



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
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IN REPLY REFER TO:

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NOV 02 2023

POLICY LETTER 4-23

From: Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico

To: Distribution List

Subj: PROCEDURES FOR THE TRANSPORTATION OF THINGS

Ref: (a) MCO 4600.41B (Marine Corps Distribution Manual)

Encl: (1) DAI SPD TOT P2P_101_008 dated 12/20/2022
(2) Supply TOT Workflow

1. Situation. Per reference (a), organizations may utilize the PR-Builder (in lieu of DD Form 1149) and other electronic applications for non-MILSTRIP requests for transportation services for USMC shipments. The Defense Agencies Initiative (DAI) has replaced PR-Builder. Per enclosure (1), the implementation of DAI requires Transportation of Things (ToT) to be initiated through a new Store via the Oracle iProcurement module in DAI. The new process automates the creation of the Syncada Obligation(s) and Syncada Invoice(s) based on ToT requisitions. In this process, the user will establish the Purchase Requisition based on DAI standards. The user will capture the Transportation Control Number (TCN) and Transportation Account Code (TAC) and generate the shipping document, i.e., DD 1149. However, DAI does not generate the DD Form 1149. DAI generates a Universal Purchase Request (UPR) in lieu of a DD Form 1149.

2. Mission. To provide amplifying instructions for shipping materiel through the Distribution Management Office utilizing the UPR.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All personnel who ship or receive materiel are expected to comply with the guidance provided in this policy to effectively process materiel shipments.

(2) Concept of Operations. This policy will be made available to all Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) personnel via Distribution: A.

(a) This policy applies to all commands responsible for shipping and receiving Marine Corps materiel via Distribution Management Office (DMO), MCINCR-MCBQ.

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(b) DAI Procure-to-Pay ToT Store will be used to prepare a UPR in lieu of DD Form 1149 for shipping materiel via DMO.

(c) Only personnel delegated the authority in writing via Delegation of Authority (DOA) NAVMC 11869 are authorized to deliver materiel to DMO for shipping.

(d) DOA for shipping of materiel must be signed by the appointed fund holder managing DAI Project Numbers assigned to TAC MBQC.

(e) Authorized DMO personnel will receive, inspect, and package materiel for shipment in accordance with governing policy.

(f) Personnel accepting materiel for shipment at DMO will acknowledge receipt and acceptance of materiel by signing and dating the UPR in lieu of DD1149.

(g) Personnel shipping materiel through DMO will provide the Supply Officer with a copy of UPRs signed by DMO personnel and a copy of key supporting documents authorizing the shipment.

(h) The retention period for UPRs and supporting documents is 10 years, 3 years active and 7 years archived. UPR in lieu of DD 1149 will be routed via DAI workflow for approval by the Responsible Officer and the activity Supply Officer. Files will be maintained and ready for audit.

4. Administration and Logistics

a. Recommendations. Forward recommendations concerning the contents of this policy to Assistant Chief of Staff, G-4 Logistics (ATTN: Materiel Support Branch/Supply Officer) via the appropriate chain-of-command.

b. Procedural guidance. Procedures outlined in this policy letter will be incorporated in local standing operating procedures developed to support management of consumer level supply.

5. Command and Signal

a. Command. This policy is applicable to the MCINCR-MCBQ tenant commands and activities.

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


MICHAEL L. BROOKS

DISTRIBUTION: A