



UNITED STATES MARINE CORPS
COMMANDER, U.S. MARINE CORPS FORCES PACIFIC
CAMP H. M. SMITH, HI 96861-5001

IN REPLY REFER TO:
5223.1
G-8
MAY 16 2006

U.S. MARINE CORPS FORCES, PACIFIC ORDER 5223.1

From: Commander, U.S. Marine Corps Forces, Pacific
To: Distribution List

Subj: COMMERCIAL ACTIVITY POST-COMPETITION MOST EFFICIENT
ORGANIZATIONS (MEO) REVIEWS

Ref: (a) OMB Circular No. A-76, May 29, 2003

Encl: (1) Worksheet for Annual Review
(2) Post-MEO Review Evaluation Summary
(3) Sample Certification Letter
(4) Minimum Required DCAMIS Information

1. Situation. The purpose of this order is to establish MARFORPAC policy and requirements for conducting post-competition reviews of in-house workforce MEOs when completion of OMB circular A-76 cost competitions have reached final decision in favor of the MEO. Further, this order will delineate roles and responsibilities of MARFORPAC and subordinate commands with respect to these reviews. This guidance applies to all MEOs, including those that competed prior to May 29, 2003.

2. Mission. This command will ensure compliance with reference (a) by conducting post-competition MEO reviews after the first year of execution, and overseeing activity-conducted MEO reviews over the remainder of the performance periods.

3. Execution. Post-competition MEO reviews shall be conducted in accordance with the following guidance:

a. Item E.2. of attachment B to reference (a) requires agencies to maintain a database to track execution of agency streamlined and standard competitions.

b. Item E.4. of attachment B to reference (a) requires that after implementing a performance decision, an agency shall:

(1) Monitor performance for all performance periods stated in the solicitation.

(2) Implement the Quality Assurance Surveillance Plan (QASP).

(3) Retain the solicitation and any other documentation from the streamlined or standard competition as part of the competition file.

(4) Maintain the currency of the contract file, consistent with Federal Acquisition Regulation (FAR) subpart 4.8 for contracts, MEO letters of obligation, and fee-for-service agreements.

(5) Record the actual cost of the performance for the performance period.

(6) Monitor, collect, and report performance information, consistent with FAR subpart 42.15, for purposes of past performance evaluation in a follow-on streamlined or standard competition.

(7) Record the actual cost of performance for a specific performance period by adjusting actual costs for scope, inflation, and wage rate adjustments made during a specific performance period.

(8) Compare the actual costs to the costs recorded on Standard Competition Form (SCF) lines 6 and 7 when the performance decision was made.

c. Item E.6.a. of attachment B to reference (a) states the process to follow in the event of non-performance.

d. FAR subpart 42.1501, General, states that past performance information is relevant information for future source selection purposes regarding a contractor's actions under previously awarded contracts. For MEOs reviewed per this document and the enclosed checklist, past performance will receive consideration for crediting as a High Performance Organization (HPO).

e. SCF line 6, also referred to in this document as the In-House Cost Estimate (IHCE), is the total cost for agency performance, including personnel, material and supplies, overhead, and other specifically attributable/additional costs.

f. As part of post-MEO tracking, in addition to the annual review, a funding baseline and mid-year progress update is also required by MARFORPAC.

(1) The funding baseline is a high-end funding forecast of the first performance year, reflecting actual labor costs that may not have been accounted for in the original IHCE. The funding baseline is not the same as the IHCE. The intent of establishing a funding baseline is to keep program managers and comptrollers well informed of potential MEO budgetary requirements, specifically in the first year when the MEO is in transition, and is not a guarantee of funding levels.

(2) The mid-year progress update provides early-on direct feedback to the MEO and identifies discrepancies with sufficient time for resolution.

(3) The year-end review is an annual requirement to monitor performance for all performance periods, as stated in paragraph 3.b.5.

g. The activity commander goals and objectives are as follows:

(1) After the MEO is awarded the performance decision, the MEO must demonstrate it is effective and fully operational over its stated performance periods.

(2) The MEO is monitored annually and its performance evaluated based on the following criteria:

(a) Successful transition and implementation.

(b) Satisfactory performance.

(c) Cost falls within the IHCE.

(3) If a determination has been made that the MEO has defaulted due to poor performance and/or excessive cost, the MEO will be given a reasonable time to correct their deficiencies. If the MEO fails to correct the deficiencies, notification and termination will be in accordance with Item E.6. of attachment B to reference (a) and actions made to proceed to a streamlined or standard competition.

h. Post-MEO review team goals and objectives are as follows:

- (1) Determine if the MEO was implemented in accordance with its Transition Plan (TP).
- (2) Determine if the necessary resources to satisfy the requirements of the Performance Work Statement (PWS) are in place.
- (3) Determine if the MEO has adequately justified any deviations from its proposed staffing in the management plan.
- (4) Compare the records of work performed with the work required by the PWS, and determine if the MEO is fulfilling the requirements of the PWS satisfactorily.
- (5) Examine the validity of documented mission changes.
- (6) Analyze the actual and adjusted costs expended by the MEO through review of financial accounting records.
- (7) Determine whether the MEO is/is not performing within the amount proposed by the IHCE (adjusted by fringe and saved-pay corrections).
- (8) Utilize the process and checklists provided in enclosure (1).
 - i. Once a cost comparison decision is awarded to the MEO, implementation will be in accordance with the transition plan. Within 60 calendar days after the end of the transition period, or 60 calendar days of the MEO implementation date, the activity will submit a funding baseline to MARFORPAC.
 - j. For every year of MEO performance, a mid-year progress update and year-end review will be conducted in accordance with the Post-MEO review checklist outlined in enclosure (1). The mid-year progress update is conducted annually between the 6th and 9th month of each performance period. The year-end review is completed annually within 60 calendar days after the end of the performance period.
 - k. MARFORPAC is the MEO certification official throughout all performance periods. A MARFORPAC-designated review team, external to the activity, will conduct the first year mid-year progress update and year-end review. In subsequent years, the activity Business Performance Office (BPO), or other appropriate office designated by the activity commander, will conduct the reviews in accordance with

this document and provide results and recommendations to MARFORPAC. On a case-by-case basis, a MARFORPAC representative will be on-site to assist and oversee the follow-on reviews. Year-end reports will be submitted to HQMC via the chain of command. There is no requirement for submitting mid-year review reports to HQMC, thus none will be generated.

1. MEO Fiscal Issues:

(1) The activity BPO, or other appropriate office designated by the activity commander will:

(a) Work jointly with the activity comptroller to prepare and submit a funding baseline for the MEO to MARFORPAC within 60 calendar days after the end of the transition period specified by the PWS. If the PWS does not specify a transition period, the funding baseline will be submitted within 60 calendar days after the start of full performance.

(b) Submit the funding baseline to the MARFORPAC BPO and MARFORPAC Budget Officer.

(2) The activity comptroller will:

(a) Work jointly with the activity BPO, or other appropriate office designated by the activity commander, to prepare and submit the funding baseline.

(b) Identify budget authorization amounts for performance of the PWS, and approve funding to cover MEO costs for each performance period.

(3) The MARFORPAC BPO will:

(a) Provide assistance as requested to develop the first year funding baseline.

(b) Forward the baseline to the MARFORPAC functional program manager or program sponsor.

(4) The funding baseline will include actual costs of the items listed below. Actual labor rates paid to MEO employees should be used. Other expenses related to the implementation of the MEO workforce, such as employee relocation expenses and insurance costs,

should be included. The baseline shall include:

- (a) Actual salaries (considering saved grade/retained pay employees).
- (b) Actual fringe benefits (vs. 32.85% default fringe in IHCE).
- (c) Cost of living allowance.
- (d) Locality pay.
- (e) PCS costs/relocation expenses.
- (f) Insurance.
- (g) Other expenses directly attributed to MEO workforce.
- (h) Listing by actual names, grades, steps (no social security numbers), with total number up to and including the number of allowed positions in the MEO.
- (i) Special bonuses or incentive pay.

m. First-Year Post-Meo Reviews:

(1) MARFORPAC BPO will:

- (a) Serve as the post-MEO certification official.
- (b) Conduct a post-MEO mid-year progress update during the first year of MEO implementation, and provide the findings and recommendations to the MEO, activity commander and contracting officer (if one is designated).
- (c) Conduct the first year post-MEO year-end review after completion of the first full year of performance. Complete enclosures (1) and (2), and provide the findings and recommendations to the MEO, activity commander and contracting officer (if one is designated).
- (d) If MEO performance is acceptable, a certification letter in the format of enclosure (3), with the evaluation summary of enclosure (2), will be submitted to HQMC with a copy to the contracting officer (if one is designated). If MEO performance is

not acceptable, the letter would indicate the time period allowed for the MEO to correct the discrepancies.

(e) Update the Department of Defense Commercial Activities Management Information System (DCAMIS) upon receipt of information required in enclosure (4).

(2) The activity BPO, or other appropriate office designated by the activity commander, will:

(a) Ensure that appropriate files and records are maintained.

(b) Coordinate with the MEO, contracting officer (if one is designated), Continuing Government Activity (CGA), and Residual Organization (RO) to provide requested documentation (listed in enclosure (1)) to the first-year post-MEO review team.

(c) Provide MARFORPAC the DCAMIS information required in enclosure (4).

(3) The activity commander will:

(a) Ensure the reviews are accomplished in a timely manner.

(b) Ensure that appropriate files and records are maintained.

(c) Have all records of the commercial activities cost comparison available.

n. Subsequent post-MEO reviews:

(1) The activity BPO, or other appropriate office designated by the activity commander, will:

(a) Conduct the post-MEO mid-year progress update, and provide the findings and recommendations to the MEO, activity commander, contracting officer (if one is designated) and MARFORPAC BPO.

(b) Conduct the post-MEO year-end review after end of the performance period. Complete applicable sections of enclosures (1) and (2), and provide the findings and recommendations to the MEO,

activity commander, contracting officer (if one is designated) and MARFORPAC BPO.

(c) Maintain current records of the same type examined during the first year post-MEO review.

(d) Maintain any records that would have been beneficial for use during the first year post-MEO review but were previously unavailable.

(2) The activity commander will:

(a) Assign personnel to the post-MEO review team (activity BPO or other appropriate office).

(b) Determine the applicability of external support needed and request assistance from MARFORPAC as necessary.

(c) Ensure that appropriate files and records are maintained.

(d) Have all records of the commercial activities cost comparison available to the BPO.

(e) Ensure the appropriate reviews are done in a timely manner.

(3) MARFORPAC BPO will:

(a) Serve as the post-MEO certification official.

(b) Provide on-site oversight and assistance.

(c) If MEO performance is acceptable, a summary of completion of annual review in the format of enclosure (3), without the evaluation summary of enclosure (2), will be submitted to HQMC with a copy to the contracting officer (if one is designated). If MEO performance is not acceptable, the letter would indicate the time period allowed for the MEO to correct the discrepancies.

(d) Update DCAMIS upon receipt of information required in enclosure (4).

o. Activities will maintain current and accurate records and detailed backup data, and make them available to the review team. At times it will be advantageous for the reviewer(s) to review reports and data ahead of time. If so, electronic documentation may be requested. The activity BPO or other appropriate office designated by the activity commander will be the point of contact for access to records and backup data. A minimum list of records and backup data to be maintained are as follows:

(1) Implementation Information:

- (a) Management Plan (MEO, TP, Quality Control (QC) Plan).
- (b) Implementation Schedules and Milestone Completion Dates.
- (c) DCAMIS Data.
- (d) MEO Staffing History - Positions and Personnel.
- (e) Personnel Source Documents.
- (f) MEO Position Management Records.
- (g) CGA/RO Staff List.
- (h) Equipment, Facilities, and Services Acquisition.
- (i) Property Records.
- (j) MEO Subcontracts.

(2) PWS Information:

- (a) PWS.
- (b) Historical Workload Exhibits.
- (c) Actual Workload Data.
- (d) QASP & Performance Requirement Summary (PRS).
- (e) Performance Requirements Changes Certified by Non-MEO.

(f) Authority Providing Quality Assurance (QA) and PWS Maintenance.

(g) QA Reports.

(h) QC Reports.

(i) Performance Data.

(j) Customer Satisfaction.

(k) Improvement Actions.

(l) Workload Comparison.

(m) MIS/MAXIMO/other system reports.

(3) Cost Data:

(a) win.COMPARE Worksheets.

(b) Baseline and Quarterly Costs.

(c) Cost Comparison File.

(d) Position and Personnel Lists.

(e) IHCE Matrix.

(f) Obligation Reports.

(g) Military Labor.

(h) Payroll Related Reports.

(i) Saved Pay.

(j) Material and Supply Costs.

(k) Other Specifically Attributable/Additional Costs.

(l) Depreciation Costs.

(m) Maintenance and Repair Items Costs.

(n) Utilities Costs.

(o) TAD Travel Costs.

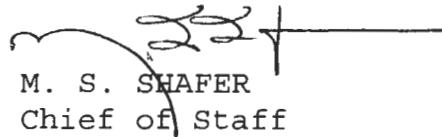
(p) Training Costs.

4. Administration and Logistics. Point of contact is Mr. Rich Shintaku, G-8 Business Performance Office, rich.shintaku@usmc.mil, DSN 315-477-8644/commercial 808-477-8644.

5. Command and Signal

a. Command. This Order is applicable to commercial activities cost competitions that reached final decision in favor of in-house workforce MEOs.

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



M. S. SHAFER
Chief of Staff

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Worksheet for Annual Review

1. Transition and Implementation.

Certification Criterion: MEO implementation is substantially complete, and the necessary resources to satisfy the requirements of the PWS are in place.

Step 1 – Obtain the information required.

Item	Document/Data	Source	Review Instructions	Evaluation Comments
1	M&H Management Plan		Obtain the final M&H Management Plan, including the Transition Plan.	
2	MEO final decision date		Determine when the MEO final decision (i.e., solicitation canceled) was announced.	
3	Implementation schedules and milestone completion dates		Obtain any additional transition and implementation schedules, along with milestones and dates on which the milestones were achieved.	
4	CAMIS implementation completed date		Obtain a CAMIS printout for the MEO.	
5	MEO staffing history - positions and personnel		Obtain an HR report of all names, grades, steps, position titles, series and employment dates of MEO personnel during the review period.	
6	Personnel source documents		Obtain access to MEO personnel files, including position descriptions, notification of personnel actions and licenses and training certifications.	
7	MEO position management records		Obtain all MEO position change documentation, whether approved or submitted for approval.	
8	RO/REO staff list		Obtain the residual (effective) organization (RO/REO) current staffing. (The term RO or REO specifies the organization in Management Plans.) CGA (Continuing Government Activity) is the term used to cover the broader government functions providing oversight of the MEO.	
9	Equipment, Facilities and Services Acquisition		Obtain a listing of all equipment, facilities and services acquired by the MEO for its implementation, including that from the IHCE which has since been disposed.	
10	Property records		Obtain the current inventory of government furnished property transferred to the MEO, including shared property. Obtain documentation of shared property usage.	
11	MEO subcontracts		Obtain documentation identifying the types and quantities of PWS work performed by contractors during the performance period.	

Step 2 – Analyze and evaluate MEO implementation.

Item	Document/Data Source	Review Instructions	Evaluation Comments
1	CAMIS report for MEO	Was the MEO implemented according to the Transition Plan and with the necessary resources to satisfy the requirements in the PWS?	
2	Management Plan	Determine the date implementation was completed, as reported in CAMIS. Was the MEO implemented with the necessary resources to satisfy the requirements in the PWS? Identify the MEO positions and FTEs in the Management Plan.	
3	MEO staffing	Review the HR report of MEO positions and personnel and/or the personnel files and determine whether the MEO has been staffed per the Management Plan and subsequently approved position changes, during the performance period. Determine position vacancy percentages, contributing factors and mitigating actions (addressing labor shortfalls) at start, mid-point and end of performance period.	
4	Acquisition of equipment, facilities and services	Compare the MEO planned acquisition of equipment, facilities and services necessary for MEO implementation with actual acquisition of these items and services.	
5	GFP records	Was custody of Government Furnished Property, identified in the current inventory, transferred to the MEO?	
6	MEO subcontracts	Compare actual contracts to contracts listed in the Management Plan for the performance period. Document the rationale for variations in the list of planned MEO subcontracts. Determine how contracts NOT included in the Management Plan may have impacted FTE requirements and total actual cost. Compare actual and estimated contract administration support.	
7	Licenses and Training Certifications	Determine if licensing and training requirements per PWS and Management Plan have been met. Document variations from requirements and any mitigating actions.	

2. PWS Performance.

Certification Criterion: The MEO is performing the work described in the PWS, and its performance is satisfactory, per the rating criteria in the performance assessment plan.

Step 1 – Obtain the information required.

Item	Document/Data	Source	Review Instructions	Evaluation Comments
1	PWS		Obtain the PWS with all solicitation amendments.	
2	Workload – historical exhibits		Obtain the technical exhibits of historical workload.	
3	Actual workload data		Obtain actual workload data for each functional area at the level of detail it is generated for management information by the MEO.	
4	QASP & PRS		Obtain the updated QASP and PRS.	
5	Performance requirements changes		Obtain records of all changes to the PWS/work requirements, workload estimates, and performance standards that have been approved or submitted for approval since the solicitation was cancelled.	
6	QA reports		Obtain QA surveillance results covering each functional area and samples of inspectors' reports.	
7	QC plan		Obtain the current QC plan developed by the MEO.	
8	Performance data		Obtain samples of work process performance data (e.g., response and completion times) for each functional area.	
9	Customer satisfaction		Obtain records of customer complaints and results of customer surveys. Schedule customer interviews with managers and users to further assess customer perspective.	
10	Improvement actions		Obtain records of improvement opportunities identified and improvement actions taken by the MEO (e.g., MEO meeting minutes).	

Step 2 – Analyze, evaluate, and rate MEO performance.

Item	Document/Data	Source	Review Instructions	Evaluation Comments
1	Workload comparison		Is the MEO performing the work described in the PWS, and is its performance satisfactory, per Quality Assurance surveillance results and/or the measurement and rating system in the MEO Assessment Plan?	
2			Compare actual workload against projected workload provided in the solicitation exhibits (Section J). Determine whether there were any significant changes in workload.	
3			Ensure that services shown in the solicitation as Government-provided services are not included in the MEO workload.	
4	Performance standards		Ensure the actual work produced by the inherently governmental activities is not included in the MEO produced services.	
5	Performance comparison		Evaluate whether any changes to the QASP have changed the quality or timeliness standards.	
6	Performance rating		Compare actual performance against current performance standards for each work requirement in the PRS. Determine if a special inspection is required to measure performance against standards.	
7	QC data		Determine an annual performance rating, using QA surveillance results or the rating system in the MEO Assessment Plan, and determine if the MEO's actual performance rating is, at least, satisfactory.	
8	Improvement actions		Determine if the MEO's QC plan is implemented and how and to what extent work process performance is monitored. (E.g., response time and customer complaint data are captured and analyzed and process descriptions are written and used.)	
			Determine how and to what extent improvement opportunities are identified and acted upon.	

3. Cost.

Certification Criterion: Total review period actual costs, less saved pay, do not exceed the total IHCE (adjusted for inflation and PWS changes).

Step 1 – obtain the information required

Item	Document/Data	Source	Review Instructions	Evaluation Comments
1	Management Plan		Review the Management Plan for proposed MEO staffing and proposed equipment, facilities and services acquisition.	
2	Cost Comparison File		Obtain the original cost comparison file, including the automated Cost Comparison Form, accompanying worksheets, and individual line item records.	
3	Position and personnel lists		Obtain the HR documentation of positions and personnel, which was identified in the Transition and Implementation section of this guide.	
4	IHCE matrix		Develop a by-line item cost matrix (spreadsheet), which conforms to the IHCE, to be used for comparison of IHCE and actual costs.	
5	Labor Costs – Line 1 obligation reports		Obtain SABRS obligation reports showing total review period labor costs.	
6	Military labor		The cost of any military personnel used to cover labor shortfalls should also be identified.	
7	Payroll related reports		Obtain payroll related reports identifying actual review period cost amounts for salary pay, other entitlements, other pay (e.g., overtime, differential pay), and fringe benefits.	
8	Saved pay		Obtain the calculated review period saved pay amounts; by each MEO position filled by personnel who received saved pay.	
9	Material and Supply Costs – Line 2		Obtain SABRS obligation reports showing total review period material and supply costs.	
	Other Specifically Attributable Costs – Line 3			
10	Depreciation costs		Obtain depreciation tables for property included in the IHCE.	
11	Rental property costs		Obtain source documents showing total review period rental property costs.	
12	Maintenance and repair items costs		Obtain SABRS obligation reports showing total review period maintenance and repair costs.	
13	Utilities items costs		Obtain source documents showing total review period utilities (items identified in the IHCE) costs.	
14	Travel costs		Obtain SABRS obligation reports showing total review period travel costs.	
15	Subcontract costs		Obtain SABRS obligation reports showing total review period subcontract costs, including contracted labor costs.	
16	Additional costs – Line 7		Obtain SABRS obligation reports and source documents showing total review period costs for line 7 items.	

Step 2 – Analyze and evaluate MEO cost

Item	Document/Data	Source	Review Instructions	Evaluation Comments
1			Is the actual cost of MEO performance within the total cost in the IHCE, adjusted for inflation and PWS changes?	
2			Use the IHCE matrix (spreadsheet) to enter cost amounts and show the by-line comparison of the IHCE and actual costs.	
3	MEO staffing history		For all actual costs, evaluate the adequacy of audit trails and availability of supporting documentation. Verify that all assumptions, data, sources, and methods of cost accumulation are documented.	
4	Labor Costs – Line 1		Ensure that all personnel assigned to the MEO during the review period are accounted for in the actual labor cost.	
5			Determine the actual review period labor cost attributable to the MEO, including salary pay, other entitlements, other pay (e.g., overtime, differential pay), and fringe benefits. (Use actual fringe benefit costs, rather than applying the IHCE fringe rate.)	
6			Ensure that all actual direct labor and supervision costs necessary to accomplish the requirements of the PWS are included.	
7	Other pay and entitlements		Ensure that the actual costs of government furnished services in the PWS are not included in the MEO costs.	
8	Saved pay adjustment		Review actual amounts of other pay and entitlements and compare to MEO estimates.	
9			Review saved pay for MEO personnel. Subtract this amount from the total review period labor costs to determine the adjusted actual labor cost.	
10	Material and Supply Costs – Line 2		Ensure the costs of providing quality assurance for the MEO are not included in MEO labor costs.	
11			Determine the cost of goods and services actually acquired by the MEO during the review period.	
12	Depreciation costs – non-charges		Review the PWS and solicitation documents to determine which materials should be included in the actual cost. Government Furnished Material (GFM) and Government Furnished Equipment (GFE) should be excluded from the cost comparison since the costs were common to the MEO and other bidders.	
13	Rental property		Determine the MEO's cost of rental property for the review period. Verify that actual	

Item	Document/Data	Source	Review Instructions	Evaluation Comments
14	Maintenance and repair costs		rental costs are for the same property estimated in the IHCE. Any rental costs that would have applied to either in-house or contractor performance should be excluded.	
15	Utilities costs		Determine the actual MEO cost of maintaining GFP during the review period. Ensure that capital expenditures for major improvements or asset enhancements are not shown as actual costs for maintenance and repair.	
16	Insurance costs – non-charges		Determine actual MEO review period costs for utilities (items identified in the IHCE) that would have not been provided to the contractor/ISSA but were required for in-house performance.	
17	Travel costs		Identify insurance cost estimates in the IHCE to use as non-charged amounts for inclusion in the total MEO review period cost.	
18	Contract costs		Determine actual MEO review period travel costs.	
19			Determine actual MEO review period contract costs, including contracted labor.	
20	Overhead costs – Line 4		Document any actual costs of providing quality control to MEO subcontracts.	
21	Cost of capital – Line 5		Determine MEO overhead costs by applying 12% to adjusted (without saved pay) actual labor costs.	
22	Additional costs – Line 7		Determine MEO cost of capital for capital assets acquired. These assets would not have been provided to the contractor and would have been acquired either less than 2 years prior to start of the first performance period or within the performance period.	
23	IHCE matrix		Determine the review period costs for the additional cost items identified in the IHCE. Include IHCE amounts for non-charged items.	
			Total the actual costs on the IHCE matrix (spreadsheet) and compare by-line and total actual costs to the IHCE amounts.	

Post-MEO Review Evaluation Summary

Transition and Implementation

Evaluation Results

MEO implementation was substantially complete, and the necessary resources to satisfy the requirements in the PWS were in place.

All documents and data necessary for the review were made available. The analysis resulted in the following findings.

Amendment Canceling Solicitation and MEO Obligation Letter	Dates
Performance Period Reviewed	Dates
MEO Positions	Start: # authorized; % filled. Mid-Year: End:
Position Changes	
Licenses, Certifications and Training	
Acquisition of Facilities, Equipment, and Services	
MEO Subcontracts	
Contingency Services	
GFP Inventory	

Discussion and Recommendations

Sample Certification Letter

From: Commander, U.S. Marine Corps Forces, Pacific

To: Deputy Commandant for Installations and Logistics (LR)

Subj: POST-COMPETITION MEO REVIEW OF (FUNCTION ABC) AT (MCB XYZ)

Encl: (1) (MCB XYZ) Evaluation Summary Sheets

1. (MCB XYZ)'s (FUNCTION) Most Efficient Organization (MEO) has successfully passed its first performance period review. The review was conducted on-site (dates).

2. The objectives of the review were to determine if the MEO implemented in accordance with its Transition Plan, ensure requirements of the Performance Work Statement (PWS) were fulfilled, and verify that actual costs were kept within the in-house cost estimate.

3. The review included examination of work requirements, work request records, quality assurance and quality control data, surveys and interviews with customers, and tracking of actual and estimated costs using established accounting records and other supporting documentation. Enclosure (1) summarizes the review findings and results.

4. Our examination would not necessarily disclose all deficiencies; however, nothing came to our attention during the review that caused us to believe the performance of the MEO was not in compliance with OMB Circular A-76, its Performance Work Statement and In-House Cost Estimate.

5. The MARFORPAC point of contact is (MFP BPO POC).

OR

4. Our examination would not necessarily disclose all deficiencies; however, the following issues came to our attention during the review that caused us to believe the performance of the MEO was not in compliance with OMB Circular A-76, its Performance Work Statement and/or In-House Cost Estimate. Thus, I have chosen to allow the MEO (time period) to correct the discrepancies outlined in the enclosed review team summary and recommendation letter. At the completion of the corrective action period, the review team will be asked to re-evaluate the areas of discrepancy and a determination regarding MEO certification will be made at that time.

(SIGNED)

Minimum Required DCAMIS Information

- Actual Execution Period Start Date - The actual start date for each performance/annual period.
- MEO Actual (FTE) - The actual number of FTEs in the MEO performing the work during each performance/annual period.
- Actual MEO Subcontract Cost - The actual cost for any/all MEO subcontracts for each performance/annual period, in thousands of dollars, rounded to the nearest whole number. Note: Include government purchase card costs for services. Round off to the nearest \$1,000.
- Reason for Change in Costs/FTEs
- Function(s) Terminated - When the scope of the functions performed is reduced in a performance/annual period, this data element indicates the nature of the reduction.
- Function(s) Terminated Date - The date the Function Status changed. Note: This date must be entered for each function changed in the "authorizations by location and by function" matrix.
- Actual Execution Period End Date - The actual end date for each performance/annual period.