



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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I MEFO 4208.1

G-4

17 SEP 2015

I MARINE EXPEDITIONARY FORCE ORDER 4208.1

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: ESTABLISHMENT OF I MARINE EXPEDITIONARY FORCE ACQUISITION REVIEW BOARD (MARB)

Ref: (a) CMC WASHINGTON DC DMCS 141805Z Sep 15 (MARADMIN 441/15)

1. Situation. Per the reference, this Order directs the establishment of the MARB and associated procedures to identify, assess, and validate contracted support requirements via a formal review. Moreover, a structured board will ensure needed oversight and timely decisions for contracted support in order to meet services and supply requirements. I Marine Expeditionary Force (I MEF) Command Element (CE) and Major Subordinate Commands (MSCs) are required to submit service and supply requirement packages greater than 50,000 dollars for MARB review and validation decision.

2. Mission

a. An Acquisition Review Board (ARB) process empowers commanders to improve oversight, shape financial execution, find efficiencies and influence long term contractual support requirements. This process also adds discipline and rigor by: increasing visibility of, and collaboration on requirements among all stakeholders; engaging requirements owners in order to identify, explain, and justify contracted requirements; assessing and validating requirements before contracting processes are initiated or before an existing contract is renewed; providing for prioritization of contracted requirements to support funding decisions; and increasing collaboration on key contracted support decisions and foster active management of service acquisitions.

b. The MARB will synchronize the Resource Management Working Group (RMWG), the Civilian Resource Management Working (CRWG), and I MEF G-4 Operational Contract Support (OCS) as part of the I MEF acquisition review process. The MARB will afford I MEF leadership opportunities to make better informed resourcing decisions via a thorough contracting requirements review. The MARB considers financial supportability in conjunction with RMWG review. Additionally, the MARB will review civilian capacities intended to be sourced via contracted action. Finally, the MARB will synchronize OCS, CRWG and RMWG efforts as mutually supporting functions and assist I MEF leadership to make well-informed and timely resourcing decisions.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The MARB sitting members will review and make recommendations on requests for contracted support for supplies and

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services to the I MEF Commanding General (CG) as the Validation Authority. I MEF G-4 OCS Officer in Charge (OIC) will serve as the MARB Administrator in order to (IOT) facilitate compilation of acquisition packages and conduct MARB procedures.

(2) Concept of Operations. I MEF G-4 OCS shall assist requiring units with requirements package compilation and coordinate package presentation to the I MEF MARB for review and validation recommendation to the I MEF CG as the validation authority. Validated requirements will benefit by being "acquisition ready" for follow on funding and induction into a supporting contracting office.

b. Subordinate Element Missions

(1) Assistant Chief of Staff, G-4

(a) Board proceedings/findings will be recorded by I MEF G-4 OCS and electronically disseminated to requiring activities once approved by MARB Validation Authority. I MEF G-4 OCS will assist requiring units for follow on coordination with supporting contract activities.

(b) I MEF G-4 OCS shall develop and implement the MARB Standing Operating Procedure (SOP).

1. Service Requirements. Units will use MARB SOP to develop services acquisition packages for MARB review.

2. Supply Requirements. Units will use I MEF MARB SOP to develop supply acquisition packages for MARB review.

(2) Assistant Chief of Staff, G-8. Acquisitions shall be approved for funding prior to submission to supporting contract activity. The G-8 will determine whether the requirement being requested is already funded within the requesting units' budget or whether it will have to go to the RMWG to be prioritized and compete for funding alongside other command deficiencies.

c. Coordinating instructions

(1) I MEF and MSCs are required to coordinate with I MEF G-4 OCS IOT complete requirements packages in accordance with the I MEF MARB SOP for requirements intended to be supported via contract action. The SharePoint site for MARB acquisition package submission is:

<https://eis.usmc.mil/sites/imef/G4/Contracting/ARB/Forms/AllItems.aspx>

(2) All reviewed requirements and board decisions shall be documented in writing by I MEF G-4 OCS and signed by the validation authority. Documentation shall include the following:

(a) All Services requirements over 50,000 dollars requiring sourcing via contract.

(b) All Commodity/Supply requirements over 50,000 dollars requiring sourcing via contract.

(c) Description of each requirement.

17 SEP 2015

(d) Dollar value of each requirement, type of funding, Calendar Year Deficiency (CYD) or Baseline Budget funded for I MEF CE and MSCs.

(e) Sourcing option recommended: USMC contracting office or other Department of Defense (DoD)/non-DOD agency.

(f) List of actions not validated, to include an explanation as to reason for board disapproval.

(g) Opportunities identified (recommended acquisition policies for I MEF).

4. Administration and Logistics. The MARB will be comprised of senior representatives from the following I MEF divisions:

BILLET	VOTING	ROLES
CoS/I MEF CG	No	Validation Authority
AC/S G-1	Yes	
AC/S G-3	Yes	
AC/S G-4	Yes	
AC/S G-6	Yes	
AC/S G-7	Yes	
AC/S G-8	Yes	
AC/S G-4 (OCS)	No	Administrator/Contracting SME
WACO Procurement Counsel	No	Procurement Law SME

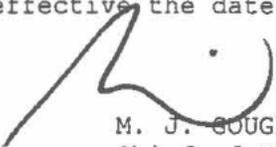
5. Command and Signal

a. Command

(1) This Order is applicable to the I MEF Total Force.

(2) Point of contact at is the I MEF G-4 OCS OIC, at (760) 763-2863.

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


M. J. SOUGH
Chief of Staff

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