



UNITED STATES MARINE CORPS

I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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IN REPLY REFER TO:
7300
G4/G8

JAN 30 2012

POLICY LETTER 1-13

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

Subj: CANCELLATION OF PRIOR FISCAL YEAR SUPPLY SYSTEM ORDERS

Ref: MCO 7300.21A

1. Situation. The Commanding General, I Marine Expeditionary Force has budget authority for all subordinate commands.

2. Mission. To establish policy and guidance for preventing cancellation of prior year Military Standard Requisitioning & Issue Procedures (MILSTRIP) orders.

3. Execution

a. Commander's Intent. This is joint G4/G8 policy to ensure minimal reversion of funds and maximize the benefit from available resources.

b. Concept of Operations

(1) Unit supply officers conduct periodical reviews to ensure the validity of transactions resident within the accounting and supply systems.

(2) Reviews identify invalid transactions, errors, and orders for items that are no longer required resulting in their cancellation. Cancellation of transactions results in the de-obligation of funds in the Standard Accounting, Budgeting, and Reporting System (SABRS).

(3) Adjustments made during the year of execution result in funds being made available toward remaining current year requirements. Adjustments made after the close of the fiscal year results in the expiration of funds not legally available to fund alternate requirements.

(4) MILSTRIP orders comprise the majority of prior year document cancellations.

4. Administration and Logistics

a. Funds managers will:

(1) Monitor the execution of the financial plan for all fiscal years available for obligation and five additional years thereafter.

(2) Reconcile the accounting system with source documents on a cyclical basis.

(3) Validate Un-Liquidated Orders (ULO) and open records during the year of execution to reduce these transactions from becoming prior year cancellations and reversions.

(4) Ensure the ULO report is reconciled with the Due And Status Files (DASF).

(5) Perform reconciliations monthly. During August and September, weekly reconciliations will be performed. Reconciliations will be submitted to the Comptroller Department.

(a) During the ULO validation process, reconciliations will be conducted to identify records that are

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valid in WebVLIPS and SABRS and not resident on the DASF. These ULOs are financial obligations that the using unit has identified as unnecessary on the supply side. In these instances, the source of supply will be contacted by the supply section to request cancellation.

(b) Records may be resident on the DASF that require additional action. Detailed screening must be given to requisitions that reflect a supply status such as "BB", "BC", "BD", etc. These status indicators likely indicate a long Estimated Shipping Date (ESD). It is critical that the using unit initiate appropriate follow-ups requesting a more imminent ESD. Simply obtaining a valid supply status is not acceptable.

(c) A thoughtful examination regarding the relevancy of the unfilled order in meeting mission requirements is crucial. If the item is required and the required delivery date cannot be met, the using unit will seek other means to attain the requisitioned item and cancel the original requisition.

(6) Supply personnel will challenge all item manager cancellations of prior year documents with an extended price greater than \$1,000.00.

(7) Subordinate command supply sections will seek to redistribute prior year orders within I MEF in lieu of seeking or accepting cancellation. Identify excess quantities not otherwise required to the I MEF G4, via the proper chain of command, for redistribution.

5. Command and Signal

a. Command. This policy letter is applicable to all commands under the operational control of the Commanding General, I Marine Expeditionary Force.

b. Signal. This policy letter is effective the date signed. The point of contact is CWO2 Robert Forth at (760) 725-9869 or via email: robert.forth@usmc.mil.


J. A. TOOLAN