

SPECIAL ATTENTION LISTING FY 16 - COMMANDS NO MATTER WHERE YOU ARE LOCATED* MUST CONTACT THE POC FOR THE BELOW ITEMS THAT REQUIRE APPROVALS AND WAIVERS BEFORE PURCHASING ITEMS UNDER THE GCPC PROGRAM. CONTACT YOUR AAPC FOR ASSISTANCE

SPECIAL ATTENTION ITEMS FOR GCPC **REVISED for FY 01 FY 16 - ALL CH / AO'S TO REVIEW BEFORE PURCHASING ITEMS/ PLEASE E MAIL ALL POC FOR WAIVERS

ACTIVITIES THAT ARE TENNANT UPON THE COMMAND WILL HAVE THEIR OWN POC FOR WAIVERS THAT ARE REQUIRED

Item	Approval	Reference/Comment	POC
Advertisement's	HCA/RCO	Any type of advertisement must be signed off by the HCA/RCO-contact your APC	Ask Your APC for letter for your organization
Athletic/Exercise Equipment	MCCS	Anything that is quality of life related needs to get the approval of MCCS. References: MCO P1700.27B	MCCS - Michelle Vukovich: 703-784-4828 HQMC - Jody McBride Joseph Mahon
Food Service Items		Waiver must be obtained prior to submitting PR References: MCO 4400.150	MCINCR, MCB - Capt Glinsky: 703-784-2433 MSgt Osborne: 703-784-2502
Air Conditioner Unit/ Air Cleaners		For initial purchase, must screen POC for availability. If replacement of existing unit(s), no POC approval is required. An electrical and HVAC survey required prior to purchase. References: MCO 4400.150	MCINCR, MCB - Monte Selbe: 703.784.6430 Darrell Davis: 703-784-1492 HQMC - AL MOORE: 703.614.7131 MCAF - Richard Rabak: 703.784.1453
Furniture and Personnel Support Equipment (PSE)	G-4	Any type of furniture, but not limited to desk, chair, safe, file cabinets, office equipment, security shredders, barracks furniture, beds, lockers, end tables, lamps, ergonomics issues such as chairs - stand up desk, etc.(Also must go the RA at HR). References: MCBO P4400.1, Para 3003; NAVMC Dir 5100.8 Ch. 19.	MCINCR MCB - Monte Selbe: 703.784.6430 HQMC - James Bragg: 703.692.5137 Safety - Felicia Beaulieu: 703.432.1129 MCAF - 1st LT Leslie Grantham: 703.784.1452 MCNOSC - Anthony King: 703.784.0654 All other commands go to UNIT G4/SUPPLY
Vacuums		Requires prior approval - waiver	MCINCR, MCB - Monte Selbe: 703.784.6430 HQMC - Don Black: 703.692.5151
Carpet - Wall-to-Wall & Edging Carpet		Carpet installed wall-to-wall must be approved by G-5. Purchase can be made prior to G-5 approval for carpet with the edges bound and moveable. References: MCBO P11000.1A	MCINCR, MCB- Nelson Futrell: 703.784.2678
Landscaping Items (mulch)		MCAF Quantico POC - Richard Rabak 703-784-1453 / MCO 4400.150	POC- Mr. VanPelt 703-784-3346
Self-Help Projects (Paints, Nails, Boards)	G-5	Unit provides the labor. Materials may be provided by G-5. However, material can be purchased by the unit if approved by G-5. References: MCO 4400.150	MCINCR MCB - Donald Sisco: 703.784.2572 MCAF - Richard Rabak: 703.784.1453
Weed Eaters, Lawn Mowers, Blowers, etc.		Lawn Equipment can be checked out from Facilities & Maintenance. Any unit that wants to purchase their own will need approval from G-5. References: MCO 4400.150	MCINCR MCB - Mr. Vanpelt: 703.784.3346
HAZMAT		You must obtain approval if purchasing any type of hazmat materials, such as fuels, aerosols, pesticides, - please see your hazmat listing if unsure.	NREA - Willie Brandon: 703.432.0526 MCAF - Paul Dodd: 703.432.1689
Audio-Visual; Photographs; TV/Cable; High Speed Internet; VTC/AV	CIVIC	References: MCO 4400.150; MARADMIN 375/11	MCINCR MCB - Michael Lujan: 703.784.3218 William Hauptfleisch: 703.784.2302
Cell Phones/ Blackberries		It is not necessary to get G-6 approval for a replacement phone. However, any additional phones must have G-6 approval as Telecom Br., G-6 has contract for all cell phones and pagers for the Command. HQMC ARI manages all cell phones and Blackberry devices for all HQMC Staff Agencies	MCINCR MCB - Eric Myers: 703.784.0647
Information Technology - Computer Hardware (Peripherals)	G-6	Information Systems Management Branch, G-6, has authority from MARCORSYSCOM. References: MARADMIN 473/01; MCBO P2831.1, Para 6000; MCO 4400.150	MCINCR MCB - Eric Myers: 703.784.0647 HQMC - Mr. Katzberg: 703.614.3229
Information Technology - Software		IT Office if G-6 has decentralized approval. References: MARADMIN 473/01; MCBO P2831.1, Para 6000; MCO 4400.150; MARADMIN 375/11	MCINCR MCB - Eric Myers: 703.784.0647

SPECIAL ATTENTION LISTING FY 16 - COMMANDS NO MATTER WHERE YOU ARE LOCATED* MUST CONTACT THE POC FOR THE BELOW ITEMS THAT REQUIRE APPROVALS AND WAIVERS BEFORE PURCHASING ITEMS UNDER THE GCPC PROGRAM. CONTACT YOUR AAPC FOR ASSISTANCE

Item	Approval	Reference/Comment	POC
Copier/Duplicating Equipment		Maint & Log Br., G-6 has contract for all copier service within MCCDC. Also, has contract for office equipment needs approval from G-6 to ensure it is included or needs to be added to the maintenance contract. References: MCBO P2831.1, Para 6000; MCO 4400.150	MCINCR MCB - Eric Myers: 703.784.0647
Portable Heaters		Any stand alone heater must have the approval from the Preventive Safety Fire Prevention Office. References: MCBO P11320-18, Para 50-11	MCINCR MCB - Steve Houchin: 703.784.3735 MCAF - Richard Rabak: 703.784.1453
Safety Items (Shoes, Boots, Glasses)	Safety Division	Any items used for safety, must contact Safety Division for waiver. References: 5 U.S.C.. 7903 (OSHA authority)	MCINCR MCB - Nelson Ocasio: 703.432.1115 Don Nance: 703.432.1094 MCAF - Richard Rabak: 703.784.1453
Asbestos/Lead Removal Tile removal (Asbestos)		Any items used for safety, must contact Safety Division for waiver. (PPE, Fall Protection, Respiratory) References: MCBO P5100. Chapt 6; 29 CFR Part 1926 & 5 U.S.C. 7903 (OSHA authority); EM 385 (NAVFAC Authority)	MCINCR - Don Sisco: 703.784.2752 Lee Mack: 703.784.5384
Flags - Standard (National Marine Corps, Marine Corps Guidons, Recruiting flags, General Officer Flags, Distinguishing Flags)	NMMC or MCLC	Flags must be requisitioned using a MILSTRIP via MCLC. References: MCO 4400.137A; MCO P10520.3B	MCLC ALBANY - Jimmie Williams: 229.639.5839
Weapons/AMMO	MCSC	For any type of Weapon or AMMO (including dummy AMMO)	MCSC - Nelson Ocasio: 703.432.1115 Don Nance: 703.432.1094
Trophies, Awards, Plaques, Commander's Coins, Awards, etc.	See Comments	Can only be awarded to recognize significant accomplishments above and beyond normal duty. Must have a written letter from the CG of the Command or an awards program written. References: MCO 7042.C	Unit APC
COINS		You must have a written order or a letter signed by your commanding officer in order to purchase coins to ensure that you are in compliance. Reference: NAVSUPINST 4200.99C (series)	Unit APC
Newspapers, Magazines, & Periodicals		Au must make sure prior approval certification is obtained by the senior official from the requesting command SENIOR Officer that these items are necessary. CH please have this approval before purchasing the above publications. References: NAVSUP 4200.99C	Unit APC
Sheds, Gazebos, & Buildings		Any type of reconstructed Sheds or Buildings that require ground to be leveled, dug or concrete poured under it must be approved by Public Works.	MCINCR MCB - Ms. Maria Self: 703.784.1405
Sheds, Gazebos, Buildings, Benches, & Pull-up Bars		If only purchasing items and no digging or concrete or any pre-construction has to be done then still must be approved by Public Works- this will require Off site approvals. References: MCBO 11000.3	MCINCR MCB - Ms. Linda Murawski: 703.784.5077
BLOCKED MCC CODES		If your card does not go thru then call Citibank 1-888-835-5011 and ask the client account spec why your card is not going thru for the charge. If it is a code then please ask citi bank for the code and e-mail your APC the code.	Unit APC
AIR FACILITY		Maintenance Approvals	MCAF - Richard Rabak: 703.784.1453

IF YOUR ACTIVITY IS LOCATED ON ANOTHER COMMAND THEN OTHER THAN MCB/MCCDC/TECOM THEN YOU STILL MUST OBTAIN WAIVERS FROM THE COMMAND YOU ARE LOCATED ON.

PLEASE E MAIL POC FOR QUESTIONS/CONCERNS & APPROVALS. SUPPORTING DOCUMENTATION (i.e. Email) IS REQUIRED TO BE PROVIDED PR AND/OR AUDIT PACKAGE