



ORIGINAL ORDER
UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO
ASO 4860.3
BPO

04 JUN 2004

AIR STATION ORDER 4860.3

From: Commanding Officer
To: Distribution List

Subj: COMPETITIVE SOURCING (CS) PROGRAM

Ref: (a) OMB Circular A-76
(b) MCO 4860.3D
(c) CMC letter 4860/LR dated 9 September 2002
(d) ABO 4860.3F

1. Situation. In accordance with the references, installation commanders are tasked with periodic review of functions conducted aboard installations in order to determine whether those functions are inherently governmental or commercial in nature. For activities determined to be commercial in nature, a cost study, as outlined in reference (a), is required to determine the most cost efficient method of accomplishing that activity, i.e. whether the activity can best be accomplished by an in-house government workforce or provided by a commercial provider.
2. Mission. To establish a Competitive Sourcing (CS) Program capable of executing the policies and directives governing the Department of Defense Competitive Sourcing Program in order to meet DOD Competitive Sourcing requirements.
3. Execution
 - a. The Commanding Officer will, in accordance with ref (d):
 - (1) Appoint a CS program coordinator in writing.
 - (2) Ensure activities are reviewed and inventoried per the provisions of ref (b).
 - (3) Certify that in-house cost calculations are based on the most efficient and cost effective organization for in-house performance of the function.
 - (4) Ensure contracts resulting from CS studies conducted under reference (b) include a provision requiring the contractor to give DOD employees, displaced as a result of conversion to contract

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performance the right of first refusal for employment openings on the contract in positions for which they are qualified.

(5) Ensure compliance with the communications plan established in ref (d).

(6) Keep employees and union officials notified of CS review and cost study actions.

(7) Assist affected employees in obtaining placement in other positions for which they qualify, consistent with applicable regulations.

b. The CS Program coordinator will:

(1) Conduct an annual inventory of activities as directed by ref (a) and (b) and in accordance with current inventory guidance.

(2) Report progress and decisions of CS initiatives in accordance with current procedures.

(3) Oversee establishment of performance work statement (PWS) and most efficient organization (MEO) management plan working groups.

(4) Ensure personnel assigned to PWS and MEO working groups are properly trained.

(5) Coordinate with the Human Resources Office (HRO) for briefings to employees.

(6) Coordinate with the Public Affairs Office (PAO) for media release of information relative to CS initiatives.

(7) Ensure workings of the PWS and MEO working groups comply with ref (c).

(8) Establish a personnel action committee to plan reduction in force (RIF) actions in order to establish a plan for separation incentive offerings, establish a plan to assist affected employees, and to minimize RIF effects across the workforce.

c. Department heads will:

(1) Select subject matter experts to participate in PWS and MEO working groups.

(2) Make personnel selected to participate in cost comparisons available for training.

(3) Select personnel to participate in contract technical evaluation, price evaluation, and source selection boards, as necessary.

(4) Oversee actions of the PWS and MEO working groups in order to assist CS coordinator in ensuring compliance with ref (d).

(5) Provide a representative to the personnel action committee as required.

d. PAO will:

(1) Establish a media plan that will proactively address each phase of the CS initiative; study announcement, progress reports, tentative decision, appeals and protests, final decision, and installation impact.

(2) Prepare media releases as necessary.

(3) Assist as required in preparation of materials for employee briefings.

e. HRO will:

(1) Coordinate briefings for all employees and prepare briefing materials.

(2) Provide resume writing assistance to employees.

(3) Provide representatives to the PWS and MEO working groups as required and the personnel action committee.

4. Administration and Logistics

a. Subject matter experts in the functions announced for study will accomplish conduct of A-76 studies. Departments with functions under study will oversee preparation of the PWS, MEO management plan, and cost comparison. The CS program coordinator will assist in facilitating the study, tracking milestones and coordinating submission of required reports.

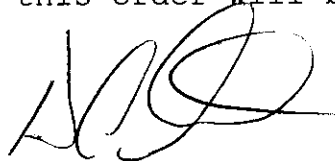
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b. A-76 training will be scheduled as necessitated by A-76 study announcements. Due to the changing nature of A-76 regulations and changes in staff personnel, training requirements will be determined with each A-76 study announcement. No cadre of trained personnel will be maintained permanently. For that reason, department heads must make every effort to have personnel selected to conduct the study available to attend training.

5. Command and Signal

a. This order is in effect upon receipt.

b. Change recommendations to this order will be submitted to the Business Performance Office.



H. A. STOCKWELL