



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 4340.1
C 21/k
8 Apr 93

MARINE CORPS BASE ORDER 4340.1

From: Commanding General
To: Distribution List

Subj: MISSING, LOST, STOLEN, RECOVERED, DAMAGED OR DESTROYED
GOVERNMENT PROPERTY

Ref: (a) SECNAVINST 5500.4F
(b) MCO 4340.1

Encl: (1) Definitions
(2) Quantities of Arms, Ammunition, and Explosives (A,A&E)
Reportable by Missing, Lost, Stolen, Recovered (MLSR)
Message
(3) Message MLSR Property Report Preparation Guide and
Sample

1. Purpose To prescribe the policy and procedures for reporting missing, lost, stolen, recovered (MLSR), damaged or destroyed Government property.

2. Cancellation. MCCDCO 5500.1.

3. Summary of Revision. This revision contains a significant number of changes and should be reviewed in its entirety.

4. Definitions. For the purpose of this Order, the definitions contained in enclosure (1) apply.

5. Background

a. Reference (a) requires the reporting of all MLSR property to the Commandant of the Marine Corps. Data reported must be in a format that is compatible with the automated National Crime Information Center (NCIC) maintained by the Federal Bureau of Investigation (FBI).

b. Reference (b) significantly alters MLSR reporting procedures with the introduction for the Quarterly Automated Reporting System (QARS). This system, an automated extract of mechanized files under the auspices of the supporting data processing activity, has alleviated the requirement for MLSR reporting of gains/losses of property other than arms, ammunition and explosives, sensitive items, and significant losses (a single incident which involves a single line item with a unit price of \$10,000 or greater).

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(1) Such MLSR reporting continues to consist of a message format addressed to the Commandant of the Marine Corps (POS) and submitted via the CO, MCB (C 21).

(2) Since the QARS only addresses those items currently accounted for on the Command's Mechanized Allowance List, it is necessary to establish local reporting procedures to ensure the proper disposition of property that does not meet this MLSR criteria.

6. Information

a. MLSR Policy

(1) Navy items will be reported per reference (a). The following items (less Navy items on the supply account of the Marine Corps Air Facility) of MLSR property under the cognizance of the CO, MCB, will be MLSR reportable:

(a) All firearms, ammunition, explosives, and other destructive devices, whether or not identifiable by a serial number which meet the criteria listed in enclosure (2).

(b) All other unserialized Government property considered to be "sensitive material" irrespective of the actual or estimated value of the property item. See definitions in enclosure (1).

(c) "Significant property" losses (as defined in enclosure (1)) will be reported.

(d) The following incident criteria remains for those items identified in paragraph 6a(1) above:

1 Missing

2 Lost

3 Stolen

4 Recovered

(2) A request for MLSR, submitted via letter to the CO, MCB (C 21), should arrive as soon after incident identification as possible (never exceeding three calendar days) and should follow the format contained in enclosure (3). If the report is filed after the three-day cutoff, then the report must contain an explanation of the circumstances causing the delay.

(3) The report of MLSR property will not be made directly to the FBI or to other Federal or local law enforcement agencies. Information concerning such property is available to those agencies through the NCIC. NCIC inquiry may be made to the Commanding Officer, Security Battalion.

b. Reportable Property

(1) USMC accountable and allowance items:

(a) Property Control Office

(b) Plant Account

(c) Special Services

(d) Non-FMF

(e) Training and Audiovisual

(2) Nonappropriated fund items (to include special services).

(3) Those items in transit on military or commercial carriers, in temporary storage, or awaiting loadout at ports.

(4) Foreign or captured items.

(5) All other property items which are legitimately in custody or on loan to the CG MCCDC.

7. Investigative Action. Reporting action within the purview of this Order is independent of survey or investigative actions required by other directives.

8. Action

a. Activity Heads

(1) Immediately report all incidents involving theft, suspected theft, or the unaccountable disappearance of Government property by telephone to the Commanding Officer, Security Battalion (Criminal Investigation Division). Reports of such incidents shall not be delayed pending the outcome of local inquiries.

(2) Independent of the reporting requirement to the Security Officer, report all incidents of MLSR reportable property per the policy and procedures set forth herein to the CO, MCB (C 21). MLSR reports will be in letter format containing the information outlined in enclosure (3). MLSR reports will be forwarded to the Director, Logistics Division. Timely reporting is essential, thus reports should be submitted following an initial search and preliminary inquiry; however, the maximum time frame established in paragraph 6a

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preceding, should not be exceeded. Property recovered must be reported to the CO, MCB (C 21) by the recovering activity whether or not that activity initially reported that property as missing, lost, or stolen.

b. Director, Logistics Division

(1) Report to the Commandant of the Marine Corps (POS) all incidents of MLSR property per reference (a) and the policies and procedures set fourth herein. Only the Director, Logistics Division is authorized to release messages pertaining to the MLSR property.

(2) Monitor QARS.

c. Commanding Officer, Security Battalion. Refer appropriate incidents involving MLSR property to the Senior Resident Agent, Naval Investigative Service for investigative assistance.

T. C. TAYLOR
By direction

DISTRIBUTION: A

DEFINITIONS

1. Ammunition. A device charged with explosives, propellants, pyrotechnics, initiating composition, riot control agents, chemical herbicides, smoke, and flame for use in connection with defense, or offense including demolition.
2. Arms. A weapon which will, or is designed to, expel a projectile or flame by the action of an explosive, and the frame or receiver or metal parts of any such weapon from which a complete weapon could be constructed.
3. Explosives. Any chemical compound mixture or device, the primary or common purpose of which is to function by explosion.
4. Loss Analysis. The term "loss analysis" encompasses those actions taken by the installation provost marshal to compile facts and develop loss trends and patterns and other data concerning gains and losses required to be generated by the basic Order.
5. Loss Prevention. The protection of all Marine Corps property from loss from internal and/or external fraud or larceny, and error. Loss prevention specifically includes, but is not limited to, the protection of supplies and equipment in storage areas during the issue process, during transit and while in actual use. Loss prevention includes those measures, instructions, procedures, designs, and analyses, polices, dedicated resources, and agreements which in total are designed to reduce losses of government property to an absolute minimum.
6. Lost (L). Lost item(s) is one that absolutely cannot be accounted for and, as a result, has been surveyed or otherwise properly removed from accountability after thorough investigation of the circumstances.
7. Missing (M). Missing item(s) is one that is not in its proper location or cannot readily be accounted for. An item is determined to be missing when: (1) searches by the responsible personnel have been completed without success; (2) the incident has been reported to the local law enforcement agency for action; and (3) the responsible officer or supply officer has initiated loss, gain, or reporting actions.
8. National Crime Information Center (NCIC). A Federal Bureau of Investigation (FBI) managed nationwide, computerized, on-line, real time information system that stores and retrieves basic identifier information related to stolen vehicles, license plates, boats, firearms, securities, articles, wanted persons, missing persons,

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offender criminal histories, and comparison standards related to forensic evidence. Marine Corps transmissions to NCIC originate at the Headquarters of the Naval Investigative Service (NIS). Reports from law enforcement agencies are transmitted to the NIS Headquarters for entry to NCIC.

9. Pilferage. Stealing in small amounts which is frequently difficult to detect and hard to prove.

10. Quarterly Automated Reporting System (QARS). An automated accumulation of adjustments that have been posted to property and stock automated accounted records, involving no special management action at the using level. QARS gathers all gain and loss statistics, regardless of dollar value, and is separate from Arms, Ammunition and Explosives (AA&E) and sensitive MLSR message reports. QARS is a central repository of gain/loss statistics for the Marine Corps.

11. Recovered (R). Recovered item(s) is material that is found, is gained by inventory, or is recovered after previously be reported as missing, lost, or stolen.

12. Responsible Officer. For the purpose of this Order, the responsible officer is that person or commander last having custodial or signature accountability for MLSR reportable government property.

13. Sensitive Government Property. Any government property other than AA&E which requires a high degree of protection and physical inventory control, such as precious metals, drug abuse items, and hazardous items as set forth in MCO P4400.15D, appendix A.

14. Serialized Government Property. Any item of government property which has an individual serial number affixed by the manufacturer or assigned for control purposes by an inventory control point or an item manager.

15. Significant Property. Any item of government property other than AA&E that has a noncumulative dollar value of \$10,000 and/or the loss, damage, or destruction is of such magnitude that the commander feels that Headquarters Marine Corps should be appraised of the occurrence.

16. Stolen (S). Stolen item(s) is one that is not in its proper location or is unaccounted for, and evidenced indicates suspected or actual theft, or other related criminal activity is suspected, alleged, indicated, or known.

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17. Value. The measurement of government property value for MLSR reporting purposes is the current cost of purchasing a new replacement item on the open market (current market value) or the current government price list cost, whichever is greater. The costs associated with labor, materials, and accessories installed on or added to a basic property item to make it ready or suitable for initial issue to a user must be added to the unit price. Depreciated values will not be used for MLSR reporting. Value for QARS reporting is automatically extracted from the unit price of the adjustment transactions, normally based on the current Master Header Information File price.

ENCLOSURE (1)

QUANTITIES OF ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)
REPORTABLE BY MISSING, LOST, STOLEN, RECOVERED (MLSR) MESSAGE

1. The loss, theft, recovery, or inventory adjustment of the following shall be reported by MLSR message:
 - a. All Category I Missiles and Rockets.
 - b. All Category I through IV Arms.
 - c. One-thousand rounds or more of ammunition smaller than 40mm.
 - d. One-thousand rounds or more of automatic weapon ammunition smaller than 40mm.
 - e. Individual rounds of 40mm and larger nonautomatic weapon ammunition.
 - f. Individual mortar, grenade, and missile rounds.
 - g. Individual land mines, demolition charges, and blocks of bulk explosives.
 - h. Other items with 10 or more pounds of net explosive weight.
 - i. Any Category I and II item not previously included.

MESSAGE MLSR PROPERTY REPORT PREPARATION GUIDE AND SAMPLE

1. Reporting Procedure

a. Missing, lost, stolen, recovered (MLSR) arms, ammunition and explosives (AA&E) sensitive items, and significant property loss reports) are to be submitted by the command discovering the gain or loss of the property item(s). The reporting command must immediately report such fact to the appropriate accountable command. Message reports are required for losses/gains of AA&E, and for significant property losses.

b. MLSR message reports of reportable items are to be submitted by message as follows:

From: (Reporting Command)

To: CMC WASHINGTON DC (POS)

Info: (As appropriate in chain of command--to include responsible command having custody at time of loss or recovery and appropriate law enforcement agency)

c. An INITIAL report will be submitted as soon as loss or recovery is established by discovery of an incident, receipt of a loss claim, completion of an inventory, or any other means. A FINAL report will not be submitted until completion of all appropriate financial, administrative, investigative, survey, and disciplinary action. (An INITIAL/FINAL report may be submitted provided that all necessary action has been taken.) A SUPPLEMENTAL report may be submitted to provide any additional pertinent information whenever a FINAL report has previously been submitted.

d. FINAL and SUPPLEMENTAL reports shall reference the INITIAL and any other associated reports submitted on the same incident by report number, date time group (DTG), or correspondence identification.

e. Whenever AA&E items have been reported, and are subsequently recovered by the reporting command, an appropriate FINAL or SUPPLEMENTAL report must be submitted including circumstances of recovery.

f. Commands in receipt of recovered government property item(s) (from sources other than through official supply or procurement channels) for which they were not previously responsible must submit an INITIAL/FINAL report in order that the recovered items may be checked against the National Crime Information Center (NCIC) and accountability data bases for correlation to any prior MLSR reports submitted by other commands. If property item(s) recovered by one Service of the Department of the Navy (USN or USMC) are identified as

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belonging to the other Service, the MLSR report should be submitted to the Service owning the property rather than the reporting organization's headquarters.

2. Reporting Format

a. Subject line of all organization's reports will be:

- (1) MLSR PROPERTY REPORT (RCS MC #4340-1).
- (2) MLSR ARMS REPORT (RCS MC #4340-1).
- (3) MLSR AMMUNITION REPORT (RCS MC #4340-1).
- (4) MLSR EXPLOSIVES REPORT (RCS MC \$4340-1).

b. Only prior MLSR property reports on the same incident will be referenced. References should be indicated by the DTG or correspondence identification on the prior report(s) and by the "incident report number."

c. The first line of text after references (if any) must be: For USMC: MLSRP/MLSRP/USMC

d. Activity Address Code (AC). The "unit identification code" (UIC) of the activity. The AC/UIC should be identical to that used by the "accountable" command for MILSTRIP and MILSTRAP purposes. The AC/UIC must be indicated on every report.

e. Custodial Command (CUS). The AC/UIC of the "custodial command" (CUS). The CUS must be indicated on every report.

f. Incident Report Number (RPT)

(1) The "Incident Report Number (RPT)" assigned by the reporting command and the "Incident Report Status." Year and number separated by a diagonal slash. Number and status separated by a hyphen. The RPT must be indicated on every report. Incident reports will be numbered consecutively by each reporting activity for each year. Example: 1993/57-INITIAL, 1993/57-FINAL, 1993/57-SUPPLEMENTAL.

(2) Number: Each separate incident (incident date) involving MLSR property items will be assigned a report number. Reports will be consecutively numbered. Each incident may involve one or more property items. All reports concerning the same incident will have the same number.

(3) Status. Use INITIAL, INITIAL/FINAL, FINAL, or SUPPLEMENTAL as explained in paragraph 1d of this enclosure.

g. Block AAA. Date of incident (mandatory) and not to be confused with report date. Use of the actual date of theft, loss or recovery, if known. Otherwise, use the date item(s) were actually last seen, whether by inventory date or date where responsible authority had last seen the item(s). Indicate whether date is "actual" or "Last." Indicate date in year-month-day order. Example: "A-93-09-13" for an actual date of 13 September 1993, or "L-93-08-20" for a last inventory or last sighted date of 20 August 1993.

h. Block BBB. AMMUNITION. List each type of ammunition or other destructive device--except explosives as a separate BBB entry. Each BBB entry is to be sequentially numbered (e.g., "/1/", "/2/", etc.). Each BBB entry consists of the following elements:

(1) Indicate the word AMMUNITION.

(2) Indicate whether the ammunition (or other destructive device) is MISSING, LOST, STOLEN, or RECOVERED.

(3) Indicate the type and description of ammunition. Refer to "Catalog of Ammunition Stock, TW010-AA-ORD-010. Example: CARTRIDGE, Cal. .38, Special Ball, M41.

(4) Indicate the volume (number of units) and the unit of issue (U/I). Refer the "Catalog of Ammunition Stock, TW010-AA-ORD-10." Example: 2000EA, 48SB, 1000FT, etc.

(5) Indicate the "lot number/serial number" or other unique identifier on the ammunition container, if any. Use "NONE" if none or "UNKNOWN" if unknown.

(6) Indicate the "National Stock Number (NSN)" and DoD Identification Code/Navy Ammunition Logistics Code (DoDIC/NALC) (if applicable).

(7) Indicate the actual or estimated replacement value of the ammunition. Use the replacement value rather than the original cost. Show whether amount is actual or estimated.

Example: A-\$38.50, E-\$125., etc. Refer to "Catalog of Ammunition Stock, TW010-AA-ORD-010" for unit price.

(8) Indicate the security risk category, refer to "Catalog of Ammunition Stock, TW010-AA-ORD-010."

(9) Indicate the last known location.

i. Block CCC. EXPLOSIVE. List each type of explosive as a separate CCC entry. Each entry to be consecutively numbered (e.g.,

"/1/", "/2/", etc.). Each CCC entry consists of the following elements:

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- (1) Indicate the word EXPLOSIVE.
 - (2) Indicate whether the explosive is MISSING, LOST, STOLEN, or RECOVERED.
 - (3) Indicate the type and description of explosives. Refer to "Catalog of Navy Ammunition Stock, TW010-AA-ORD-010." Example: BALLISTITE, TNT, POWDER.
 - (4) Indicate the volume (number of units) and the U/I. Refer to "Catalog of Ammunition Stock, TW010-AA-ORD-010."
 - (5) Indicate the "lot number/serial number" or other unique identifier on the explosive container, if any. Use "NONE" if none or "UNKNOWN" if unknown.
 - (6) Indicate the "NSN" and the DoDIC/NALC (if applicable).
 - (7) Indicate the actual or estimated replacement value of the explosive. Use the replacement value rather than the original cost. Show whether amount is actual or estimated. Example: A-38.50, E-\$125., etc. Refer to "Catalog of Ammunition Stock, TW010-AA-ORD-010" for unit price.
 - (8) Indicate the security risk category, refer to "Catalog of Ammunition Stock, TW010-AA-ORD-010."
 - (9) Indicate the last (or first for gains) known location.
- j. Block DDD. FIREARM. List each firearm as a separate entry. Each DDD entry is to be sequentially numbered (e.g., "/1/", "/2/", etc.). Each DDD entry consists of the following elements:
- (1) Indicate the word FIREARM.
 - (2) Indicate whether the firearm is MISSING, LOST, STOLEN, or RECOVERED.
 - (3) Indicate the type and description of firearm. Refer to the Marine Corps Stocklist. Use that part of the description that describes the basic type of firearm and include the caliber (e.g., PISTOL .22 CALIBER, PISTOL 9mm, etc.).
 - (4) Indicate the "Make" of the firearm. Refer to the Marine Corps Stocklist. Use that part of the description which reflects the manufacturer's name (e.g., COLT, S&W, REMINGTON, etc.). Use UNKNOWN if "Make" is unknown.

(5) Indicate the manufacturer's serial number on the individual firearm. Use UNKNOWN if the serial number is unknown.
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(6) Indicate the NSN for the type of firearm. Refer to the Marine Corps Stocklist.

(7) Indicate the actual or estimated replacement value rather than the original cost. Show whether amount is actual or estimated. Example: A-\$38.50, E-\$125., ect.

(8) Indicate the security risk category, refer to the Marine Corps Stocklist.

(9) Indicate the last (or first for gains) known location.

k. Block EEE. PROPERTY. List each property item (other than firearms, ammunition, explosives, or other destructive devices) as a separate EEE entry. Each EEE entry to be consecutively numbered (e.g., "/1/", "/2/", etc.). Each EEE entry consists of the following elements:

(1) Indicate the word PROPERTY.

(2) Indicate whether the property is MISSING, LOST, STOLEN, or RECOVERED.

(3) Indicate the type of property. Use basic description (e.g., GOLD, SILVER, etc.).

(4) Indicate the "Brand" name and the model number. Use UNKNOWN if brand and model is unknown.

(5) Indicate the manufacturer's serial number on the individual property item. Do not use Navy/USMC assigned numbers. Use UNKNOWN if serial number is unknown. Use NONE if known that the property does not have a serial number.

(6) Use the NSN or other property identifying number used in inventory.

(7) Indicate the actual or estimated replacement value of the property item. Use the replacement value rather than the original cost. Show whether amount is actual or estimated. Example: A-\$38.50, E-\$125., etc. If accessories or additional items were installed on a basic item to make it ready or suitable for issue, indicate the total cost for the labor or installed accessories or items as part of an increased unit price.

(8) Indicate the volume (number of units) and the Units of Issue.

(9) Indicate the last (or first for gains) known location.

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1. Block FFF. ACCOUNTABILITY (Mandatory). Report determination of custodial accountability, as follows:

(1) Indicate whether there was disregard of established policies, neglect, or dereliction of duty on the part of responsible individual(s).

(2) Identification of Liable Personnel. (Use grades of military personnel and grades of civilian personnel, if applicable. Do not report names.)

(3) Disciplinary/administrative action taken (e.g., referred to courts-martial; NJP; process for discharge; warning; suspension; letter of reprimand; etc.) State whether Military Justice or Civil Service procedures. If negligence, disregard of established policies or dereliction of duty is indicated in paragraph 21(2), preceding, and no formal disciplinary, administrative, or punitive action is taken, a full explanation must be provided concerning the reasons for not taking action.

(4) Specific measures taken to prevent recurrence. Explain specifics of each action taken. Stock phrases such as "improved administrative procedures" and "improved security measures taken" will not be used; rather an explanation as to the exact kind and types of improvements will be given.

m. Block GGG. INVESTIGATION (Mandatory). All MLSR reportable incidents must be reported to the installation provost marshal or supporting law enforcement agency for investigative consideration per DoD 5100.76-M. Report action taken to initiate investigation as follows:

(1) Identify law enforcement agency concerned.

(2) Date incident referred to law enforcement agency.

(3) Investigation report number.

(4) Preliminary action taken by law enforcement agency, if known (e.g., investigation initiated/declined.) If investigation jurisdiction declined by law enforcement agency, explain specific reason(s).

n. Block HHH. SUMMARY. Comments concerning available details about the incident to include:

(1) Detail circumstances of loss (e.g., forcible/surreptitious entry to storage area; robbery/assault of personnel; etc.). (Detail any security devices/measures/procedures breached.)

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(2) Date of last command inspection/inventory.

(3) Narrative comments concerning any real or perceived security deficiencies derived from incident analysis, trends analyses or resulting physical security/crime prevention surveys.

(4) Status of investigation (e.g., initiated/continuing/closed; suspects identified/not identified, etc.).

(5) Identification of suspects. (Use grade of military personnel and grades of civilian personnel, as applicable. Do not report names.) State whether incident perpetrated by individual or group and identify militant group or organization if involved or suspected.

(6) Disciplinary/administrative action taken (e.g., referred to courts-martial; NJP; process for discharge; referred to civilian jurisdiction; etc.).

(7) Specific security measures taken as result of the incident (e.g., increased sentries; changed locks/combination; etc.). (Stock phrases such as "improved administrative procedures," "improved record keeping," etc., will not be used.)

(8) Point of contact, by name, grade, and phone number.

ENCLOSURE (3)

UNCLASSIFIED

01

93 RR

UUUU

FROM:

TO: CMC WASHINGTON DC

INFO: (CHAIN OF COMMAND)

UNCLAS //N05500//

PRIORITY

M-L-S-R AMMUNITION REPORT (RCS MC 4340-1)

MLSR/MLSRP/USMC

AAC. M00264

CUS. M00264

RPT. 1993/39-INITIAL

AAA. A-93-09-13

BBB. /1/(A) AMMUNITION, (B) STOLEN, (C) CARTRIDGE, CAL. .38,
SPECIAL BALL, M41, (D) 1200EA, (E) NONE, (F) 1305-00-028-6629,
(G) a-\$72.00, (H) 4, (I) BLDG. 2036 (HQSVC BN ARMORY)

CCC. /1/(A) EXPLOSIVE, (B) STOLEN, (C) TNT, TYPE 1, COARSE
FLAKE/CRYSTALLINE FORM TRINITROTOLUENE MIL-6248A AMEND 1, (D)
150LB, (E) NONE, (F) 1376-00-628-3333, (G) A-\$29.40, (H) 4,
(I) MAGAZINE 976, NORTH MAGAZINE AREA

DDD. /1/(A) FIREARM, (B) RECOVERED, (C) PISTOL .38 CALIBER,
(D) COLT, (E) 765432, (F) 1005-00-726-5661, (G) A-\$122.00 (H) 4,
(I) ARMORY SAFE NUMBER 9 ROOM 73, BLDG 109

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EEE. /1/(A) PROPERTY, (B) LOST, (C) GOLD, (D) NONE, (E) NONE,
(F)GS005-82930, (G) A-\$585.00, (H) 1 OUNCE, (I) ROOM 312, BLDG
572

FFF. ACCOUNTABILITY: (AS APPROPRIATE-SEE PREPARATION GUIDE,
ENCLOSURE (3)

GGG. INVESTIGATION: (AS APPROPRIATE-SEE PREPARATION GUIDE,
ENCLOSURE (3)

HHH. SUMMARY: (AS APPROPRIATE-SEE PREPARATION GUIDE, ENCLOSURE
(3).

