accordance with reference (a), compile and maintain military composite rates for use in the in-house cost estimate. Provide these rates to the CA Program Manager and/or CA Team Leaders upon request.

(2) Maintain civilian payroll cost information to include fringe benefits for use in the in-house cost estimate. Provide these rates to the CA Program Manager and/or CA Team Leaders upon request.

e. Director, Consolidated Public Affairs Office (CPAO)

Coordinate all media or private requests for information about the Command CA Program with QMD and any/all cognizant staff sections.

RAY L. SMITH

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