



**MEMORANDUM OF AGREEMENT**  
**BETWEEN THE**  
**UNITED STATES MARINE CORPS**  
**AND THE**  
**GENERAL SERVICES ADMINISTRATION**  
**TO PROVIDE FOR**  
**ENTERPRISE-WIDE MANAGEMENT**  
**OF THE MARINE CORPS' GARRISON RETAIL SUPPLY SYSTEM**



Subject: MOA between the USMC and the GSA to Provide for Enterprise-wide Management of the Marine Corps' Garrison Retail Supply System

**References:**

- (a) Commandant of the Marine Corps (CMC) Letter of Intent to Transfer Supporting Establishment Garrison Supply Products and Services to the General Services Administration (GSA) dated 20 June 2007
- (b) GSA Letter of Commitment to Deputy Commandant, Installations and Logistics (DC/I&L) dated 20 June 2007
- (c) Garrison Retail Supply System (GRSS) Performance Work Statement (PWS) dated 11 October 2007

**ARTICLE I – PURPOSE AND AUTHORITY**

This Memorandum of Agreement (MOA) is entered into by and between the United States Marine Corps (USMC), (DC, I&L) and the General Services Administration (GSA), here onto referred to as “the Parties”, to establish a framework and cooperative arrangement for the ultimate provision of enterprise-wide management of the USMC Garrison Retail Supply System (GRSS) by GSA. It is intended that a subsequent Interagency Support Agreement (ISA) under this MOA will be entered into pursuant to Department of Defense Instruction 4000.19, “Interservice, Interdepartmental, and Interagency Support”, August 9, 1995.

**ARTICLE II – BACKGROUND**

The USMC intends to migrate its GRSS from base-level management to an enterprise-level management construct and seek an external Supply Chain Manager (SCM) to manage the enterprise-level GRSS and be responsible for its performance in order to gain overall economies and efficiencies, as well as, to enhance and improve customer support. The USMC has identified GSA through reference (a) as the intended SCM, with GSA having indicated its desire to pursue this relationship through reference (b). As a result of this correspondence, the Marine Corps has developed a PWS (ref (c)), outlining requirements to be met by the SCM, and subsequently, GSA has begun developing a Concept of Operations (CONOPS).

**ARTICLE III – SCOPE**

Goods and services which GSA may provide under this MOA include, but are not limited to, logistics planning, program management, products and supplies, product support, material management, distribution, and logistical and other support necessary to manage and operate the USMC enterprise-wide GRSS. Both Parties will work together to finalize a mutually acceptable PWS and a set of Standard Operating Procedures (SOPs) that will enable the subsequent development and execution of an ISA under which GSA will serve as the SCM for the USMC GRSS.

**ARTICLE IV – SPECIFIC RESPONSIBILITIES OF THE PARTIES**

- A. Responsibilities of both Parties. Both parties will:

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1. Jointly charter and co-chair an Executive Steering Group, together with a series of Integrated Process Teams (IPTs) designed to finalize the SOPs. Areas to be addressed include, but are not limited to, specific products and services to be provided, logistics process integration, billing and reimbursement, information technology, facilities, cost and performance base-lining, transition planning, and performance management.
2. Assign qualified personnel to serve as members of the Executive Steering Group and the Integrated Process Teams.

B. Responsibilities of GSA. GSA will:

1. Appoint a Program Manager to oversee the development of a mutually acceptable set of Standard Operating Procedures, and act as GSA's principal point of contact for this effort.
2. Prior to actual implementation, designate an Enterprise Supply Chain Manager who will be responsible and accountable for the overall day-to-day execution, management, and business results for the USMC GRSS enterprise-wide operation.
3. Upon execution of the ISA, GSA will provide goods and services in accordance with the mutually agreed upon PWS and SOPs.

C. Responsibilities of USMC. USMC will:

1. Appoint a Project Lead to oversee the development of a mutually acceptable set of Standard Operating Procedures and act as the USMC's principal point of contact for this effort.
2. Prior to actual implementation, designate a Marine Corps Oversight Representative (MCOR) who will be responsible for overseeing the SCM and GRSS operation for the Marine Corps.
3. Upon execution of the ISA, USMC will pay all costs as detailed in the ISA associated with GSA's provision of goods and services, and ensure the availability of funds necessary to execute the ISA.
4. During the performance of the ISA, notify the GSA SCM as soon as possible of any known and/or anticipated changes in operations (e.g., exercises, contingencies, etc.) that would significantly increase or decrease the demand for goods and services.

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#### **ARTICLE V – INTERAGENCY COMMUNICATIONS**

To provide for consistent and effective communication between the USMC and GSA, each Party will name a primary Point of Contact at the Agency Headquarters level to address matters relating to this MOA.

#### **ARTICLE VI – BILLING AND REIMBURSEMENT**

A. GSA agrees to reimburse USMC for the value of any inventories that may be transferred to GSA under their role as the SCM for the USMC GRSS. Specific procedures for executing this reimbursement will be determined and mutually agreed to as part of the SOP finalization process and will be incorporated as part of the finalized ISA.

B. The USMC agrees to pay all costs, as detailed in the ISA, associated with GSA's provisions of goods and services in its role as the SCM for the USMC GRSS. Specific billing and reimbursement procedures will be determined and mutually agreed to as part of the SOP finalization process and will be incorporated as part of the finalized ISA.

#### **ARTICLE VII – RECORDKEEPING AND REPORTING**

A. GSA and USMC will be responsible for providing each other with required reports that will be defined and mutually agreed to as part of the SOP finalization process, and will be incorporated as part of the finalized ISA.

B. Both Parties agree that records will be retained in compliance with National Archives and Records Administration guidelines.

#### **ARTICLE VIII – LIABILITY**

A. The Parties agree that they shall be and remain liable for the acts and omissions of their respective agency personnel acting within the scope of their employment, subject to the provisions of the Federal Tort Claims Act.

B. The Parties agree to defend and be responsible for addressing claims, disputes, appeals and other legal actions that arise from actions of their respective agency personnel, contractors and other agents.

C. The Parties agree to provide the other with prompt notice of any claim dispute, appeal or other legal action submitted to the Party for which the other is responsible under this Article.

#### **ARTICLE IX – APPLICABLE LAWS**

This MOA, and all documents and actions pursuant to it, shall be governed by the applicable statutes, regulations, directives and procedures of the United States. Unless

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otherwise required by law, all contract work undertaken by GSA under this MOA shall be governed by GSA policies and procedures.

#### **ARTICLE X – CONTRACT CLAIMS AND DISPUTES**

A. All claims and disputes by contractors arising under or relating to contracts awarded by GSA under this MOA shall be resolved in accordance with Federal law and the terms of the individual contract. GSA shall have dispute resolution authority for these claims. Any contracting officer's final decision may be appealed by the contractor pursuant to the Contract Disputes Act of 1978 (41 USC 601-613).

B. GSA shall be responsible for handling all litigation involving disputes and appeals, and for coordinating with the Department of Justice as appropriate. GSA shall notify USMC of any such litigation and afford USMC an opportunity to review and comment on the litigation proceedings and any resultant settlement negotiations.

#### **ARTICLE XI - DISPUTE RESOLUTION**

The Parties agree that, in the event of a dispute between the Parties, USMC and GSA shall use their best efforts to resolve that dispute in an informal fashion through consultation and communication, or other forms of non-binding alternative dispute resolution mutually acceptable to the Parties. The Parties agree that, in the event such measures fail at the agency level, the Parties may jointly refer it for resolution to the Office of Management and Budget.

#### **ARTICLE XII – PUBLIC INFORMATION**

Justification and explanation of USMC's programs before Congress, other agencies, departments, and offices of the Federal Executive Branch, the Judiciary, and the press shall be the responsibility of the USMC. GSA will provide, upon request, any assistance necessary to support USMC's justification or explanations of USMC's programs conducted under this MOA. GSA may make public announcements and shall respond to all inquiries relating to the procurement, contract award and contract administration functions for which GSA is responsible. USMC and GSA each shall use their respective best efforts to give the other Party advance notice before making any public statements regarding work contemplated, undertaken, or completed pursuant to any ISA executed under this MOA.

#### **ARTICLE XIII – MISCELLANEOUS**

A. Other Relationships or Obligations. This MOA shall not affect any pre-existing or independent relationships or obligations between the USMC and GSA.

B. Severability. If any provision of this MOA is determined to be invalid or unenforceable, the remaining provisions shall remain in force and unaffected to the fullest extent permitted by law and regulation.

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**ARTICLE XIV – AMENDMENT, MODIFICATION, AND TERMINATION**

A. This MOA may be modified or amended only by written, mutual agreement of the Parties. Either Party may terminate this MOA by providing written notice to the other Party. The termination shall be effective upon the 60th calendar day following receipt of such notice, unless a later date is set forth. In the event of termination of the ISA executed under this MOA, the USMC shall be responsible for reasonable and allocable costs as described in the ISA that have been incurred by GSA prior to termination.

B. The terms of this MOA shall be reviewed by the POCs established under Article V on an annual basis to determine whether any modifications to the terms and conditions stated herein are necessary.

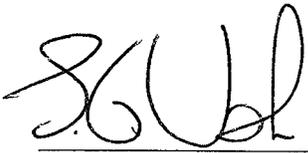
**ARTICLE XV – EFFECTIVE DATE**

This Agreement is effective upon the last date of signature by the Parties hereto.

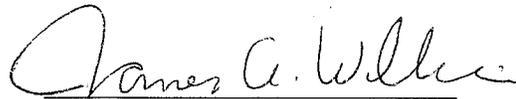
The undersigned agree to the terms and conditions of this MOA.

United States Marine Corps

General Services Administration



E. G. Usher III  
Deputy Commandant  
Installations and Logistics



James A. Williams  
Commissioner  
Federal Acquisition Service

DATE: 10/26/07

DATE: 10-26-07



MEMORANDUM  
OF AGREEMENT SIGNING  
BETWEEN THE  
UNITED STATES MARINE CORPS  
AND  
UNITED STATES GENERAL SERVICES ADMINISTRATION

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26 OCTOBER 2007  
0900  
NAVY ANNEX, WASHINGTON D.C.

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The United States Marine Corps (USMC) and United States General Services Administration (GSA) are entering into a Memorandum of Agreement that calls for a supply chain partnership in support of USMC installations worldwide. The agreement designates GSA as the 4th-party logistics (4PL) provider for readily available commercial supplies, including office supplies, tools and cleaning products.

Under the partnership, GSA will manage a variety of products from multiple sources in physical stores and via an online store to support USMC personnel at locations around the world. The goal is to provide all USMC customers with quick, consistent access to a wider range of products and thereby minimize their time spent on routine purchases. Relying on a single supply chain manager offers the USMC the potential to more easily track their spending and use that data to leverage better pricing from vendors.

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AGENDA

Remarks by Col. Andrew O. Starr

Signing of Memorandum of Agreement

Remarks by MajGen Edward G. Usher III, U. S. Marine Corps  
Deputy Commandant for Installations and Logistics

Remarks by Mr. James A. Williams, U. S. General Services Administration  
Commissioner, Federal Acquisition Service

Closing

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## HEADQUARTERS MARINE CORPS INSTALLATIONS AND LOGISTICS DEPARTMENT

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The Deputy Commandant, Installations and Logistics (DC I&L) acts on behalf of the Commandant in designated matters of logistics policy and management, and coordinates logistics actions with other agencies.

The Installations and Logistics Department shapes logistics plans and policies to sustain excellence in warfighting. The focus of effort is to increase Marine Air Ground Task Force lethality by providing superior support through modernizing logistics processes, implementing proven technology and best practices, developing standards of performance, and fully integrating the supporting establishment as the fifth element of the Marine Air Ground Task Force.



## U. S. GENERAL SERVICES ADMINISTRATION

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Founded in 1949, GSA serves as a centralized procurement and property management agency for the federal government. GSA manages more than one-fourth of the government's total procurement dollars and influences the management of \$500 billion in federal assets, including 8,300 government-owned or leased buildings and 205,000 vehicles. GSA helps preserve our past and define our future, as a steward of more than 420 historic properties, and as manager of USA.gov, the official portal to federal government information and services. GSA's mission to provide superior workplaces, expert technology solutions, acquisition services, purchasing and eGov Travel solutions and management policies, at best value, allows federal agencies to focus on their core missions.

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**MAJOR GENERAL EDWARD G. USHER III**  
**DEPUTY COMMANDANT, INSTALLATIONS AND LOGISTICS**  
**U. S. MARINE CORPS**

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Major General Usher is presently serving as the Deputy Commandant, Installations and Logistics, Washington, DC. He is a 1974 graduate of San Diego State University. A third generation Marine, he entered the Marine Corps through the Platoon Leaders Class program. He completed the Amphibious Warfare School (1981) and is a graduate of the Marine Corps Command and Staff College (1987), and the Naval War College (1997), with a Master of Arts in National Security and Strategic Studies.

Since his commissioning and graduation from The Basic School in 1975, Major General Usher has held a variety of command and staff positions. He has had company level command assignments with Base Materiel Battalion, Camp Pendleton; 1st Radio Battalion, Fleet Marine Force Pacific; Marine Barracks, Washington DC; and 1st Supply Battalion, 1st Force Service Support Group. He has held battalion level command with the 13th Marine Expeditionary Unit as Commanding Officer, Marine Expeditionary Unit Service Support Group 13; and as the Commanding Officer, 3d Transportation Support Battalion, 3d Force Service Support Group. From June 2001 to July 2003, Major General Usher commanded 1st Force Service Support Group, Camp Pendleton, CA.

Major General Usher's staff assignments include Supply Officer, 1st Track Vehicle Battalion, 3d Marine Division; Supply Officer, 9th Marine Expeditionary Brigade, III Marine Expeditionary Force; Operations Officer, Direct Stock Supply Center, Camp Pendleton; Supply Officer, 1st Radio Battalion; Operations Officer, Detachment A, 3d Force Service Support Group; Aide-de-Camp to the Commanding General, Marine Corps Logistics Base, Albany, GA; Head, Deployed Systems Branch, Albany, GA; S-4 Officer, Marine Barracks, Washington DC; Executive Officer, 1st Supply Battalion, 1st Force Service Support Group; G-3 Combat Service Support Operations Officer, 1st Force Service Support Group; Director, Life Cycle Management Center, Marine Corps Logistics Bases, Albany, GA; Assistant Chief of Staff, G-3, 3d Force Service Support Group, Okinawa, Japan; a joint duty assignment as the Marine Corps Readiness Officer, Headquarters Defense Logistics Agency, Fort Belvoir, VA. Major General Usher served as the Assistant Deputy Commandant, Logistics Plans, Policies and Strategic Mobility Division, Headquarters, U.S. Marine Corps. During that tour, he was assigned duty for six months as the Chief of Staff, for the Chief Operating Officer, Coalition Provisional Authority, Baghdad Iraq. His last assignment was as the Vice Director for Logistics, J-4, the Joint Staff, Washington, DC.

Major General Usher's personal decorations include: Navy Distinguished Service Medal, Defense Superior Service Medal, Legion of Merit, Defense Meritorious Service Medal, Meritorious Service Medal with three gold stars, Navy and Marine Corps Commendation Medal, and Navy and Marine Corps Achievement Medal with gold star.

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JAMES A. WILLIAMS  
COMMISSIONER, FEDERAL ACQUISITION SERVICE  
U. S. GENERAL SERVICES ADMINISTRATION

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James A. Williams was appointed Commissioner of the Federal Acquisition Service, effective June 25, 2006. In this capacity, Williams provides strategic direction-setting, performance management and leadership for efficient and effective program execution necessary to provide the best value for the government and for taxpayers, proactive customer assistance and simplified procedures.

Prior to his current assignment at GSA, Williams served as the Director of the U.S. Visitor and Immigrant Status Indicator Technology (US-VISIT) program at the Department of Homeland Security. Previously, he served in several executive leadership positions at the Internal Revenue Service including Deputy Associate Commissioner for Program Management, Deputy Assistant Commissioner for procurement and later as Director of Procurement at the IRS.

Earlier in his career, Williams was Director of the Local Telecommunications Procurement Division at GSA where he was responsible for all nationwide local telecommunications purchases for the agency.

A native of Virginia, Williams earned a bachelor's degree in business administration from Virginia Commonwealth University in 1979 and a master's degree in business administration from The George Washington University in 1986.

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