



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:
1300
CG
09 MAY 2013

POLICY LETTER 4-13

Subj: ASSIGNMENT OF CONTINGENCY CONTRACTING FORCE MARINES

Ref: (a) Phone Conversation between I Marine Expeditionary Force Deputy G-4 and 1st Marine Logistics Group Deputy G-1 on 31 Mar 13

1. Purpose. The purpose of this Policy Letter is direct assignment of contracting personnel from 1st Marine Logistics Group (1st MLG) to I Marine Expeditionary Force (I MEF) G-4 Contracting office. The Contingency Contracting Billet Identification Codes (BICs) on the 1st MLG Headquarters (HQ) Table of Organization (T/O) for Fiscal Years (FY) 13 and 14 are the only BICs not mapped to the Headquarters Support Battalion (HQ SPT BN), Marine Corps Base (MCB). The BICs that are covered by this Memorandum of Agreement (MOA) are: M2831500610 (Major, 3006), M2831500340 (Captain, 3006), and M2831500332 (Gunnery Sergeant, 3044).

2. Situation. Historically, Marines assigned to the aforementioned BICs would be cut Temporary Additional Duty (TAD) orders to HQ SPT BN, MCB and would report in for duty at the Regional Contracting Office, Marine Corps Installations West (RCO MCI-W). With the increasing need for contracting officer support within the operating forces, the nature of contracting support the United States Marine Corps (USMC) provides (General vs. Direct) and the limited structure with which to accommodate the Marine Corps' need, 1st MLG and I MEF have agreed to issue TAD in excess orders to I MEF to Marines assigned to these BICs.

3. Mission. Marines issued orders to the aforementioned BICs will be sent TAD in excess from Monitor Command Code (MCC) 1Y1 (1st MLG HQ, Unit Identification Code (UIC) M28315) to MCC 1CO (I MEF Command Element (CE), UIC M0146).

4. Execution. Per the reference and the agreements made between I MEF and 1st MLG, Marines reporting into 1st MLG, assigned to any of the aforementioned BICs will initially report in to 1st MLG, Combat Logistics Regiment-17 (CLR-17) for administrative processing. Once checked in, 1st MLG will issue TAD orders to the I MEF CE. Personnel will then proceed to the I MEF G-1 to have their orders endorsed and to have their status properly updated on unit diary and in Marine On Line. Personnel will then proceed to the I MEF G-4, Operational Contracting Support Branch (OCS) Branch to report in for duty.

5. Admin & Logistics. Effective 1 April 2013.

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6. Command & Signal. Points of contact are: Colonel Pitman, I MEF G-4, 725-9129; LtCol Boyd, I MEF G-1, 760-763-2557; Maj Frazier, 1st MLG G-4, 763-1487; and LtCol Blankenship, 1st MLG G-1, 725-5047.

A handwritten signature in black ink, appearing to read "R. F. Castellvi". The signature is written in a cursive style with a large, stylized initial "R" and "C".

R. F. CASTELLVI
Chief of Staff