



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO

CMC-L
Sep 22 1997

WHITE LETTER NO. 09-97

From: Commandant of the Marine Corps
To: All General Officers
All Commanding Officers
All Officers in Charge

Subj: TIMELY SUBMISSION OF RECEIVING REPORTS

1. Each day, the Marine Corps loses the use of thousands of scarce operating dollars because we must compensate vendors for late payments. One of the contributing reasons for late payments is the untimely submission of receiving reports to the Defense Finance and Accounting Service (DFAS). Interest penalty funding comes directly from our Operation and Maintenance appropriations and could be better spent purchasing equipment or maintaining our facilities.

2. DFAS relies on our timely and accurate submission of all procurement and receiving documentation to make payment when due. Receiving reports or Reports of Property Received (RPRS) are a critical step in the vendor payment process. Without them, the process stops, vendors go unpaid and consequently, interest penalties accrue. The 1997 interest penalty amount clearly indicates that adequate vendor payment procedures do not exist. We must conduct a review of the processes associated with the receipt and acceptance of supplies and services and take any necessary corrective action. This should include designating individuals responsible for the overall RPR process.

3. This Corps-wide problem needs our personal attention to ensure that every dollar is spent prudently. I strongly urge you to take an active role in guarding against this inefficient use of our scarce resources. With your personal involvement and our teamwork with DFAS, we can correct a problem that reduces our operating funds.


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