



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

MCINCR-MCBQO 3440.1A
B 03

OCT 03 2023

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO
ORDER 3440.1A

From: Commander, Marine Corps Installations National Capital Region - Marine
Corps Base Quantico
To: Distribution List

Subj: INSTALLATION CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, AND
HIGHYIELD EXPLOSIVE PROPERTY CONTROL PROGRAM

Ref: (a) MCO 3440.8A Installation CBRNE Protection Program
(b) MCO 4400.201 Volumes 1-17 Management of Property in the Possession
of the Marine Corps
(c) MCO 5400.54 Marine Corps Installations Command Roles and
Responsibilities
(d) MCINCR-MCBQ Installation Protection Plan Volume 2 Chapter 11

Encl: (1) Example Nomination for Appointment as Responsible Officer
(2) Example IPP CBRNE Equipment Reconciliation
(3) Example REQUEST FOR INVESTIGATION/ADJUSTMENT
(4) Example Annual Inventory Report
(5) Example Change of Responsible Officer
(6) Example Change of Responsible Officer First Endorsement
(7) Example Extension Request for Quarterly Reconciliation

1. Situation

a. Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) has established a CBRNE program, concomitant to the installation protection program (IPP) as directed in reference (c), to train and equip first responders in CBRNE and hazardous material (HAZMAT) incident response and directs appropriate management of IPP CBRNE equipment.

b. This Order establishes the IPP CBRNE property management policy aboard MCBQ and Marine Corps Air Facility (MCAF) according to the references.

2. Cancellation. MCINCR-MCBQO 3440.1.

3. Mission. Establish an IPP CBRNE property control policy to maintain accountability, shelf-life management, and serviceability of installation CBRNE assets and validate compliance by conducting an annual inventory and quarterly reconciliations.

4. Execution

a. Commander's Intent

(1) Purpose. To define the roles, responsibilities, and procedures of all personnel designated to manage or control Marine Corps' protection program CBRNE property as required by references (a) through (d).

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(2) Method. This Order establishes the methods by which MCINCR-MCBQ's CBRNE protection equipment is managed throughout its lifecycle.

(3) End State. A property control program with well-defined roles, responsibilities, and procedures for the management of the installation's CBRNE protection program equipment.

b. Concept of Operations

(1) IPP CBRNE Equipment Management

(a) The installation CBRNE Protection Officer projects requirements based on validated vulnerabilities, threats, and training requirements as well as law enforcement, Fire and Emergency Services (F&ES), and Security Augmentation Force (SAF) manning requirements and manages logistics for MCINCR-MCBQ's CBRNE IPP.

(b) Responsible Officers (ROs) at the unit-level and tenant commands are appointed by the MCINCR-MCBQ Commander, enclosure (1), and such appointees will execute their duties according to this Order and the references.

(c) Responsible Individuals (RIs) are appointed by the unit-level or tenant commanding officer to account for and maintain sub-minor property as described below.

(d) Accountable Records. Per reference (b), accountable records shall be established and maintained in Defense Property Accountability System (DPAS) for all CBRNE having a unit acquisition cost of \$5,000 or more, as well as items that are below \$5,000 and are categorized as sensitive, classified, or meet all the following three criteria:

1. Pilferable. Items that have a ready resale value or application to personal possession and are subject to theft.

2. Critical to the Activity's Business/Mission. Items required to accomplish the Table of Organization mission.

3. Hard to Repair or Replace. The property cannot be repaired or replaced within 6 months, regardless of funding availability.

(e) Capitalized Property. Any CBRNE asset with an acquisition cost of \$100,000 or greater must be captured in an Accountable Property System of Record (APSR) and depreciated in accordance with reference (b).

(f) Minor Property. Minor property is CBRNE asset that has an acquisition cost equal to or greater than \$5,000 and less than \$100,000; or has an acquisition cost greater than \$100,000 but does not meet all the capitalization criteria outlined in reference (b), volume 15. Minor property assets must be captured in an APSR.

(g) Sub-Minor Property. Sub-minor property is CBRNE that has an acquisition cost less than \$5,000. These assets will be tracked in Supply Maintenance Management System (SMMP), unless they meet the accountability criteria outlined above and accountability responsibilities will be managed by appointed RIs.

(h) Assigned IPP CBRNE assets are managed and maintained by the designated appointee in a ready state ensuring rapid and effective incident response.

(i) Installation CBRNE equipment is accounted for quarterly and inventoried annually; quarterly reconciliations and annual inventories are conducted by the RO/RI in tandem with the CPO, see references (a) and (b), at the behest of the Commander.

(j) The CBRNE IPP equipment accounts are as follows:

1. Fire and Emergency Services (F&ES)
2. Provost Marshall's Office (PMO)
3. Emergency Operations Center (EOC)
4. MCAF Aircraft Rescue and Firefighting (ARFF)
5. MCAF Security Augmentation Force (SAF)

(2) New Equipment Issue. The following steps will be followed for new minor and sub-minor property delivered to the installation:

(a) CBRNE equipment is centrally procured by the CPO and delivered to the Property Control Office (PCO).

(b) Upon receipt of minor property, the PCO shall ensure that all catalogue actions are complete and establish the asset in the DPAS.

(c) Upon notification of receipt of minor or sub-minor property, the CPO identifies the intended recipient of the equipment. The PCO will create the required transfer paperwork for minor property, the CPO is responsible for creating documentation for sub-minor property, and issue equipment from the warehouse. All equipment issued will be signed for by the RO, RI, or an individual authorized on a Notice of Delegation of Authority (NAVMC 11869 Form) by the RO.

(d) The PCO shall complete the transfer of minor property in DPAS and provide the RO a copy of transfer paperwork and an updated Custodian Asset Report (CAR).

(3) Equipment Disposal and Replacement. Prior to initiating any disposal actions, the RO/RI must contact the Installation Protection Branch (IPB).

(a) Initiate disposal by contacting the IPB and the PCO to identify your requirement.

(b) Disposal guidance will be provided by PCO. The guidance is dependent upon the type and condition of the equipment.

(c) Local disposal items will be delivered to the PCO and documented on an Issue Release/Receipt Document (DD 1348).

(d) Assets that require Joint Enterprise Fielding and Surveillance and Defense Accountability Reutilization and Disposal approval will be obtained by the owning unit. IPB is the point of contact

for CBRNE specific information. Supporting documentation will be provided to the IPB and PCO.

(e) PCO shall update the DPAS property records. An updated CAR will be provided to the RO. IPB shall update the records SMMP.

(f) The IPB shall use the supporting documentation as justification to procure replacement equipment. The replacement equipment shall be received and issued per paragraph 4.b(3) of this Order.

(4) DPAS Equipment Transfer. All transfers will be pre-approved by the IPB and executed by the PCO.

(a) The RO must send a request to transfer CBRNE equipment to the IPB. The request must include a justification for the transfer.

(b) Transfers outside of MCBQ must be coordinated between each command Personal Property Manager prior to the physical transfer of equipment. Transfers within MCBQ may only be completed if the receiving party is an appointed RO by the Installation Commander.

(c) PCO shall create transfer paperwork and execute the transfer in DPAS once signed transfer paperwork is returned.

c. Tasks

(1) Assistant Chief of Staff (AC/S), G-1. Validate and promulgate the installation's law enforcement, F&ES, and SAF manning requirements, i.e., table of organization, biannually to support CBRNE IPP basis of allocation development (BOA).

(2) AC/S, G-3

(a) Designate the MCINCR-MCBQ CPO in writing.

(b) Validate the CBRNE IPP training and exercise requirements annually and the all-hazards threat assessment biannually in support of basis of allocation development.

(c) Validate the CBRNE risk management assessment.

(d) Review and update this Order annually.

(3) AC/S, G-4

(a) Execute a financial liability investigation of property loss according to reference (b) as required.

(b) Review and update this Order annually.

(4) Commanding Officer, Security Battalion

(a) Assign F&ES and PMO CBRNE IPP equipment account RIs and ROs in writing, enclosures (1) and (6).

(b) Submit quarterly IPP CBRNE equipment reconciliation, discrepancy, and annual inventory reports and forward reconciliation

extension requests, enclosures (2), (3), (4), and (7), respectively, to the CPO.

(c) Coordinate with the CPO to develop an annual CBRNE training and exercise plan.

(d) Submit CBRNE updated equipment requests to the CPO, as required.

(5) Commanding Officer, MCAF

(a) Assign SAF and AARF CBRNE IPP equipment account RIs and ROs in writing, enclosures (1) and (6).

(b) Submit quarterly IPP CBRNE equipment reconciliation, discrepancy, and annual inventory reports and forward reconciliation extension requests, enclosures (2)-(3), (4), and (7), respectively, to the CPO.

(c) Coordinate with the CPO to develop an annual CBRNE training and exercise plan.

(d) Submit CBRNE updated equipment requests to the CPO, as required.

(6) MCINCR-MCBQ CPO. Perform the following responsibilities as the CBRNE IPP manager:

(a) Coordinate CBRNE IPP logistics, track equipment and maintenance thereof, document training, order and receive equipment, and publish inventory accountability and maintenance reports via the SMMP.

(b) Develop and promulgate the equipment reconciliation and inventory calendar per annum.

(c) Provide support to assigned RIs/ROs during quarterly reconciliations, as requested; verify and validate the results the reconciliations and the annual wall-to-wall inventories.

(d) Observe equipment handling, maintenance, issuance, storage, and disposal procedures; train all personnel in equipment maintenance procedures; define equipment management and accountability best practices; and conduct all remediation required to mitigate the loss, theft, mishandling, or damage of CBRNE IPP equipment.

(e) Develop and promulgate the annual CBRNE training calendar.

(f) Conduct and report the CBRNE hazard and risk management assessments.

(7) CBRNE IPP Equipment RO/RI

(a) Upon appointment, ROs/RIs will complete an initial wall-to-wall inventory within 15 working days. The results of which are reported via enclosures (2) and (3). Discrepancies identified will include a request for investigation of property loss according to reference (b).

(b) Account for and maintain all assigned equipment according to this order and references (a)-(d).

(c) Develop unit-level policies and procedures to warehouse, issue, receive, conduct performance checks and maintenance, and inventory CBRNE IPP equipment to serve as an annex to this Order upon approval. is the government representative that signs for the overall CBRNE IPP account.

d. Coordinating Instructions

(1) ROs/RIs will inventory and account for all assigned CBRNE equipment each quarter throughout the fiscal year and submit the final reports, enclosure (2) and (3), to their Commanding Officer, enclosure (4). All reports are submitted no later than the last day of the second month of each quarter.

(2) The CPO reconciles all CBRNE IPP equipment accounts and forwards the results to the MCINCR-MCBQO Commander and the MCICOM CBRNE program manager.

(3) On an annual basis, all CBRNE Consolidated Memorandum Receipts will be validated by conducting a joint inventory with the RO and the CPO.

(4) Quarterly and annual inventory reports are submitted to the PCO as required by reference (b).

5. Administration and Logistics. This MCINCR-MCBQO will be reviewed and updated on a biennial basis.

6. Command and Signal

a. The CBRNE IPP is centrally managed by MCICOM Installation Protection Branch, F&ES Section, Installation CBRNE Protection Program through which MCINCR-MCBQO coordinate projected equipment and training requirements.

b. This Order is effective on the date signed.

c. The point of contact pertaining to this Order is the CBRNE Protection Officer at (703) 784-3058.


MICHAEL L. BROOKS

Distribution: A



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 MARINE CORPS BASE QUANTICO
 3250 CATLIN AVENUE
 QUANTICO, VIRGINIA 22134 5001

IN REPLY REFER TO:
 4400
 B 27
 DATE

From: **Commanding Officer, Unit,** Marine Corps Installations National Capital
 Region-Marine Corps Base Quantico

To: Commander, Marine Corps Installations National Capital
 Region-Marine Corps Base Quantico

Subj: NOMINATION FOR APPOINTMENT AS RESPONSIBLE **OFFICER/RESPONSIBLE**
INDIVIDUAL

Ref: (a) MCO 4400.201
 (b) MCINCR-MCBO 3440.1A

1. Per the reference, it is requested that the below listed individual be appointed as the responsible officer for the following property sub-custody account: Unit Identification Code (UIC) **M00264**, account **F&ES**.

NAME	RANK/GRADE	MOS/SERIES	DOD EDIPI	PHONE
FN MI LM	MAJ/O-4			703-432-

2. The point of contact is **title FN LN** at **phone** or **email**

C. O. NAME

Copy to:
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IN REPLY REFER TO:
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From: Responsible Officer/Responsible Individual, M00264, PMO
To: Chemical, Biological, Radiological, Nuclear and High-Yield Explosive
Protection Officer, Marine Corps Installations National Capital Region
Via: Commanding Officer, Unit, Marine Corps Base Quantico

Subj: INSTALLATION PROTECTION PROGRAM CBRNE EQUIPMENT INVENTORY /
RECONCILIATION REPORT

Ref: (a) MCO 4400.201
(b) MCINCR-MCBO 3440.1A

Encl: (1) IPP CBRNE equipment Q1FY23 inventory report dated 9 Feb. 2023.
(2) Unit initialed inventory dated 16 February 2023.
(3) Request for Investigation/Adjustment

1. Enclosure (1) was received from the MCINCR-MCBQ CPO on 9 February 2023.
2. The IPP CBRNE equipment inventory for the property sub-custody account: M00264, account F&ES was conducted on date by RO name, assisted by the CPO.
3. Enclosure (3) denotes discrepancies between the inventory results and the inventory report.
4. The point of contact is title FN LN at phone or email

R. O. NAME

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Enclosure (2)



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IN REPLY REFER TO:
 4400
 B 27
 DATE

From: **Responsible Officer/Individual, M00264, PMO**
 To: **Chemical, Biological, Radiological, Nuclear and High-Yield Explosive
 Protection Officer, Marine Corps Installations National Capital Region**
 Via: **Commanding Officer, Unit, Marine Corps Base Quantico**

Subj: REQUEST FOR INVESTIGATION/ADJUSTMENT

Ref: (a) MCO P4400.150E

1. Per the reference, it is requested that the below listed item(s) be adjusted on my account. Attached is all supporting documentation:

Asset _____ CMR O/H _____ ACTUAL O/H _____ DISCREPANCY QTY _____
 Serial Number _____ Part Number _____
 Description _____

Justification for the addition/deletion/serial # change is as follows:

Asset _____ CMR O/H _____ ACTUAL O/H _____ DISCREPANCY QTY _____
 Serial Number _____ Part Number _____
 Description _____

Justification for the addition/deletion/serial # change is as follows:

R. O. NAME

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Enclosure (3)



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From: **Commanding Officer, Unit, Marine Corps Base Quantico**
To: **Chemical, Biological, Radiological, Nuclear and High-Yield Explosive
Protection Officer, Marine Corps Installations National Capital Region**
Via: **Responsible Officer/Responsible Individual, M00264, PMO**

Subj: FISCAL YEAR 2023 ANNAUL INVENTORY REPORT

Ref: (a) MCO 4400.201
(b) MCINCR-MCBO 3440.1A

Encl: (1) MEMORANDUM FOR THE RECORD INSTALLATION PROTECTION PROGRAM CBRNE
EQUIPMENT RECONCILIATION **Q2FY23**

1. The annual inventory was conducted by **name on date**. I certify that the property as listed on the enclosure is on hand and assume responsibility for the quantities shown.

2. This inventory report supersedes all previous signed inventory reports and other adjustments for this account when signed. For additional information, contact the undersigned at **phone or email**.

C. O. NAME

Copy to:
RO
AC/S, G-4
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Enclosure (4)



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IN REPLY REFER TO:
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From: Responsible Officer/Responsible Individual, M00264, PMO
To: Commander, Marine Corps Installations National Capital Region-Marine
Corps Base Quantico
Via: Commanding Officer, Unit, Marine Corps Base Quantico
Subj: CHANGE OF RESPONSIBLE OFFICER FOR PROPERTY SUB-CUSTODY ACCOUNT: UNIT
M00264, ACCOUNT F&ES
Ref: (a) MCO 4400.201 Vol 1
(b) CMDR, MCBQ ltr 4400/B10 18 Jul 2016

1. Per reference (a), this letter is to inform the Commander that I am in receipt of Permanent Change of Station (PCS) Orders to Camp Lejeune, NC. As such, I must be relieved as the Responsible Officer for Custodian Asset Report (CAR) Account Y17. My anticipated departure date from the command is 16 June 2015.
2. Per reference (b), Chief Warrant Officer 3 Matthew J. Anderson (Insert EDIPI [and MOS if military] of proposed successor here) is the proposed successor for sub-custody account: Unit Identification Code (UIC) M00264, account PMO.
3. A physical inventory has been conducted and all the equipment listed has been identified. Once the inventory and inventory report reconciliation has been accomplished, the appointed responsible officer will sign and return the original inventory report and acceptance letter to the Commander via the Personal Property Manager.

R. O. NAME

Copy to:
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Enclosure (5)



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IN REPLY REFER TO:
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FIRST ENDORSEMENT on RO/RI Sub-Custody Account: Unit Identification Code (UIC) M00264, Account F&ES

From: Responsible Officer, M00264, PMO
 To: Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico
 Via: Commanding Officer, Unit, Marine Corps Base Quantico

Subj: CHANGE OF RESPONSIBLE OFFICER FOR PROPERTY SUB-CUSTODY ACCOUNT: UNIT M00264, ACCOUNT F&ES

Ref: (a) MCO 4400.201
 (b) MCINCR-MCBO 3440.1A

1. It is requested that the below listed individual be appointed as the Responsible Officer for sub-custody account: Unit Identification Code (UIC) M00264, account F&ES.

NAME	RANK/GRADE	MOS/SERIES	DOD EDIPI	PHONE

2. The point of contact is title FN LN at phone or email

R. O. NAME

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IN REPLY REFER TO:
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PMO
DATE

From: **Commanding Officer, Unit, Marine Corps Base Quantico**
To: Commander, Marine Corps Installations National Capital
Region-Marine Corps Base Quantico
Via: Chemical, Biological, Radiological, Nuclear and High-Yield Explosive
Protection Officer, Marine Corps Installations National Capital Region
Subj: EXTENSION REQUEST FOR QUARTERLY RECONCILIATION
Ref: (a) MCO 4400.201
(b) MCINCR-MCBO 3440.1A

1. Per the reference, a fifteen (15) day extension is requested for sub-custody account: Unit Identification Code (UIC) **M00264**, account **F&ES**
2. I understand that extensions will not exceed fifteen (15) calendar days from the original due date.

C. O. NAME

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Enclosure (7)