



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

MCCDCO P4400.1  
C 210  
20 Feb 1987

MARINE CORPS COMBAT DEVELOPMENT COMMAND ORDER P4400.1 W/CH 1

From: Commanding General  
To: Distribution List

Subj: Supply Services Manual

Encl: (1) LOCATOR SHEET

1. Purpose. To prescribe administrative and operational supply support and services procedures.
2. Cancellation. MCDECO P4400.1B.
3. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.
4. Recommendations. Recommendations concerning the contents of the Supply Services Manual are invited. Such recommendations will be forwarded to the Commanding General (C 210) via the appropriate chain of command.
5. Certification. Reviewed and approved this date.

C. M. LACROIX  
Chief of Staff

DISTRIBUTION: A/C plus 9 (20)



# SUPPLY SERVICES MANUAL

## CONTENTS

### CHAPTER

- 1 INTRODUCTION TO SUPPLY DEPARTMENT
- 2 ALLOWANCE CONTROL PROCEDURES
- 3 REQUISITIONING PROCEDURES
- 4 RECEIPT PROCEDURES
- 5 PROPERTY CONTROL PROCEDURES
- 6 DISPOSAL PROCEDURES
- 7 PUBLICATION PROCEDURES
- 8 MISCELLANEOUS ACCOUNTING PROCEDURES
- 9 INVESTIGATION PROCEDURES

### APPENDIX

- A ACTIVITY ACCOUNT CODES (AAC) AND DOCUMENT NUMBER ASSIGNMENT
- B RECORDS RETENTION TABLE
- C SAMPLE MILSTRIP REQUISITION
- D SAMPLE DD FORM 1149 (OPEN PURCHASE) REQUISITION
- E FOLLOW-UPS
- F FORMAT FOR DISCREPANCIES IN CUSTOMER SERVICE FISCAL LISTING
- G LIST OF STOCKED BLANK FORMS REQUIRING SPECIAL HANDLING AND STORAGE
- H FUEL DELIVERY SCHEDULE
- I NOTICE OF DELEGATION OF AUTHORITY - RECEIPT OF SUPPLIES
- J CONDITION CODES

SUPPLY SERVICES MANUAL

K	DEMILITARIZATION CODES
L	DISPOSAL AUTHORITY CODES
M	OFFICE FURNITURE NOMENCLATURE
N	GLOSSARY OF TERMS

SUPPLY SERVICES MANUAL

CHAPTER 1

INTRODUCTION TO SUPPLY DEPARTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
HEADQUARTERS DIVISION . . . . .	1000	1-3
MATERIEL DIVISION . . . . .	1001	1-3
PURCHASING DIVISION . . . . .	1002	1-4
TRAFFIC DIVISION . . . . .	1003	1-5
FOOD SERVICE DIVISION . . . . .	1004	1-6
COMMISSARY STORE DIVISION . . . . .	1005	1-7
FIELD PRINTING DIVISION . . . . .	1006	1-7

FIGURE

1-1	ASSISTANT CHIEF OF STAFF, SUPPLY ORGANIZATIONAL CHART . . . . .	1-8
1-2	DEPUTY ASSISTANT CHIEF OF STAFF, SUPPLY ORGANIZATIONAL CHART . . . . .	1-8
1-3	DIRECTOR, MATERIEL DIVISION ORGANIZATIONAL CHART . . . . .	1-8
1-4	HEAD, PURCHASING DIVISION ORGANIZATIONAL CHART . . . . .	1-9
1-5	DIRECTOR, TRAFFIC DIVISION ORGANIZATIONAL CHART . . . . .	1-9
1-6	DIRECTOR, FOOD SERVICE DIVISION ORGANIZATIONAL CHART . . . . .	1-9
1-7	HEAD, COMMISSARY STORE DIVISION ORGANIZATIONAL CHART . . . . .	1-10
1-8	HEAD, FIELD PRINTING DIVISION ORGANIZATIONAL, CHART . . . . .	1-10

# SUPPLY SERVICES MANUAL

## CHAPTER 1

### INTRODUCTION TO SUPPLY DEPARTMENT

#### 1000. HEADQUARTERS DIVISION

1. Assistant Chief of Staff, Supply (Code C 21). Provides supply and services support; provides disposal services for excess items; maintains formal property records; operates the food service program; and provides commissary, passenger and freight transportation and printing services (see figure 1-1).
2. Deputy Assistant Chief of Staff, Supply (Code C 210). Assists the Assistant Chief of Staff, Supply in all matters including acting as the Assistant Chief of Staff, Supply, when required; provides direction on policy and procedures pertaining to the operation of internal divisions and coordinates department financial, manpower and equipment resources (see figure 1-2).
3. Administrative Officer. Provides activity heads with guidance to manage civilian personnel and financial resources; maintains directives and correspondence to activity heads; processes civilian personnel actions; provides guidance for budget preparation and financial accounting for program managers; and provides administrative office support.
4. Operations Officer. Processes nonroutine matters relevant to supply/logistics and special projects; assists in Commanding General inspections; coordinates and acts as liaison officer with other activity heads; submits missing, lost, stolen and recovered Government property reports to the Commandant of the Marine Corps; processes investigation reports on missing, lost, stolen and recovered Government property and maintains the official files of these reports; drafts endorsements dealing with supply matters; serves as point of contact for supply inspections; assists in monitoring activity supply accounts; coordinates supply matters for the Marine Corps Marathon; departmental safety, management control and special projects officer.

#### 1001. MATERIEL DIVISION (C 211)

1. Director, Materiel Division. Provides supply support for day-to-day operations; requisitions and manages authorized stock levels for equipment; controls equipment, materials and supplies; provides customer assistance for requisitioning; maintains a technical research library; receives, stores and issues materials; provides for the issue and cash sales of clothing to individuals and the issue program for OCS candidates; requisitions, stores and issues

ammunition; maintains accountability on nonexpendable and controlled expendable items other than plant account items and budgets for; and administers service contracts for washer and dryer repairs (see figure 1-3).

2. OIC, Property Control Branch. Maintains accountability for controlled nonexpendable and controlled expendable items less individual equipment and plant account property; redistributes excess property; manages the Repair and Return Program, the Repair and Evacuation Program, and the Maintenance Float Program; submits reports for nonexpendable items and provides support to unit property officers; budgets for and procures all personnel support equipment (PSE); disposes of unserviceable property; coordinates Commanding General inspections; manages the PSE and centrally managed items.

3. OIC, Ammunition Branch. Requisitions, stores and issues ammunition to activity heads; maintains records on stored items; provides advice on handling and transporting ammunition; and maintains protected stock for contingency plans.

4. Head, Direct Stock Support Control Branch. Manages stock levels; requisitions SAC-1 items which do not meet stockage criteria; budgets for other than centrally managed stocks; maintains records; controls the expenditure of stock fund money; maintains a technical research library; distributes the Shop Stores/self-service Center Catalogs; receives, stores and issues materiel; and provides clothing support to Marine personnel and common clothing support to other military personnel.

5. Head, Operations/Administrative Branch. Manages and trains civilian and military personnel; provides-clerical support; maintains financial records; stores and issues equipment and supplies; conducts system studies and designs; monitors data processing systems which update the mechanized supply records; and reviews management procedures.

## 1002. PURCHASING AND CONTRACTING DIVISION ( 212)

1. Director, Purchasing and Contracting Division. Provides contracting support for material and services unavailable through the Federal Supply System for Command Organizations; provides contracting support for RDT&E projects to the Director, Development Center for requirements of \$300,000 or less which may result in firm-fixed price contracts; provides contracting support for tenant activities in accordance with Interservice Support Agreements; provides contracting support for Marine Corps limited duty and Minor Purchasing Activities in accordance with the current edition of MCO P4200.15; provides Quality Assurance Surveillance for major

service contracts awarded by Division; maintains the Small Business Program and prepares contracting summary and individual action reports.

2. Head, SADBUS/SYSTEMS Branch. Maintains Small Business Program; provides administrative and technical support to insure compliance with competition in Contracting Act of 1984 (CICA); provides administrative support to the division; maintain trapping records; develops and schedules technical in-house training program; provides management support for Automated Contracting System; requisitions, stores and issues supplies and equipment; and provides personnel clerical support.

3. Head, Contracts Branch. Provides contracting support for the acquisition of supplies, equipment and services through both formal and informal contracting procedures; provides assistance to customers in developing acquisition plans for major requirements; drafts and issues solicitations for bids; evaluates bids; and negotiates, awards, and administers contracts for assigned commodities which include RDT&E, ADPE, commercial activity reviews, various complex technical and/or professional service requirements, and complex training requirements.

4. Head, Purchases Branch. Provides contracting support for the acquisition of supplies, equipment and services through both formal and informal contracting procedures; provides assistance to customers in developing acquisition plans for major requirements; drafts and issues solicitations for bids; evaluates bids; and negotiates, awards, and administers contracts for assigned commodities which include all day Maintenance, Motor Transport, Dependent Schools, Education Center, DSSC, and Weapons Training Battalion.

5. Head, Quality Assurance Branch. Provides Contract surveillance support to insure Quality Assurance procedures are adhered to in all major Service Contracts awarded by Division, such as Food Service and Laundry/Dry Cleaning Services; provides full range of Contract Administrative services for assigned major service contracts; prepares status reports on progress of performance of all assigned contracts.

#### 1003. TRAFFIC DIVISION (C 213)

1. Director, Traffic Division. Procures commercial transportation; ships and receives property and provides passenger transportation and related services for authorized personnel (see figure 1-5).

2. Head, Household Goods Branch. Interviews and counsels personnel on entitlements in conjunction with permanent change of station,



temporary additional duty and assignment/reassignment to Government quarters; arranges for storage, shipment and receipt of personal property for personnel moving into or out of the area; prepares documentation to the member and local contractor on local moves; and advises personnel on their responsibilities and liabilities and Government obligations incident to shipment of personal property.

3. Head, Passenger Transportation Branch. Provides transportation services in conjunction with authorized travel orders; plans the routing of personnel to ensure timely arrival at destination; and processes inbound and outbound officer candidates.

4. Head, Shipping/Receiving Branch. Provides services for shipping and receiving of Government freight and coordinates transportation services with commercial carriers for shipments of Government property.

#### 1004. FOOD SERVICE DIVISION (C 214)

1. Director, Food Service Division. Plans, directs and controls the consolidated food service program; advises on food service matters and assignment of OF-33 and 3061 and 8915 MOS personnel; conducts periodic scheduled Commanding General technical inspections and unscheduled staff visits to messhalls; operates a central pastry shop; prepares master menus; and coordinates the activities of the East Coast Food Management Team when aboard (see figure 1-6).

2. Operations Officer. Provides guidance and assistance for the management and operation of messhalls; accounts for consolidated food service property and Project 31 funds; provides technical supervision for food service property; supervises the food service collection agent; directs the production of pastry products; and supports the personnel rotation and training programs for bakers.

3. Head, Administrative Branch. Assists in conducting periodic scheduled Commanding General technical and unscheduled staff visits; recommends duties of master and special menu boards; and provides clerical support.

4. Head, Accounting Branch. Formulates the Project 31 budget for subsistence items required by messhalls; processes requisitions from messhall managers; maintains fiscal accounting of ration credits and expenditures and financial status of individual messhalls; prepares monthly and quarterly reports; projects subsistence requirements for messhalls; and consolidates daily personnel reports.

5. Head, Property Branch. Formulates the budget for food service preparation and serving equipment; plans installation and replacement of food preparation and serving equipment; delivers daily minor property operating supplies and clothing; consolidates and forwards repair and maintenance requirements for each messhall; and maintains documents and sign for all equipment.

6. Head, Central Pastry Branch. Prepares, delivers and accounts for daily pastry requirements for messhalls and maintains and performs personnel rotation training for MOS 3311.

1005. COMMISSARY STORE DIVISION (C 216)

1. Head, Commissary Store Division. Provides facilities for the resale of items and manages the operation of the commissary store (see figure 1-7).

2. Head, Administrative Branch. Provides purchasing, accounting, check-out and clerical services.

3. Head, Meat and Dairy Branch. Receives, stores, and prepares meat and dairy merchandise for resale.

4. Head, Grocery, Frozen Food, Produce Branch. Receives and stores merchandise for resale.

1006. FIELD PRINTING DIVISION (C 217)

1. Head, Field Printing Division. The principal assistant to Printing Management Officer (Assistant Chief of Staff, Supply); responsible for the operation of the Field Printing Plant. Receives, prepares, programs, and finishes printed material submitted to the plant for processing (see figure 1-8).

2. Head, Planning/Copy Preparation Branch. Receives, plans and prepares printed material for scheduling throughout the plant insuring that all work submitted is in accordance with current directives.

3. Head, Mechanical Branch. Performs preventive maintenance and repairs as necessary.

4. Head, Lithographic Branch. Responsible for preparation of lithographic negative plates and their imposition on paper.

5. Head, Duplicating Branch. Responsible for the preparation of electrostatic plates and their imposition on paper.

6. Head, Bindery Branch. Responsible for the folding, collating, stapling, trimming, etc., of all printing material produced in the plant. In addition, the finished product is delivered under the supervision of bindery personnel. Receives, receipts and inventories all material received by the plant.

SUPPLY SERVICES MANUAL

ASSISTANT CHIEF OF STAFF  
SUPPLY

DEPUTY ASSISTANT CHIEF OF STAFF  
SUPPLY

DIRECTOR  
MATERIEL  
DIVISION

DIRECTOR  
TRAFFIC  
DIVISION

DIRECTOR  
FOOD  
SERVICE  
DIVISION

DIRECTOR  
PURCHASING AND  
CONTRACTING  
DIVISION

HEAD  
COMMISSARY  
STORE  
DIVISION

HEAD  
FIELD  
PRINTING  
DIVISION

Figure 1-1.--Assistant Chief of Staff, Supply Organizational Chart.

DEPUTY ASSISTANT CHIEF OF STAFF  
SUPPLY

ADMINISTRATION  
OFFICER

OPERATIONS  
OFFICER

Figure 1-2.--Deputy Assistant Chief of Staff, Supply Organizational Chart.

DIRECTOR  
MATERIEL DIVISION

HEAD  
DIRECT STOCK  
SUPPORT CONTROL  
BRANCH

OIC  
PROPERTY  
CONTROL  
BRANCH

HEAD  
OPERATIONS/  
ADMINISTRATIVE  
BRANCH

OIC  
AMMUNITION  
BRANCH

Figure 1-3.--Director, Materiel Division Organizational Chart.

SUPPLY SERVICES MANUAL

DIRECTOR, PURCHASING AND  
CONTRACTING DIVISION

HEAD SADBUS/SYSTEMS BRANCH	HEAD CONTRACTS BRANCH	HEAD PURCHASES BRANCH	HEAD QUALITY ASSURANCE BRANCH
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Figure 1-4.--Director, Purchasing and Contracting Division  
Organizational Chart.

DIRECTOR, TRAFFIC DIVISION

HEAD HOUSEHOLD GOODS BRANCH	HEAD PASSENGER TRANSPORTATION BRANCH	HEAD SHIPPING/ RECEIVING BRANCH
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Figure 1-5.--Director, Traffic Division Organizational Chart.

DIRECTOR, FOOD SERVICE DIVISION

OPERATIONS OFFICER

HEAD ADMINISTRATIVE BRANCH	HEAD ACCOUNTING BRANCH	HEAD PROPERTY BRANCH	HEAD CENTRAL PASTRY BRANCH
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Figure 1-6.--Director, Food Service Division Organizational Chart.

SUPPLY SERVICES MANUAL  
HEAD,  
COMMISSARY STORE DIVISION

HEAD ADMINISTRATIVE BRANCH	HEAD MEAT AND DAIRY BRANCH	HEAD GROCERY, FROZEN FOOD, AND PRODUCE BRANCH
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Figure 1-7.--Head, Commissary Store Division Organizational Chart.

HEAD,  
FIELD PRINTING DIVISION

HEAD PLANNING/COPY PREPARATION BRANCH	HEAD MECHANICAL BRANCH	HEAD LITHOGRAPHIC BRANCH	HEAD DUPLICATING BRANCH	HEAD BINDERY BRANCH
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Figure 1-8.--Head, Field Printing Division Organizational Chart.

SUPPLY SERVICES MANUAL

CHAPTER 2

ALLOWANCE CONTROL PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION . . . . .	2000	2-3
TABLE OF EQUIPMENT (T/E) 7400 . . . . .	2001	2-3
INTERNAL T/E ALLOWANCES . . . . .	2002	2-4
NON-FMF ALLOWANCES . . . . .	2003	2-4
ALLOWANCES FOR INDIVIDUAL EQUIPMENT . . . . .	2004	2-5
UNIQUE ALLOWANCE CONTROL PROCEDURES . . . . .	2005	2-5
MODIFICATION OF ALLOWANCE (MOA) . . . . .	2006	2-7

# SUPPLY SERVICES MANUAL

## CHAPTER 2

### ALLOWANCE CONTROL PROCEDURES

#### 2000. GENERAL INFORMATION

1. The MCDEC mission requires maintaining a high degree of operational readiness. In order to facilitate the accomplishment of assigned tasks, accountable officers (as defined in Appendix N) must exercise command responsibility for supply operations. Asset control based on established allowances will be strictly adhered to by all organizations. Additional information can be obtained in MCO P4400.150C, paragraph 2000.

2. Authorized allowances are established by the Table of Equipment (T/E) in the 7400 series, the Commanding General's Internal T/E, and the NON-FMF Allowance List. It is the responsibility of the accountable officer to have on hand, or on order (within budgeting limitations), the quantities of authorized allowances as directed by the unit's T/E and other allowance publications or directives.

#### 2001. TABLE OF EQUIPMENT (T/E) 7400

1. The T/E is published annually by the CMC and promulgated quarterly to the Commanding General (C 210). The Equipment Allowance File (EAF) is an extract of the T/E that is produced quarterly.

2. The T/E, in the 7400 series, establishes allowances for:

a. Those items listed in the type 1 section of the NAVMC 1017 (TAM) that are funded for by the CMC (SAC 2&3) from the Appropriated Stores Account (ASA). These items must be on hand or on order in the quantities specified. The Property Control officer is designated as the central requisitioning authority for these items and therefore is responsible to ensure compliance with current allowance directives and publications.

b. Items listed in the type 3 section of the TAM regardless of funding source.

c. Commercial design equipment listed in the current edition of MCO 11240.106 (Garrison Mobile Equipment). These items will be issued to the Plant Account officer for processing and accountability purposes. Allowances will be controlled by the Assistant Chief of Staff, Facilities working in conjunction with the Plant Account Officer and the Property Control Officer.

3. Units will request a special allowance for those items that are peculiar to a single unit or a limited number of units.



Normally when an asset is required for a particular time period or for a specific project a special allowance will be requested. All items considered part of a Research and Development project (R&D) will be carried as special allowances. Assets in support of an R&D project and which will remain on hand after the project is completed will be carried as Table of Equipment allowances upon CMC approval.

#### 2002. INTERNAL T/E ALLOWANCE

1. Type 1 Stock Fund Account (SFA) items (less those listed in the type 3 section of the TAM) addressed above and locally procured commercial items (less those designated as controlled items in the current edition of MCO 4200.9) are authorized on an as-required basis. Serialized assets (less than \$1,000), assets over \$1,000 with a USMC assigned Table of Authorized Materiel Control Number (TAMCN), and non-serialized assets, designated as locally controlled by the Commanding General, will be published at least annually on the Commanding General's Internal T/E Allowance List. Serialized items with a unit value of less than \$100 will not be accounted for on the Command MAL unless otherwise specified. These items will be accounted for on the NON-FMF Allowance List of the owning unit.

2. Serialized assets having a unit price in excess of \$1,000 will be controlled by the Plant Account Officer in accordance with paragraph 2005.1 following. Once established, allowances will either be on hand or placed on order. If funding is not available, shortages will be identified during the budget process as "unfunded deficiencies."

#### 2003. NON-FMF ALLOWANCES

1. Certain types of supplies are required for day-to-day operations of activities and do not lend themselves to the generation of usage data due to intermittent use and long life expectancy. These items are required by activity heads to perform their mission; however, allowances have not been established by higher headquarters. Non-serialized, expendable assets with a unit price of \$700 or less will, normally, be identified on the NON-FMF Allowance List. UM 4400-15, paragraph 02004, provides additional guidance relative to NON-FMF allowances.

2. Allowances will be established by the Accountable Officer (Activity Head, Commanding Officer, or Assistant Chief of Staff) having command responsibility for supply operations. Allowance lists, when prepared and approved by the accountable officer, will be a permanent record subject to modification. Requests for

modification of these allowances (MOA) must be approved by the accountable officer. These lists serve as the basic item control mechanism for accountable officers and will provide a means by which readiness and fiscal reports can be submitted to higher headquarters, as required. The information, provided in paragraph 5008.3 following, is the minimum information that must be included on the NON-FMF Allowance List.

3. At least annually, the NON-FMF Allowance List will be reviewed by the Unit Property Officer and modifications submitted for approval to the accountable officer. Those items for which the accountable officer deems that additional control or higher visibility is required will be the subject of a request to the Commanding General (C 211) for assignment of a local Controlled Items Code (CIC 2). Once approved, assets will be removed from the NON-FMF Allowance List and loaded to the Commanding General's Internal Table of Equipment. Paragraph 2002 preceding applies.

#### 2004. ALLOWANCES FOR INDIVIDUAL EQUIPMENT

1. Allowances for individual equipment are established based on the Command's Table of Organization (T/O). The T/O checklist tapes are promulgated by the CMC (M) monthly. Allowances for those items identified in paragraph 2004.3 will be computed by the Property Control Officer annually. The annual computation is conducted to prevent incremental monthly changes and subsequent supply management action.

2. The Property Control Officer will recompute allowances for individual equipment (as noted in paragraph 2004.1) to coincide with the promulgation of the annual Commanding General's internal Table of Equipment.

3. The PCO will conduct a recomputation for those items that are resident on the Command MAL (Type 1, SAC 3; Type 3, SAC 1). Individual equipment allowances will be determined, based on the current stock list for tariff sizes SL-8) and other pertinent supply publications, by the individual unit affected.

2005. UNIQUE ALLOWANCE CONTROL PROCEDURES. There are six distinct property categories that require special allowance control procedures. Each category is covered by its own specific set of orders and directives. Plant Property, Garrison Mobile Equipment (GME), Research and Development assets (R&D), Training and Audiovisual Support Center (TAVSC) aids, Special Services assets, and Non-Appropriated Fund Items (NAFI) are such unique entities.

1. Plant Property assets do not normally require the establishment of allowances. Control of Plant Account items will be in accordance with the current edition of MCO 7321.2 (and other associated orders and directives). However, those items that have an assigned Marine Corps TAMCN and meet the criteria established by the NAVCOMPT Manual, Volume 3 for Plant Account assets (items with a unit price of \$1,000 or more except as noted by NAVCOMPT Manual Volume 3, e.g., ordnance items and specified band instruments) will be the subject of an MOA in accordance with paragraph 2006 following. Allowances, once approved, will be established for the requesting unit. Accountable balances, however, will be maintained on the Plant Account CMR, and produced and issued to the requesting unit by the Plant Property Officer.

2. Commercial equipment with an assigned TAMCN in the "G" series will be accounted for on the Command MAL and subject to the procedures identified in paragraphs 2001, 2005.1, and 2006, herein. Garrison Mobile Equipment (GME) allowances for the Command are maintained on T/E 7401 and will be loaded to either the Support Division CMR or the Facilities Maintenance CMR dependent upon control. GME allowances fall under the purview of the Assistant Chief of Staff, Facilities who shall establish liaison with the Assistant Chief of Staff, Supply (PCO) to adjust authorized allowances to the property records indicated above.

3. T/E items required for an authorized Development Center project in conjunction with its mission will be maintained as Special Allowances in accordance with paragraph 2001.3. As these items are normally required for a specified project and period of time, they are considered unique and therefore require to be appropriately identified. End items in support of a particular project that will no longer be required at the conclusion, will also be carried on the Command MAL as Special Allowances. Requests for MOA will note this requirement and be forwarded in accordance with paragraph 2006, following.

4. SAC 1, T/E assets required as training aids will be accounted for on the Command MAL, subcustodied to the TAVSC CMR (produced by the PCO), and issued to the original requesting unit for use. MOA'S will be submitted through the TAVSC, and in accordance with paragraph 2006, herein. SAC 3, T/E assets will not be subcustodied through the TAVSC.

5. Special Services Equipment is procured with both non-appropriated and appropriated funds. Special Services equipment will be controlled, reported, and accounted for in accordance with the current edition of MCO 1710.17 and other associated publications and directives. The Assistant Chief of Staff, Services, or designated representative, is responsible for the accounting of all Special Services fund recreation equipment. Administrative appropriated fund equipment (typewriters, calculators, etc.), in support of Special Services will be accounted for in accordance with the provisions of this Manual.

6. NAFI property will not be accounted for on the Command MAL, regardless of owner or purpose of the equipment. Only those assets procured with appropriated funds and used as administrative equipment (typewriters, calculators, etc.), will be accounted for in accordance with the provisions of this Manual (i.e., Clubs, Special Services).

2006. MODIFICATION OF ALLOWANCE (MOA)

1. Allowances (T/E, NON-FMF, and Special) must be formally established. Allowance changes are requested and authorized by procedures in the current edition of MCO P4400.150 and the TAM (NAVMC 1017). The most current Internal T/E and NON-FMF Allowance List will be maintained together with all pending and completed changes by the Unit Property Officers. Organizations will adhere to the procedures outlined herein for the establishment of allowances utilizing the format provided in the TAM (NAVMC 1017).
2. Requests for modification to NON-FMF allowances will be in accordance with paragraph 2003 and 2006.1. No requirement exists to submit MOA'S for NON-FMF assets to the Commanding General.
3. All SAC 3 assets and SAC 1, Type 3 assets will be forwarded to the CMC via the appropriate Activity Head and the Commanding General (C 211). MOA'S will not be submitted directly to the CMC without authorization of the Commanding General, Marine Corps Development and Education Command (C 211). As discussed in paragraph 2005.2, herein, MOA'S for GME assets will be forwarded the Commanding General (C 04) who will effect liaison with the Assistant Chief of Staff, Supply to load or adjust authorized allowances to the property records (MAL).
4. Stockage of SAC 2 (secondary reparable) items, and establishment of allowances will be in accordance with the current edition of MCDECO P4400.2. SAC 2 items will not normally be maintained on the Command T/E or the Commanding General's Internal T/E. Exceptions must be fully justified in detail and have a local TAMCN assigned by the PCO prior to approval by that authority outlined in the current edition of MCDECO P4400.2.
5. SAC I (locally funded) assets that meet any one of the following criteria will be the subject of an MOA via the appropriate Responsible Officer and submitted to the Commanding General (C 211), for approval:
  - a. Serialized Type 1 or 2 items and those local TAMCN items that must be controlled by PCO (to include local ordnance assets over \$1,000).
  - b. Controlled Items Code (CIC) of A or 2.

c. Under \$1,000 unit price, over \$100 unit price, and serialized (or will have a local serial number assigned).

6. SAC 1 items meeting the criteria of the NAVCOMPT Manual, Volume 4, and over \$1,000, will be accounted for by the Plant Account Officer. Requisitions for assets meeting allowance control criteria will be disapproved and returned to the originator if a valid allowance deficiency does not exist.

7. A copy of all approved allowances shall be provided to the Assistant Chief of Staff, Facilities to update appropriate maintenance (repair) facilities.

SUPPLY SERVICES MANUAL

CHAPTER 3

REQUISITIONING PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION . . . . .	3000	3-3
FILES AND RECORDS . . . . .	3001	3-3
PRIORITY DESIGNATORS . . . . .	3002	3-4
REQUIRED STAFFING . . . . .	3003	3-6
MILSTRIP REQUISITIONS . . . . .	3004	3-7
OPEN PURCHASE REQUISITIONS . . . . .	3005	3-8
FOLLOW-UP PROCEDURES . . . . .	3006	3-9
CANCELLATION PROCEDURES . . . . .	3007	3-9
FISCAL OBLIGATIONS . . . . .	3008	3-10
DSSC ISSUE POINT PROCEDURES . . . . .	3009	3-10
ISSUE POINTS . . . . .	3010	3-11
INSURANCE ITEMS . . . . .	3011	3-17
BACKORDER VALIDATION (BOV) . . . . .	3012	3-18

FIGURE

3-1	BOV LISTING (E15 FILE) FORMAT . . . . .	3-21
3-2	PROCEDURES FOR BOV COMPLETION . . . . .	3-25

# SUPPLY SERVICES MANUAL

## CHAPTER 3

### REQUISITIONING PROCEDURES

#### 3000. GENERAL INFORMATION

1. The provisions of this Chapter pertain to the acquisition of goods/supplies/services and the consequent obligation of public funds. In accordance with the current edition of MCDECO P7000.1, this action is accomplished by program managers who are responsible for the proper administration of their funds. For purposes of this Manual the individual(s) who controls the expenditure of funds for a program manager(s) (i.e., responsible officer(s)) will be called a fiscal officer(s) and will establish the related requisition files. The current edition of MCDECO P7000.1 provides additional information pertaining to fiscal procedures. In most activities, fiscal officers may work for unit property officers or unit supply officers, or may be the same individual. However, there must always be close coordination between the spending of public funds for property and controlling that property.

2. Requisitions are the supply lifeline of Marine Corps units. Requisitions must be prepared, submitted, and maintained accurately for continuous supply support of unit operations.

3. When the circumstances exist that allow the mechanization of requisitioning procedures, all deviations from the standard procedures outlined in UM 4400-15 will be submitted for prior approval by the Assistant Chief of Staff, Supply, to include the utilization of requisitioning by forms other than the DD-1348 (i.e., EROSOLS, Sf-344s, etc.). Automated formats of document registers, pending requisition files, completed transaction files, and voucher files will be amplified by local SOPS in consonance with the basic parameters of the Order.

3001. FILES AND RECORDS. Customers within the activity account codes listed in Appendix A are assigned the listed document number series for the purpose of submitting requisitions and will establish the following records and files by fiscal year as required:

1. Document Register. This is a logbook to control document numbers maintained in sequential order by julian date and assigned document number. The document numbers assigned in Appendix A are the maximum number authorized the activity on any given day. Each day must start with the Julian date and the first document number assigned. A separate document log will be maintained for open purchases and MILSTRIP. Each activity head may have to establish separate internal procedures as needed to prevent the intermingling of document numbers. Document registers are opened and closed by fiscal year. UM 4400-15, paragraph 03007 applies.

2. Pending Requisition File. The pending requisition file will contain copies of pending requisitions, applicable status cards, and other related documents. Separate categories may be established as needed (i.e., pending no status, backorder, due in, cancellation (awaiting confirmation), etc.). Pending requisitions will be filed in document number sequence within each established category. After the transaction is completed and no further supply action is required, the requisition with all its related documentation will be filed in the completed transaction file.

3. Completed Transaction File. The completed transaction files will contain copies of all documents resulting from completed supply accounting transactions relative to requisitioning and invoicing actions. Additionally, it will contain all completed self-service shopping lists and cancelled requisitions. This file will be maintained in document number sequence, by fiscal year.

4. Voucher Files. The voucher file will contain supply documents not referred to above, and will be maintained in document number sequence, by category, for cash sale vouchers, request for checkage forms, adjustment documents and/or reports of investigation. Appendix B is provided for file retention periods.

5. Fiscal Files. Separate files shall be maintained for expenses, unfilled orders, reservations, and DSSC. MCDECO P7000.lf, paragraph 3101.7f applies.

### 3002. PRIORITY DESIGNATORS

1. The Marine Corps Priority System, as set forth in the current edition of MCO 4400.16, is identified and classified according to relative importance and consists of a two-digit code known as a priority designator. The priority designator relates the mission of the requisitioner, expressed by a force activity designator (F/AD), and the urgency of need of the requisitioned item as expressed by an urgency of need designator. The F/AD is permanently assigned by the Commandant of the Marine Corps, based on the mission of the Command. The urgency of need designator (UND) will be determined by the requisitioning activity head, according to the need for the specific item(s) being requisitioned.

2. The Uniform Materiel Movement and Issue Priority Systems (UMMIPS) therefore provides 15 priority designators which are determined by combinations of 5 F/AD'S and 3 UND'S. The Commandant of the Marine Corps has assigned this Command F/AD IV, which contains priority designators 07, 09 and 14. Exceptions to F/AD IV will be authorized by separate correspondence by the CMC for specific commodities and units. Requests for exceptions will



be submitted to the Commanding General (C 210) with full justification.

3. The priority system is applicable to requisitions submitted within the Marine Corps supply system, as well as requisitions submitted to other military services, elements of the Defense Logistics Agency (DLA) and to the General Services Administration (GSA).

4. Urgency of Need. The following should be considered when determining urgency of need:

a. UND "A" (priority 07) will be used for items required for:

(1) Immediate end use, without which the activity head would be unable to perform the assigned operational mission.

(2) Immediate installation on or repair of mission essential materiel, without which the activity head would be unable to perform the assigned operational mission.

(3) Immediate end use in replacement or repair of mission essential training materiel, without which the activity head would be unable to perform the assigned training mission.

b. The use of this priority will be carefully scrutinized to ensure abuse does not occur, and therefore requisitions using this priority will be personally reviewed (signed) by the accountable officer (organizational commander/assistant chief of staff/activity heads) or that individual in an "acting" capacity.

c. UND "B" (priority 09) will be used for items required for:

(1) Immediate end use, without which the capability of the activity head to perform assigned operational mission would be impaired. The activity head can temporarily accomplish the assigned mission and tasks but with effectiveness below an acceptable level of readiness.

(2) Immediate installation on or repair of mission essential materiel, without which the capability of the activity head to perform the assigned operational mission would be impaired. The activity head can temporarily accomplish the assigned mission and tasks but with effectiveness below an acceptable level of readiness.

(3) Immediate end use for installation on or repair of auxiliary equipment.

(4) Immediate end use in replacement or repair of mission essential or auxiliary training equipment, without which the capability of the activity head to perform the assigned mission would be impaired.

d. Accountable officers may designate, in writing, specific personnel who will personally review and sign UND "B" requisitions.  
e. UND "C" (priority 14) will be used for:

(1) Items required for on schedule repair/maintenance/manufacture or replacement of all equipment.

(2) Items required for replenishment of stock to meet authorized stockage objectives.

(3) Materiel required for purposes not specifically covered by any other UND.

5. Under certain emergency situations, medical/disaster supplies and individual/organizational clothing may be requisitioned under special priorities, not within the authorized F/AD IV. if applicable, when these situations occur, assistance can be obtained by contacting the Assistant Chief of Staff, Supply.

### 3003. REQUIRED STAFFING

1. To standardize procurement action, requisitioning for the following categories of materiel must be submitted via the cognizant activity head (who will review specifications and approve them for procurement):

<u>Materiel</u>	<u>Cognizant Activity Head</u>
Plant Property	Supervisor, Plant Property Branch, Comptroller Department
Galley equipment	Director, Food Service Division, Supply Department
Reproduction equipment/ printing requirement	Printing Officer, Supply Department
Communications/electronic equipment	Head, Electronics Maintenance Branch, Support Division, Support/tenant Activities Department

Specialized training aids and equipment	Head, Audiovisual Division, TAVSC, TAGS Center
Electric/power consuming equipment	Facilities Maintenance Officer, Facilities Department
Office Machines	Office Machine Repair Section, Management Systems/Commercial Activities Department
Air conditioners	Facilities Department
Construction supplies/self help projects	Facilities Department
Automated data processing equipment	Management Systems/Commercial Activities Department
PSE	Property Control Officer
Excess Property	Property Control Officer

2. The purpose of this preprocurement staffing is to:

- a. Standardize types of equipment to simplify maintenance support requirements.
- b. Incorporate features which would permit multiple application.
- c. Consider requirements for electric, power, water or other installation conservation.

3. In addition to the requirements identified in paragraph 3003.1, all nonexpendable item requisitions will be processed through the PCO for validation of allowances/deficiencies. Assets that can be procured through the Defense Reutilization and Marketing Office (DRMO) will be, vice procuring new equipment.

#### 3004. MILSTRIP REQUISITIONS

1. When the customer determines that a desired item is not stocked in the DSSC Branch issue points, the requisitioning activity head will submit a requisition to the Head, Customer Service, Materiel Division, Supply Department. If the requested item is available within the Supply System (DLA, MCLB, etc.), the requisitioner will submit the requisition on a DD Form 1348 (MILSTRIP requisition 4 or 6 part snap set), or any other approved substitute (i.e., ERSOL, SF-344, etc.).

2. The DD Form 1348 (see Appendix C) may be written, typed, printed or stamped. All data must be legible; otherwise it will be returned without action. Prior to preparing a requisition, the customer will review the Management Data List or the Identification List, as appropriate, to ensure proper requisitioning data. Assistance with the proper utilization of these publications or preparation of the MILSTRIP requisition is available at the Customer Service Unit, Materiel Division.

3. Only the original of the completed MILSTRIP requisition will be delivered, after obtaining any required signatures, to the Head, Customer Service Section, Materiel Division, Bldg. 2010. Requisitions must be delivered on the same day as initiated (i.e., the Julian date of the document number). Requisitions will not be accepted if the document draft date has passed. Therefore, due to the administrative processing time required, requisitions submitted each Friday that arrive in the Technical Research section prior to 1000 will have the Julian date of that day and those requisitions submitted after 1000 will have the Julian date of the next work day.

a. The green copy will be forwarded to the appropriate fiscal accounting officer for entry into the Financial Automated Records Management Systems (FARMS) as a reservation.

b. The back hard card will be filed in the pending document file.

c. Remaining copies may be distributed as required by the activity head.

4. MILSTRIP requisitions prepared by the PCO for SAC 2 and 3 items will be forwarded directly to the source of supply.

### 3005. OPEN PURCHASE REQUISITIONS

1. If the requested item is not available within the Marine Corps Supply System, GSA or DLA; requisitioning will be accomplished utilizing the DD Form 1149 (open purchase requisition) .

2. The DD Form 1149 must be prepared utilizing the guidance in Appendix D. Assistance in the proper preparation of the open purchase requisition or determination of appropriate source of supply is available within the Purchasing Division.

#### 3. Distribution

a. One copy will be forwarded to the appropriate fiscal accounting officer for entry into FARMS as a reservation.

- b. One copy is retained for the pending document file.
- c. If required, one copy may be attached to the shop repair order or equipment repair order of the maintenance activity.
- d. Other copies may be distributed as required by the activity head.
- e. The original of the DD Form 1149 and all remaining copies will be delivered to the Head, Customer Service Section, Materiel Division, Supply Department.

### 3006. FOLLOW-UP PROCEDURES

1. MILSTRIP Requisitions. Upon receipt of the customer's requisition, the Head, Customer Service Section processes the requisition to the appropriate source of supply. A copy of all follow-up transactions will be furnished to the customer. However, this procedure does not relieve the requisitioning activity head of the responsibility to ensure that follow-up action is taken. In cases where the status provided is not satisfactory, the customer should submit a follow-up request to the Head, Customer Service Section.
2. Open Purchase Requisitions. In cases where status is required for an open purchase requisition, the customer should submit a memorandum to the Customer Service Section. If status on an emergency requisition is required, it may be requested by telephone from the Customer Service Section.
3. The PCO will submit follow-ups for SAC 2 and 3 assets directly to the source of supply in accordance with UM 4400-15, paragraph 04001.6; Appendix E herein; and the current edition of MCDECO P4400.2.

### 3007. CANCELLATION PROCEDURES

1. MILSTRIP Requisitions. Requests to cancel MILSTRIP requisitions will be submitted to the Head, Customer Service Section utilizing the DD Form 1348 with "AC1" (request for cancellation) entered as the document identifier code in blocks 1-3. All other information on the card should be the same as the original requisition. The Head, Customer Service Section will process the request for cancellation to the supply source and attempt to obtain a confirmed cancellation. Requisitioners are reminded that the requisition is not cancelled until a cancellation confirmation is received from the supply source.
2. Open Purchase Requisitions. A request to cancel open purchase requisitions will be submitted by memorandum to the Procurement Officer indicating the specific document number to be cancelled. This is only a request for cancellation. The Procurement Officer will

attempt to cancel the document, if possible. If the document can be cancelled, the Procurement Officer will notify the customer and the Head, Customer Service Section (CSS) by memorandum. The Head, Customer Service Section will, upon receipt of the confirmed cancellation by the Procurement Officer, deobligate the funds from the reservation status and they will appear on the CSS fiscal listing.

3. The PCO will submit cancellation requests for SAC 2 and 3 assets in accordance with UM4400-15, paragraph 04000 and the current edition of MCDECO P4400.2.

3008. FISCAL OBLIGATIONS. The CSS fiscal listings consist of the open purchase contracts/delivery orders and MILSTRIP requisitions processed through the Director, Materiel Division, citing O&M,MC funds. The listings will be reconciled upon receipt by the fiscal officer with the pending requisitions. Discrepancies appearing on the listings will be reported in writing to the Director, Materiel Division (Head, Customer Service Section) within 3 working days utilizing the format in Appendix F. Prior to submitting discrepancy listings, an internal reconciliation should be conducted between the fiscal records and supply requisitioning records.

1. MILSTRIP Requisitions. Materiel and supplies received with an accompanying DoD Single Line Item Release/receipt Document (DD Form 1348-1) that have not appeared on the CSS Fiscal Listing as an expense within 7 days will be reported with a copy of the DD Form 1348-1 attached.

2. Open Purchase Requisitions. These requisitions will appear on the CSS fiscal listing as an obligation within 7 working days after receipt of the purchase order for all material and service contracts \$1,000 and over. If the contract is a locally administered service and facility contract and over \$1,000, there will be a simultaneous obligation and expense transaction processed.

3. A requisition that does not appear on the CSS fiscal listing or any improper entry (i.e., unit of issue, quantity, document number, job order number, or extended price) must be reported. When a transaction has appeared on the CSS fiscal listing and has not appeared on the Fund Administrator management Report (FAMR), the discrepancy will be reported to the Head, Accounting Division during the monthly reconciliation in accordance with the current edition of MCDECO P7000.1.

3009. DSSC ISSUE POINT PROCEDURES

1. The Head, Direct Support Stock Control Branch acquires, stores and issues fast-moving, low-cost supplies to support day-to-day operations. Items stocked will be published in a self-service shop

store catalog. Issue points are operated on a "fill or kill" basis. If the material required is not in stock when the issue point is visited, the item is marked "NIS" on the shopping list and noted for follow-up action by the customer. Customers will draw no more than 10 days supply of any item available for over-the-counter issue. Stockage of in excess of 10 day supply is not authorized. Bulk procurement and stockpiling undermines the supply system and significantly reduces the stockage level maintained/authorized by DSSC.

## 2. Responsibilities of Personnel in Charge of Issue Points:

a. Provides day-to-day supply support within all authorized echelons of maintenance for repair and maintenance facilities.

b. Prepositions material for planned requirements (scheduled maintenance projects, as distinguished from routine recurring maintenance requirements), when required/authorized.

c. Stocks and issues prepackaged and bulk fuel products.

d. Stocks and issues decentralized items that are not necessarily requirements for support of specific maintenance and repair functions but are required by all authorized customers, i.e., lumber, lumber products and compressed gas.

e. Positions stocks of material at issue points readily accessible to authorized customers. This stockage is based on demand history (at least 3 movements (sales) in 6 months).

f. Simplifies supply and accounting procedures by making issues to authorized customers without formal requisitions.

g. Reduces issue points record keeping to an absolute minimum consistent with retail operations.

h. Receives materiel turned in by authorized customers excess to their needs. Items in this category must be DSSC stocked items in condition codes ready for issue. A turn-in by a customer may be with or without credit based on the item record status. The customer should contact the Supervisor, Stock Management Section, Materiel Division to determine whether credit will be given.

## 3010. ISSUE POINTS

1. The Director, Materiel Division maintains issue points for the stockage of various classes of supply, as follows:

a. Blank Form Issue Point

(1) Controlled Blank Forms

(a) Controlled blank forms listed in Appendix G are stocked at the Self Service Center. Organizational commanders, assistant chiefs of staff and activity heads will provide the Commanding General (C 211) a letter listing personnel and sample signatures of persons authorized to requisition and receipt for controlled blanks forms. Additionally, the individual's Armed Forces Identification Card (DD Form 2MC) or civilian identification card will be checked.

(b) The Manager, Self-service Center will establish and maintain a current signature file. Accountable officers (commanding officers/assistant chiefs of staff/activity heads) will resubmit letters of authorization at 6-month intervals and/or as required. Signatures on the shopping list that do not match the signature contained in the signature file will be rejected and returned to the requisitioner without action.

(c) All controlled blank forms will be stored in the safe at the Self-service Center. Additionally, a controlled blank forms log book will be maintained and each receipt and issue will be recorded therein by serial number.

(d) An inventory of all controlled blank forms will be conducted monthly by the supervisor of the Inventory Count Section, Materiel Division, Supply Department.

(2) Non-controlled Blank Forms. These forms will be issued from the Blank Forms Issue Point of the Self-service Center.

b. Clothing Issue Point

(1) The Supervisor, Clothing Section provides clothing support to military personnel stationed at or in the vicinity of this Command. Support is in the form of initial issues to personnel undergoing training at the Officer Candidates School, cash sales to authorized patrons and other issues authorized by commanding officers. The Retail Clothing Outlet is located on the second floor of building 2011. The Retail Clothing Outlet is operated in accordance with the current editions of MCO P4400.76 and MCO P10120.28.

(2) Gratuitous Issues. Issues are made to personnel when authorized by commanding officers on a NAVMC Form 604 (Combined Individual Clothing Requisition and Issue Slip). All NAVMC forms authorized as a result of claims investigation must have a copy of DD Form 1842 and DD Form 1845 attached.

(3) Witnessing Officer. In accordance with the current edition of MCO P10120.28, organizational commanders will provide a sergeant or above to validate the fit of individual uniform items of privates through lance corporals, as required.



(4) Items Not in Stock. Items are stocked in the Retail Clothing Outlet based on recurring demands. If an item is required that is not in stock, the customer will fill out a demand card at the counter. The demand card will represent a special order for the individual. Upon receipt of the required items by the Supervisor, Clothing Section they are placed in a holding area and the customers are notified by telephone that the items are available for pickup. The clothing items will be held in the clothing area for a period of 7 calendar days after notification. If the customer has not purchased the items within a 7 calendar day time frame, the items will be utilized to satisfy other customer demands or will be returned to the bin for sale on a first come, first served basis. The customer is responsible for checking with the Supervisor, Clothing Section to inquire into the status of clothing being placed on order. The action must be initiated by the customer, if unable to do so because of TAD or other valid reasons, then the customer should notify the Supervisor, Clothing Section so that special arrangements can be made. Otherwise, the Supervisor, Clothing Section will not reorder the items of clothing for personnel who fail to claim clothing 7 calendar days after notification.

(5) Special Measurement Clothing. Individuals that cannot be fitted with boots, shoes or any other item of individual clothing from normal stocks will be provided a special measurement blank form. Enlisted Marines who cannot be fitted for any item of clothing from normal stocks will be measured at the Retail Clothing Outlet and a special measurement form will be prepared to procure the item. There are three special measurement blank forms:

- (a) DD Form 358 (male items)
- (b) DD Form 1111(female items)
- (c) DD Form 150 (orthopedic footwear)

The DD Form 150 will be completed by a medical officer prior to delivery to the Supervisor, Clothing Section. DD Forms 358 and 1111 are completed at the Clothing Section. Officers will be special measured only for items that cannot be obtained locally.

(6) Checkage Sales

(a) The checkage sales procedure is authorized on an exception basis only, as a means of providing essential uniform clothing to individuals when cash sales would create a personal hardship (voluntary checkages), and to individuals to refuse sales (involuntary checkages). Voluntary checkages are not authorized, unless the commanding officer approving the checkage has determined that cash sales would, in fact, create a hardship for the individual

concerned. Involuntary checkages are not authorized and will not be used for punitive purposes, but may be used as a last resort to provide individuals in a pay status with specific items and quantities of clothing required for confinement or for wear to a place of confinement. The block indicating "checkage sales" (on the NAVMC 604 Form) must display the commanding officer's initials in his own handwriting.

(b) Checkage sales of uniform clothing to individuals in a nonpay status are not authorized.

(c) Checkage sales will not be approved for the sake of convenience or for items and quantities in excess of those required to be in the possession of an individual. In view of the administrative expenses and effort required to effect and process a checkage sale, it is incumbent upon commanding officers to keep the volume of checkage sales to a minimum in accordance with the foregoing policy. Additionally, checkage sales will not be approved as a means of providing essential uniform clothing for inspection purposes.

(d) Commanding Officers will ensure that the following conditions exist prior to approval of a checkage sale of individual uniform clothing:

#### 1 Voluntary Checkage Sale

a The individual clothing requirement is of such urgency that purchase cannot be delayed pending receipt of funds from the member's pay account to provide the purchase by cash sale.

b The individual is in a pay status but does not have access to sufficient funds for purchase of the required clothing by cash sale.

c The individual requires the clothing to meet, but not to exceed, the minimum items and quantities required to be in his/her possession.

d Payment for required clothing by checkage sale of the individual's pay account has been scheduled to alleviate the personal hardship which precluded purchase by cash sale.

#### 2 Inventory Checkage Sale

a The individual requires the clothing for confinement or for wear to a place of confinement. Items and quantities will not exceed actual requirements.

b The individual is in a pay status but does not consent to purchase of required clothing by cash or checkage sale.

c The individual has been informed that the involuntary checkage will be processed against his/her final pay as an involuntary collection.

c. Bulk Petroleum and Oil Issue Procedures

(1) Bulk petroleum and oils include regular leaded and premium unleaded gasoline, kerosene, diesel fuel (DF-2) and fuel oil numbers 2, 5 and 6; which require distinctive requisitioning and delivery procedures due to their physical properties.

(2) Appendix H lists consumer points serviced by commercial tankers. Deliveries will be made upon telephonic request to the Fuel Item Manager (Bulk Fuel Farm), Materiel Division, Supply Department. Normal replenishment request would be made by the customer responsible for the fuel tank at least 2 days prior to the date delivery is desired. The dispatcher will place the order, prepare an issue document citing the customer's job order number and fund code as applicable, and notify the customer as to the approximate time of delivery. A representative of the Receiving Section, Traffic Division, will be present to receipt for the fuel on the carrier's delivery ticket and to ensure that the delivery ticket is forwarded to the Fuel Item Manager (these customers will not be replenished from local stocks except under emergency conditions.).

(3) Appendix H lists consumer points replenished from local supply stocks by automatic fuel deliveries. Emergency requests may be made by contacting the fuel dispatcher, telephone 640-5405. Deliveries will be receipted for by a representative of the customer who will be given a copy of the Issue Slip (NAVMC 10700). In the event a representative is not available, the POL Issue Point tank driver will sign the NAVMC 10700 and a copy will be placed in the customer's pickup box in the Customer Service Section, Materiel Division, building 2010. Automatic replenishment runs are adjusted to meet seasonal demands and as such are not susceptible to firm scheduling. The fuel dispatcher will advise activity heads responsible as far in advance of those dates as can be determined.

d. Self-Service Store

(1) Personnel shopping in issue points must possess current issue point charge plates. Prior to shopping, each customer will be required to present a charge plate, a completed shopping list, and sign a log, if necessary.

(2) If the item(s) required appear(s) in the Self Service Stores Catalog, a Self-Service Center Shopping List (NAVMC 10700) will be legibly printed or typed in triplicate to include the national stock number, unit of issue and quantity desired of each item. Issue point personnel will review each shopping list before the customer shops to ensure that each list is complete and will initial the original copy. Any additions or substitutions made by the customer during the shopping process will be legibly printed on the bottom of the form. Customers will ensure the legibility of their shopping lists. Issue point managers are authorized to refuse any shopping list which contains illegible data.

(3) To complete the shopping process, customers must bring all items to be purchased, their charge plates and the original and two copies of each separate shopping list, listing the items purchased for each applicable job order number to the checkout counter. At the counter the validity of every national stock number and unit of issue entered on the shopping list will be established by the checkout clerk. The clerk will compare data if required, enter the quantity issued, stamp the shopping list with the charge plate and assign a document number to each line item issued.

(4) Since prices are subject to change, prices charged for items acquired through issue points will be those in effect at the time the transactions are processed against the inventory record of the Materiel Division. This action is accomplished after the customers have shopped in the issue points. Each customer is assured the fullest assistance by managers of issue points to obtain the latest known prices at the time of shopping.

(5) When the issued documents of items acquired through issued points are computer processed, fiscal cards are produced and forwarded to the Assistant Chief of Staff, Comptroller. Concurrently, a listing of charges will be furnished to each program manager for review and updating of fiscal memorandum records.

(6) Customers may request that recurring demand type items be added to those stocked by submitting a memorandum to the Director, Materiel Division citing the following information:

(a) National stock number (if a Federal supply system item).

(b) Brief nomenclature.

(c) Unit of issue.

(d) Last known unit price (if a commercial item).

(e) Average monthly recurring demand.

(f) Copies of at least 3 requisitions submitted and completed within the past 6 months.

(7) Items urgently needed that are "NIS" in an issue point will be brought to the attention of the store manager, who will attempt to determine its latest status. Normally, items with positive status will be received into the system before a local buy could be completed; therefore, the customer will have the option of determining if requirements for those items with non-positive status justify local purchase of such items which will normally be at substantially higher prices. It should be noted all such items ordered by this method are firm requirements and will not be cancelled.

(8) For those items that meet this criteria, the customer will provide the Director, Materiel Division a memorandum of the requirement with the required delivery date. Upon receipt of such material at an issue point, the customer will be notified and immediate pickup will be arranged by the customer.

(9) Requirements for an abnormally large quantity of an item on a one-time basis will be accomplished through the submission of a memorandum to the Director, Materiel Division regardless of the fact that the item may be on hand. The manager of each issue point is authorized to adjust issue quantities to prevent overbuying by a single customer and to ensure an equitable distribution of desirable items in short supply.

(10) Sales from an issue point for replacement of lost or damaged public property for individuals is not authorized. Individuals wishing to voluntarily reimburse the Government for lost or damaged items can provide monies directly to the authorized custodian in the applicable unit supply office.

e. Repair Parts Issue Point

(1) The Ordnance, Tank, and Automotive (OTA) Issue Point 62 is located in building 3013. Organizations requiring repair parts (class IX) will prepare a Self-service Shopping List for ordnance/tank assets and a Shop Repair order (NAVFAC 11200) for automotive assets.

(2) If the requested item is in stock, the DSSC personnel will prepare the Self-service Shopping List and issue the item. If the item is not in stock, the DSSC personnel will pass the request to the Customer Service Section (colocated with the issue point) for appropriate procurement action and a backorder notification will be

provided to the OTA item manager (who will order the item utilizing a 7100 series document number). Telephonic inquiries will be accepted at extension 640-2749.

### 3011. INSURANCE ITEMS

1. Insurance items that have a unit value greater than \$3,000 will be stored and accounted for in Issue Point 88 (MQV-88) and carried as SAC-3, Management Echelon Code (MEC) X5 inventory. Insurance items that have a unit value of less than \$3,000 will be stored and accounted for in MQV-88 and carried as SAC-1 with the appropriate MEC inventory. All items fitting this definition will be stored in building 3037 (Issue Point MQV-88) and held by the Director, Materiel Division. These insurance items will be accounted for by the Supervisor, Stock Management Section, Director Support Stock Control (DSSC) Branch.

2. In accordance with the current edition of MCO 4443.11, when insurance items that have a unit value greater than \$3,000 are issued for use and require replacement, the replacement will be procured citing customer appropriation data of the maintenance activity. Therefore, the maintenance activity head will originate all requisitions to replace insurance items issued that have a unit value greater than \$3,000 and to establish new insurance items. Replacement for those items with a unit value less than \$3,000 will be procured by the DSSC utilizing the local intermediate (retail) stock fund. The maintenance activity head will review the necessity for all insurance items at least once every 6 months and inform the Director, Materiel Division by memorandum of any additions/ deletions. The maintenance activity head, on a semiannual basis, will conduct a serviceability inspection of all insurance items and advise the Director, Materiel Division the results thereof. After normal working hours, the Materiel Division duty watch will issue required items for emergency maintenance.

### 3012. BACKORDER VALIDATION

1. The validation program will be provided by the Head, Customer Service Section at least quarterly. During the fourth quarter of the fiscal year, it is anticipated the validation program will be run more often and at least twice during the month of September. Customers may submit a written request to the Director, Materiel Division for a special validation at any time during the first 9 months of the fiscal year. Such requests should contain sufficient justification to warrant the expenditure of the administrative and computer effort required.

2. The purpose of the program is to validate obligations held at the supply source. The BOV will be provided to each activity by program manager. Figure 3-1 explains the format for the BOV listing (El5 File). All documents will be listed in date and serial number sequence. Each requisitioning activity is responsible for review, appropriate annotation, and return of the annotated BOV listing. The following guidelines are provided:

a. The requisitioning activity should validate pending requisitions with commodity sections at least every two weeks to ensure that the requisition is still valid.

b. Reconcile the BOV against fiscal files to ensure that all internal documentation is current and that both the requisitions clerk and fiscal clerk have valid information.

c. Reconcile the BOV against the pending requisition file for both MILSTRIP and open purchase requisitions. During this process several situations may occur:

(1) Requisition on BOV with no corresponding document in the pending requisition file. Check pending cancellation and completed file for the document. If the document is found annotate "COMP" to the left of the date/serial number on the BOV. If cancellation status was received annotate "CANC" (provide a copy of the AC1 cancellation status/receipt copy to the Customer Service Section, Materiel Division). If the document is not found in the requisition clerk's files then a review of the fiscal records must be conducted. In addition, the document register must be screened for appropriate entries. Notify the CSS of the problem by memorandum and for corrective action.

(2) Requisition on BOV; item no longer required. Prepare and submit a cancellation request to the Customer Service Section, Materiel Division. Move the requisition from the pending file to the pending cancellation file.

(3) Requisition in pending file; not on BOV. If the date of the document is after the date of the BOV then no action is required. If the date on the document is prior to the date the BOV was produced submit a memorandum to the Customer Service Section, Materiel Division with a copy of the pending requisition as an enclosure.

d. For those documents that appear on the BOV and are in the pending requisition file annotate "VALID" to the BOV. Each document should be annotated with the date of the BOV and the initials of the individual who conducted the BOV.

3. All documents on the BOV will be annotated with "CANC" "VALID" or "COMP" as appropriate. The BOV will then be returned to the Head, Customer Service Section, Materiel Division, together with all

supporting documentation (receipt copies, cancellations, etc.) The BOV will be returned under cover letter with appropriate comments regarding discrepancies noted.

4. Failure to return the BOV in the required timeframes may result in reduced supply support for requisitioning activities. An annotated copy of the BOV will be retained by the requisitioning activity to enable quick reference if required.

5. Requisitioning activities should not delay reporting discrepancies until receipt of the BOV. Discrepancies will be reported by memorandum at the earliest opportunity, to the Head, Customer Service Section, Materiel Division. Additional, specific guidance will be published from time to time by the Director, Materiel Division regarding the completion of the BOV. Figure 3-2 provides an example of such guidance.



SUPPLY SERVICES MANUAL

BOV LISTING FORMAT

1. NSN - National Stock Number
2. SUBNSN - Substitute NSN
3. DOC NO - Document Number  
M00264 \_\_\_\_\_ indicates MILSTRIP item.  
Y000 \_\_\_\_\_ indicates OPEN PURCHASE item.
4. QUANTITY DUE - The number of items yet to be received.
5. DIC - Document Identifier Code  
MILSTRIP - AOA Document passed to Item Manager  
OPEN PURCHASE - ZBR - Open Purchase Requisition Reserve  
ZB7 - Obligation Open Purchase Requisition  
ZB8 - Additional Obligation Open Purchase requisition; price change from initial reservation
6. RIC - Routing Identifier Code  
Source of supply for original requisition
7. MS - Media and Status Code  
Type of status requested and method for receiving that status.
8. UNIT OF ISSUE
9. DM - Demand Code  
Notes whether demand of item is recurring (R) or nonrecurring (N).
10. RIC (OTHER) - Last known holder of requisition to which authorized follow-up action will be directed.
11. SUPADD - Supplementary Address Activity to receive item.
12. DATE LAST RECEIPT - The date of the last receipt that was processed on that document number.
13. SIG - Signal Code  
Indicates where item is to be shipped and who is to be billed for it.
14. ADV - Advice Code  
Instructions to supply source.

Figure 3-1.--BOV Listing (E15 File) Format--Continued.

SUPPLY SERVICES MANUAL

15. SHIPPING STATUS - MILSTRIP: Indicates mode of travel and Transportation Control Number or Government Bill of Lading Number for item.  
CONTRACT NUMBER - OPEN PURCHASE
16. DIST PROJ - Distribution and Project Codes These fields are reserved but not normally used on the E15 file.
17. PRI - Priority
18. QUANTITY REQUISITIONED - Number of items requested.
19. DATE OF LAST RECONCILIATION - This field is reserved but used on the E15 file.
20. LAST STATUS - Code which explains the status of the requisition item.
21. DELIVERY DATE - Date on which item was shipped for AS1, date due on Open Purchase and get well date for "BB" status.
22. LAST PROCESS DATE - Last date in which E14 file has been updated under this particular NSN.
23. JON - Job Order Number
24. CAT - Category Code  
For accounting purposes only.
25. QUANTITY RECEIVED
26. REIM - Reimbursable Order Number (RON) For accounting purposes only.
27. SUP - Standard Unit Price
28. DATE RECORD COMPLETED - Date on which record is considered closed.
29. QUANTITY OBLIGATED - Number of items reserved for this purchase.
30. AMT OBL - Amount Obligated  
Total amount of money taken out of ordering activity's account for this purchase.
31. AMT EXP - Amount Expensed  
Actual amount of money taken out of ordering activity's account for this purchase.

Figure 3-1.--BOV Listing (E15 File) Format--Continued.

SUPPLY SERVICES MANUAL

- 32. DATE TML FOLLOW-UP - Indicates when shipping status is 60 and 75 days old and no receipt has been processed. A check should be made for lost shipment.
- 33. DATE CANCELLED REQUEST
- 34. DATE FIRST FOLLOW-UP - Date of the first follow-up of the requisition.
- 35. DATE LAST FOLLOW-UP - Date of the latest follow-up of the requisition.
- 36. SAC - Stores Account Code  
Indicates who is financially responsible for item requested. "1" indicates that the customer is charged for purchase.
- 37. MEC - Management Echelon Code Indicates category of item and agency which is responsible for its overall management.

## SUPPLY SERVICES MANUAL

### PROCEDURES FOR BOV COMPLETION

1. E-15 Customer Validation is currently given to the customer twice a month. The listing breakout is AOA then Open Purchase (OP) in Program Manager's sequence.
2. Check all AOA and OP documents to ensure they have posted to the listing. AOA will be both reserved and obligated. Op's should have at least a "DIC" of "ZBR" indicating reservation. If documents do not appear within a two week period send copy of AOA or OP to Customer Service. Since this is initial posting of your document check the following for keypunch error.

Blk	1	NSN
Blk	17	Priority
Blk	18	Quantity Ordered
Blk	23	JON
3. Check all receipts received since last listing to ensure they have processed. If document is still on listing send copy to Customer Service and highlight document.
4. After completion of these two steps the E-15 CUSTOMER VALIDATION LISTING is ready for a complete audit.
  - a. Check pending requisitions to ensure the document still appears on your listing. If item was receipted for improperly or given to wrong customer you could lose visibility of document. Identify documents that have deleted to Customer Service.
  - b. Check blks 20 and 21 and determine if status and anticipated delivery date meets your unit needs. If document is an AOA and you have confirmed shipping status, "ASI", items should be received within 15 days of date in blk 21. If you have not received trace with TMO.
  - c. Ensure the Quantity Obligated (blk 29) equals Quantity Requisitioned (blk 18). AOA and Zb7's
  - d. Check blk 25 to see if any receipts have processed that you have not received. Pay particular attention to partial shipments. Match quantity on receipts to quantity in blk 25.
  - e. Ensure quantity due (blk 4) plus Quantity Received (blk 1-5) equals Quantity Obligated (blk 29).
  - f. On OP check contract price on 1155/250 or 1149 and match to unit price, blk 27.
  - g. Check contract number provided by Purchasing with contract number blk 15. Identify discrepancies to Customer Service

## SUPPLY SERVICES MANUAL

### 5. Helpful Hints

- a. Attach status cards to your AOA'S and OP documents.
- b. Pay attention to documents which are returned by the Technical Research Section that were not processed.
- c. Watch for partial receipts. Match quantities on receipts and blk 25 quantity received.
- d. Maintain a pending completed file. This will assist you in validating that the receipts have processed in a timely manner.

Figure 3-2.--Procedures for BOV Completion--Continued.

SUPPLY SERVICES MANUAL

CHAPTER 4

RECEIPT PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION . . . . .	4000	4-3
MATERIEL RECEIPTS . . . . .	4001	4-3
DISCREPANCIES IN MATERIEL RECEIVED . . . . .	4002	4-3
FISCAL EXPENSING . . . . .	4003	4-4
UNIQUE ACCOUNTING PROCEDURES . . . . .	4004	4-4

FIGURE

4-1 FORMAT FOR A B4S TRANSACTION . . . . .	4-5
4-2 FORMAT FOR A B6K TRANSACTION . . . . .	4-7

## SUPPLY SERVICES MANUAL

### CHAPTER 4

#### RECEIPT PROCEDURES

##### 4000. GENERAL INFORMATION

1. Supplies and materiel delivered to MCDEC are received by the Traffic Management Officer (TMO), Supply Department, building 2009. Whenever possible bulk supplies will be delivered to the customer by the TMO.
2. MILSTRIP requisition receipts (DD Form 1348-1) and open purchase receipts (DD 250 or DD 1155) will accompany the materiel. If a receipt document is lost, the TMO will ensure that a replacement document is prepared and associated with the materiel prior to release to a customer. The replacement document will be annotated "DUPE DOCUMENT" in the "Remarks" block.

##### 4001. MATERIEL RECEIPTS

1. MILSTRIP requisition receipts (DD 1348-1) and open purchase receipts (DD 250, etc.) will accompany materiel in accordance with paragraph 4000. Additionally the TMO will provide one copy to the Director, Materiel Division (Customer Service Section), one copy to the Property Control Officer, and one copy to the Procurement Officer within 1 working day of the issue of materiel to the customer. The PCO will discard all DD 250s, DD 1348-1's for noncontrolled, expendable supplies.
2. Only those personnel authorized to sign for property for a particular organization may receipt for supplies. The DA 1687 will be utilized for subordinate organizations as a signature record for authorized personnel. A copy of this form will be prepared by the Unit Property Officer upon assumption of duties, and forwarded to the PCO, TMO, Customer Service Section (Materiel Division), and other cognizant organizations as required. Appendix I provides guidance for the preparation of the DA 1687. Within 2 working days after receipt of the item, the UPO will provide a copy of the receipt document (signed and legible) to the PCO accompanied with a DIC B4S/B6K (See figures 4-1 and 4-2) for nonexpendable property. The B4S/B6K and receipt document will be utilized to adjust property records.

##### 4002. DISCREPANCIES IN MATERIEL RECEIVED

1. In those instances when it is determined that item discrepancies are the responsibility of the shipper, a Report of Item Discrepancy (SF 364) will be initiated by the receiving

unit/battalion in accordance with paragraph 04050 of UM 4400-15. All followup action related to the report will be made by the same originating activity.

2. In those instances where carrier liability is determined, the Traffic Management Officer will normally resolve the discrepancies upon receipt. If carrier related discrepancies are noted at the unit/battalion level after receipt, they will be reported to the TMO within 24 hours for resolution in accordance with paragraph 04050 of UM 4400-15.

3. The PCO will report discrepancies in shipment in accordance with UM 4400-124 (Part III), paragraph 5.3 for those SAC 2/3 assets requisitioned.

#### 4003. FISCAL EXPENSING

1. Receipt documents will be processed by the Customer Service Section (CSS), Materiel Division. The CSS will induct a fiscal transaction into the Financial Accounting Management Reporting System (FARMS). The NT5 transaction will be utilized for open purchase documents and the NT6 transaction will be utilized for MILSTRIP documents. The induction of the NT5/6 transaction will update the E15 file and produce a CSS Fiscal List and CS transaction. The CSS List will be produced by Fiscal Year and Activity Address Code. The CSS List will be verified by the CSS Section immediately following each update (3 times per week). A copy of the obligated/expense CSS List will be provided to the customer and to the Command Accounting Branch.

2. A copy of the receipt will be placed in the pending file. It will remain in the pending file until it appears on the CSS Fiscal list. If materiel has been received and does not appear on the CSS List, or if a discrepancy exists, the customer will notify the Director Materiel Division (Head, CSS) by memorandum with a copy of the receipt document attached, within 7 days.

4004. UNIQUE ACCOUNTING PROCEDURES. Specific instructions for the receipt and control of plant property, training aids, special services equipment etc., may be found in pertinent orders, and Chapters 2 and 5 of this Manual.



SUPPLY SERVICES MANUAL

<u>Block</u>	<u>Entry</u>
A	Enter the "in the clear address" of the receiving activity.
B	Enter the "in the clear address" of the shipping activity, if known.
1	Enter the applicable document identifier code.
4-5	Enter the national stock number.
7	Enter the unit of issue.
8	Enter the quantity received.
10	Enter the activity address code.
11	Enter the Julian date.
12	Enter the serial number.
L-0	Enter full nomenclature.
T	Enter the unit price.
U	Enter the total price.
Remarks	Signature of the UPO or designated representative

Figure 4-1.--Format for a B4S Transaction--Continued.

SUPPLY SERVICES MANUAL

<u>Block</u>	<u>Entry</u>
A	Enter the "in the clear address" of the receiving activity.
B	Enter the "in the clear address", of the shipping activity, if known.
1-3	Enter the applicable document identifier code.
8-20	Enter the national stock number.
23-24	Enter the unit of issue.
25-29	Enter the quantity received.
30-35	Enter the activity address code.
36-39	Enter the Julian date.
40-43	Enter the serial number.
L-O	Enter full nomenclature.
P-S	Signature of the UPO or designated representative.
T	Enter the unit price.
U	Enter the total price.
V	Enter the TAMCN

Figure 4-2.--Format for a B6K Transaction--Continued.

SUPPLY SERVICES MANUAL

CHAPTER 5

PROPERTY CONTROL PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION . . . . .	5000	5-3
RESPONSIBILITIES . . . . .	5001	5-3
LETTERS OF APPOINTMENT . . . . .	5002	5-4
COMMAND ALLOWANCE LIST OVER/SHORT REPORT (MAL) . . . . .	5003	5-6
CONSOLIDATED MEMORANDUM RECEIPT (CMR) . . . . .	5004	5-7
PLANT PROPERTY . . . . .	5005	5-9
SPECIAL SERVICES PROPERTY . . . . .	5006	5-10
TRAINING AIDS AND EQUIPMENT . . . . .	5007	5-11
NON-FMF ALLOWANCE ASSETS . . . . .	5008	5-11
UNIT SUBCUSTODY AND INTERNAL ACCOUNTING OF ASSETS . . . . .	5009	5-12
INTRABASE TRANSFERS . . . . .	5010	5-14
ADJUSTMENTS TO PROPERTY RECORDS . . . . .	5011	5-15
INVENTORIES . . . . .	5012	5-16
SERIALIZED CONTROL OF SMALL ARMS (CRANE REPORTING) . . . . .	5013	5-16
MAINTENANCE FLOAT . . . . .	5014	5-17
RECOVERABLE ITEMS PROGRAM . . . . .	5015	5-18
REPLACEMENT AND EVACUATION PROGRAM . . . . .	5016	5-18
REPAIR AND RETURN PROGRAM . . . . .	5017	5-20
INITIAL ISSUE PROVISIONING PROGRAM . . . . .	5018	5-20

FIGURE

5-1	SAMPLE UNIT PROPERTY OFFICER APPOINTMENT LETTER	5-24
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## SUPPLY SERVICES MANUAL

### CHAPTER 5

#### PROPERTY CONTROL PROCEDURES

##### 5000. GENERAL INFORMATION

1. Accountability is normally inherent in command. Organizational commanders, assistant chiefs of staff, and activity heads function as commanders in so far as the conduct of supply operations is concerned. The discharge of duties involving the elements of accountability will be accomplished by the supply officer/unit property officer of the activity. Organizational commanders and those activity heads who rate qualified supply personnel by T/O will appoint such personnel and maintain "supply accounts" in accordance with the current editions of MCO P4400.150, UM 4400-15, UM 4400-124 (as appropriate), and this Manual. All activity heads not authorized technical supply personnel will appoint unit property officers to be responsible for the activity's assets.

2. Officers in charge at all levels of supervision are required to ensure that the property in their jurisdiction is properly safeguarded, maintained, administered and accounted for. The proper care, handling, and use of public property are functions of authority. This chapter provides guidelines for the effective control for all types of minor property aboard MCDEC. Minor property, as used in this order, is defined as all nonexpendable, serialized property valued between \$100 and \$1,000 and all serialized Marine Corps assigned TAM items regardless of value. All officers in charge will conduct periodic supply inspections to assure themselves that the condition of materiel, records and operating procedures under their control are in accordance with applicable directives.

##### 5001. RESPONSIBILITIES

1. Assistant Chief of Staff, Supply. The Assistant Chief of Staff, Supply is authorized to sign voucher transactions in accordance with MCO P4400.150, paragraph 2009.2. The Assistant Chief of Staff, Supply serves as the MCDEC Supply officer and as such is responsible for the overall management of the supply function for the command. Chapter 1 of this Manual provides additional clarification of the duties and responsibilities of the Assistant Chief of Staff, Supply.

2. Property Control Officer. The PCO acts on behalf of the Commanding General (Assistant Chief of Staff, Supply) by maintaining the formal accounting of all minor property (as identified in paragraph 5000). The Command Mechanized Allowance List (MAL) is the primary accounting instrument for minor property.

All property maintained on the MAL will be subcustodied to supply officers/unit property officers utilizing the Consolidated Memorandum Receipt (CMR). Technical guidance and support will be provided whenever feasible.

3. Accountable Officer. An accountable officer is defined as a center director, organizational commander, assistant chief of staff or other activity head. Such individuals are accountable for all property under their control. In those instances where a subordinate activity head is rated by a Table of Organization which also possesses an officer, SNCO, or civilian filling a property control billet, that activity head shall be designated as the accountable officer. Accountable officers will appoint a unit property officer(s), utilizing figure 5-1, as direct custodians of public property under their jurisdiction. Normally the unit property officer will be appointed to be accountable for nonexpendable property for the PCO, plant property for the Plant Account Officer, and NON-FMF allowance list assets from the accountable officer.

4. Unit Property Officer. A unit property officer is a military or civilian individual who is the direct custodian of public property as identified in paragraph 5001.3. This property is listed on CMR'S provided by the PCO, Plant Account Officer and on the NON-FMF Allowance List provided by the accountable officer.

5. Supply Officer. An individual serving in the billet of supply officer and directly responsible to the organizational commander/responsible officer for the efficient and effective supply operations of that organization. For optimum efficiency in supply operations to be attained, it is imperative that the supply officer organize and administer all phases of a supply training program, ensure that all internal records are accurately maintained, desk top procedures prepared, and standing operating procedures published. The supply officer will function as a unit property officer for property; however, he will administer property control in accordance with the current editions of MCO P4400.150, UM 4400-15, and UM 4400-124 as a supply officer.

#### 5002. LETTERS OF APPOINTMENT

1. The Assistant Chief of Staff, Supply, will be assigned by the Commanding General, MCDEC. The duties of the Assistant Chief of Staff, Supply will be as indicated in Chapter 1 of this Manual and any other duties as deemed necessary by the Commanding General.

2. The Property Control officer will be appointed, in writing, by the Assistant Chief of Staff, Supply. The original signed copy of the appointment/relief letter will be maintained in the PCO 5 year file.

3. Center directors, organizational commanders, assistant chiefs of staff, and activity heads are assigned by letter or special order, as appropriate, and serve as accountable officers by virtue of their billet assignment.
4. Unit property officers (UPO) will be appointed by the appropriate accountable officer. Appointments will be in writing using the format provided in figure 5-1. The newly appointed UPO will maintain the original of the appointment. Signed copies will be forwarded, by the accountable officer, to the outgoing UPO, Property Control Officer, Plant Property Officer, and other Command accountable officers as required. Unit Property Officers must become familiar with the instructions provided in the current edition of UM 4400-15 and this Manual. Additional supplemental guidance may be obtained from UM 4400-124.
5. Relief of commanding officers, supply officers/ Property Control Officer, and responsible/unit property officers will be in accordance with MCO P4400.150, paragraphs 5005.1, 5005.2 and 5005.3, respectively and herein.

- a. The commanding officer/accountable officer will provide a Letter of Certification to the incoming commanding officer/accountable officer indicating the status of supply operations within the organization. This letter will be maintained in the supply 5 year file. Incoming commanding officers/accountable officers will conduct supply inspections to determine the condition of the materiel, records, and adequacy of operating procedures. The inspection will be completed within 30 days after assumption of command/appointment. In cases of death, suspension, transfer without relief, or other occasions where a letter of certification cannot be obtained, the Commanding General (Assistant Chief of Staff, Supply) will appoint an inventory board to conduct an inspection of the organization and to report its findings to the Commanding General.

- b. The Property Control Officer and all supply officers will furnish a Letter of Certification to the relieving individual stating the status of supply operations within the organization, and will be dated the date of relief. Within 15 days after appointment the relieving officer will inspect the condition of the records, supplies, personnel and/or related matters. A written report will be prepared and provided to the Assistant Chief of Staff, Supply or organizational commander, as appropriate, detailing the results of the inspection. A copy of this report will be maintained in the supply 5 year file. Request for extensions to evaluate the status of the account may be requested by the relieving officer and approved by the Assistant Chief of Staff, Supply/organizational commander. Extensions will be requested in writing and for no more than one additional 15 day period.

(1) If not satisfied with the condition of the entire account, the relieving officer will report (by endorsement on the letter of certification), in detail, the facts to the Assistant Chief of Staff, Supply or commanding officer, for appropriate action. In case of death, suspension, or transfer without relief, the Assistant Chief of Staff, Supply/commanding officer will appoint a board to perform the duties of the relieved supply officer.

(2) If the results of the board indicate capability for losses, then an investigation should be a recommendation of the board. All letters of certification, acceptance etc., will be maintained in the supply 5 year file.

c. The accountable officer will ensure that an appropriate relief for the unit property officer is designated at least 30 days prior to the detachment/transfer of the incumbent. An orderly transfer of accountability must be effected in accordance with UM 4400-15, chapter 6. In the event a replacement is not available, the responsible officer becomes the sole accountable officer (hence unit property officer, pending replacement). A request, in writing, will be made to the appropriate command accountable officers (PCO, Plant Account officer, etc.) for a new CMR. The outgoing UPO will report all discrepancies to the Command accountable officer prior to transferring the account to the new UPO. A joint inventory of all assets, will be conducted to ensure that the CMR is correct and all assets are on formal account, as required. The new UPO will sign appropriate accounting documents (CMR, CMR endorsement, etc.) and provide a letter to the appropriate command accountable officer noting all discrepancies and providing documentation for any adjustments. The letter will be forwarded 15 days after receipt of the CMR with copy to the accountable officer.

### 5003. COMMAND MECHANIZED ALLOWANCE LIST OVER/SHORT REPORT (MAL)

1. The Property Control Officer maintains the Command MAL. The MAL is an extract report of the Loaded Unit Allowance File (LUAF). The primary purpose of the MAL is to control nonexpendable assets (as identified in paragraph 5000.2) and controlled items (A-I and 2) within the Command.

a. The MAL provides current information, such as NSN, unit price, overages, shortages and other such information for allowance-type materiel within MCDEC. The original copy of the MAL, together with copies of all increase/decrease transactions, will be maintained by the Property Control officer. As changes occur, the original copy of the MAL will be updated in pencil. Supporting documents (gains, losses, receipts, investigations) will be maintained in the PCO voucher file.

b. The MAL is printed in two parts. Each part. will be printed in TAM and NSN sequence. Part 1 consists of the Command's Type 1 Table of Equipment (T/E) items. Part 2 consists of the Command's Type 2 T/E items, and items with locally assigned TAMCN'S for which the Commanding General has authorized a special allowance. If type 3 items are authorized (primarily "V" TAMS at MCDEC) they will be listed in the Part 2 section of the MAL. The Command MAL supports several T/e's in the 7400 series. The allowances on the MAL will be the sum of all T/e's supported.

c. All Marine Corps controlled items resident on the Master Header Information File (MHIF) will be identified on the MAL with a Controlled Items Code (CIC) of A-I. If a responsible officer desires that an item requires special control, then he will request that a local CIC of 2 be assigned. The request will be forwarded to the Commanding General (C 210) via the PCO. Copies of approved requests will be maintained by the PCO as supporting documentation.

d. Allowances will normally be loaded to the Prime NSN with the on hand quantity loaded to the actual NSN on hand. Allowance quantities specified on the MAL are mandatory allowances. Type 1, SAC 3 items will be on hand or on order at all times. All other items will be on hand, on order, or identified as an unfunded deficiency by the UPO during the budget process. The PCO is responsible for ensuring that Type 1, SAC 3 items are properly managed, controlled, and properly accounted for. Unit property officers will manage, control, and account for all other items.

2. All assets maintained on the MAL will be subcustodied on a Consolidated Memorandum Receipt (CMR) to unit property officers. Serialized end items maintained available for issue by the PCO will be maintained on subsidiary records. The procedures provided in UM 4400-124 (Part III, Section 2), paragraphs 2.3 and 2.4, apply.

#### 5004. CONSOLIDATED MEMORANDUM RECEIPT (CMR)

1. The CMR is provided by the PCO quarterly (at least annually), upon change of unit property officer and as requested by the unit property officer. The CMR is provided in Activity/responsible UNIT/TAMCN sequence. The CMR lists authorized allowance items in the hands of the unit property officer. The CMR is an extract report from the Reporting.unit Allowance File (RUAF). The CMR will provide identical information to the MAL except that it will have the Usmc/serial number of all on hand assets. Any item which the Commanding General designates, in writing, as locally controlled (CIC 2) will be treated as nonexpendable and will be loaded to the LUAF and RUAF.



2. Allowances will always be loaded to the actual unit which rates the asset. On hands will be loaded to the owning unit or to the Plant Account Officer/tavsc supply officer's account or subsequent issue in accordance with chapter 2 of this Manual.

3. The following actions are required for the control of assets meeting the criteria for accounting of assets on the PCO CMR (as per paragraphs 2001, 2002, 2004, and 5000.2, herein).

a. The Property Control Officer will:

(1) Maintain the original signed copy of the CMR, for each unit property officer, together with all pending adjustment transactions (receipts, issues, transfers, and inventory adjustments) in TAM/NSN sequence.

(2) Quarterly (not less than annually), upon change of unit property officer, or on request, the PCO will prepare a cover letter and enclose two copies of the CMR to be forwarded to the UPO.

(3) Upon receipt of the signed CMR from the UPO, reconcile any differences that may exist. Once the new CMR has been reconciled, the old copy with its adjustment transactions will be retained on file for 1 year.

(4) The PCO will not adjust accountable balances without appropriate documentation.

b. Unit Property Officers will:

(1) Upon receipt of a new CMR, reconcile the on hand balances and Usmc/serial numbers of all assets on hand against the data resident on the CMR.

(2) If discrepancies are noted, provide supporting documentation (receipts, issues, transfers, gain, and/or loss transactions) to the PCO.

(3) Prepare a cover letter noting the condition of the CMR and identify all discrepancies.

(4) The reconciliation of the CMR, submission of a cover letter and supporting documentation, and return of the endorsement to the PCO cover letter to the Pco will be accomplished within 15 days of receipt of the CMR (or the date identified in the CMR cover letter; whichever comes first).

(5) The lower right hand corner of each page of the CMR will be initialed and the last page signed by the UPO.

(6) The UPO will not use ink on the CMR except to initial and sign it.

4. In the event discrepancies do exist, the PCO and the UPO must review the CMR and all supporting documentation provided by the UPO as well as all adjustments maintained by the PCO in the original CMR file.

a. If the PCO and the UPO agree that the CMR is in error, the PCO will pen change the erroneous quantities and both the PCO and the UPO will initial the change.

b. If the PCO and UPO do not agree that the CMR is in error, the UPO will report the discrepancies in accordance with Chapter 16, herein, and the current editions of MCDECO 5500.7 and MCO P4400.150. The UPO will sign the endorsement to the PCO cover letter, as well as the CMR, even though quantities on the CMR may be disputed. However, since the UPO will simultaneously be submitting a letter to the PCO in accordance with paragraph 5004.3b(3) of this Manual, it will be this letter that will document the UPO'S position on disputed quantities.

5. Accounting records at the UPO level will be kept to a minimum. UPO'S must ensure that their records are maintained current on a daily basis. One copy of the CMR will be maintained at the UPO level with all pending adjustment transactions. UPO'S may designate one or more individuals as their authorized representative (in accordance with paragraph 4001.1, herein) to receipt and requisition supplies. The original copy of the delegation of authority will be maintained by the PCO, for CMR items.

a. UPO'S will subcustody CMR assets, whenever possible, to the lowest responsible individual/organization possible. UPO'S will utilize the procedures contained in UM 4400-15, paragraphs 03001, 03002 and 03003. Some accounts have available to them data processing equipment and techniques.

b. In those cases where data processing equipment is available, to improve supply operations, they may be utilized. However, the information contained in the automated system must be equal to or greater than the information required by UM 4400-15 and herein and must conform to the constraints of UM 4400-124, where Applicable (i.e., quarterly inventories, etc.). Whenever an automated systems is utilized, the new procedures required by this change will be the subject of a desk top procedure, standard operating procedure, etc.

5005. PLANT PROPERTY

1. The control and management of plant property assets will be in accordance with the current editions of MCO 7321.2, the Navy Comptroller Manual, Volume 3 (Chapter 6), MCDECO P7000.1 (Chapter 3), other pertinent publications and directives, and paragraph 2005 of this Manual.

2. T/E assets that are valued at in excess of \$1,000.00 are subject to the provisions of NAVCOMPT Manual, Volume 3, Chapter 6 and will be managed by the Plant Account Supervisor. However, these items are also subject to the control and management of the PCO and the provisions of MCO P4400.150, Chapter 2. This dual command accounting responsibility is unique to base, posts and stations. In order to ensure a minimum amount of duplicity and a maximum amount of accountability the procedures contained herein are germane.

a. Requisitioning of these assets will normally be accomplished by the PCO based on current allowance deficiencies.

b. The PCO will prepare a transfer document (DD 1348-1, DIC B7K) transferring the item, upon receipt, to the deficient organization. Concurrently, the PCO will notify, in writing, the Plant Account Supervisor of the receipt of the item, owning organization, serial number, TAMCN and any other pertinent information for appropriate tagging and action.

c. The transfer document previously signed by the owning organization, will be provided to the Plant Account Supervisor for signature.

d. The transfer document, signed by both the Plant Account Supervisor and the owning unit will be utilized to load the asset to the CMR provided to the Plant Property Supervisor by the PCO. The Plant Property Officer will process the item in accordance with the current edition of MCDECO P7000.1.

3. Retrograde of dual command controlled assets will be in accordance with Chapter 6 of this Manual. Additionally the asset must, administratively, be screened by the Plant Account Supervisor and the Property Control Officer prior to transfer, disposal, or return to the stores system.

5006. SPECIAL SERVICES PROPERTY

1. The acquisition, receipt, and control of assets procured specifically for the Command's special services program (recreation fund equipment) will be in accordance with the current editions of MCO P1710.17, UM 4400-15, MCDECO P1700.1, and herein.

a. Nonappropriated Fund Items (NAFI) will be handled in accordance with paragraph 2005 of this Manual, and other pertinent publications.

b. Appropriated Fund Property procured specifically as recreation fund equipment and a part of the special services program will not be accounted for by the PCO. They will be accounted for in accordance with paragraph 5006.1 and MCO P1710.17, Chapter 8, by the recreation fund custodian.

2. Appropriated Fund property procured to administratively support the command special services program and which is not recreational equipment will be managed in accordance with the instructions contained in this Manual.

5007. TRAINING AIDS AND EQUIPMENT

1. The acquisition, receipt, and control of assets procured for the Training and Audiovisual Support Program will be in accordance with the current editions of MCO P5290.1, MCDECO P5290.2 and herein.

2. Training support and audiovisual equipment purchased for use at MCDEC will be purchased by, or with the concurrence of, the Head, TAVSC. Equipment meeting the criteria for being on the PCO account (nonexpendables) will be maintained on the command MAL, subcustodied to the TAVSC unit property officer and further subcustodied as required to appropriate organizations.

5008. NON-FMF ALLOWANCE ASSETS

1. End items that are expendable, non-serialized, nonconsumable, and do not meet the criteria to be accounted for by the Property Control Officer, Plant Account Supervisor, Special Services Officer, Training and Audiovisual Support Officer or other command accountable officer will have allowances established and maintained on the NON-FMF Allowance List. This materiel normally falls into one of the following categories:

- a. Type 1, SAC 1 (Stock Fund Account) items
- b. Type 2 items

- c. Office equipment and furniture
  - d. Organizational items issued as required (flags, guidons, tents, etc.)
2. Establishment of allowances will be in accordance with paragraph 2003 of this Manual.
3. If NAVMC 708 cards are used, only the NSN, nomenclature, allowance, and remarks fields are required on the NON-FMF Allowance List. The NON-FMF Allowance List will contain the following minimum elements in NSN sequence, when circumstances do not permit the use of NAVMC 708 cards:
- a. NSN
  - b. Nomenclature
  - c. Accountable Balance (total assets on hand/issued to subaccounts, etc.)
  - d. Allowance
  - e. Quantity Issued (from accountable balance) by unit
  - f. Quantity Over/short
  - g. Available for Issue (In Stock - the difference between the accountable balance and the total quantity issued will equal "Available for Issue" or the quantity in stock)
  - h. Quantity on Valid Requisition (include document number)
  - i. Remarks (approved modification, authorizations, etc.) The NON-FMF Allowance List will be maintained for one year after the promulgation of a new NON-FMF Allowance List. Assets on the NON-FMF Allowance List will be inventoried at least annually normally in conjunction with the annual review of the Allowance List by the accountable officer. The original of the NON-FMF Allowance List will be maintained by the unit property officer. Additional copies may be maintained and distributed as required.
4. Each item that is subcustodied will be issued in accordance with paragraph 5009 herein.

#### 5009. UNIT SUBCUSTODY AND INTERNAL ACCOUNTING OF ASSETS

1. Allowance lists, original copies of the Equipment Custody Record (NAVMC 10359), pending requisitions and those memorandum records

necessary to provide efficient control of supplies are required to be maintained at the unit Property officer level. Additionally, the utilization of a locally produced (mechanized) CMR is encouraged; however, such adaptation requires strict adherence to UM 4400-124 timeframes as discussed in paragraph 5004.5b of this Manual.

2. Assets under the control of a responsible officer will be centrally controlled by the unit property officer. The UPO will maintain all Allowance lists, CMR'S etc. current on a daily basis.

a. The Stock Record and Inventory Control Card (NAVMC 708) will be maintained, except as noted in paragraph 5004.5a preceding, by the UPO. The stock record card will reflect receipts, issues and disposition of all supplies and equipment in accordance with UM 4400-15, paragraph 3001 and 03012.2e. A stock record card is not normally required for the following when a 10 day (or less) supply is maintained:

(1) Office supplies

(2) Blank Forms

(3) Items required on an "as required" basis that are immediately issued to end use (Housekeeping supplies, rifle patches, cleaning fluid etc.)

(4) Those items resident on higher headquarters accounting documents (i.e., PCO CMR, P.A. CMR, etc.)

b. For those items that a Stock Record and Inventory Control Card is required, the UPO will ensure that it is maintained current on a daily basis and appropriately annotated with all vouchers (gains, losses, investigations, etc.), receipts, requisitions, etc., in accordance with paragraph 5009.2a preceding. The stock record card will be maintained in NSN sequence.

3. Assets centrally managed by the UPO will be subcustodied to the lowest level possible. Unissued serialized assets and other items of a highly negotiable nature will be maintained on a subsidiary record deck in NSN sequence. The following elements of information are required:

a. Nomenclature

b. Make

c. Manufacturer

- d. Model
  - e. Manufacturer's Serial Number
  - f. NSN
  - g. USMC Serial Number (if assigned)
  - h. Location (optional element)
4. Organizations supported by the UPO which require assets will designate an authorized representative to requisition, receipt, and account for supplies. The accountable officer will appoint the authorized representative in writing. The UPO will maintain the letters of appointment current. The Equipment Custody Record Card (NAVMC 10359) will be utilized for issuing assets to subordinate organizations, except as noted in paragraph 5004.5a preceding. The Equipment Custody Record Card will be maintained in Account#/nsn sequence.
5. Weapons, individual equipment, and the like, will be subcustodied in accordance with the provisions of UM 4400-15, Chapter 3, and as noted in paragraph 5004.5a and Chapter 2 of this Manual.

#### 5010. INTRABASE TRANSFERS

1. Property maintained on the accountable records of higher headquarters (i.e., PCO, Plant Account, etc.,) will be transferred in accordance with the procedures published by the respective command/staff element.
2. Property maintained on the NON-FMF Allowance List will be transferred in accordance with the accountable officer's local procedures and as noted in this Manual. The accountable officer will ensure that local procedures will preclude, to the greatest extent possible, fraud, waste and abuse.
3. Assets maintained on the PCO MAL and unit CMR will be transferred in accordance with the procedures contained herein.
  - a. The UPO owning the property will prepare a transfer document (DD 1348-1, DIC B7K) to the receiving organization. The transfer document will be completed in accordance with figure 12-2. The UPO will sign and date in the "Selected By" block. The minimum required information to be contained on the document will be:

(1) NSN

(2) TAMCN

- (3) Unit of Issue
- (4) Quantity
- (5) Unit Price
- (6) Total Price
- (7) Serial Number
- (8) Nomenclature
- (9) Document Number (Losing Unit)
- (10) Condition Code

b. The gaining/receiving UPO will acknowledge receipt of the asset by signing and dating the "Received By" block. Additionally, the UPO will verify the serial number, condition code, NSN, TAMCN, and all other pertinent information.

c. The original copy of the transfer document will be retained by the losing UPO (with both signatures, thereon). A copy will be provided to the gaining UPO and a signed, legible copy will be forwarded to the PCO within 2 working days.

d. The PCO will, upon receipt of the transfer document, verify that allowances exist, serial numbers, NSN'S etc., are current and effect the administrative transfer of the item from one CMR to another. In the event of a disparity the PCO will contact the losing unit for clarification and appropriate corrective action.

#### 5011. ADJUSTMENTS TO PROPERTY RECORDS

1. Adjustment procedures prescribed in this paragraph apply to nonexpendable equipment formally accounted for by the PCO. The DD Form 1348 will be utilized as the voucher document for all loss/gain (D8/9's) adjustments submitted. All vouchers will be signed by the appropriate accountable officer or his designated representative (as appointed in writing). Under no circumstances may the UPO sign/voucher an adjustment transaction. Upon approval of the adjustment (with appropriate justification) the DD 1348 will be forwarded to the PCO. The PCO will review the transaction for correctness, and forward the transaction to the Assistant Chief of Staff, Supply, or his designated representative, for appropriate voucher/signature.

a. During the PCO review of the transaction for correctness and completeness, if the justification does not support the document identifier code assigned (or if fault or negligence is apparent), the document will be returned to the UPO. If the document appears correct, the transaction will be forwarded to the Assistant Chief of Staff, Supply.



b. Upon receipt of the transaction from the PCO the Assistant Chief of Staff, Supply, or his designated representative, will review the transaction. If fault or negligence is suspected, the document will be returned to the accountable officer for appropriate investigative action as described in paragraph 9001 following. If the document is correct, it will be signed, dated, and returned to the PCO for subsequent induction.

2. There are three categories of adjustment transactions as follows:

a. B8/9Z Gain/loss adjustments that result from inventory of Marine Corps property and/or to adjust records as a result of an investigation (when appropriate).

b. B8/9B The use of a "B" in the third position of the DIC indicates that no physical loss/gain of property occurred and that an adjustment to the formal records is being made to administratively correct the account. This transaction must be fully, justified and submitted with supporting documentation.

c. B8/9A The use of an "A" in the third position indicates a gain/loss of supply system stock i.e., operating stocks, repair parts, etc. This transaction will not be accepted by the PCO.

d. A Missing, Lost, Stolen, or Recovered property report (MLSR), or Supply Accountability Report (SAR) will be submitted concurrently with those B8/9Z transactions that meet the criteria as noted in the current edition of MCDECO 5500.7 as modified by any existing Bulletins in the 5500 series.

3. Each adjustment transaction must contain a complete explanatory note pertaining to the loss/gain and will include the following minimum information:

a. Circumstances surrounding the loss/gain.

b. Culpability or negligence is/is not suspected.

#### 5012. INVENTORIES

1. A complete physical inventory will be conducted of all items of supplies and equipment at least annually, as required by pertinent supply publications, directives, and as contained in this Order. Each article will be sighted and inspected for serviceability, and verified against accounting records for correctness. Upon completion of the required inventory and adjustment action, unit property officers will stamp "INVENTORY (DATE)" on the next balance posting of the NON-FMF Allowance List, ECR Card, locally produced listing, and/or NAVMC 708, as appropriate.

2. Inventories of items maintained on the PCO CMR will be conducted quarterly, annually, upon change of UPO, and as required. All subcustody records and equipment will be verified/ reconciled in conjunction with the CMR inventory, and as noted in paragraph 5012.1, preceding.

5013. SERIALIZED CONTROL OF SMALL ARMS (CRANE REPORTING)

1. Annually, the Commanding Officer, Naval Weapons Support Center, Crane, Indiana will forward a listing of all reportable items to the Commanding General, MCDEC. The Property Control Officer will review all serial numbers resident on the Crane report against records maintained on the Command MAL and on the Reporting Unit Allowance File (RUAFF). Administrative corrections will be annotated to the Crane REPORT/RUAFF/MAL, as appropriate.

2. After the PCO reconciliation, the Crane report will be published to organizations with accountable balances. The organizations will review the listing against accountable records for correctness. A physical inventory will be conducted to verify the serial numbers physically on hand against the Crane report. All corrections, and or changes, will be annotated to the Crane report. The Crane report will then be forwarded to the PCO under cover letter with complete supporting documentation for each change.

3. The PCO will consolidate the input received from the subordinate organizations, validate all changes, and return the updated Crane report to the CO, NWSC within 45 days from the date of the original Crane letter. The current edition of MCO 8300.1 provides additional guidance for the serialized control of small arms. The current edition of OPNAVINST 5530.13 provides guidance pertaining to inventory requirements for small arms. Summarized, paragraphs 4-601 and 6-301, therein, levy the following requirements:

- a. Upon the relief of commanding officer, responsible officer and armory custodian.
- b. Daily, upon the opening and closing of the armory.
- c. Monthly, a serialized count by a disinterested party.
- d. Quarterly, a serialized count by the responsible officer.
- e. Annually, a serialized count via the Crane report.

5014. MAINTENANCE FLOAT

1. The current edition of MCO P4400.82 and MCO P4400.150 establish maintenance and supply polices for the Maintenance Float. The mission of the Maintenance Float is to provide the sole source for the direct exchange of Secondary Depot Repairables (SOR'S) and Field Level Repairables (FLRIS) as published in the Maintenance Float Catalog; at MCDEC, in support of second, third and fourth echelon maintenance efforts.

2. The PCO is assigned as the overall Maintenance Float Manager with the activity address code of MMFAH7. The PCO will administer the program in accordance with the current edition of MCDECO P4400.2.

5015. RECOVERABLE ITEMS PROGRAM. The PCO is the primary action officer for the management of controlled items in accordance with the current edition of MCO P4400.82 (less those items controlled by the Marksmanship Training Unit (MTU), the Marine Corps Air Facility (Navy Supplies), and Marine Corps Museums). All requisitioning, follow-ups, and distribution of SAC 3 end items will be accomplished by the PCO working in conjunction with the Support Division Maintenance Management Office (MMO) in accordance with the current edition of MCDECO P4400.2 and MCDECO P4790.2.

5016. REPLACEMENT AND EVACUATION PROGRAM

1. The primary source of serviceable equipment for the replacement of in-use equipment is the Repair Program. Conversely, the primary source of repairable equipment for induction to this program is that equipment retrograded under the Replacement and Evacuation (R&E) Program.

2. Items selected for inclusion in the R&E Program must be:

a. Mission-essential to Marine Corps units for the accomplishment of their assigned missions.

b. End items designated for depot level repair.

3. The PCO will coordinate with MCDEC organizations, having requirements for the R&E Program, and will:

a. Submit requirements for the subsequent 3 fiscal years to the Commandant of the Marine Corps (LMM), by 15 January of each calendar year. Requirements should be identified by the organization scheduled to receive and coordinate the R&E shipment; such as COS, TBS, etc. Nominations will be made in accordance with the criteria contained in the current edition of TI-4710-14/1. The report will be in the following format:

## REPLACEMENT AND EVACUATION NOMINATIONS

Report Symbol SP-4710-03

<u>TAM</u>	<u>Nomenclature</u>	<u>Command</u>	<u>FY</u>	<u>FY</u>	<u>FY</u>
------------	---------------------	----------------	-----------	-----------	-----------

b. Upon receipt of the R&E allocations for the oncoming fiscal year, provide MCLB, Albany (with an information copy to the Commandant of the Marine Corps Lmm)) a prioritized listing for those items included in the R&E Program. This listing will be utilized in developing the shipping schedule (published by 1 August) for the R&E Program.

c. Furnish MCLB, Albany, by 1 September of each calendar year, the fund codes to be used for R&E shipments during the upcoming fiscal year.

d. Ensure that R&E assets are designated to be shipped where economically feasible.

e. Upon receipt of replacement equipment, the PCO will prepare and submit the receipt confirmation report required by MCO P4400.82, Chapter 6.

f. Request approval from the Commandant of the Marine Corps (LMM) to evacuate equipment prior to receipt of replacements, when appropriate.

g. Select for retrograde that equipment which is economically repairable and in the poorest overall mechanical condition, as determined by a limited technical inspection (LTI). If required, submit requests for assistance in the performance of LTI'S to the CG, MCLB Albany/Barstow, as appropriate.

h. Retrograde shipments will be made complete with the appropriate end item components in accordance with MCO P4400.84, Chapter 7.

i. Ensure that units prepare replaced equipment for retrograde in accordance with the current edition of MCO P4030.14.

j. Take action to cause retrograde materiel to be turned over to the organization responsible for transportation within 30 days after receipt of R&E materiel.

k. The PCO will submit a WER transaction, in accordance with the instructions contained in the current edition of MCO P4400.82 not later than 5 calendar days from the date the materiel was turned over

to the transportation facility. To this end, it is the shipping document number must be the same as the document number contained in the WER.

l. Upon submission of the WER, forward equipment/vehicle records, complete with LTI and one copy of the shipping document, to the MCLB designated to receive the retrograde equipment.

m. Cause all equipment retrograded under the R&E Program to be marked conspicuously with 3-inch letters: "R&E FY\_\_\_\_, SHIPPING TON\_\_\_\_\_."

n. Submit request for changes in requirements, if desired/required, to the Commandant of the Marine Corps (LMM). Complete information to justify the requests, including unit allocation, shall be furnished.

4. In addition to the requirements herein, the procedures outlined in the current edition of MCDECO P4790.2 will be adhered to.

#### 5017. REPAIR AND RETURN PROGRAM

1. Annually MCLB, Albany will promulgate the Repair and Return (R&R) Program shipping and return schedules. Table of Authorized Materiel Control Numbers (TAMCN) to be repaired by the Depot Maintenance Activity (DMA), MCLB, Albany will be turned in to the Property Control Office (PCO) no later than the first day of the month of shipment. The below listed procedures will be followed prior to turn in to PCO.

a. Prepare a DD 1348-1 (shipping mat) in accordance with UM 4400-15.

b. The current edition of MCO P4030.36 will be followed in preparation of the equipment for shipment.

c. Equipment will be shipped complete with appropriate end item components as identified by the current edition of MCO P4400.84.

d. All equipment will be conspicuously marked with three inch letters: "R&R FY-\_\_\_\_."

e. Prepare and forward the vehicle equipment records, complete with Limited Technical Inspection and the last two oil analysis (when applicable), to PCO.

f. Shipping schedules which cannot be accomplished due to operational commitments will be reported to the Commanding General (C 210) with full justification 60 days in advance. Approved deviation to the shipping schedule will be reported to the DMA by PCO.

2. Every effort will be made to minimize shipment/repair turnaround times by the DMA. The owning unit should be prepared to operate without the asset up to a maximum period of six months.

3. R&R assets will remain on formal accounting records (MAL/CMR) during the repair period. Each item will be annotated on the CMR, "R&R Program FY to the right of the item serial number and contain a legible copy of the DD 1348-1 (with the PCO acceptance signature) as supporting documentation (interim receipt).

#### 5018. INITIAL ISSUE PROVISIONING PROGRAM

1. MCLB, Albany is responsible for the establishment of Initial Issue Provisioning (IIP) projects in accordance with the current edition of MCO P4400.79 and UM 4400-123. Furthermore, MCLB, Albany is responsible for initial procurements in support of IIP projects and furnishing this Command with the Consolidated/tailored Listings for each project. The Consolidated/tailored Listing shows the total IIP assets for this Command that are provided to support a particular end item.

2. Upon receipt of a Consolidated/tailored Listing from MCLB, Albany, the Assistant Chief of Staff, Supply (PCO) will establish a location for each item and publish an IIP Catalog for associated expendables. The catalog will be published at least semi-annually to coincide with the publication of the Maintenance Float Catalog. The Assistant Chief of Staff, Supply (PCO) will ensure that assets assigned to a provisioning project are properly received, controlled, and issued.

3. Those IIP'S relating to secondary reparable will be controlled by the Maintenance Float Manager. Requisitioning of these assets by supported units will be as prescribed for all other reparable. The current edition of MCDECO P4400.2 provides amplifying instructions relating to the Maintenance Float Program.

4. The procedures outlined herein have been established to assist organizations aboard MCDEC in placing new items of equipment into service by providing a central control point for repair parts to support those end items.

5. The following procedures apply to the issue, control and protection of IIP assets aboard MCDEC.

a. PCO SASSY Section (IIP Coordinator)

(1) Establishing a Project. Upon receipt of the Consolidated/tailed Listing, establish a project folder. As assets are received, ensure that transactions containing the Document Identifier Codes (DIC) BP3 are prepared and submitted to MCLB, Albany in accordance with the current edition of MCO P4400.79. After submission of the appropriate DIC BP3 transaction, the IIP coordinator will:

- (a) Establish a location for the item.
- (b) Prepare and maintain two warehouse control cards (NAVMC 10849) using the criteria contained in UM 4400-124.
- (c) Determine the IIP project completion percentage.
- (d) Maintain a copy of the ZCA listing provided by the Head, DSSC for each NSN.

(2) Release of a Project. IIP projects will only be released upon attainment of the prescribed project completion rate and only after the placement of the end item into service. When an IIP meets the criteria required to be released, the IIP Coordinator will:

- (a) Publish a list of all NSN'S on hand for the project to the appropriate organization and to the Head, DSSC.
- (b) Notify MCLB, Albany when the end item is placed into service.
- (c) Maintain a log book of all requisitions and issues for IIP assets.
- (d) Maintain the ZCA File Listing (provided by DSSC) to record usage vice 708 cards.
- (e) Issue assets to using units as required.
- (f) Maintain a copy of the E01 file (provided by the Head, DSSC).

Units will request authority to place the end item into service to the Assistant Chief of Staff, Supply via the PCO.

(3) Expiration of Project Protection Period. Once a project reaches the expiration date, normally two years after being released, the IIP Coordinator will notify the using unit, of all items which do not have sufficient usage to warrant a requisitioning objective at the DSSC. This action will be taken prior to removal of provisioning protection of the asset. If an item does have sufficient usage to merit a requisitioning objective, it will be stocked at the DSSC and current DSSC requisitioning procedures will apply.

b. Using Unit Requisitioning Procedures

(1) Repair Part Support. Using units will normally receive an Advance Logistics Order (ALO) when a new item of equipment is introduced into the Marine Corps Supply System. The ALO will be reviewed and all action taken as appropriate. Repair part support will be provided from a variety of sources, as follows:

- (a) Commercial Vendor (warranty)
- (b) DSSC (for those parts already in the system)
- (c) Maintenance Float (secondary reparable, IIP)
- (d) IIP

(2) Procedures for Use of Supply Sources. Procedures for the use of Commercial Vendor, DSSC, and Maintenance Float are covered by separate instructions and as noted herein. The following instructions apply only to requisitioning expendable IIP assets:

- (a) Prepare a funded requisition utilizing a DD 1348 (signal code "J", supplementary address M30000, Media and Status code "S").
- (b) Deliver the DD 1348 to the PCO (IIP Coordinator).
- (c) Receive the item, if available.
- (d) If the item is not available, the PCO will back-order the item through DSSC, utilizing the using unit's document number.

c. Head, DSSC Responsibilities

(1) Stockage. The Head, DSSC will not stock IIP project items until sufficient usage has been accumulated to determine a requisitioning objective. The actual IIP protected stockage level will be maintained by the PCO. One copy of the ZCA file and one copy of the E01 file will be forwarded to the PCO (IIP Coordinator) monthly and semiannually, respectively.

(2) Requisitioning. The PCO will forward all funded requisitions for IIP items (expendable) to the Customer Service Section of the DSSC. Upon receipt of the item from the Source of Supply (SOS), the item requisitioned will be screened and, if the supplementary address field (card columns 45-50) contains M30000, forward the equipment to PCO.



d. Reconciliation Procedures

(1) Effect on Present Procedures. Procedures presently in effect and outlined herein will be adhered to. Reconciliation is the most effective means of ensuring efficient supply support.

(2) IIP Special Procedures. The following additional procedures will be utilized when dealing with IIP requisitions.

(a) Units will continue to reconcile all IIP requisitions with the Customer Service Section, DSSC.

(b) Upon receipt of a replacement item from DSSC/stores system, the PCO will forward a copy of the receipt document to the original requisitioner.

(c) Until such time as the item is receipted for, the IIP Coordinator will reconcile bi-weekly with the Customer Service Section, DSSC.

(d) DSSC will provide a MOV to PCO bi-monthly for appropriate action.



SUPPLY SERVICES MANUAL

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

4400  
(Date)

From: Accountable Officer (Commanding Officer, Center Director,  
Assistant Chief of Staff)

To: Individual

Subj: APPOINTMENT AS UNIT PROPERTY OFFICER

Ref: (a) UM 4400-15  
(b) MCDECO P4400.1\_\_

1. In accordance with the references, you are hereby appointed as the Unit Property Officer for \_\_\_\_\_.

2. This appointment relieves the following individual as the Unit Property Officer upon records reconciliation (to include inventory):  
  
\_\_\_\_\_

3. An inventory of all Government property will be conducted and all affected property records will be reconciled by \_\_\_\_\_, the effective date of your appointment.  
  
\_\_\_\_\_

Copy to:  
PCO/Plant Account/TAVSC/SpServ (as applicable)

Figure 5-1.--Sample Unit Property Officer Appointment Letter.

SUPPLY SERVICES MANUAL

CHAPTER 6

DISPOSAL PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION . . . . .	6000	6-3
UNSERVICEABLE PROPERTY . . . . .	6001	6-3
SERVICEABLE EXCESS PROPERTY . . . . .	6002	6-6
ACCOUNTS IN FROZEN STATUS . . . . .	6003	6-7
PROPERTY REQUIREMENTS: SPECIAL PROCESSING . .	6004	6-8
PRECIOUS METAL RECOVERY PROGRAM (PMRP). . . . .	6005	6-11
LIBRARY MATERIAL . . . . .	6006	6-11
DISPOSAL OF MATERIAL TURNED-IN TO A MAINTENANCE FACILITY . . . . .	6007	6-12

FIGURE

6-1	FORMAT FOR LOCAL TRANSFER OF MINOR PROPERTY . . . . .	6-13
6-2	FORMAT FOR ISSUE TO DISPOSAL . . . . .	6-15
6-3	SAMPLE FORMAT OF SERVICEABLE ASSETS ON HAND AND AVAILABLE FOR ISSUE LETTER . . . . .	6-17
6-4	FORMAT OF RELEASE DOCUMENT FOR UNCLAIMED PROPERTY . . . . .	6-18

# SUPPLY SERVICES MANUAL

## CHAPTER 6

### DISPOSAL PROCEDURES

#### 6000. GENERAL INFORMATION

1. The Property Control Officer is designated as the Servicing Accountable Supply Officer in accordance with DoD 4160.21-M, chapter 1K, paragraph B. As such, the Property Control Officer, or designated representatives, are authorized to sign, receipt, and dispose of supplies from the Defense Reutilization and Marketing Service (DRMS) and its supporting Defense Reutilization and Marketing offices (DRMO). This limitation is conducive to proper supply accountability and instrumental in the prevention of waste, fraud, and abuse within MCDEC.

2. Prior to retrieving property from a DRMO, a Screeners Tally Sheet will be completed, signed by the Unit Property Officer and forwarded to the Property Control Office for approval. Only those personnel who are authorized to sign for property may sign the Screeners Tally Sheet. Paragraph 4001.2 herein applies.

#### 6001. UNSERVICEABLE PROPERTY

1. When property on charge to a Unit Property Officer becomes unserviceable, due to normal wear and tear, it will be disposed of in accordance with the instructions provided in the current editions of MCDECO 4790.2, MCO 4400.82, and herein. Unserviceable property will not be turned in to DRMO, Landfill or the Property Control Office without proper authorization.

2. Unserviceable property, and serviceable command excess property will be retained by the Unit Property Officer having accountability until the Property Control officer authorizes turn in; except in those cases covered by the Maintenance Management SOP, Maintenance Float SOP, or separate orders, in which case the Intermediate Maintenance Activity will maintain custody. The Property Control officer will advise the Unit Property office/repair facility as to the time and receiving facility of turn in. Turn-ins will be accomplished by appointment. Scrap metal and rolling stock may be turned in Monday through Friday in accordance with the provisions contained herein.

3. Unserviceable SAC 3 Table of Equipment assets will be disposed of in accordance with the current edition of MCO P4400.82 and instructions contained in paragraph 6001.2 herein. The Property Control Officer will effect direct liaison with the TMO/UPO for pick up and delivery dates.

4. Unserviceable SAC I Table of Equipment Assets will be disposed of as follows:

a. The Unit Property Officer will:

(1) Maintain accountability and physical custody of the asset.

(2) Prepare a DD 1348-1 shipping mat (DIC B7K) in accordance with figure 6-1, utilizing the UPO'S document number and ensuring to insert the appropriate codes from Appendices J, K, and L.

(3) Deliver the DD 1348-1 shipping mat to the Property Control Office (SASSY Section) a minimum of five working days prior to the anticipated turn-in date, with LTI if appropriate.

(4) Upon notification by the Property Control Office, obtain the DRMO turn in document (DD 1348-1, DIC B7J: figure 6-2) and deliver the unserviceable asset to the appropriate receiving facility in the configuration required.

(5) Return the signed receipt copy (B7j) within 2 working days to the Property Control office in return for the Unit Property Officer's completed DD 1348-1 (B7K).

(6) The Unit Property Officer's signed DD 1348-1 (B7K) serves as authorization for the PCO to drop the asset off the Consolidated Memorandum Receipt.

b. The Property Control Officer will, upon receipt of the Unit Property Officer's DD 1348-1:

(1) Determine the appropriate receiving facility

(2) Prepare a DRMO turn-in document (DD 1348-1, DIC B7J) utilizing a Property Control Office document number.

(3) Annotate all document numbers on appropriate DD 1348-1's in the "Remarks" section.

(4) Request a turn-in date from DRMO, if appropriate

(5) Notify the Unit Property officer of the authorized turn-in date.

(6) Check unserviceable assets on the day of turn-in to ensure proper turn-in configuration and correctness of DD 1348-1.

(7) Provide the DRMO turn-in document to the Unit Property officer and direct the UPO to DRMO, or the landfill (as appropriate).

(8) Upon return from DRMO, receive the receipt copy (B7j) of the DRMO turn-in document, and provide the Unit Property Officer with a signed copy of the Unit Property Officer's DD 1348-1 (DIC B7K).

(9) Prepare YRU'S/DAC'S to update the CMR/MAL as appropriate.

(10) File copies of all adjustment transactions in Unit Property CMR folder in TAMCN sequence.

5. Unserviceable Non-t/e equipment, not accounted for on the Command MAL or the Unit CMR, will be disposed of as follows:

a. The UPO will:

(1) Maintain accountability and physical custody of the asset.

(2) Prepare a DD 1348-1 shipping mat (DIC B7K) in accordance with figure 6-1, utilizing the UPO document number and the appropriate code from Appendices J, K, and L.

(3) Deliver the DD 1348-1 shipping mat to the Property Control Officer (Warehouse) a minimum of 5 working days prior to anticipated turn-in date.

(4) Upon notification from PCO, obtain the DRMO turn-in document (DD 1348-1, DIC B7J: figure 6-2), and deliver the unserviceable asset to the appropriate receiving facility in the configuration required.

(5) Return the signed receipt copy (B7J) to the Property Control Office within 2 working days, in return for the Unit Property Officer's completed DD 1348-1.

b. The Property Control Officer will, upon receipt of the Unit Property Officer's DD 1348-1:

(1) Determine the appropriate receiving facility.

(2) Prepare a DRMO turn-in document (DD 1348-1) utilizing a Property Control Office document number.

(3) Annotate all document numbers, as appropriate, on the DD 1348-1's (in the "Remarks" section).

(4) Verify that the asset is not on the Command MAL/unit CMR.

(5) Request a turn-in date from DRMO, if appropriate.

(6) Notify the Unit Property Officer of the authorized turn-in date.

(7) Check unserviceable assets on date of turn in, to ensure proper turn in configuration/serviceability and correctness of the DD 1348-1.

(8) Provide a DRMO turn-in document to the Unit Property Officer and direct the Unit Property Officer to DRMO or the landfill (as appropriate).

(9) Upon receipt from DRMO, receive the receipt copy of the DRMO turn-in document, and provide the Unit Property officer with a signed copy of the Unit Property Officer's DD 1348-1.

(10) Complete the Disposal Document Logbook.

(11) File all copies of DD 1348-1's in the Completed Transaction File in document number sequence.

#### 6002. SERVICEABLE EXCESS PROPERTY

1. Serviceable excess assets will be redistributed whenever feasible. Units will provide a list of serviceable excesses to the PCO in the format contained in figure 6-3. Upon notification of serviceable excess, the Property Control Officer will screen appropriate Tables of Equipment and direct redistributions to organizations with deficiencies. The following procedures will be utilized for redistribution of T/E assets:

a. The owning organization will prepare a DD 1348-1 (DIC B7K).

b. The receiving organization will sign the DD 1348-1 and provide two signed copies to the Property Control Officer within 5 working days of the redistribution. Only authorized personnel (designated in writing utilizing a DA 1687) will sign for equipment.

c. The Property Control officer will prepare appropriate YRU transactions to update records as required and file copies of the DD 1348-1 in the CMR of both units.

2. Command serviceable excess T/E property will be disposed of in accordance with paragraph 6001.2 preceding All Table of Equipment assets must be the subject of a Limited Technical Inspection (LTI) prior to being placed in service, returned to the stores system, or shipped to disposal. MCDECO P4790.2, paragraph 2004.9, identifies the responsibilities (by maintenance levels) for conducting LTI'S. Controlled items (CIC A) will be the subject of a Recoverable Items Report (WIR) in accordance with the current edition of MCO P4400.82 and paragraph 5015 herein.

3. Non-table of Equipment assets that are reported by the UPO as serviceable excess will be reported by the PCO to all Unit Property Officers by letter. The procedures outlined in paragraph 6002.1 herein will be adhered to.

4. Transfer of excess personal property to Non-appropriated Fund (NAF) Activities will be accomplished as follows. NAF activities selling goods and services, such as exchanges, clubs, officers open mess, etc., may obtain excess and surplus property for administrative purposes and for other purposes for which no direct benefits will be realized by individuals. In no instances will such property be obtained for resale. The current edition of MCO 4500.11 provides specific guidance for NAF activities. The following information applies:

a. For the purposes of obtaining DoD excesses, NAF activities are not in the same category as other military activities.

b. NAF activities are not eligible to obtain excess personal property during the period of military screening in which other Dod activities are authorized to screen and select property.

c. Upon expiration of the military screening period, NAF activities of the military services are given an equal opportunity with other Federal agencies to receive available excess property which has been reported to GSA for further utilization screening.

d. NAF activities may obtain Dod excess personal property appearing in GSA circulars by submitting requirements to the Property Control Office.

5. Property originally obtained from disposal sources and no longer required by the NAF activity, shall be turned in to the nearest DRMO, via the Property Control Office, with a statement that it was "obtained from appropriated funded sources and that no part of the proceeds from the sale or other disposition shall be returned to the NAF activity."

#### 6003. ACCOUNTS IN A FROZEN STATUS

1. From time to time, it may be necessary to freeze accounts for non response to the requirements of this Manual, or repeated requests from the Property Control officer to provide appropriate documentation (i.e., B7j's etc.).

2. Failure to submit an appropriate quarterly CMR by the stated deadline (without approved extension), or failure to return B7j's within the stated timeframes, will cause the unit to be in a frozen status.



3. When an account is placed in this status, a letter will be forwarded to the UPO of the effected account, with a copy to the accountable officer, stating the reason the action has been taken.

4. Units in a "frozen" status will not be allowed to submit requisitions, receive issues or ship assets to disposal until the required action has been taken.

6004. PROPERTY REQUIREMENTS: SPECIAL PROCESSING

1. Some property because of its peculiar nature, its potential influence on public health, safety, security, or its potential influence in private industry, must be disposed of in other than the normal fashion. This paragraph sets forth the major items or categories of property for which additional information/items can be found in Dod 4160.21-M, chapter VI, and Dod 4160.21-M-1.

a. Batteries. Prior to turn in, all batteries containing liquid acid will be drained, palletized and banded upside down (without caps/tops/lids). Batteries in the Federal Supply Class 6135 will be reported to the inventory manager via the Director, Materiel Division for disposal instructions.

b. Compressed Gas Cylinders. Fire extinguishers, oxygen bottles, etc., will be turned-in to disposal in accordance with the current edition of MCO 10330.2. Valves, if applicable, will be removed and all cylinders devoid of gases prior to turn in.

c. Fired Cartridge Cases. Fired cartridge cases will not be processed for disposal without the following signed statement resident on the B7K/B7J, "I certify that the material contained herein has been inspected and that it does not contain any live rounds, unfired primers, explosives, or other dangerous material." This statement must be signed by the unit S-4/ordnance officer.

d. Office Machine Equipment. Office machine equipment will be the subject of an LTI conducted by the Office Machine Repair (OMR) Branch. Attempts to turn-in office machine equipment without a valid OMR LTI will not be processed. Requisitions for OM equipment must, also, be approved by the Management Systems/commercial Activities Department. The Head, OMR will provide the PCO a listing of all assets repaired that were not on formal records. The PCO will provide a Ruaf/consolidated CMR for this purpose at least monthly.

e. Hazardous Waste/Material. All hazardous waste/material will be identified to the Command Ecologist, Facilities Department for further processing. Under no circumstance, due to possible contamination and other environmental considerations, should an attempt to deliver or process this material be made until clearance has been granted by the Ecologist.

2. Lost, abandoned, or unclaimed personal property is defined as any privately owned personal property which has come into the custody or control of any military department and which is unclaimed by the owner. The instructions contained herein do not preclude the prompt return, through lost and found offices or otherwise, of property lost, misplaced or inadvertently abandoned by residents of MCDEC or patrons of MCDEC facilities. Dod 4160.21-M, Chapter VI, paragraph B56 provides detailed instructions for the processing of this property.

a. When property which appears to have been privately owned comes into the possession of an organization aboard MCDEC, it will be reported to the appropriate Unit Property Officer. The UPO will contact the various Command accountable officers (i.e., PCO, Plant Account Officer, etc.) to verify that the item is not Government property. Once confirmed that it is not government property it will be reported to the appropriate organizational commander. The Commanding Officer will appoint a Board of Officers consisting of at least one commissioned officer, non-commissioned officer, or civilian equivalent. This board will examine the property and prepare a written and dated inventory to include its estimated current fair market value. The board will conduct diligent inquiries to ascertain or locate the owner(s), next of kin, or legal representative. Copies of articles placed in newspapers (if published) will be maintained together with all other documentation. Property will be afforded safekeeping by the activity having physical custody of the assets in accordance with Dod 4160.21-M, Chapter VI, paragraph B.56.b(1). The following actions will be taken dependent upon the findings of the board:

(1) Owner Identified. The board will submit a transmittal letter to the owner. The property may be claimed by the owner, his heirs, next of kin, or his legal representative. If the property is to be claimed by anyone other than the owner, the transmittal letter or document will contain the following statement:

(a) "The action of this installation in transmitting the property does not vest title in the recipient. Such property is forwarded to you to be retained or disposed of as custodian, in accordance with the laws of the State of the owners residence." If the property is not claimed, the property may not be disposed of until the expiration of 120 days following the date that notice was sent, by certified or registered mail, to the owner at his last known address. A statement similar to the following will be included in the notice:

(b) "In conformity with the provisions of Title 10, U.S. Code, Section 2575, you are hereby advised that the property

described above will be disposed of at (time, date and specific location). A request for return of the property will be honored if received prior to the time specified. Request for return of the property after the specified time will be honored only if disposition has not been made."

If the Board determines that packing, handling, transportation, or other charges are not the responsibility of the Government, an additional statement will be included with the notice to advise the recipient of estimated costs to ship the property. Figure 6-4 will be included with the notice which, when correctly completed, will cause the material listed thereon to become the property of the Government and will be processed through normal disposal channels.

(2) Owner cannot be identified. When the board cannot identify an owner, heir, next of kin, or his legal representative the item may be turned in to disposal immediately if its fair market value is less than \$25. For those items valued at \$25 or more, the property will not be turned in to DRMO for 3 months after the date the property was placed into storage.

b. When lost, abandoned or unclaimed privately owned personal property is transferred to DRMO, the Board will provide a copy of the inventory, estimated fair market value, name of owner (if known), a DD 1348-1 (DIC B7K), and one of the following:

(1) A properly executed release document in accordance with paragraph 6004.2(a)(1).

(2) A finding; which will be a clear concise statement of the facts established, the efforts executed in attempting to locate the owner, and the conclusions of the Board. The finding will include a statement attesting to the fact that the requirements of paragraph 6004.2a, herein, have been met.

### 3. Disposal of Weapons and Weapon Parts

a. The Property Control Officer, as the Command accountable officer, is responsible for maintaining control of all weapons on MCDEC (less MTU, MSGBN, FBI, and the Museums Branch). Procedures contained in paragraphs 2001, 6001, and 6002, herein, apply to the disposal of weapons. Demilitarization will be conducted by CMC authorized organizations in accordance with Dod 4160.21-M-1. In addition, the following special instructions apply for weapons:

(1) The owning unit will conduct a Limited Technical Inspection (LTI) to determine initial serviceability.

(2) If the item is suspected of being unserviceable, it will be evacuated to the Intermediate Maintenance Activity (IMA) in accordance with the current edition of MCDECO 4790.1.

(3) If unserviceable, a Letter of Unserviceable Property (LUP) is forwarded by the IMA to the Property Control Officer and to the Support Division Maintenance Management Officer.

(4) A request for disposition instructions (WIR transaction) is forwarded to MCLB, Albany by the Support Division Maintenance Management Officer in accordance with the current edition of MCO P4400.82.

(5) Upon receipt of disposition code "H" (transfer to DRMO), the Property Control Officer prepares 3 DIC DSM cards (2 DSM cards w/weapon, 1 for PCO files) and ships the weapons to DPMO, Albany.

(6) The Property Control Officer deletes the weapon(s) from the Mechanized Allowance List, Consolidated Memorandum Receipt, and the Crane report.

Lost, abandoned, or unclaimed privately owned firearms and NAFI weapons will be reported by the PCO to the CO, NAVWPNSUPCEN Crane (Code 2054), in message format (by serial number).

b. DRMO'S are not authorized to accept or demilitarize any major component (i.e., barrels, bolts, receivers, trigger assemblies) for non-automatic small arms other than supply condition code H (UNREPAIRABLE) and S (SCRAP). Disposition code H (Transfer to DRMO) will apply to unserviceable parts. Disposition code A or C (Ship to MCLB, Albany or Barstow, respectively) applies to major components for other than condition code H. Major components to weapons will be afforded the same security and control as weapons.

6005. PRECIOUS METALS RECOVERY PROGRAM (PMRP). The Property Control Officer is designated as the Command Precious Metals Recovery Program Manager. As such, the PCO will attempt to identify the turn-in of gold and silver (to include nitrates), as well as the platinum family of metals. The current edition of MCO 4555.3 and Dod 4160.21-M, Chapter XVII, provides pertinent information relative to the PMRP. In order to facilitate this function, using units will segregate, to the greatest extent possible, precious metals. Precious metals will be turned in on the DD 1348-1 including any available information pertaining to the content (i.e., metal type, quantity, location, etc.).

6006. LIBRARY MATERIAL

1. Library material, specifically books, may not be sold by libraries or their commands. They may not be directly donated

to, or placed on permanent loan to, non-federal agencies, schools, institutions and can not be given to individuals (military or civilian) in accordance with the provisions of the Naval General Library Manual, Chapter 8, paragraph F.

2. Library material will be disposed of in accordance with the guidance contained herein, the Naval General Library Manual, Dod 4160.21-M and NAVSUPPSYSCOMANUAL 25818.4. The following is a summary of procedures:

a. Excess Serviceable Material. Current, sound, clean, and in good physical condition; these assets may be transferred to other naval service or military libraries at the direction of the Naval Regional Librarian. If assets are considered excess to the Naval General Library system, the items will be passed to DRMO via the PCO. The DD 1348-1 will be utilized and a statement annotated in the remarks block to the effect that the items were declared excess by the Naval General Library System in accordance with the provisions of the Naval General Library Manual.

b. Worn, Soiled and Obsolete Materials. Material not fit for reissue, and obsolete material will be disposed of in accordance with paragraph 6001 of this Manual. A statement will be entered in the remarks block of the DD 1348-1 to the effect that the material is in fact either worn, soiled, or obsolete.

6007. DISPOSAL OF MATERIEL TURNED-IN TO A MAINTENANCE ACTIVITY.

Unserviceable assets which are repairable at an intermediate repair (maintenance) facility shall be handled in accordance with local maintenance directives. Should these assets warrant disposal action, an effective audit trail must be maintained to allow the proper adjustment of that owning unit's property records.

1. If that repair facility has the authority to dispose of unserviceable assets, it should adhere to the procedures outlined in paragraph 6001 of this Manual and also provide a Letter of Unserviceable Property (LUP) to that owning unit. This LUP letter, returned upon completion of the disposal action, shall contain the document number of this "issue to disposal."

2. If that repair facility does not have the authority to dispose of unserviceable assets, upon determination of asset unserviceability, that repair facility shall return the subject item(s) to the owning unit along with a written Limited Technical Inspection (LTI) which attests to such unserviceability. That owning unit will then complete the disposal turn in as delineated in paragraph 6001 of this Manual.

SUPPLY SERVICES MANUAL

B7K TRANSFER DOCUMENT

- (1) Always B7K
- (2) National Stock Number - 13 digits
- (3) Unit of Issue
- (4) Quantity - 5 digits
- (5) Always M30000
- (6) Julian Date to be filled in by Property Control Officer
- (7) Serial Number to be filled in by Property Control Officer
- (8) Unit Price
- (9) Unit Transferring Item
- (10) Unit Receiving Item
- (11) Full Nomenclature of Item, including Model Number and Serial Number
- (12) Signature of Transferring Officer/Unit Property Officer
- (13) Signature of Receiving Officer/Unit Property Officer

Figure 6-1.--Format for Local Transfer of Minor Property --  
Continued.

SUPPLY SERVICES MANUAL

B7J DISPOSAL DOCUMENT

- (1) Always B7J
- (2) National Stock Number - always 13 digits
- (3) Unit of Issue
- (4) Quantity - always 5 digits
- (5) Document Number - supplied by PCO
- (6) Supplemental Address - for DRMO, Ft. Belvoir
- (7) Disposal Authority Code
- (8) Demilitarization Code
- (9) Condition Code
- (10) Unit Price
- (11) Unit Transferring Item - always PCO
- (12) Unit Receiving Item - always DRMO, Ft. Belvoir
- (13) st 2 = Off-site Branch  
st 3 = Ft. Belvoir
- (14) Always Disposal
- (15) Total Price
- (16) Confirmed Quantity by DRMO
- (17) TAMCN of Item
- (18) Nomenclature of Item
- (19) Serial Number of Item
- (20) Signature of Transferring Unit - always PCO
- (21) Signature of Receiving Unit - always DRMO
- (22) Identification of Initiating Ro's CMR

Figure 6-2.--Format for Issue to Disposal--Continued.

SUPPLY SERVICES MANUAL

HEADING

4400  
C 070-6  
12 Sept 86

From: Supply Officer, Headquarters and Service Battalion, Marine Corps Development and Education Command  
To: Property Control Officer, Supply Department, Marine Corps Development and Education Command

Subj: SERVICEABLE ASSETS ON HAND AVAILABLE FOR ISSUE

1. The below listed items are available for redistribution:

<u>NOMENCLATURE</u>	<u>NSN</u>	<u>QTY</u>
DESK, WOODEN DOUBLE PEDESTAL	7110-01-GOO-0019	4
DESK, METAL DOUBLE PEDESTAL	7110-01-GOO-0019	2
CONFERENCE TABLE	7110-01-GOO-0327	1
TABLE GENERAL PURPOSE	7110-01-GOO-0026	2
MAGAZINE RACK	6645-00-514-3524	1
CHAIR STRAIGHT W/ARMS	7110-00-958-8145	2
CHAIR ROTARY W/ARM	7110-01-GOO-0014	2
CHAIR ROTARY W/0 ARM	7110-01-GOO-0015	1
TYPING STAND	7110-01-GOO-0021	1
CHALK BOARD	7110-00-132-6651	3
PARTITIONS METAL	7195-00-647-2117	8

H. B. WILLIAMS III

Figure 6-3.--Sample Format of Serviceable Assets On Hand and Available for Issue Letter.



SUPPLY SERVICES MANUAL

FORMAT OF RELEASE DOCUMENT FOR UNCLAIMED PROPERTY

Know all men by these presents that I \_\_\_\_\_ do hereby unconditionally give to the United States Government all of my right, title and interest in and to the following described personal property: \_\_\_\_\_

The above described personal property of which I was the sole and exclusive owner is located at \_\_\_\_\_. I hereby authorize the Government to dispose of said property in any manner it may deem suitable and hereby release and discharge the United States Government and its agents from any and all claims and demands whatsoever by me which could otherwise be asserted because of the disposition of said personal property by any person.

In witness whereof I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
(Signature of Individual)

Acknowledged before me by \_\_\_\_\_ at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

Figure 6-4.--Format of Release Document for Unclaimed Property.

SUPPLY SERVICES MANUAL

CHAPTER 7

PUBLICATION PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION . . . . .	7000	7-3
TABLE OF ALLOWANCES FOR PUBLICATIONS (TAP) . . . . .	7001	7-3
INTERNAL DISTRIBUTION LIST . . . . .	7002	7-4
FILES AND RECORDS . . . . .	7003	7-5
REQUISITIONING . . . . .	7004	7-7
BACKORDER VALIDATION PROGRAM . . . . .	7005	7-9

# SUPPLY SERVICES MANUAL

## CHAPTER 7

### PUBLICATION PROCEDURES

#### 7000. GENERAL INFORMATION

1. Each Marine Corps activity or Command shall maintain (or have access to) publications/directives which are sufficient in quantity and variety to sustain its operations. The establishment of allowances and distribution control is within the purview of administrative personnel. The actual requisitioning, receipt, and other associated actions, as with any item of supply, rests with supply personnel. Commanding officers, officers in charge, and other activity or department heads are responsible for strict adherence to the "need to know" criterion, lest quantities of publications burgeon the activities' capabilities to control and maintain them.

a. Excessive publication inventories can be avoided if administration personnel are familiar with the SL-1-2/1-3 (Index of Publications Authorized and Stocked by the Marine Corps) and Marine Corps bulletins in the 5215 and 5600 series. These indexes and checklists are the primary sources from which to determine titles of new issuances and publications/directives that have been cancelled/superseded/revised.

b. Once established, activities' publications allowances must be promptly increased/decreased as requirements change. The acquisition of a secondary set of publications/directives, merely to be maintained as a central library, is not authorized. MCO P5600.31, paragraph 3201 provides amplifying guidance.

2. Each organization authorized to requisition and maintain allowances aboard MCDEC is listed in the current edition of NAVMC 2766 (List of Marine Corps Activities - LMCA).

#### 7001. TABLE OF ALLOWANCES FOR PUBLICATIONS (TAP)

1. A TAP is the primary document which authorizes continuing distribution of publications and directives to a Marine Corps activity. It is normally a four page computer-generated printout, with cover page, containing distribution codes and quantities of approved quantities of specific manuals and directives. Many directives are grouped into categories by subject and assigned a distribution code. The current edition of MCO 5600.45 contains these codes/lists and the corresponding publications by title or group.

## SUPPLY SERVICES MANUAL

2. Organizations authorized to hold a TAP are assigned an individual Activity Code (IAC). Requisitions submitted to the stock point must contain this number. Activities holding TAPS will receive new printouts as changes occur or in response to their requests for changes to publication allowances. Normally the TAP is promulgated semiannually by the MCLB, Albany. If the TAP is not received semiannually, the affected organization must notify CMC (HQSP) .

3. MCDEC organizations with an assigned IAC and TAP shall review each new TAP within 20 days of receipt. The review shall, as a minimum, verify that the authorized allowances shown on the new TAP conform with the unit's actual requirements as per paragraph 7000.1, herein. Upon completion of the TAP review, the commanding officer, officer in charge, or other activity or department head, shall personally attest that such a review was conducted. This authority will not be delegated. The following certification, confirming that an accurate review was conducted, shall be inserted on page 1 (not the cover letter) of the new TAP, "Reviewed in accordance with MCO P5600.31\_ , paragraph 3202.6 on \_\_\_\_\_ (date) . \_\_\_\_\_ (signature) \_\_\_\_\_."

4. At the conclusion of the review, the organization will submit all required changes to allowances. Changes to the TAP shall be requested by completing and forwarding a NAVMC 11041 (T/A Publications Requirement Change Request) in duplicate to CMC (HQSP). This form is available by requisitioning NSN 0000 00 006 7420 and should be prepared in accordance with MCO P5600.31, paragraphs 3203.2a(2) and (3).

### 7002. INTERNAL DISTRIBUTION LIST

1. Each activity receiving direct distribution of publications shall install and maintain an internal control system which will facilitate internal distribution and retrieval of the publications and directives it holds. The maintenance of the system is the responsibility of the administration section/S-1/Adjutant utilizing one of the following three methods:

a. NAVMC 10975 Form (Publication Distribution Control) NSN 0000 00 006 6041.

b. MCO 5600.45, Enclosures (1) and (2).

c. Local Automated System utilizing data processing equipment. All information maintained by one of the previous two methods must be included in the local system.

2. The sum of all quantities on the Internal Distribution List must equal the quantities on the TAP.

7003. FILES AND RECORDS

1. The administrative section shall retain the last TAP reviewed in a separate file together with:

- a. Pending requests for TAP allowance changes.
- b. Unanswered correspondence to CMC pertaining to publication allowances.
- c. All TAP cover letters received between revisions of MCO 5600.45.

This action will enable each activity to track distribution code/list activation and deactivation. Publications and directives should not be requisitioned until the activity has received the updated TAP with the new, approved allowance listed.

2. The supply section will maintain all pending and completed copies of requisitions. Requisitions (including pending cancellation and cancelled) will be filed in document number sequence for two years from date of completion or cancellation in accordance with UM 4400-15, Table 3-I. The supply section will maintain the pending and completed copies of requisitions for publications as outlined herein.

a. Pending Requisition File. This file is maintained in document number sequence and must contain pending requisitions, requisitions that have received back order status from the supply source (MAX), pending cancellations requested by the requisitioner, and cancellation confirmations received from the supply source. The Pending Requisition File will consist of four sections.

(1) Pending Requisition Section. The pending requisition section must contain those requisitions submitted by the requisitioner to the source of supply (MAX) for which no status has been received. It should be noted that when the requisition from the requisitioner is passed to the source of supply (MAX) and the source of supply can fill the requisition from on-hand stocks, the requisition is processed for shipment with no status provided to the requisitioner. The requisitioner can determine if this action has been taken when the requisitioner receives "BB" status for other requisitions which were submitted with the same document draft date. If not, the requisitioner must submit a DIC ATD follow-up transaction to request the most up-to-date status.

(2) Back Order Section. The back order section must contain requisitions that have received back-order status ("BB") from the source of supply (MAX).

(3) Pending Cancellation Section. The pending cancellation section must contain those requisitions which the requisitioner has requested to be cancelled by the source of supply (MAX).

(4) Cancellation Section. This section contains those requisitions for which cancellation status (e.g., BQ, CG) has been received from the supply source (MAX). The cancelled requisition will remain in this file until such time as the commodity section listed in the supplementary address can be notified of the cancellation. When the commodity section has been notified of the cancellation, the requisition will move to the completed transaction file.

b. Completed Transaction File. This file must contain copies of the documents which have satisfied all requisitioning and invoicing actions. It must be maintained in document number sequence and will contain the following:

(1) Copies of all completed requisitions and receipt documents.

(2) Copies of all cancelled requisitions. Ensure that the receipt copy is signed by the supply section representative, or the requisitioner, as "proof of delivery."

3. If automated procedures preclude the maintenance of separate files, local procedures will be implemented to ensure that the information required in paragraph 7003.2 is maintained.

4. Publications, directives or locator sheets will be filed in accordance with MCO P5215.1F, Chapter 5. They will be filed in numerical sequence by subject identification number and by originating activity in order of command seniority. Technical publications are filed in numerical Publications Control Number (PCN) sequence.

a. Changes to publications will be filed by placing the change promulgation page in numerical sequence immediately following the signature page of the basic directive. A written notation of each change will be entered after the subject identification number on the first page of the basic directive. The individual effecting the change will complete the "Record of Change" page of the basic directive.

b. Publications checked out from the master directives file will have a locator sheet established. Locator sheets will be filed in normal numerical sequence in place of the original document) in the directives file, in accordance with MCO 5215.1F, Chapter 5.

5. The procedures cited in this paragraph satisfy the basic manual (i.e., DD 1348) files and directives requirements; however, current

utilization of the telex data entry system requires the adherence to the Materiel Division's standard operating procedures (SOP) for publications where applicable.

#### 7004. REQUISITIONING

1. The instructions contained in this Chapter are applicable to the requisitioning of all publications (except blank forms and stationery items carried in the supply system) for which supply support responsibility is vested in Headquarters Marine Corps and the Marine Corps publications stock point (MCLB, Albany). Publications are normally managed by the administration section/Adjutant/S-1; however, the actual requisitioning process rests with supply personnel.

2. The stock point for all publications is MCLB, Albany. Requisitions will be submitted in accordance with paragraph 7004.9, herein.

a. Controlled publications are those that are listed by specific title (i.e., Consumer-level Policy Manual (MCO P4400.150B) in MCO 5600.45B, enclosures (1) and (3), except as noted in paragraph 3203.2a(7) of MCO P5600.31F. Letter type directives and other publications assigned identical distribution codes are not controlled publications.

b. Noncontrolled publications are those publications stocked and distributed, by MCLB, Albany, under provisions other than those set forth in paragraph 7004.2a of this Manual. Requisitions for quantities up to 10 copies will be submitted directly to the publications stock point (MAX). For quantities in excess of 10 copies (less technical publications), requisitions will be submitted as enclosures to a letter of justification and forwarded to the CMC (HQSP). For quantities of technical publications required to support items of equipment in excess of 10 copies, requisitions will be submitted as enclosures to a letter of justification and forwarded to MCLB, Albany, Code 875M).

c. Exceptions to the quantitative restrictions set forth in paragraph 7004.2b, above, are Reserve personnel procurement of advertising materials and printed career planning advertising aids. Requisitions for these materials/aids may be submitted for the quantity required in the manner set forth in paragraph 3202 of MCO P5600.31F. Reserve personnel procurement of advertising material requisitions should conform to the restrictions and guidance published in Marine Corps bulletins in the 11000 series.

3. Commercial publications will be requisitioned in accordance with paragraphs 2603.4 and 3110 of MCO P5600.31F.

4. Government Printing Office publications, procured from the Superintendent of Documents, will be requisitioned in accordance with paragraph 2603.2 of MCO P5600.31F.

5. Navy publications requisitioning guidelines are contained in paragraph 3108 of MCO P5600.31F for certain categories (letter type directives; aeronautic publications; navigational charts, maps and related publications; registered publications; departmental intelligence publications; Communication and Tactical Doctrine COMTAC)/NAVAL Warfare (NWP) publications) of directives which are not carried in stock by the Marine Corps publications stock point. Navy publications applicable to or used by the Marine Corps are requisitioned in accordance with instructions contained in paragraph 7004.9, herein.

a. Allowance-type items listed in MCO P5600.45, enclosures (1) and (3).

b. Non allowance-type items listed in SL-1-3. Navy equipment maintenance-type publications, applicable to Marine Corps equipment, are listed in SL-1-2/SL-1-3.

6. Where applicable for Marine Corps use, other military service and federal agency publications will be stocked by the Marine Corps publications stock point and listed in SL-1-2/SL-1-3.

7. The issue of Marine Corps Formal Schools publications is governed by instructions set forth in paragraph 3101.8 of MCO P5600.31F.

8. Nonstocked item (those that are not discussed in the current edition of MCO P5600.31) requisitions will be prepared in accordance with publication indexes and addressed to the appropriate source of supply. Requisitions will be submitted as enclosures to a letter and forwarded to the CMC (HQSP).

9. Publications stocked by the Marine Corps Publications Stock Point will be requisitioned as set forth herein, in accordance with the current edition of MCO P5600.31 (Marine Corps Unified Printing Regulations) and MCO P4400.84 (Marine Corps Unified Materiel Management System-MUMMS, Special Programs Manual). Failure to comply with these instructions may result in return of the requisition or delay in processing.

a. Separate requisitions will be submitted for each publication after approval by the administration section. The administration section will ensure that an allowance exists on the TAP and that the deficiency is valid. When the basic publication and all changes are required, only the basic publication will be requisitioned.



Changes will be furnished automatically. If a specific change is required, only that change will be requisitioned.

b. Requisitions will be logged into a document register and passed to MCLB, Albany (via AUTODIN) using the publications data entry system.

10. The following procedures will be utilized to submit follow-ups and requests for cancellation of requisitions:

a. The follow up/cancellation request will be submitted to the same source of supply as the original requisition. The data entry system discussed in paragraph 7004.9b will be utilized to transmit data to MCLB, Albany.

b. Follow ups/cancellation requests will be prepared in accordance with paragraph 7004.9b and 7004.10c, following Card columns 1-3 will be one of the following Document Identifier Codes (DIC), as appropriate:

<u>Purpose</u>	<u>ENTER CC 1-3</u>
(1) Request for cancellation by requisitioner	AC1
(2) No supply status received, materiel still required	ATD
(3) Supply status received; however, <u>current</u> status required	AF1

c. Follow ups will be submitted within 45 days of the requisition document number or last status received date, in accordance with the current edition of MCO P4400.150.

11. Receipt copies/shipping mats (DD 1348-1's) will be appropriately annotated, as per paragraph 7003.2b and filed.

12. The procedures cited in this paragraph satisfy the basic manual (i.e., DD 1348) requisitioning requirements; however, current utilization of the telex data entry system requires the adherence to the Materiel Division's standard operating policy (SOP) for publications where applicable.

#### 7005. BACKORDER VALIDATION PROGRAM

1. Under this program, the Marine Corps Stock Point (MAX) will validate requisitions for which supply action cannot immediately be taken and the customer has received "BB" status indicating that the requisition has been received, is valid, and will be filled when the publication is restocked. Twice each year, approximately on

1 March and 1 September, a Back Order Validation (BOV) listing of all back ordered requisitions held for each activity will be furnished for review. The BOV listing will reflect the image of each document held; however, no Document Identification Code (DIC) will be reflected.

2. The supply section is responsible for review, appropriate annotation, and return of the annotated BOV listing.

a. Step One - Validate the pending back order section within the pending requisition file with the commodity section (customer) listed in the supplementary address to ensure the requisition is still required by that section (internal validation process).

b. Step Two - Reconcile the BOV listing against the supply section's pending requisition file. During this process, the following situations may exist:

(1) If there is a requisition appearing on the BOV listing with no corresponding document contained in the section, then research of the requisition in the pending requisition section will be required. The status transaction "BB" may not have been received. If the requisition is found in the pending requisition section, remove and annotate the document jacket to reflect "BB" status using the cutoff date of the back order validating listing. Then place the requisition in the pending back order section. If a document is not found in the pending cancellation section or the completed transaction file, then the requisition must be validated to determine whether it is needed or not. If not needed, annotate AC1 on the BOV. If it is a valid requirement, prepare a duplicate requisition, ensure that the requisition jacket is annotated "DUPE Document" and then annotate "BB" status on the requisition jacket and place it in the pending back order section.

(2) If the requisition appears in the pending back order section and does not appear on the BOV listing, then the requisition could have been processed for shipment and shipped; the requisition may have been cancelled and the cancellation status never received by the requisitioner; or the requisition may never have been received by the source of supply (MAX). In any case, prepare an ATD follow-up to the source of supply (MAX) to request up-to-date status.

c. Step Three - Now that the requirements are determined to be valid and the reconciliation has been completed, annotate the BOV listing with either DIC AE1 for publications still required or DIC AC1 for desired cancellations.

d. Step Four - The supply section must submit the original copy of the annotated BOV listing to be received by the MCLB, Albany (A826) not later than 45 days from the date of the BOV.

Failure to return the BOV listing will result in the cancellation of 11 requisitions contained therein. The remaining copy of the BOV should be filed by the supply section to enable quick reference when required.

3. The procedures cited in this paragraph satisfy the basic manual (i.e., DD 1348) backorder validation requirements; however, current utilization of the telex data entry system requires the adherence to the Materiel Division's standard operating procedures (SOP) for publications where applicable.

SUPPLY SERVICES MANUAL

CHAPTER 8

MISCELLANEOUS ACCOUNTING PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION . . . . .	8000	8-3
ACCOUNTING FOR CHESTS, KITS AND EQUIPMENT . . . . .	8001	8-3
COLLECTIONS FROM INDIVIDUALS TO REIMBURSE THE GOVERNMENT FOR LOST, DAMAGED OR DESTROYED GOVERNMENT PROPERTY . . . . .	8002	8-4
CUSTODY AND HANDLING OF PUBLIC FUNDS . . . .	8003	8-8
PROCEDURES FOR INDIVIDUAL COMBAT MEALS/ PACKAGED OPERATIONAL RATIONS . . . . .	8004	8-13
ACCOUNTING FOR AMMUNITION (CLASS V(W)) . . .	8005	8-14
BLANK FORMS . . . . .	8006	8-15
TEMPORARY LOANS OF GOVERNMENT PROPERTY	8007	8-17
PERSONAL EFFECTS	8008	8-18
MONEY VALUE REPORT OF THE INVENTORY	8009	8-19
LOCAL SERIAL NUMBER ASSIGNMENT	8010	8-19
LOCAL TAMCN/NSN ASSIGNMENT	8011	8-20
WASHER/DRYER MAINTENANCE PROCEDURES	8012	8-21
MATTRESS REPAIR AND EXCHANGE PROGRAM	8013	8-22
PERSONNEL SUPPORT EQUIPMENT (PSE)	8014	8-23
FLAGS, GUIDONS AND STANDARDS	8015	8-23
MARINE CORPS SEAL	8016	8-25
ISSUE OF OCCUPATIONAL FOOTWEAR AND COVERALLS	8017	8-25

SUPPLY SERVICES MANUAL

	<u>PARAGRAPH</u>	<u>PAGE</u>
PUBLIC ANIMALS . . . . .	8018	8-26
FIGURE		
8-1	SAMPLE ACKNOWLEDGEMENT OF RIGHTS . .	8-28
8-2	SAMPLE NAVCOMPT FORM 2277	8-29
8-3	SAMPLE PERSONNEL AUTHORIZATION TO REQUISITION AND RECEIPT FOR CONTROLLED BLANK FORMS	8-34
8-4	SAMPLE SAFETY SHOE ISSUE FORM	8-35
8-5	FORMAT FOR THE HORSE/MULE SERVICE RECORD/STOCK RECORD	8-36

## SUPPLY SERVICES MANUAL

### CHAPTER 8

#### MISCELLANEOUS ACCOUNTING PROCEDURES

8000. GENERAL INFORMATION. This Chapter concerns accounting for assets not specifically addressed elsewhere in this Manual. Additional information concerning the subjects contained in this Chapter can be found in MCO P4400.150, Chapter 5 and UM 4400-15, Chapter 6.

#### 8001. ACCOUNTING FOR CHESTS, KITS AND EQUIPMENT

1. Major end items (trucks, tanks, jeeps, mobile radio vehicles, etc.), tool sets, kits and items containing a number of components will be maintained by national stock number (NSN) as complete. In each case, the appropriate Marine Corps Stock List (SL-3) will be retained by the unit property officer. The Property Control Officer will retain one copy of the SL-3 for all items maintained on the Command MAL. In addition, one copy of the SL-3 will be maintained at all times within each set, kit, or chest. Additional copies of the SL-3 can be obtained in accordance with Chapter 7 herein.

2. Unserviceable or missing expendable components do not require investigative action unless fault or negligence is suspected or known. Unserviceable expendable components will be disposed of in accordance with Chapter 6 of this Manual. It is not necessary to adjust the property records to modify unit prices or to reflect that the item is incomplete (pending replacement of the component).

3. When nonexpendable components become lost, damaged or unserviceable they will be made the subject of a request for investigation if fault or negligence is known or suspected. Paragraph 06032.2b of UM 4400-15 and the current edition of MCDECO P4790.2 apply.

4. Requisitions for components will indicate on the requisition (in the "Remarks" portion) the item the component is being requisitioned for. Additionally, the report of investigation, transfer document, disposal document or Letter of Unserviceable Property (LUP) will be annotated (for non expendables) as appropriate. Posting the requisition to the Stock Record and Inventory Control Card (NAVMC 708), or other appropriate document, is not required.

a. When replacement components are received, the receiving document will be completed and cited on that document will be the source set, chest, kit or end item. The date of receipt and the recipients authorized signature will be placed in the "Received By" block.

b. Advice code 4G or 4H must be annotated on requisitions for non-expendable components in accordance with UM 4400-15, paragraph 06032. Appendix A of UM 4400-15 provides the definitions for advice codes.

5. Excess kits, chests, or sets will be identified to the PCO in letter format by the appropriate UPO for possible redistribution. The items must be identified as 100% complete (Condition Code A) or incomplete. If the item has 65% or more of its components, it will be so identified and classified as serviceable (Condition Code G).

a. Serviceable (Condition Code A or G) items that cannot be redistributed will be turned in to the PCO in accordance with Chapter 6 of this Manual.

b. Excess kits, sets or chests that are less than 65% complete are considered to be unserviceable and incomplete. A B9Z (miscellaneous loss adjustment) transaction will be prepared to drop the item from the property records, processed, and vouchered in accordance with Chapter 5, herein.

(1) The kit, chest, or set will be disassembled and all outstanding requisitions for the unit screened against the remaining components. If a requisition is outstanding for which a component is on hand, the requisition will be modified or cancelled (as appropriate) by the unit supply officer.

(2) Components not required will be turned in to the PCO in accordance with Chapter 6 of this Manual. Caution must be exercised to ensure that an empty container is not turned in using the stock number for a complete item. A transfer/disposal document will be prepared for each component and will be annotated "NOT ON THE PROPERTY RECORDS" in the "Remarks" block.

#### 8002. COLLECTIONS FROM INDIVIDUALS TO REIMBURSE THE GOVERNMENT FOR LOST, DAMAGED OR DESTROYED GOVERNMENT PROPERTY

1. Specific procedures for effecting cash/checkage sales will be in accordance with UM 4400-15, chapter 6 and appendix BB; paragraph 8003 of this Manual, and as modified herein. Records of each cash/checkage sale, all appointment/revocation letters, audit and verification reports and deposit of funds with the disbursing officer will be maintained by fiscal year for five years, in accordance with MCO P4400.150C, Chapter 5.

2. When an individual consents to reimburse the government for public property lost, damaged or destroyed, the transaction will be handled either as a cash or checkage sale. In the interest of economy, the checkage sale procedure should not be used if the transaction can be accomplished by means of a cash sale specifically when the transaction is for less than \$50.

a. Before the signature is obtained from the individual acknowledging the loss, damage, or destruction of Government property, the individual shall be counseled of the following by a disinterested, impartial officer not in the individuals chain of command (figure 8-1 may be utilized for this purpose):

(1) There is no administrative process requiring reimbursements.

(2) In appropriate cases, judicial action to recover damages may be instituted by the Government.

(3) An offer to reimburse the Government through cash sales must be done freely and voluntarily.

(4) Voluntary offers to reimburse the Government for loss, damage, or destruction does not relieve an individual from the consequences of wrongful acts.

(5) A voluntary reimbursement for the loss, damage, or destruction to Government property will be considered as a free act for personal reasons and will not be simply an admission of responsibility for fault or negligence for any purpose.

(6) The individual has a right to consult a judge advocate, if reasonably available in the geographical area, prior to a voluntary reimbursement. The individual must also sign a document to the effect that he has been advised of the foregoing and that his reimbursement is free and voluntary. Should he not wish to consult a judge advocate, he must knowingly waive his right to counsel by a judge advocate.

b. Funds collected as a result of sales of Government property will be accounted for in accordance with the NAVCOMPT Manual, Volume 4; UM 4400-15 Chapter 6; and as noted herein. Funds will be turned in to the disbursing officer utilizing the NAVCOMPT (form) 2277 by the unit property/supply officer/ appropriate custodian of public funds. Procedures for completing the NAVCOMPT 2277 can be found in figure 8-2 of this Manual.

c. The NAVMC 6 will be used to effect sales of articles of Government property as stated in UM 4400-15. Distribution of the cash sales document (NAVMC 6) will be as follows:

<u>COPY</u>	<u>Use</u>
Original	Retained to support the NAVCOMPT 2277 Cash Collection Voucher
Duplicate	Given to the individual making the purchase at the time of the sale.



Triplicate                      Retained as the posting voucher for property not on the PCO MAL, unit T/E items. Forwarded to Property Control for property appearing on the PCO MAL (accompanied by a D7Y transaction)

d. Processing of cash sales will be as follows:

(1) Cash sales of government property not appearing on the CMR of the selling activity will be assigned a transaction code B7X and posting will be accomplished as required locally.

(2) Cash sales of property appearing on the CMR of the selling activity will be assigned transaction code B7Y, and a voucher number. For cash sales of T/E assets appearing on the CMR, the original B7Y and supporting NAVMC 6 will be retained in the unit's voucher file, and a copy of the B7Y forwarded to Property Control for posting to the MAL.

(3) If the item is controlled by the Special Services Officer, Plant Account Officer, etc., the B7Y will be prepared in accordance with paragraph 8002.2d(2) preceding and forwarded to the appropriate command accountable officer.

3. Checkage sales for reimbursement for lost, damaged, or destroyed government property may be effected by use of the Cash Sale/request for Checkage Sale (NAVMC 6) if a transaction cannot be handled on a cash sale basis. Transaction code B7X or B7Y, as appropriate, will be assigned to this document.

a. Checkage sales of government property appearing on the unit's CMR will be effected in the following manner:

(1) The NAVMC 6 will be prepared in triplicate in accordance with UM 4400-15 and UM 4400-127.

(2) The originating officer will sign the original only.

(3) The original and duplicate copy of the NAVMC 6 shall, after being endorsed by the individuals commanding officer, be forwarded to the unit diary clerk maintaining the pay account of the individual concerned.

(4) The triplicate copy will be held as a tentative copy by the originating officer until the duplicate copy has been processed and returned by the unit diary clerk.

(5) For a T/E item, the completed duplicate and original B7Y will be retained in the units voucher file, and a copy of the B7Y forwarded to Base Property Control for posting to the MAL.

4. Checkage sales procedures for deserters will be as follows:

a. When an absentee is declared a deserter, the Unit Property/Supply Officer will immediately prepare and process the necessary request for checkage for any missing or damaged government property.

b. The request for checkage on lost, damaged, or destroyed items of property appearing on the unit's CMR on charge to the individual, will be prepared separately from any organic or T/E property on charge. This checkage will be prepared in quadruplicate, and at the bottom of the listing of items, the form will be annotated "DECLARED A DESERTER (DATE)." The form will be approved by the individual's Commanding Officer.

c. The request for checkage will be distributed as follows:

(1) The original and two copies will be forwarded to the Commanding Officer for inclusion in the Service Record Book of the individual.

(2) For those requests for checkage for Base Property items, the quadruplicate will be forwarded to the Property Control Officer, with the appropriate D7Y transactions. A copy of the D7Y transactions will be filed with the MAL as pending adjustment.

5. Procedures for the handling of deceased/hospitalized personnel will be in accordance with the provisions of the current editions of DoD 4160.21-M, MCO 4050.38 and MCO P3040.4.

6. Unit commanders and appropriate assistant chiefs of staff will appoint in writing Imprest Fund Cashiers, Collection Agents, Authorized Custodians, and Audit and Verifications officers in accordance with NAVCOMPT Manual (Volume 4, Chapter 3), UM 4400-15 (Chapter 6 and Appendix BB), and paragraph 8003 herein. The original will be forwarded to the individual for completion of the acceptance endorsement and returned to the appointing authority. A duplicate copy will be retained by the individual, the triplicate copy will be forwarded to the Audit and Verification Officer and the quadruplicate will be sent to the disbursing officer.

a. When appointing an individual, the appointing authority should consider the prospective appointee's maturity, trustworthiness, accessibility and primary duty assignment.

b. The appointment must be in writing and must be acknowledged by the appointee.

c. The appointment letter must contain all applicable elements of information to include:

(1) Applicable references (NAVCOMPT Manual, Volume 4; MCO P4400.150B; UM 4400-124; UM 4400-15; MCO 10110.14K; and MCO 10110.40).

(2) Duties will include directions for the collection of funds, familiarization with applicable references; and not accepting other positions involving the handling of public funds.

(3) Safeguarding of funds and having a safe for his exclusive use, committing the combination of the safe to memory (and not divulging it to others), changing the combination at least every 6 months, not co-mingling funds, and not storing classified material in the same safe as public funds.

(4) Limitations with regard to frequency of turn-ins and amounts authorized to be held.

(5) Statement of the requirement to accept the position by endorsement on the appointment letter.

7. Audit and Verification Officers will be assigned in writing utilizing the format provided in UM 4400-15, Appendix BB.

a. The appointing authority will appoint one or more individuals to ensure that proper procedures are being accomplished in the handling of public funds. This officer will not have duties involving the handling of public funds other than the performance of audits and verifications.

b. The Audit and Verification Officer will familiarize himself with all current references pertaining to the handling, turn-in, collection and safekeeping of public funds.

c. The Audit and Verification Officer will prepare a written report to the appointing authority concerning the findings of each funds verification with a copy to the agent visited and to the disbursing officer.

#### 8003. CUSTODY AND HANDLING OF PUBLIC FUNDS

1. The Commandant of the Marine Corps has presently allocated to the Commanding General fourteen controlled positions for the handling of public funds. These controlled positions include collection agents (who are advanced a change fund and/or who collect official or quasi-official funds) and imprest fund cashiers authorized to make payments for material/supplies). Requested increases or decreases to the number of controlled positions will be addressed to the Commanding General (C 210), who will request final approval from the Commandant of the Marine Corps.

Current positions are as follows:

<u>Position Control Number(s)</u>	<u>Activity</u>
1	Clothing Branch, Materiel Division Supply Department
2	Self Service Center, Materiel Division, Supply Department
3	Imprest Fund Branch, Purchasing Division, Supply Department
4	Food Service Division, Supply Department
5	Commissary Store Division, Supply Department
6	The Basic School
7	Housing Division, Facilities Department
8,9	Collections Office, Supply Department
10	Correctional Facility/Security Battalion
11	Quantico Branch Veterinary Activity
12,13,14	Natural Resources Management Division, Facilities Department

2. Authorized Custodians. When the estimated maximum amount to be collect daily or during periods between deposits with the Disbursing Officer or other authorized periods is estimated to be less than \$200, an activity head may designate a member or employee as an authorized custodian, rather than a collection agent. Public funds may be received at times, at locations and under circumstances which preclude any advance arrangements for their receipt.

3. Alternates. An alternate is an individual who is authorized to act only during the absence of the primary collection agent, primary imprest fund cashier or primary authorized custodian. The alternate is an agent of the appointing officer and, when serving in the place of the primary agent, is governed by all regulations applicable to the primary agent. Separate safes and records will be maintained to establish the amount for which each person is accountable. An alternate shall not serve concurrently with the primary in handling of public funds.

4. Appointing Letters. All agents in controlled positions will be appointed by direction of the Commanding General while authorized custodians will be appointed by activity heads in accordance with paragraph 8002 preceding and as follows:

a. Persons who make cash sales of Government property, including reimbursements, will be appointed as authorized custodians.

b. Messhall custodians who receive funds from dining facility cashiers will be appointed authorized custodians.

c. Messhall cashiers who collect cash from individuals for sale of meals will be assigned in accordance with the current addition of MCDECO P10110.2. Appointments of messhall cashiers on a one-time basis may be made orally; however, such persons must thoroughly understand their duties.

5. Requests for appointments as collection agents, authorized custodians and their alternate will be made to the appropriate officer. Requests for appointments will contain the following information:

a. Position control number, as applicable.

b. Name, rank, or civilian classification (position title) of appointee (same for person being relieved).

c. Name, rank and title of appointee's immediate supervisor.

d. Statement that appointee has demonstrated a willingness to serve as a collection agent, imprest fund cashier or authorized custodian, as appropriate.

e. A complete description of the fund-handling duties of the appointee and the locale at which the duties are to be performed.

f. Estimate of total amount of funds to be received each month and the estimated maximum to be received on any one day.

g. Proposed disposition of funds including frequency of deposits.

h. Brief outline of controls to be established to protect the interests of the Government.

i. Full description of type of safe or other adequate secure facility to be provided the appointee.

j. Desired effective date of appointment.

6. Letters of appointment will then be prepared in the appropriate format shown in Appendix BB of UM 4400-15 and paragraph 8002 preceding.

7. The following fund control procedures will be adhered to when establishing positions:

a. Safekeeping

(1) Agents will keep the funds entrusted to them for safekeeping in safes assigned exclusively for their respective use. The safe(s) combination(s) shall not be committed to writing nor provided to anyone other than duly appointed users. Field safes shall not be used for the safekeeping of funds, unless they have been bolted or chained in place in such a manner that they cannot be removed. Safes which have been modified to accommodate a hinge and hasp are not authorized for safekeeping of funds. Therefore, the combination lock will be an integral part (built into/ nondetachable) of the safe. Public funds entrusted to an individual will not be merged with any other funds nor will public funds entrusted to two or more individuals be merged.

(2) The combination of any safe holding public funds will be changed at least once every 6 months and upon relief of an agent. Safe combinations will be committed to memory to avoid the possibility of compromise and loss of funds. When the safe is being opened, the dial will be so shielded that the operation of the combination of the safe cannot be observed by others.

(3) Due to the conflict in safeguarding procedures, classified matter will not be stored in safes containing public funds.

b. Change Funds. When considered necessary for operations, a change fund will be provided to the agent. Authorization, amount and source from which the change fund will be obtained will be stated in specific written instructions. Agents will be required to receipt for the change fund advanced to them.

c. Cash Registers. When the volume of transactions so warrants, the agent will be provided a cash register. At the beginning of business each work day, the agent will place the change fund in the cash register. When the assigned cash register is not being operated and it contains cash, it will be kept locked or otherwise protected in order that no unauthorized person may gain entrance. The agent will inspect the cash register periodically during the day and remove cash and checks in excess of the amount needed for change. The removal will be recorded on the cash register tape (if the register is so equipped). The cash and checks removed will be placed in the agent's safe or turned over to the authorized custodian in accordance with the specific written instructions.

d. Reconciliation of Funds. At the close of business each workday, or upon relief of an agent on watch, the agent will reconcile the total funds on hand with the change fund and the record of sales/collections. For agents provided a cash register, the reconciliation will be made utilizing the cash register tape (if the register is so equipped). For agents not provided a cash register, receipts, sales slips or other prescribed records of collection will be utilized. Shortages or overages will be reported immediately to the individual exercising supervision over the agent.

e. Disposition of Funds. Cash, checks and prescribed records or sales/collections of agents will be turned in to the authorized agent prescribed in specific written instructions. Turn-in will be accomplished as follows unless specified otherwise in the specific written instructions:

(1) Daily.

(2) At least twice weekly whenever the amount of funds collected exceeds \$500.

(3) At least weekly whenever the amount of funds collected is \$500 or less.

(4) On the last business day of the month regardless of the normal frequency.

f. Records. Agents will maintain records as directed in their specific written instructions or, where none are so prescribed, as directed by the principal for whom they act. The records show, as a minimum of each individual agent, the source and disposition of all funds and the balance on hand.

g. Audits. Audit and verification of funds will be conducted at least quarterly in accordance with paragraph 8002 preceding utilizing MCDEC 7010/4 (Fund Verification Report).

h. Deficit or Excess of Public Funds. In accordance with Navy Regulations, article 1137, any person with knowledge of a deficit or excess of public funds will promptly report the matter to the respective appointing officer. The appointing officer will then take the following action in accordance with Navy Regulations, article 0719, and the NAVCOMPT Manual, paragraph 041380:

(1) Notify the Assistant Chief of Staff, Supply, in writing giving all known details. If the deficit or excess of public funds involves an authorized change fund, a copy of the report will be furnished to the Head, Disbursing Division.

(2) Request an investigation by an agent of the Naval Investigative Service.

(3) Order a formal or informal investigation, as appropriate, or recommend that a court of inquiry be convened, if required.

(4) If required, comply with the provisions of NAVCOMPT Manual, paragraphs 041354, 041381 and 041382.

i. Accountability and Responsibility. All agents are personally accountable for funds in their custody and will not loan, use, or exchange those funds for other funds, except as specifically authorized. Agents are required to keep safely all public funds collected by them or placed in their possession and custody. They are required to account for all amounts received by producing evidence of deposit, transfer, or other authorized disposition.

8004. PROCEDURES FOR INDIVIDUAL COMBAT MEALS/PACKAGED OPERATIONAL RATIONS

1. Packaged Operational Rations will be requisitioned as required and in accordance with the current editions of MCO P4400.84, MCO P10110.14, and MCDECO P10110.2.

2. Sales of individual meals/packaged operational rations will be conducted in accordance with the current editions of MCO P10110.14., MCDECO P10110.2, MCDECO 10110.3, MCDECO 10110.4, and MCDECO 10110.8.

3. The budgeting, procuring, storing, controlling, issuing and reporting of individual combat meals will be accomplished through the Director, Food Services Division, Supply Department in accordance with the current editions of MCO P10110.14 and MCO 10110.40. The below listed procedures will be established as a minimum and additional procedures may be implemented by organizational commanders to ensure proper stock control. The Meal, Ready-To-Eat (MRE) has replaced the Meal, Combat, Individual (MCI).

a. All stock will be maintained by month and year of pack.

b. Issue will be made only to authorized users in support of an authorized exercise/operation or when directed by higher headquarters with full justification.

c. Issues will be made only to personnel authorized to subsist at Government expense and in possession of a valid Meal Card (DD Form 714).



d. POR/MRE sold to personnel on commuted rations will be recorded on the Paid Supernumerary Register (NAVMC 10298) and reported as follows:

(1) Money for meals sold to personnel, not authorized to subsist at Government expense, will be collected prior to consumption.

(2) Funds derived from the sale of MRE's are to be turned in to the Head, Disbursing Division prior to the appropriate monthly close out date. The using unit will prepare a cash collection voucher (NAVCOMPT 2277) to ensure reconciliation of all funds turned over to the Disbursing Section in accordance with the current edition of MCO P10110.14.

(3) The appointment of a cashier to collect funds derived from the sale of POR/MRE will be effected by organizational commanders to whom said meals are issued. Normally, when sales occur irregularly, the organizational supply officer may be utilized to collect funds without written authority.

e. Under no circumstances can messhalls obtain, report or derive credits from POR/MRE meals issued or sold to personnel authorized to subsist on this type of ration. Additionally, POR/MRE's sold to personnel authorized to subsist at Government expense must be reported daily on the Man Day Fed Report (NAVMC 565-1) in the "other" column to reflect total personnel subsisting in the field.

f. Meals issued but not consumed during an authorized operation must be returned to controlled stock.

4. It is the responsibility of each using organizational commander to effect positive stock controls and reporting procedures of POR/MRE.

5. The using unit will submit the POR Consumption Report (Symbol: MCDEC 10110) to the Director, Food Services Division no later than the fifth working day of the following month. A signed copy of the monthly NAVCOMPT 2277 and the green copy of the NAVMC 10298 will be included with this report.

#### 8005. ACCOUNTING FOR AMMUNITION (CLASS V(W))

1. Headquarters, Marine Corps is the Inventory Control Point (ICP) for Class V(W) materiel. CMC (LMG) will establish, maintain, publish, and change prescribed allowances for Class V(W) materiel.

Additionally, CMC will direct the storage, issue, distribution, rebuild and disposal of Class V(W) materiel.

2. Organizations will utilize the current edition of MCO 8020.1, MCDECO 8000.1, MCDECO 8011.1, MCDECO P8023.2, and MCDECO 8027.1 for Class V(W) accounting.

3. Unit supply/property officers storing any quantity of Class V(W) materiel will maintain a copy of the Ammunition NSN/Lot Number Record Card (NAVMC 10774) for each lot. Directions for the completion of this form are contained in UM 4400-15.

a. Due to the hazardous nature of Class V(W) materiel, stringent controls for storing, handling and utilizing the materiel are necessary. Numerous safeguards are imposed to protect personnel and equipment.

b. Accountability for Class V(W) materiel is maintained by the Commandant of the Marine Corps (LMG) until it is issued to the user, regardless of whether the Class V(W) materiel is in storage, in transit, or within the financial accounting system. The user is required to maintain property control records if Class V(W) materiel is received and temporarily stored locally until expended. In this regard, all Class V(W) materiel in the hands of using organizational commanders (regardless of amount) will be accounted for as nonexpendable property. The accountability will be accomplished utilizing the NAVMC 10774 in accordance with Chapter 9 of UM 4400-15. The NAVMC 10774 will be maintained for each lot of ammunition on hand regardless of the amount. Each element of information displayed in the legend of Figure 9-7 of UM 4400-15 is required to be entered on each NAVMC 10774 maintained.

c. Class V(W) materiel on hand within an organic supply activity, but physically removed from the storage area will be signed out on an Equipment Custody Record Card (NAVMC 10359) in accordance with chapter 3 of UM 4400-15.

4. Occasionally, notice of ammunition reclassification messages (NAR's) are received which suspend, reclassify, or restrict the use of Class V(W) materiel because it has failed to perform as designed. The Director, Materiel Division accomplishes the action directed by the NAR through the Officer-In-Charge, Ammunition Branch. Additionally, when it is considered that a using activity head may possess some of the suspended Class V(W) materiel, a special distribution of the NAR is made to all using activity heads. Activity heads having any suspended, reclassified or restricted Class V(W) materiel on hand will immediately report the on hand quantity to the Director, Materiel Division (OIC, Ammo Branch) for disposition instructions.

8006

## SUPPLY SERVICES MANUAL

8006. BLANK FORMS

1. Controlled blank forms listed in Appendix G are stocked at the Self-Service Center. Organizational commanders and the Assistant Chief of Staff, Comptroller, will provide the Commanding General (C.211) a letter listing personnel and sample signatures of persons authorized to requisition and receipt for controlled blank forms. A format is contained in figure 8-3 herein. Controlled blank forms will be requested on a separate Self-Service Center Shopping List (NAVMC 10700) signed by one of the authorized individuals and indicating which authorized individual will receipt for the forms. Additionally, the individual's Armed Forces Identification Card (DD Form 2MC) will be checked.

a. The Manager, Self-Service Center will establish and maintain a current signature file. Commanding Officers, the Assistant Chiefs of Staff, and Activity Heads will resubmit letters of authorization at 6-month intervals and/or as required. Signatures on the shopping list that do not match the signature contained in the signature file will be rejected and returned to the requisitioner without action.

b. All controlled blank forms will be stored in the safe at the Self-Service Center. Additionally, a Controlled Blank Forms Log Book will be maintained and each receipt and issue will be recorded therein by serial number.

c. An inventory of all controlled blank forms will be conducted monthly by the supervisor of the Inventory Count Section, Materiel Division, Supply Department.

2. Noncontrolled blank forms will be issued from the Blank Forms Issue Point of the Self-Service Center.

3. The following minimum security measures are required for serialized blank forms:

a. Items will be kept in a locked safe whose combination must be changed at least every six months and upon change of blank forms custodian.

b. A register will be maintained indicating all transactions reflecting the receipt, issue, and inventory of serialized/ controlled blank forms.

c. Invoices/shipping documents will indicate the serial number of all serialized blank forms.

d. Serialized blank forms will be shipped by registered mail.

e. Activity heads maintaining on-hand assets of serialized blank forms will cause monthly inventories to be conducted and appropriate notations to be entered in the register. Activity heads will, upon disclosure of a shortage, conduct an investigation and take whatever disciplinary action is warranted as a result of the findings of the investigation.

f. Additionally, U.S. armed forces identification cards will be subjected to an unannounced inventory by the organizational commander at least semiannually. The results of the inventory will be noted in the controlled forms register and signed by the organizational commander.

g. Recovered or missing armed forces identification cards which cannot be accounted for will be reported in letter format by the accountable officer, in accordance with the instructions contained in Chapter 9, herein, and the current edition of MCDECO 5500.7.

#### 8007. TEMPORARY LOANS OF GOVERNMENT PROPERTY

1. Items of Government Property may be issued on a temporary loan basis for a period of 30 days. Should the occasion arise that an item will be on loan of an extended period of time, the temporary loan document must be updated for an additional 30 days. The accountable officer can extend this temporary period beyond sixty days when the circumstances are warranted; however, documentation of such an extension (with justification) is required. The Equipment Custody Record Card (NAVMC 10359) will be utilized as the temporary loan document for property loaned to an individual or organization under another command. The due date and the authority for making the temporary loans will be annotated on the document. Internal temporary loans will be made utilizing the NAVMC 10359 as well. Temporary loan documents will be maintained in a separate file entitled "Temporary Loans" in accordance with UM 4400-124 and UM 4400-15.

2. It is the policy of this Command that individual and organizational equipment will be issued only for the purpose of accomplishing official military duties or to fulfill operational commitments. In keeping with its policy, no military equipment will be issued for recreational functions or personal use without expressed written permission of the commanding officer, assistant chief of staff, or activity head.

3. Any request for temporary loans from individuals or organizations outside of MCDEC must be made in writing to the Commanding General (C 210) and shall include the following information:

8008

## SUPPLY SERVICES MANUAL

- a. Name of responsible individual as designated by name, rank and social security number.
- b. Inclusive dates for which the loan is requested.
- c. Organization and telephone number at which individual can be contacted. The letter with approving endorsement will be authority for making temporary loans.
- d. Intended use of equipment.
- e. Any other pertinent information.

8008. PERSONAL EFFECTS

1. Commanding Officers are responsible for establishing and pursuing a positive and continuing program to collect, identify, inventory, protect and dispose of personal effects and baggage, ensuring that the provisions of the current editions of MCO P4050.38 (Personal Effects and Baggage Manual), MCO p4400.150 (Consumer-Level Accounting Manual), UM 4400-15 (Organic Property Procedures Manual) and DoD 4150.21-M (Defense Disposal Manual) and paragraph 15002 herein are complied with. Responsibility will include security, care and custody of personal effects and baggage of members and former members of subordinate organizations unable to provide physical security, as well as, inventory, collection and disposal of government property on charge to these members.

2. Disposition of personal effects will be made through the appropriate battalion supply officer. The unit supply officer will inspect the personal effects received to insure they are packed in as small a container as possible. All edges of the container will be sealed with tape and banded with steel strapping or nylon filament tape. The absentee's name, rank, SSN and the date turned into the Battalion Supply Officer is stenciled or legibly printed on the outside of the container.

3. Personal Effects will be inventoried by a SNCO or officer (of an equal or greater rank); however, a sergeant may inventory the personal effects of those sergeants and below in an unauthorized absence status only. The inventory officer will utilize the Personal Effects Inventory Forms (NAVMC 10154) to list personal effects. Additionally, a baggage tag will be completed and distributed as follows:

- a. Original NAVMC 10154 and lower portion of baggage tag to the individual's SRB.

b. Copy of the NAVMC 10154 and middle portion of baggage tag inside container.

8-18

SUPPLY SERVICES MANUAL

8010

c. Copy of the NAVMC 10154 and top tag should be attached to the outside of the container.

d. Copy of NAVMC 10154 will be maintained in the supply officer's personal effects file.

4. The NAVMC 6 will be utilized and distributed in accordance with UM 4400-15, Chapter 6, paragraph 06001 for all missing or damaged Government property.

5. The Supply Officer, Headquarters and Service Battalion will handle all personal effects for those personnel under the administrative control of that battalion (i.e., centers, departments, etc.).

#### 8009. MONEY VALUE REPORT OF THE INVENTORY

1. Within 30 days after the close of the fiscal year, a statement of the money value report of the inventory will be generated by the Property Control Officer. The report will be submitted via the appropriate operational chain of command to CMC (LMM) using the report symbol MC-7320-04.

2. The report will contain the following types of items:

a. Controlled items that have been assigned a Table of Authorized Material (TAM) control number and are reportable under the instructions provided in the current edition of MCO P4400.82 (items with a Controlled Items Code of A - J).

b. All other items which have a standard unit price of \$1,000 or more and have an assigned TAM number, based on the value of the item prior to the close of the fiscal year.

3. The PCO will generate the report, for the Command, utilizing a Class I Program (G4100X14). The endorsed report must be forwarded to CMC (LMM) to arrive not later than 45 days after the end of the fiscal year.

4. Land, buildings, Class V(W) and IX items will not be included. Equipment which has been borrowed from other organizations will not be included in this report. However, equipment which is on loan to another organization will be considered for reportability.

5. A descriptive narrative explanation will be provided if the dollar value reported exceeds 10 percent variation (plus or minus) from the previous report.

8-19

8011

SUPPLY SERVICES MANUAL

8010. LOCAL SERIAL NUMBER ASSIGNMENT. Battalion supply officers/unit property officers will develop local serial numbers by using the last 5 digits of the Activity Address Code (AAC) plus 3 additional sequential numbers (i.e., 303000001, 303000002, etc.). Unit property officers consolidated under Table of Equipment T/E 7401 will develop local serial numbers by utilizing a standard 5 digit organizational title (alpha numeric) and 3 sequential numbers (i.e., TATSCO01.).

1. The serial number will be entered into a serial number logbook to preclude duplication of a serial number for any item.
2. The serial number will be affixed in such a way to the accountable end item so that it will not be lost through major component replacement.
3. The serial number may be placed on a data plate which may be retained and reapplied when the major component to which it is affixed is replaced. In those cases where the entire end item is disposed of/retrograded, the data plate will not be removed.
4. Once affixed, the item will be reported to the appropriate Command accountable officer.
5. The use of dashes (-) or spaces is neither necessary, nor authorized, for the assignment of local serial numbers.

8011. LOCAL TAMCN/NSN ASSIGNMENT

1. Occasionally, items held by UPO's which must be controlled as formal allowances, have not been assigned a Table of Authorized Materiel Control Number (TAMCN), such as commercially procured nonexpendable serialized assets (typewriters, vacuums, etc.). In order to load the item to the Command MAL and the unit CMR it is necessary to have a TAMCN and an allowance for the item. The source for assigning local TAMCN's is the PCO. The source for approval of allowances is through the unit's chain of command and as discussed in Chapter 2, herein.
2. The UPO will submit a memorandum/letter to the PCO requesting the assignment of a local TAMCN for a particular item. The following elements of information are required to be provided by the UPO:

- a. Nomenclature.
- b. NSN (if not assigned, see paragraph 8011.3, following).
- c. Type of Equipment (Commodity - electronic, motor transport, etc.).

8-20

SUPPLY SERVICES MANUAL

8012

- d. Unit Price.

The request for a local TAMCN can be submitted concurrently with a MOA.

3. Non-system items are items for which National Stock Numbers have not been assigned. UPO's will research the item to ensure that a valid NSN does not exist prior to requesting the assignment of one. There are two categories of items eligible for assignment of a local NSN - end items or items that will require formal accounting (i.e., nonexpendable, serialized assets under \$1,000) and repair parts/clothing/garrison property. The current edition of MCO 4410.9 provides additional guidance for the establishment of local NSN's.

a. Assignment of a local NSN for nonexpendable end items will be accomplished by the Property Control Officer. The PCO will verify that the item does not exist on the Master Header Information File (MHIF) or on the Non System Items File (NSIF). The UPO will request assignment of a local NSN by letter (which can accompany an MOA) and include the following information:

- (1) Part Number or Manufacturers Number/Code
- (2) Nomenclature
- (3) Publication (which the item is listed in)
- (4) Source, Maintenance and Recoverability Code (SMRC), if available (SMRC can be found in UM 4400-123)
- (5) Unit Price

The PCO will induct three ZNS cards in accordance with UM 4400-124 (part III, section 4) and UM 4400-123.

b. Assignment of local NSN's for repair parts and expendable assets will be accomplished by Materiel Division (Customer Service Section) utilizing information provided on the requisition for a particular item. The current edition of MCO P4410.9 establishes procedures for part number requests.



8012. WASHER/DRYER MAINTENANCE PROCEDURES

1. The Washer/Dryer Maintenance Program is managed by the Property Control Officer. The PCO acts as the liaison between the UPO and the contractor.

8-21

8012

SUPPLY SERVICES MANUAL

2. Only those washers and dryers that are on the Consolidated Memorandum Receipt (CMR) of a unit may be considered for the maintenance program. When a washer/dryer fails to work properly, a report must be made to the appropriate staff officer (normally the S-4/supply officer/unit property officer) of the unit owning the asset(s).

a. The following information must be provided when reporting the malfunction to the Property Control Officer:

- (1) Serial number
- (2) Location of item
- (3) Description of problem
- (4) Name of the unit representative
- (5) Telephone number of unit representative
- (6) Unit name

b. The Property Control Officer will provide the unit representative with a four digit call number which should be referenced in all future correspondence (i.e., KO01).

3. Routine repairs are reported to the contractor on Tuesdays and Fridays. Machines will normally be repaired within 48 hours of notification.

a. The washer/dryer repairman will prepare a Limited Technical Inspection (LTI) describing the work performed and attach it to the machine. If a machine is beyond repair, the LTI will be annotated "LTI REPLACE." The unit should then prepare a DD 1348-1 (DIC B7K) and forward it in accordance with current directives and Chapter 13, herein. The Property Control Officer will, upon receipt of the LTI and DD 1348-1, issue a serviceable machine. Serviceable machines will be issued only as replacements for unserviceable machines and as deemed necessary by the Property Control Officer.

b. Emergency work orders will be reported by the Property Control Officer to the repairman as they are received. Normally, emergency repairs will be affected within 24 hours.

4. The Property Control Officer will ensure that sufficient quantities of serviceable assets are on hand/on order to support the Command. Stockage of serviceable excess washers and dryers by subordinate commands is not authorized.

8-22

SUPPLY SERVICES MANUAL

8014

8013. MATTRESS REPAIR AND EXCHANGE PROGRAM

1. In order to fully support Marines residing in Bachelor Enlisted Quarters (BEQ's), the Command has established a Mattress Renovation Program. The program is funded by the Property Control Officer.

2. All requirements for mattress renovation will be directed to the Property Control Officer (PCO) by letter, from the appropriate unit property officer. The PCO will maintain a stock of serviceable renovated mattresses in a ready-for-issue condition. If assets are on hand, they will be issued (on a one for one exchange basis) to UPO's as requests are received. The PCO will ensure that unserviceable mattresses are placed in the renovation program (the Industry for the Blind has been contracted for the actual renovation. Additionally, the PCO will coordinate with UPO's to determine the time and place of turn in of unserviceable mattresses. If assets are not on hand UPO's will be given the opportunity to have their mattresses go into the renovation program, via the PCO.

8014. PERSONNEL SUPPORT EQUIPMENT (PSE)

1. The quality of life for the individual Marine is a primary concern of this Command. Adequate living facilities is a military requirement of the highest priority and is beneficial to the quality of life program. The allowances established in enclosure (2) of the current edition of MCO 10160.8 fix the maximum quantity and kinds of articles of furniture, furnishings, and other items which may be acquired.

2. PSE will be accounted for by the UPO. Commanding officers, assistant chiefs of staff, and activity heads will establish Non-FMF allowances in accordance with paragraph 2003, preceding, and within the confines of the current edition of MCO 10160.8. All PSE will be stenciled with "U.S." to identify it as Government property.

3. Annually, an inventory and statement of funds obligated and budgeted in the procurement of PSE will be submitted to the CMC (Lfs). The Property Control Officer is tasked with providing a consolidated

report for MCDEC to the Assistant Chief of Staff, Comptroller. Organizations will provide input, in accordance with instructions provided by the Property Control Officer, no later than 20 August annually. The Assistant Chief of Staff, Comptroller will ensure that the report is submitted not later than 15 September to the CMC. Appendix M will be utilized to determine NSN/s/nomenclature for office furniture and equipment for standarization.

8-23

8015

SUPPLY SERVICES MANUAL

8015. FLAGS, GUIDONS AND STANDARDS

1. Repair, replacement, and disposition instructions for flags and standards are contained in the current edition of MCO P10520.3.

2. Flags that are old and worn out and standards of deactivated organizations that have no historical value and are beyond economical repair will be burned locally in accordance with the following instructions:

a. Flags and standards that are to be disposed of by burning will be dropped from the property records by means of a miscellaneous adjustment document (DD Form 1348). The statement: "This flag/standard does not contain any historical value and is beyond economical repair" will appear in Blocks L-0 of the adjustment document. The following certification will appear on the reverse side of the adjustment document:

"I certify that on this date I have burned the  
flag/standard appearing on this adjustment document."

\_\_\_\_\_  
(Name and Grade)

\_\_\_\_\_  
(Date)

b. Unserviceable flags that cannot be disposed of by burning will be turned into the PCO in accordance with DoD 4160.21-M and Chapter 6 herein.

c. The adjustment document will be approved by the appropriate commanding officer/activity head prior to the flag/standard being destroyed.

3. Activities requiring flags and/or clothing for burial of deceased Marine Corps or Navy personnel will requisition requirements from their normal source of supply. When these items are not immediately available, immediate use requirements will be requested from the MCLB, Albany, utilizing DD Form 1348 or message, as appropriate. The DIC AOE or A05 (Signal Code E" or "N" and Fund Code "99," as applicable)

will be used; and the following will be entered in the "Remarks" blocks (all other required requisition data will also be entered):

"Replacement/required for issue for burial of (name, grade, social security number) USMC/USN, deceased, bill to O&M, Navy."

4. The commanding officer, or representative, of the activity requesting items for burial of deceased personnel will be required to sign the following certification on two copies of the document supporting the issue:

8-24

SUPPLY SERVICES MANUAL

8017

"I certify that I have received the above items to be used for the burial of (name, grade, and social security number) (USMC/USN), deceased."

5. Individuals receipting for items for burial of deceased personnel will retain a copy of the issue document, annotated with the quantity and total price of articles issued. The priced copy will be delivered to the commanding officer of the requesting activity.

6. Items received from the distribution system for burial purposes will not be taken up on the property records of the requesting activity. The cost of these items will be charged to the appropriation Operations and Maintenance, Navy, by the MCLB, Albany.

7. When circumstances prevent delivery of the burial items to the next of kin or a designated representative, the items will be returned to the issuing activity. The returned items will be accompanied by a memorandum showing the name, grade, and social security number of the deceased and a statement as to the reason for the return.

8016. MARINE CORPS SEAL

1. The official Marine Corps Seal, hand impression, will be used for the authentication of official records of this Command and will be affixed to those forms and documents on which the use of a seal is indicated.

2. MCDEC organizations requiring this seal (lettered "Department of the Navy - United States Marine Corps", with insignia of the United States Marine Corps: TAMCN C60302, NSN 7520 00 269 8773) shall submit requisitions to the MCLB, Albany (RIC MPB), via the Property Control Officer.

3. Each organization authorized possession of the official seal must designate an authorized custodian. Additionally, the item will be carried on the Command MML (CIC 2) and unit CMR.

8017. ISSUE OF OCCUPATIONAL FOOTWEAR AND COVERALLS

1. In order to maintain sound supply discipline, accountable officers will exercise their utmost discretion and ensure that only those individuals whose billet description requires the issue of safety shoes and coveralls, receive them. All military and civilian personnel who work in foot hazardous areas will be

8-25

8018

SUPPLY SERVICES MANUAL

provided occupational footwear in accordance with the current edition of MCDECO P5100.1 at Government expense.

2. When safety shoes are issued, figure 8-4 will be utilized to report the issue, for subsequent inclusion in the individuals Service Record Book (SRB), to the appropriate battalion (organization holding the individual SRB/personnel record) or Official Personnel Folder, in the case of civilian personnel.

3. The Commanding Officer, Naval Medical Clinic will provide:

a. Podiatric counseling for military and civilian personnel who work in foot hazardous areas.

b. Orthopedic occupational footwear for military personnel who work in foot hazardous areas.

4. Individual unit Program Managers will:

a. Fund for the occupational footwear requirements of military and civilian personnel in accordance with the current edition of MCDECO P7110.3 excluding orthopedic occupational footwear for military personnel as stated in paragraph 8017.3a, above.

b. Obtain stocked occupational footwear at the Clothing Sales Store utilizing NAVMC 10700. The Direct Support Stock Control Catalog contains a complete listing of all stocked Occupational footwear.

c. Submit requirements for nonstocked footwear to the Director, Materiel Division, utilizing DD Form 1348.

d. Requisition commercial occupational footwear for those civilian employees who are unable to wear the military standard safety footwear due to orthopedic reasons. The purchase of commercial occupational footwear will be limited to the least expensive line

which meets the orthopedic and American National Standards Institute (ANSI) requirements.

e. Require proof of orthopedic need prior to requisitioning commercial occupational footwear. Such proof will be in the form of a signed prescription from a military doctor of podiatry. Consultation with a military doctor of podiatry may be arranged through the Environmental Health Officer.

f. Requisition commercial occupation footwear by submitting DD Form 1149 to the Director, Materiel Division. The document should contain ANSI requirements, as well as a copy of the orthopedic prescription.

8-26

SUPPLY SERVICES MANUAL

8018

5. Prior to issue, coveralls will be stenciled with the organization name, in 2" block letters. Coveralls will be carried on the Non-FMF Allowance List in accordance with paragraph 2003, herein, and funded for by individual organizations.

#### 8018. PUBLIC ANIMALS

1. Public animals procured with appropriated funds will be carried on the command MAL and unit CMR as nonexpendable property.

a. DD Form 1834 (Military Working Dog Service Record) will be used as a memorandum record for each canine. Figure 6-10 of UM 4400-15 applies. The DD 1834 will be maintained by the UPO. Information on the card will include the name and accurate description of each dog purchased or acquired. Paragraph 06091 of UM 4400-15 provides guidance for the transfer of canines. A copy of the transfer document will be provided to the PCO within three days of the completed transaction.

b. The UPO will prepare a HORSE/MULE Service Record/Stock Record Card, Figure 8-5, for each Horse/Mule on hand. The form will be completed as indicated on the card. Paragraph 06092 of UM 4400-15 provides amplifying instructions.

2. Public animals that die of sickness or are killed because of contagious disease or incurable injury will be dropped from the property records of the unit property officer upon receipt of an affidavit of the veterinarian. If a veterinarian's affidavit cannot be obtained, the certificate of a disinterested officer, approved by the commanding officer, may be used. The certificate will be provided to the PCO along with a signed B9z, miscellaneous loss document, vouchered by the appropriate commanding officer/assistant chief of staff/activity head.

## SUPPLY SERVICES MANUAL

ACKNOWLEDGEMENT OF RIGHTS

1. A voluntary reimbursement for loss, damage, or destruction of Government Property will be considered as a free act for personal reasons and will not imply an admission of responsibility for fault or negligence for any purpose. No threat of disciplinary action or offer to withhold such action shall be made to an individual to influence his/her decision whether to accept responsibility for loss, damage, or destruction of Government Property and to voluntarily reimburse the Government. If reimbursement is offered in case of loss, damage, or destruction, such reimbursement should be for the full value of the property or, if applicable, the cost of restoring the property to its previous condition. There is no legal administrative process whereby an individual may be required to reimburse the Government for loss, damage, or destruction of Government Property. In appropriate cases, judicial action to recover damages may be instituted by the Government. Voluntary offers to reimburse the Government for 1055, damage, or destruction does not relieve an individual from the consequences of wrongful acts.

2. In addition you are afforded the opportunity to consult with a judge advocate concerning the reimbursement, if a judge advocate is reasonably available in the immediate geographical area. In the event a judge advocate is not so available, or in any case in which the individual waives, in writing, his/her right to consult with a judge advocate, a written statement or such nonavailability, or the written waiver, will be attached to the relevant investigative report; and a copy will be attached to the voluntary consent for reimbursement.

3. I do/do not desire to reimburse the Government for the subject property.

4. I do/do not desire to consult with a judge advocate.

5. I understand the rights afforded me as indicated in paragraphs 1 and 2 above.

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Signature of Commissioned Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Figure 8-1.--Sample Acknowledgement of Rights.



SUPPLY SERVICES MANUAL

Figure 8-2.--Sample NAVCOMPT Form 2277



## SUPPLY SERVICES MANUAL

## PREPARATION OF NAVCOMPT FORM 2277

<u>STEP</u>	<u>BLOCK</u>	<u>DEFINITION</u>	<u>ENTRY</u>
A	-	Page Number	Page number as appropriate
B	1	Purpose	"X" in COLLECT box.
C	2	Date	Date of preparation
D	3	Reference Document Number	Enter the assigned voucher (document) number.
E	4	Bill Number	Leave Blank.
F	5	Voucher Number	Leave Blank.
G	6	From	Enter name, rank, title, and address of voucher preparing activity.
H	7	Paid By	Leave Blank.
I	8	To	Leave Blank.
	9	Articles, Services, or Items	
		(A) Invoice or Order No.	Leave Blank.
		(B) Date of Delivery/Service	Leave Blank.
		(C) Description	Enter dates for the period covered by voucher and a complete detailed description of purpose for which collections were made; a statement identifying

Figure 8-2.--Sample NAVCOMPT Form 2277--Continued.

## SUPPLY SERVICES MANUAL

## PREPARATION OF NAVCOMPT FORM 2277

<u>STEP</u>	<u>BLOCK</u>	<u>DEFINITION</u>	<u>ENTRY</u>
			the nature of the sales; the inclusive numbers of the sales slips that support the sales; (the inclusive supply voucher numbers assigned to the NAVMC 6 forms to support the sales and/or the inclusive serial numbers of the Paid Super-numerary Ration Registers to support the sales) and the name, grade, and title of supply/property control officer.
M		(D) Quantity	Leave Blank.
N		(E) Unit Price	Leave Blank.
O		(F) Amount	Enter amount of sales for the period covered.
P		(G) Discount Terms	Leave Blank.
Q		(H) Total	Enter total Amount of sales.

Figure 8-2.--Sample NAVCOMPT Form 2277--Continued.

## SUPPLY SERVICES MANUAL

## PREPARATION OF NAVCOMPT FORM 2277

<u>STEP</u>	<u>BLOCK</u>	<u>DEFINITION</u>	<u>ENTRY</u>
			the nature of the sales; the inclusive numbers of the sales slips that support the sales; (the inclusive supply voucher numbers assigned to the NAVMC 6 forms to support the sales and/or the inclusive serial numbers of the Paid Super-numerary Ration Registers to support the sales) and the name, grade, and title of supply/property control officer.
M		(D) Quantity	Leave Blank.
N		(E) Unit Price	Leave Blank.
O		(F) Amount	Enter amount of sales for the period covered.
P		(G) Discount Terms	Leave Blank.
Q		(H) Total	Enter Total Amount of sales.
R	10	Type of Payment or Bill	Leave <u>Blank</u> .

Figure 8-2.--Sample NAVCOMPT Form 2277--Continued.

8-32

SUPPLY SERVICES MANUAL

PREPARATION OF NAVCOMPT FORM 2277

<u>STEP</u>	<u>BLOCK</u>	<u>DEFINITION</u>	<u>ENTRY</u>
S	11	Accounting Classification	(Collection) Enter appropriate data to which funds are to be credited in block A, and block C through j, Bland. Enter the total in block K.
T	12	Deductions	Leave <u>Blank</u> .
U	13	Accounting Classification to Be Charged (Disbursement)	Leave blocks A through K <u>Blank</u> . Enter the total amount of sales in block L.
V	14	Inspection Report NOS	Leave <u>Blank</u> .
W	15	Govt Bill of Lading NOS	Leave <u>Blank</u> .
X	16	Approved	Enter the date of turn in; name, title, and signature of the remitter (supply officer).
Y	17	Certified	Leave <u>Blank</u> .
Z	18	Payment Received	Leave <u>Blank</u> .

SUPPLY SERVICES MANUAL

UNITED STATES MARINE CORPS  
Sample Battalion  
Marine Corps Development and Education Command  
Quantico, Virginia 22134-5000

4400  
C 200  
Date

From: Commanding Officer  
To: Commanding General, Marine Corps Development and Education  
Command (C 211)

Subj: PERSONNEL AUTHORIZED TO REQUISITION AND RECEIPT FOR  
CONTROLLED BLANK FORMS

Ref: (a) MCDECO P4400.1C

1. In compliance with the reference the below listed personnel are authorized to requisition controlled blank forms:

<u>NAME</u>	<u>GRADE</u>	<u>SSN</u>	<u>SIGNATURE</u>
John Q. Smith	Col	123 45 6789	_____
Jack Jones	Maj	234 56 7891	_____
Charles Brown	1stLt	345 67 8912	_____

2. In compliance with the reference the below listed personnel are authorized to receipt for controlled blank forms:

<u>NAME</u>	<u>GRADE</u>	<u>SSN</u>	<u>SIGNATURE</u>
Sally Black	GySgt	567 89 0123	_____
Henry Green	Sgt	678 90 1234	_____
William Blue	Cpl	789 01 2345	_____

3. This letter supersedes all previous authorizations.

I. M. COMMANDING

Figure 8-3.--Sample Personnel Authorization to Requisition  
and Receipt for Controlled Blank Forms.

8-34

SUPPLY SERVICES MANUAL

From: Responsible Officer \_\_\_\_\_ (ORGANIZATION)  
To: Commanding Officer (Attn: S-1), \_\_\_\_\_  
Battalion

1. It is requested that an entry be made in the above named  
individual's SRB to indicate he was issued one pair of safety shoes.

\_\_\_\_\_  
Supply Officer

2. I certify that I have been issued (1) pair of safety shoes.

\_\_\_\_\_  
Individual Concerned/Date

-----  
SAFETY SHOES



Figure 8-4.--Sample Safety Shoe Issue Form.

SUPPLY SERVICES MANUAL

Figure 8-5.--Format for the Horse/Mule Service Record/Stock Record

SUPPLY SERVICES MANUAL

CHAPTER 9

INVESTIGATION PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL INFORMATION . . . . .	9000	9-3
INITIATION OF INVESTIGATIONS . . . . .	9001	9-3
ACTIONS UPON IDENTIFYING A LOSS OR THEFT OF REPORTABLE PROPERTY . . . . .	9002	9-4
INITIAL ACTIONS OF THE PROPERTY CONTROL OFFICER/PLANT ACCOUNT OFFICER/SPECIAL SERVICES/TAVSC . . . . .	9003	9-6
INITIAL ACTIONS OF THE ASSISTANT CHIEF OF STAFF, SUPPLY . . . . .	9004	9-6
FOLLOW-UP ACTION . . . . .	9005	9-6
ADJUSTMENT OF PROPERTY RECORDS WITHOUT INVESTIGATIVE ACTION . . . . .	9006	9-6
CONVENING AUTHORITIES . . . . .	9007	9-7
APPOINTMENT OF INVESTIGATING OFFICERS . . . . .	9008	9-7
RESTRICTIONS . . . . .	9009	9-7
DUTIES OF INVESTIGATING OFFICERS . . . . .	9010	9-8
SUBMISSION OF INVESTIGATION REPORTS . . . . .	9011	9-8
CONVENING AUTHORITY REVIEW OF INVESTIGATIONS . . . . .	9012	9-9
REIMBURSEMENT FROM RESPONSIBLE INDIVIDUALS . . . . .	9013	9-9
STAFF JUDGE ADVOCATE REVIEW OF INVESTIGATIONS . . . . .	9014	9-10
ASSISTANT CHIEF OF STAFF, SUPPLY REVIEW OF INVESTIGATIONS . . . . .	9015	9-10

## SUPPLY SERVICES MANUAL

	<u>PARAGRAPH</u>	<u>PAGE</u>
COMMAND ENDORSEMENT . . . . .	9016	9-10
FINAL CONVENING AUTHORITY ACTION . . . . .	9017	9-11
FINAL COMMAND ENDORSEMENT . . . . .	9018	9-11
SUPPLY SOURCE ENDORSEMENT REQUIREMENTS . . .	9019	9-11

## SUPPLY SERVICES MANUAL

## CHAPTER 9

## INVESTIGATION PROCEDURES

9000. GENERAL INFORMATION

1. The garrison nature of MCDEC provides subordinate organizations maximum flexibility in obtaining nonexpendable assets for use in support of the various missions within the Command. The extensive procurement of commercial equipment by MCDEC organizations and staff sections has been a major factor in the need for more stringent property control measures and greater Command attention to investigations concerning the loss of such equipment.
2. Detailed guidance for the conduct of investigations can be found in the current edition of MCO P4400.150 (Chapter 6), UM 4400-15 (Chapter 6 and Appendix AA) and the JAG MANUAL (Chapters 2 through 6).
3. All missing, lost, stolen, destroyed, or damaged Government property on charge to the Marine Corps or other Government agencies in the custody of the Marine Corps will be made the subject of an investigation as prescribed in the JAG MANUAL, chapter 2 under the following conditions:
  - a. If the cause of the loss or damage is unknown.
  - b. To determine responsibility or relieve an individual of responsibility.
4. Government property not carried on property records will not be picked up in order to initiate or facilitate investigative action. Nor will the exclusion of the item from accounting records preclude the initiation of investigation when warranted.

9001. INITIATION OF INVESTIGATIONS

1. When fault or negligence is suspected or known, or when responsibility must be determined, an investigation will be convened by the appropriate commander having special (at least) court-martial convening authority. The results of this investigation will be used to properly dispose of the Government property.
2. Investigative action is not required when it is the opinion of the organizational accountable officer (commander/assistant chief of staff/activity head) that:
  - a. That no culpable negligence is indicated.

9002

## SUPPLY SERVICES MANUAL

b. That the conduct of such an investigation would constitute an unnecessary administrative burden.

c. That no culpability or responsibility can be determined.

d. That sufficient data is available to adequately justify the proper adjustment of property records.

e. Paragraph 9006, following, provides instructions on the adjustment of property records without investigative action.

3. A Motor Vehicle Accident Report (SF 91A) may be utilized in lieu of an informal investigation when, upon receipt of a request for investigation, the convening authority determines it to be more appropriate based on the following considerations:

a. There is no death or injury.

b. Total property damage does not exceed \$2,000.

c. There is no probable claim against the Government.

The convening authority will forward the SF 91A to the Commanding General (C 210) for final approval. The forwarding letter will include a finding about responsibility by reason of fault or negligence in accordance with paragraphs 9010.2c and 9016 of this Manual.

4. Investigative action is not usually required when an individual voluntarily offers to reimburse the government for the loss of Government property, unless there is evidence of misconduct requiring judicial action.

5. The responsibilities of cognizant individuals, relative to the initiation and conduct of investigations, are outlined herein.

9002. ACTIONS UPON IDENTIFYING A LOSS OR THEFT OF REPORTABLE PROPERTY

1. Upon discovery of the loss or theft of government property the individual having signatory custody (physical control of the items) will immediately provide written and telephonic notification to the appropriate unit property officer (i.e., the individual who is appointed to subcustody the equipment from the MCDEC Property Control Officer, Plant Account Officer, Special Services Officer, or Head, TAVSC).

2. The unit property officer will initiate the following actions within 24 hours from being notified of the loss of theft:

9-4

SUPPLY SERVICES MANUAL

9002

a. Notify PMO/CID of any missing, lost (if either under unknown circumstances or if a potential violation of the UCMJ exists) or stolen property.

b. If the item meets the criteria for submitting an Missing, Lost, Stolen or Recovered (MLSR) report, prepare and submit an INITIAL MLSR report utilizing the instructions contained in the current edition of MCDECO 5500.7, as modified by a Bulletin in the 5500 series.

c. If the item meets the criteria for submitting a Supply Accountability Report (SAR), prepare and submit such utilizing the instructions contained in the current edition of MCDECO 5500.7, as modified by a Bulletin in the 5500 series.

d. Initiate a request for investigation, if applicable, to the appropriate convening authority (via the MCDEC Property Control Officer, Plant Account Officer, Special Services Officer, or Head, TAVSC, as applicable). A copy of the request for investigation will be provided to the Assistant Chief of Staff, Supply (PCO), Assistant Chief of Staff, Comptroller (Plant Account Officer), or Assistant Chief of Staff, Services (Special Services), as appropriate.

3. The request for investigation will contain the following information regarding the lost property:

a. Quantity.

b. Stock Number/Plant Account Number/Special Services I.D. Number (as identified on Consolidated Memorandum Receipt, Plant Account Listing or Recreational Fund documents).

c. Table of Authorized Materiel Control Number (TAMCN), if applicable.

d. Item Name.

e. Serial Number(s), if applicable (or other identifying means).

f. Unit Price.

g. Total Cost.

h. Condition of the property at the time of loss (if known).

i. Copy of INITIAL MLSR, or SAR, as applicable.

4. The request for investigation (with all endorsements) will be included in the report of investigation as an enclosure(s).

9-5

9003

SUPPLY SERVICES MANUAL

9003. INITIAL ACTIONS OF THE PROPERTY CONTROL OFFICER/PLANT ACCOUNT OFFICER/SPECIAL SERVICES/TAVSC. Upon receipt of the request for investigation, the "supply source" (Property Control/Plant Account Officer/Special Services/TAVSC) will accomplish the following, as applicable:

1. Verify that the item(s) listed on the request for investigation is on the official accounting records of the unit property officer submitting the request.
2. Endorse the request for investigation to the appropriate convening authority, stating that the item(s) are/are not on the property records of the unit property officer submitting the request.

9004. INITIAL ACTIONS OF THE ASSISTANT CHIEF OF STAFF, SUPPLY

1. Upon receipt of a copy of the request for investigation, the Assistant Chief of Staff, Supply will:

a. Verify that a MCDEC Search bulletin (requesting a thorough search for the missing item(s)) has been published, if appropriate, for MLSR/SAR reportable incidents.

b. Monitor the status of investigative action to ensure that the timeframes for completing investigative reports and continuation and conduct of investigations, are outlined herein.

9002. ACTIONS UPON IDENTIFYING A LOSS OR THEFT OF REPORTABLE PROPERTY

1. Upon discovery of the loss or theft of government property the individual having signatory custody (physical control of the items) will immediately provide written and telephonic notification to the appropriate unit property officer (i.e., the individual who is appointed to subcustody the equipment from the MCDEC Property Control Officer, Plant Account Officer, Special Services Officer, or Head, TAVSC).

2. The unit property officer will initiate the following actions within 24 hours from being notified of the loss or theft:



a. Notify PMO/CID of any missing, lost (if either under unknown circumstances or if a potential violation of the UCMJ exists) or stolen property.

b. If the item meets the criteria for submitting an Missing, Lost, Stolen or Recovered (MLSR) report, prepare and submit an INITIAL MLSR report utilizing the instructions contained in the current edition of MCDECO 5500.7, as modified by a Bulletin in the 5500 series.

c. If the item meets the criteria for submitting a Supply Accountability Report (SAR), prepare and submit such utilizing the instructions contained in the current edition of MCDECO 5500.7, as modified by a Bulletin in the 5500 series.

d. Initiate a request for investigation, if applicable, to the appropriate convening authority (via the MCDEC Property Control Officer, Plant Account Officer, Special Services Officer, or Head, TAVSC, as applicable). A copy of the request for investigation will be provided to the Assistant Chief of Staff, Supply (PCO), Assistant Chief of Staff, Comptroller (Plant Account Officer), or Assistant Chief of Staff, Services (Special Services), as appropriate.

3. The request for investigation will contain the following information regarding the lost property:

a. Quantity.

b. Stock Number/Plant Account Number/Special Services I.D. Number (as identified on Consolidated Memorandum Receipt, Plant Account Listing or Recreational Fund documents).

c. Table of Authorized Materiel Control Number (TAMCN), if applicable.

d. Item Name.

e. Serial Number(s), if applicable (or other identifying means).

f. Unit Price.

g. Total Cost.

h. Condition of the property at the time of loss (if known).

i. Copy of INITIAL MLSR, or SAR, as applicable.

4. The request for investigation (with all endorsements) will be included in the report of investigation as an enclosure(s).

9-5

9003

SUPPLY SERVICES MANUAL

9003. INITIAL ACTIONS OF THE PROPERTY CONTROL OFFICER/PLANT ACCOUNT OFFICER/SPECIAL SERVICES/TAVSC. Upon receipt of the request for investigation, the "supply source" (Property Control/Plant Account Officer/Special Services/TAVSC) will accomplish the following, as applicable:

1. Verify that the item(s) listed on the request for investigation is on the official accounting records of the unit property officer submitting the request.
2. Endorse the request for investigation to the appropriate convening authority, stating that the item(s) are/are not on the property records of the unit property officer submitting the request.

9004. INITIAL ACTIONS OF THE ASSISTANT CHIEF OF STAFF, SUPPLY

1. Upon receipt of a copy of the request for investigation, the Assistant Chief of Staff, Supply will:
  - a. Verify that a MCDEC Search bulletin (requesting a thorough search for the missing item(s)) has been published, if appropriate, for MLSR/SAR reportable incidents.
  - b. Monitor the status of investigative action to ensure that the timeframes for completing investigative reports and convening authority endorsements contained in This Manual are complied.
2. If MLSR/SAR reportable, take that action identified in the current edition of MCDECO 5500.7.

9005. FOLLOW UP ACTION

1. In order for the unit property officer to maintain visibility over the status of the request for investigation and/or investigative action, it is incumbent upon him to take aggressive follow-up action and maintain a record of all endorsements to the original request, to include a record of responses to the search bulletin generated by the Assistant Chief of Staff, Supply. In this regard, close coordination with the cognizant battalion legal officer is mandatory.
2. For all items resident on the Command MAL, the PCO will establish and maintain an investigations voucher file and logbook. Continued liaison, with the Assistant Chief of Staff, Supply and the appropriate

battalion legal officer, by the PCO is required to ensure that the investigative momentum is not lost.

9-6  
9012

SUPPLY SERVICE MANUAL

9006. ADJUSTMENT OF PROPERTY RECORDS WITHOUT INVESTIGATIVE ACTION. In the event that it is the opinion of the organization accountable officer (commander/assistant chief of staff/activity head) that no negligence is indicated; or that for reasons known the organization accountable officer that an investigation would constitute an administrative burden, that officer will request approval from the Commanding General, MCDEC C 051, via the supply source chain of command (PCO/Plant Account/Special Services/TAVSC, as appropriate) that the property records be adjusted without conduction an investigation. This request, together with a DD 1348 (B9Z transaction) must provide detailed justification as to the reasons an investigation should not be required.

9007. CONVENING AUTHORITIES. Officers in the following categories are authorized to convene investigations:

1. All commanding generals.
2. All officers having general or special court-martial convening authority.
3. Any other officer so designated by the Commandant of the Marine Corps.

9008. APPOINTMENT OF INVESTIGATING OFFICERS. Within five working days of the receipt of a request for investigation, the convening authority shall appoint a member or members to an informal fact finding body (investigation), utilizing the guidelines contained in the JAG Manual. The member(s) will be appointed either orally or in writing. Insofar as practicable (when material subject to an investigation is technical in nature) an officer, staff noncommissioned officer, or civilian possessing technical knowledge of the material will be assigned as the investigating officer, provided he has no direct influence or cognizance over the individual(s) being investigated.

9009. RESTRICTIONS. Paragraph 6005.3 of MCO P4400.150C outlines restrictions imposed relevant to the appointment of investigating officers. The personnel assigned to the following billets will not be assigned as an investigating officer:

1. The commanding officer of the unit.
2. The individual administering the supply functions.
3. The individual charged with custody of the items.

9-7

9010

SUPPLY SERVICES MANUAL

4. Any individual junior to an officer/SNCO/civilian employee whose conduct is being investigated, except when circumstances make it mandatory (as explained in the appointing order).

9010. DUTIES OF INVESTIGATING OFFICERS

1. The duties of investigating officers are outlined in detail in the current edition of MCO P4400.150. Elements within the investigation report include, but are not limited to, the following:

- a. Present condition of the property, I known.
- b. Cause of present condition, if known.
- c. Disposition recommended.
- d. Findings of fact.
- e. Opinions.
- f. Recommendations.

2. During the conduct of the investigation the investigating officer will:

a. Inquire into the causes of the loss or theft to determine what measures were taken to prevent such loss or theft by the person in whose custody the property was placed.

b. Obtain appropriate statements from persons involved in, or witnesses to, the circumstances surrounding the loss.

c. Include an opinion as to the probable cause of the loss, and indicate his opinion of whether an individual should or should not be held responsible for the loss by reason of fault or negligence. When cause and responsibility cannot be fixed, the investigating officer will substantiate why this is the case.

3. In all cases, an appropriate recommendation for the disposition of the property involved and for applicable improvements in property control procedures will be included in the investigation report.

9011. Submission OF INVESTIGATION REPORTS. When completed, the report of investigation will be prepared in an original and four copies. The investigating officer will complete the investigation within ten working days from the date of the appointing order. When

9-8

SUPPLY SERVICES MANUAL

9013

unforeseen complications are encountered during the conduct of an investigation, the investigating officer may request and receive an extension. Both the written request for extension and the written approval will be included as enclosures to the investigation report.

9012. CONVENING AUTHORITY REVIEW OF INVESTIGATIONS

1. Upon receipt of the report of investigation, the convening authority will review the report of investigation and prepare a first endorsement, which will be forwarded to the Commanding General, MCDEC (C 051) via the Staff Judge Advocate and the Assistant Chief of Staff, Supply. The first endorsement should be prepared within ten working days of receipt of the report of investigation and should contain one of the following:

a. Approval of the findings of fact, opinions and recommendations of the investigating officer.

b. Disapproval of the findings of fact, opinions and recommendations of the investigating officer. If the investigation report is disapproved, in part or in whole, the convening authority should state reasons for disapproval and his/her recommended changes to the investigation report.

2. When the convening authority does not approve the investigation report, he may return the investigation report to the investigating officer to afford the investigating officer the opportunity to make appropriate amendments.

3. A signed copy of the convening authority's endorsement shall be provided to the organization originally requesting the investigation and to the Property Control Officer or Plant Account Officer (as appropriate), for final record adjustment, if required.

4. In no case will more than 45 days lapse between the incident identification and the endorsement of the investigation to the Commanding General, MCDEC (C 051). In rare cases when an investigation cannot be completed within established timeframes, the convening authority will request a waiver, with full justification, from the Commanding General (C 051).

5. If the convening authority determines that disciplinary action is appropriate, comment to that affect will be included in the endorsement.

9-9

9014

SUPPLY SERVICES MANUAL

9013. REIMBURSEMENT FROM RESPONSIBLE INDIVIDUALS

1. When an investigating officer finds a responsible individual culpable for the loss/damage of an item, then a recommendation that the individual be afforded the opportunity to reimburse the Government should be included in the investigation report.

a. If the individual is still assigned to the convening authority's command, once the findings of fact, opinions and recommendations are approved by the convening authority, that authority should afford the responsible individual the opportunity to reimburse the Government.

b. If the individual has been transferred to another Command, once the findings of fact, opinions and recommendations are approved by the convening authority, that authority must endorse the investigation to the CG (C 051) for further endorsement to the cognizant commander.

2. Should an individual be administratively attached to an organization external to this Command, the CG (C 051) shall endorse the investigation to the member's command, requesting that the individual be given the opportunity to voluntarily reimburse the government, and requesting that the individual's acceptance/refusal to do so be attached as an additional enclosure to the investigation and returned to the CG (C 051). Individuals volunteering to reimburse the Government will be counseled in accordance with Chapter 8 of this Order.

9014. STAFF JUDGE ADVOCATE REVIEW OF INVESTIGATIONS. Upon completion of the convening authority's review, the report of investigation will be submitted to the Staff Judge Advocate for review. This office will review the report to ensure its compliance with the JAG Manual and forward such to the CG MCDEC (C 051), via the Assistance Chief Of Staff, Supply, within 10 days.

9015. ASSISTANT CHIEF OF STAFF, SUPPLY REVIEW OF INVESTIGATIONS. Upon completion of the Staff Judge Advocate's review, the report of

investigation will be submitted to the Assistant Chief of Staff, Supply for review. This office will review the report to ensure its compliance with applicable supply directives (particularly MCO P4400.150) and forward such to the CG (C 051) within ten days.

9016. COMMAND ENDORSEMENT. The Deputy Chief of Staff, Command Inspector (C 051) is the Commanding General's representative for the preparation of the Command approval of all (supply related) investigation reports. Upon receipt of the completed investigation

9-10

SUPPLY SERVICES MANUAL

9019

report with endorsements, the Deputy Chief of Staff, Command Inspector will prepare the Command endorsement of the investigation (after review by the Chief of Staff) back to the convening authority, addressing the following elements:

1. Approval/disapproval of the findings of fact, opinions and recommendations of the investigating officer, or as amended by the attached endorsements.
2. Authorization for the appropriate supply source to take action on the recommendations of the investigating officer, as amended (if appropriate).

9017. FINAL CONVENING AUTHORITY ACTION. Once the investigation report has been returned by the CG MCDEC (C 051), the convening authority will take only those actions identified in the final endorsement. If the reviewing authority has approved the report of investigation, the convening authority shall forward an endorsement to the requesting unit property officer within 5 working days.

9018. FINAL COMMAND ENDORSEMENT. Once all appropriate action has been completed, the Command endorsement will be prepared by the Deputy Chief of Staff, Command Inspector. A signed copy of this endorsement will be provided to the appropriate supply source.

9019. SUPPLY SOURCE ENDORSEMENT REQUIREMENTS

1. Upon receipt of the Command endorsement providing the authorization to take action on the formal property records, the appropriate supply source (PCO, Plant Account, Special Services, TAVSC) shall prepare and submit an endorsement to the unit property/responsible officer certifying that the subject item has had the required action taken (dropped, repaired, etc.) in accordance with Appendix AA of UM 4400-15. A signed copy of the investigation with all endorsements will be maintained by that supply source as supporting documentation for the adjustment transaction.

2. In those cases where the Government has been reimbursed for the loss or damaged property, the item will be red lined off the report of investigation.

3. In all cases where assets are damaged, and the item is repaired and retained, the item will be red lined.

9-11

SUPPLY SERVICES MANUAL

APPENDIX A

ACTIVITY ACCOUNT CODES (AAC) AND DOCUMENT NUMBER ASSIGNMENT

<u>Serial Number of Document</u>	<u>AAC</u>	<u>Activity/Officer</u>
AO01-A500	M93004	Maintenance Division
A800-A899	M93004	Maintenance Division (Shop Jobs) A900-
A999 Note 1	M93004	Maintenance Division (BOMS)
CO01-C100	M90115	Field Printing Plant
C101-C125	M93029	MC Operational Test and Eval Activity
C126-C300 Note 2	M30500	Development Center
C301-C400	M30903	Weapons Training Battalion
C401-C449	M93002	Electronics Maintenance Branch
C450-C499	M93002	Ordnance Maintenance Branch
C500-C514	M93003	Motor Transport Branch
C515-C599	M93003	Ordnance, Tank and Automotive (OTA) Issue Point
C600-C799	M30700	Doctrine Center
C801-C900	M93025	Traffic Division
C901-C999	M93028	Housing Services Division, Facilities Department
D101-D200	M93014	Laundry and Dry Cleaning Division D201-
D300	M93013	Food Service Division
D301-D400	M93011	Materiel Division
D401-D500 Note 3	M93012	Security Battalion
D501-D600	M93022	Management Systems
D601-D700	M93006	Marine Corps Museum
D701-D800	M93017	Assistant Chief of Staff, Operations
D801-D875	M90110	Headquarters Division, Supply Department
D876-D900	SX1503	Defense Property Disposal Officer D901-
D999	M93031	Audiovisual Division
H301-H400	M30300	The Basic School



H401-H500		M30001	Headquarters and Service Battalion H501-
H600		M30380	Officer Candidates School
H601-H899	Note 5	M30400	Education Center, Headquarters Department
H900-H999		M93035	TAGS Center
V101-V300	Note 5	M90103	Education Center, CSS
V301-V400		M90104	Education Center, COS
V501-V600	Note 5	M90105	Education Center, CSC
V601-V700	Note 5	M90105	Education Center, AWPDP
V701-V800	Note 5	M30407	Education Center, AWS

A-1

SUPPLY SERVICES MANUAL

<u>Number of Document</u>	<u>AAC</u>	<u>Activity/Officer</u>
V801-V875	M00262	Marine Corps Air Facility
V876-V900	Note 5 M93030	SNCO Academy
W001-W200	M93008	Quantico Dependent Schools
W201-W300	Note 4 M93027	Assistant Chief of Staff, Manpower W351-
W400	M93034	Marine Corps Central Design and Programming Activity
W401-W500	M93021	Public Works Division
W501-W550	M93005	Special Services Division
W551-W560	M93005	Assistant Chief of Staff, Services W561-
W575	M93005	Enlisted Club
W576-W600	M93005	Staff NCO Club
W601-W625	M93032	Command Chaplain
W626-W645	M93005	Officers Club
W646-W650	M93005	Command Package Store
W651-W675	M93005	Command Club Management System
W676-W700	M93005	Marine Corps Exchange
W701-W800	M93024	Assistant Chief of Staff, Comptroller
W801-W850	M93023	Veterinarian
W851-W900	M90109	Bachelor Officer Quarters
W901-W950	M90109	Bachelor Staff NCO Quarters
	Note 6 M93016	Commissary
	Note 6 M93019	Dental Branch
	Note 6 M93007	FBI Academy
	Note 6 M30380	NCO Leadership School

Note 1: Deliver all material to DSSC Warehouseman, building 710.

Note 2: Deliver all material to Development Center Supply Officer, building 3228.

Note 3: Deliver all material to Provost Marshal, building 3043.

Note 4: Deliver all material to Admin Chief, Manpower Department, building 3250.

Note 5: Deliver all material to Education Center Supply Officer, building 2076.

Note 6: Customer can purchase only materials from the OIC,

Self-Service Center, building 7.

A-2

SUPPLY SERVICES MANUAL

APPENDIX B

RECORDS RETENTION TABLE

<u>Record Type</u>	<u>Retention Code</u>	<u>Retain Period</u>
A. Requisitions and Supporting Documents		
1. Requisitions to military source of supply or Federal supply service	4235 (1)	2 years after completion or cancellation
2. DD Form 1155 (\$2,500, or less) originated by SO/PCO of action	4280 (1)	3 years after completion
3. SF 44 (\$2,500, or less) originated by SO/PCO	4280 (1)	3 years after completion
4. SF 1129 imprest fund	4400 (6)	2 years
B. Voucher Files and Supporting Documents		
1. Cash sales vouchers	4400 (6)	2 years
2. Adjustment vouchers	7320 (1)	2 years
3. Invoices received and	4430 (1a)	2 years

4.	Report of property	7320 (1)	1 year
5.	Request for checkage	5830 (1)	2 years, provided no local admini- strative,
C.	Consolidated Memorandum Receipt	4440 (23a)	1 year
D.	Memorandum Receipt Control (Form NAVMC 713)	4400 (4)	No requirement to retain after use

B-1

SUPPLY SERVICES MANUAL

E.	Equipment Custody Record (Form NAVMC 10359)	4400 (4)	No requirement to retain after use
F.	Letters of Appointment and Revocation of Agents (See NavCompt Manual)		5 years
G.	Letters of Appointment and Revocation of Cash Verification Officers and Reports of Surprise Audit and Verification Of Funds		
H.	Stock Record and Inventory Control Card (Form NAVMC 708)		As indicated in paragraph 03009

B-2

SUPPLY SERVICES MANUAL

APPENDIX C

SAMPLE MILSTRIP REQUISITION

## SUPPLY SERVICES MANUAL

<u>BLOCK</u>	<u>LEGEND</u>	<u>ENTER</u>
A	Send to	Director, Materiel Division, MCDEC Quantico, Virginia
B	Requisition From	Enter the "in the clear" address of the requisitioning activity. Abbreviations are acceptable.
1	Document Identifier	Enter one of the following: AOA - with NSN AOC - with NATO stock number AOE - With written exception data
2	Routing	Leave blank
3	M & S	Enter letter "S"
4-6	NSN/NATO stock Number	Enter the NSN/NATO stock number/part number of the item requested.
7	Unit of issue	Enter the two letter abbreviation as shown in the applicable catalog.
8	Quantity	Enter the quantity being requisitioned.
9	Service	Enter the latter "M"
10	Requisitioner	Enter 00264
11	Julian date	Enter Julian date of requisition

- 12            Serial number of unit    Enter assigned serial number
- 13            Demand                    Enter "R" for recurring or "N" for nonrecurring.
- 14,15        Supplementary            Enter activity address code
- 16            Signal code              Enter "A"
- 17            Fund code                Enter fund code assigned by Comptroller Department
- 18            SAC code & MEC code      Head, T & R Section, Materiel Division will enter appropriate codes
- 19            Project code             Enter appropriate data contained in the current edition of MCO P4400.15

C-2

SUPPLY SERVICES MANUAL

<u>BLOCK</u>	<u>LEGEND</u>	<u>ENTER</u>
20	Priority	Enter 07, 09 or 14 according to urgency of need
21	Requisition delivery date	leave blank
22	Advice code	Enter 2D
23	Cost code	Enter last 12 digits of appropriate job order number established within the financial accounting system.
REMARKS		Enter nomenclature description of item, Unit price and total price.

SUPPLY SERVICES MANUAL

APPENDIX D

SAMPLE DD FORM 1149 (OPEN PURCHASE) REQUISITION

## SUPPLY SERVICES MANUAL

<u>BLOCK</u>	<u>LEGEND</u>	<u>ENTER</u>
1	From	Enter the "in the clear" address of the requisitioning activity. Abbreviations are acceptable.
2	To	Director, Materiel Division, MCDEC, Quantico, Virginia.
3	Ship to	Enter where the item is to be shipped. In most cases the item will be shipped to Traffic Branch, Building 2011 for further delivery to the requesting customer.
4	Appropriation and subhead	Enter applicable fiscal data in accordance with the current edition of MCDECO P7000.1.
4	Bureau control number	Enter applicable fiscal data in accordance with the current edition of MCDECO P7000.1.
4	Authorization accounting activity	Enter applicable fiscal data in accordance with the current edition of MCDECO P7000.1.
4	Property accounting activity	Enter applicable fiscal data in accordance with the current edition of MCDECO P7000.1.



4	Cost code	Enter the last 12 digits of the document number.
4	Amount	Enter total amount of all, items requested.
5	Requisition date	Enter, _the date the requisition will arrive at the Materiel Division.
6	Requisition number	Enter the AAC of the requisitioning activity. A listing of customer's AAC's is provided in Appendix A.
7	Date materiel required	Enter date materiel required.
8	Priority	Enter applicable priority designator
10	Signature	Enter signature.

D-2

SUPPLY SERVICES MANUAL

<u>BLOCK</u>	<u>LEGEND</u>	<u>ENTER</u>
(a)	Item number	Enter item number for each line item requested.
(b)	<p>For each item enter a complete description of the requested item and assign each line item a document number. Any reference made to a brand name or to a particular manufacturer's model or number will be interpreted by the Procurement Officer to mean brand, number or equal. Document numbers must be sequential and of the same Julian date. Enter the Job Order Number (JON) after the last document number. Additional sheets may be used. At the bottom of this block enter a recommended source of supply, if known, for all items listed. If the requester does not have a recommended source", simply state, "Source Unknown." Under each description annotate the full 14 digit document number.</p>	
(c)	Unit of Issue	Enter the two letter abbreviation for the unit of issue of the required item.
(d)	Quantity requested	Enter the quantity being requested.
(e)	Unit price	Enter the unit price, or best estimate of each item requested.
(f)	Total cost	Enter the total cost.

\*Unit prices and total prices shown on the requisition are the "best estimate" of the actual cost or value of the item required and represents that amount which is firmly committed for a specific requirement. Any limitation as to total amount available for the obligation must be specified on the requisition.

No other entries on the open purchase requisition are required. It should be noted that any requirement which the requisitioner desires to have purchased from one particular source regardless of monetary amount MUST be supported with complete justification for a sole source of procurement. Determination of a source **is** a procurement function and any assistance in that regard should be obtained from the Procurement officer.

After obtaining the required signature, the completed requisition should be delivered to the Head, Technical Research Section, Materiel Division in building 2010.

SUPPLY SERVICES MANUAL

APPENDIX E

FOLLOW-UPS

1. MILSTRIP

FollowUp procedures are designed to afford requisitioners the opportunity to obtain the latest status of their requisitions. Although the use of followup procedures are not mandatory in all cases, it is in the interest of obtaining effective supply support for activities to utilize these procedures within the timeframes set forth in the following paragraph. If the need for the item is established and the correct priority has been cited, it follows that the requisitioner either still desires the item; or, in case the item is no longer needed, the requisitioner should cancel the requisition. Therefore, followup procedures or requisition cancellation will be initiated in all cases for priorities 01 through 08 according to the timeframes established herein, depending upon the urgency of need for the item and is not needed within the established timeframe, no followup procedure should be initiated until a reasonable time has lapsed subsequent to the established timeframe. This will necessarily be dependent upon the urgency of need for the item.

If status information was requested under the provisions of the Tmedia and status code on the original requisition and the materiel/status has not been received, or if updated status is required, followups may be submitted in accordance with the following conditions and timeframes:

Conditions	Followug Action
Materiel requested has not been received and status information has been requested under the provisions of media and <u>status code</u>	TIME: Top-to-bottom figures below refer to priorities 01 - 03 04 - 08 09 - 15 respectively <u>DIC</u>
a. No status/materiel received.	FOLLOWUP <u>5</u> days after document AT_ <u>10</u> draft date or <u>30</u> previous followup submission date.

SUPPLY SERVICES MANUAL

b. Status received FOLLOWUP 5 days after priority AF\_ indicating back order, 10 draft date/ date item delayed, or direct required delivery procurement; 30 delivery date; or e.g., Status Codes BB, estimated BC, BD, BT, BV, M5, availability date, M9, and MA. if known.

c. Status received FOLLOWUP 5 days after receipt AT- indicating requisition of forwarded to 10 status to activity activity (PASSED); e.g., 20 indicated in CC's Status Codes BK, BIL, and 67-69, N/A if no BM. subsequent status or materiel received.

d. Status received. FOLLOWUP When materiel is not AF Item being processed received within normal for release and/or shipping time. Normal shipment; e.g., shipping time is based Status Codes BA, BH, on the requisitioner's BN, M6, M7, and M8. experience, mode of shipment, and the UMMIPS processing time standards.

Follow-up requests for delivery status of items already on order should include the contract number and delivery date cited in the contract.

## SUPPLY SERVICES MANUAL

### 2. OPEN PURCHASE

The Procurement Administrative Lead Time (PALT) for commercial purchases varies considerably, depending on the complexity of specifications and dollar value of the requirement. Average PALT by priority designators 07, 09 and 14, for under and over \$10,000 requirements is as follows:

	<u>Pri 07</u>	<u>Pri 09</u>	<u>Pri 14</u>
Under \$10,000	4 days	10 days	20 days
Over \$10,000	60 days	90 days	120 days

Large dollar requirements for complex equipment or services may take considerably longer. Liaison with the Purchasing Division should be established as soon as these requirements are known.

Approximately one week should be allowed for distribution of copies of the obligating documents (Purchase Orders, BPA Calls, etc.).

Requests for follow-up should be submitted to the Director, Purchasing Division and should include the complete requisition number for each line item. Telephone requests should be limited to emergency situations, or for a single line item.



SUPPLY SERVICES MANUAL

APPENDIX F

FORMAT FOR DISCREPANCIES IN CUSTOMER SERVICE FISCAL LISTING

SUPPLY SERVICES MANUAL

APPENDIX G

LIST OF STOCKED BLANK FORMS REQUIRING SPECIAL  
HANDLING AND STORAGE

<u>National Stock Number</u>	<u>Form Number</u>	<u>Description</u>
00-00-003-3301	NAVMC 10298-SD	Paid Supernumerary Ration Register, 2 pt set
0102-LF-000-0200	DD Form 2 MC	Armed Forces Identification Card, Marine Corps Active
0102-LF-000-0400	DD Form 2 MCRES	Armed Forces Identification Card, Marine Corps Reserve
0102-LF-000-0600	DD Form 2 MC Ret	Armed Forces Identification Card, Marine Corps Retired
0102-LF-000-0700	DD Form 2 N Ret	Armed Forces Identification Card, Navy Retired
0102-LF-001-6240	DD Form 113-1C	Military Pay Record (Navy)
0102-LF-002-0001	DD Form 214	Report of Separation
0102-LF-002-3900	DD Form 256 MC	Discharge Certificate Marine Corps Honorable
0102-LF-002-4500	DD Form 257 MC	Discharge Certificate Marine Corps General
0102-LF-007-2500	DD Form 714 MC	Meal Card (white)
0102-LF-011-7300	DD Form 1173 (RE-61)	Uniformed Services Identification and Privilege Card
0102-LF-013-9900	DD Form 1408	Armed Forces Traffic Ticket
0102-LF-026-1000	DD Form 1805	Violation Notice #12300

Vehicle Registration Decal Officer (Blue)  
 Vehicle Registration Decal Enlisted (Red)  
 Vehicle Registration Decal Civilian (Green)  
 Vehicle Registration Decal Civilian (Black)



SUPPLY SERVICES MANUAL

APPENDIX H

MONDAY - #2 FUEL

	<u>TANK NO.</u>	<u>LOCATION</u>	<u>BLDG</u>
1	OT04	Sewage Plant-Mainside-Close to Railroad Tracks	2035
2	OT91	Lunga Reservoir (Trailer)	27539
3	OT46	Chamberlain Village	2077
4	OT92	Golf Course - Club House	3303
5	OT18	Transmitter Site - Post Stable Area	2117
6	B502	Elementary School, John Russell	3301
7		Prince William Forest Park - Maint Shop	38
8		Prince William Forest Park - Camp #5 Mess Hall	288
9	OT19	Camp Upshur - Water Plant	2657
10	OT22	Camp Upshur - Sick Bay	26102
11	OT71	WPNS Trn Bn - Mess Hall	27129
12	OT73	WPNS Trn Bn - Barracks	27218
13	OT74	WPNS Trn Bn - Indoor Pistol Range	27240
14	OT75	WPNS Trn Bn - Admin Bldg	27211
15	OT76	1 WPNS Trn.Bn - Rear of Bldg	27241
16	OT77	WPNS Trn Bn - Supply Bldg	27210
17	OT78	WPNS Trn Bn - Reloading Bldg	27215
18	OT94	Golf Course - Maint Shop	3063
19	OT10	Purvis Park	1-99
20	OT80	Rifle Range	27214
21	OT81	Rifle Range	27213

SUPPLY SERVICES MANUAL

TUESDAY - #2 FUEL

	<u>TANK NO.</u>	<u>LOCATION</u>	<u>BLDG</u>
22	OT58 ..	The Basic School - Supply Bldg'	2414
23	OT51 ' '	The Basic School - EM Club	2414
24	OT59	The Basic School - Tin City	2412
25	OT62	The Basic School- Staff Club	2428
26	OT63	The Basic School- Sick Bay	2414
27	OT60	The Basic School - Supply Warehouse	2414
28	OTS7	The Basic School- Motor Transport	2414
29	OTS6	The Basic School-Track Vehicle Sect	2465
30	OTS5	The Basic School-Track Vehicle Sect	2467
31	OT54	The Basic School-Track Vehicle Sect	2415
32	OT33	Guad Maint-Heavy-Equipment-Rifle Range Area.	2700
33	OT34	Guad Maint-Heavy-Equipment-Pifle Range Area	2700
34	OT3S	Guad Maint-Heavy-Equipment-Rifle Range Area	2705
35	OT05	Water Works - Office Bldg	1304
			1301
36	OT11 ' '	Water Works - Housing Qtrs	1302
37 -	OT12	Water Works - Main Plant	1303
38	OT13	Water Works - Main Plant	1303
39	OT45	Commissary Store - Russell Rd.	3400

SUPPLY SERVICES MANUAL

WEDNESDAY - #2 FUEL,

	<u>TANK NO.</u>	<u>LOCATION</u>	<u>BLDG</u>
40	OT07	Midway Island - Fire De@i	215
41	OT08	Midway Island - Admin Bldg,Rear of Chapel	217
42	OT09 1	Midway Island - Admin Bldg, Rear of	304
43	L301	Buffalo Test Area - Maint Shop	28002
44	L302	Buffalo Test Area - White House	28009
45	L304	Buffalo Test Area - Carp Shop	2800
46	OT44	Brig - Brown's Field - Across-Engineer Rd.	3347
47	8904	Mart D Engineer Rd. Air Station	3248
48	8903	Aero Club - Air Station - East Side of Air.Strip	5103
49	8962	Air Station - East Side of Air Strip	5156 & 5157
50	8901	Crash Crew Blds - Air Station	7132
51	OT37	Fire House at TBS	24151
52	OT38	BOQ - Graves Hall at TBS	24003
53	OT42	Water Plant at TBS	24150



# SUPPLY SERVICES MANUAL

## THURSDAY - GASOLINE

	TANK NO.	LOCATION	BLDG
54	L308	Air Station (Last Bldg on River Front)	3230
55	OT03	Maint Shops (Rear of Bldg)	3252
56	OT93	Golf Course (Maint Bldg)	3066
57		Prince William Forest Park (Maint Bldg)	38
58	OT99	Fire Bam (Camp Upshur)	26148
59	8301	F.B.I. Academy	
60	OT72	WPNS Trn Bn	
61	OT17	Guad Maint-Heavy Equipment (Rifle Range Area)	27002
62	L306	Buffalo Test Area (South End of Bldg).	28000
63	L308	Dev Center (Motor Transport Test Section) Air Station	

### Gasoline - Forklifts and Shop Mules

Located at 3164	3164
Located at 3036	3036
Located at 2009	2009
Located at 710	710
Located at Ammo Dump	Ammo Dmp
Located at Lucas Hall	3104
Located at Self Service	7

FRIDAY - #2 FUEL

	<u>TANK NO.</u>	<u>LOCATION</u>	<u>BLDG</u>
64	OT57	Motor Transport (TBS)	24149
65	OTS9	TBS (Tin City)	24126
66	OT38	TBS (Graves Mill	24003
67	OT73	Wpns Trn Bn (Barracks)	27218
68	OT74	Wpns Trn Bn (Indoor Pistol Range)	27240
69	OT13	Water Works (Main Plant)	1303
70	OT4S	Commissary Store (Russell Rd.)	3400
71	B502	Elementary School, John H. Russell	3301
72	OT44	Brig, Brown's Field - across Engineer-Rd.-	3347

SUPPLY SERVICES MANUAL

APPENDIX I

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT OF SUPPLIES

SUPPLY SERVICES MANUAL

APPENDIX J

CONDITION CODES

<u>Code</u>	<u>Title</u>	<u>Definition</u>
A	Serviceable (Issuable without Qualifications)	New, used, repairable, or Reconditioned materiel which is serviceable and issuable to all customers without limitations or restrictions. Includes materiel with more than 6 months shelf-life remaining.
B	Serviceable (Issuable Qualifications)	New, used, repaired, or reconditioned materiel which is serviceable with and issuable For its intended purpose; but, which is restricted from issue to specific units, activities or geographical areas by reason of its limited usefulness or short service-life expectancy. Includes materiel with 3 through 6 months shelf-life remaining.
C	Serviceable (Priority Issue)	Items which are serviceable and issuable to selected customers, but which must be issued before Condition A and B materiel to avoid loss as a usable asset. Includes materiel with less than 3 months shelf-life remaining.
D	Serviceable (Test/ Modification)	Serviceable materiel which requires test, alteration, modification, conversion, or disassemble. This does not include items which must be inspected or tested immediately prior to issue.
E	Unserviceable (Limited Restoration)	Material which involves only limited expense or effort to restore to serviceable Condition and which is accomplished in the storage activity where the stock is located.



SUPPLY SERVICES MANUAL

<u>Code</u>	<u>Title</u>	<u>Definition</u>
F	Unserviceable (Repairable)	Economically repairable material which requires repair, overhaul, or reconditioning to include repairable items which are radioactively contaminated.
G	Unserviceable (Incomplete)	Materiel requiring additional parts or components to complete the end items prior to issue.
H	Unserviceable (Condemned)	Materiel which has been determined to be unserviceable and does not meet repair criteria (to include condemned items which are radioactively contaminated).
S	Unserviceable	Materiel that has no value except for its basic materiel content. No stock will be recorded as on hand in Condition Code S. This code is used only on transactions involving shipments to DRMOs. Materiel will not be transferred to Condition Code S prior to turn in to DRMOs if materiel is recorded in Condition A through H at the time materiel is determined excess. Materiel identified by NSN will not be identified by this Condition Code.

SUPPLY SERVICES MANUAL

APPENDIX K

DEMILITARIZATION CODES  
(to be entered on DTID in cc 65)

- A - Non-MLI - Demilitarization not required
- B - MLI - Demilitarization not required
- C - MLI - Remove and/or demilitarize key points or lethal parts, components, and accessories.
- D - MLI - Demilitarization by mutilation.
- E - MLI - Demilitarize by burning, shredding, or pulping.
- F - MLI - Demilitarization instructions to be furnished by Item Manager. Explicit demilitarization instructions must accompany the DTID for this code to be acceptable for turn-in.
- G - MLI - Demilitarization required - DPDO cannot accept physical custody of property with this demilitarization code.
- H - MLI - Remove and/or demilitarize key points or lethal parts, components, and accessories. Demilitarization not required in CONUS.
- i - MLI - Demilitarization by mutilation. Demilitarization not required in CONUS.
- K - MLI - Demilitarize by burning, shredding, or pulping. Demilitarization not required in CONUS.
- L - MLI - Demilitarize by mutilation - only for items identified as being a component of a key point on a major end item.
- M - MLI - Demilitarize by mutilation - only for items identified as being a component of a key point on a major end item. Demilitarization not required in CONUS.
- N-MLI or Non-MLI - With sensitive application/markings. Demilitarize by removing or destroying all name plates, label plates, meter faceplates, tags, stickers, documents, or marking which relate the item to a weapon system or sensitive end item application. Demilitarization will be performed by the generating activity prior to physical transfer to the DRMO.

SUPPLY SERVICES MANUAL

X - Requirements not determined by Item Manager. Not an acceptable code for turn-in to the DRMO.

SUPPLY SERVICES MANUAL

APPENDIX L

DISPOSAL AUTHORITY CODES  
(to be entered on DTID in cc 64)

M - Items on this transaction are IMM/ICP stocks and are being transferred to disposal by authority of the responsible inventory/manager.

N - Items on this transaction are not reportable by virtue of an exclusion to the Materiel Returns Program (MRP) of MILSTRIP or other specific criteria such as expended dollar value or condition limitations on excess reporting and are duly authorized to be transferred to disposal.

R - Items on this transaction have been reported to the IMM/ICP in accordance with MILSTRIP MRP procedures and have been directed to disposal by the inventory manager.

SUPPLY SERVICES MANUAL

APPENDIX M

OFFICE FURNITURE NOMENCLATURE

NSN	NOMENCLATURE
7110-01-GOO-0001	Desk Double Pedestal Wooden
0002	Desk Double Pedestal Metal
0003	Desk Double Pedestal Typist Wooden
0004	Desk Double Pedestal Typist Metal
0005	Desk Single Pedestal Wooden
0006	Desk Single Pedestal Metal
0007	Desk Single Pedestal Typist Wooden
0008	Desk Single Pedestal Typist Metal
0009	Table Conference
0010	Table Typist
0011	Table GP 3lx5' Metal or Wood
0012	Table GP 4lx6' Metal or Wood
0019	Bookcase
0020	Bookcase Top Wood
0021	Bookcase Top Metal
0022	Bookcase Section Wood
0023	Bookcase Section Metal
0024	Bookcase Bottom Metal
0025	Bookcase Bottom Wood
0026	Partition
0027	Couch or Sofa
0028	Table Coffee
0029	Credenza Wood
0030	Credenza Metal
0031	Chair Rotary w/Arms Wood
0032	Chair Rotary w/Arms Metal
6033	Chair Straight w/Arms Wood
0034	Chair Straight w/Arms Metal
0035	Chair Straight w/o Arms Wood
0036	Chair Straight w/o Arms Metal
0037	Chair Typist Metal
0038	Chair Easy
0039	Cabinet Filing Legal 5 dr Wood
0040	Cabinet Filing Legal 5 dr Metal
0041	Cabinet Filing Legal 4 dr Wood
0042	Cabinet Filing Legal 4 dr Metal
0043	Cabinet Filing Stand 5 dr Wood
0044	Cabinet Filing Stand 5 dr Metal



SUPPLY SERVICES MANUAL

0045 Cabinet Filing Stand 4 dr  
Wood

7110-01-GOO-0046 Cabinet Filing Stand 4 dr  
Metal

0050 Cabinet Storage

0051 Wall Locker Single

0052 Wall Locker Double

0053 Wardrobe

0054 Chair Stacking

0055 Chair Folding

0056 Table Folding

0057 Table End

0058 Display Case

0059 Stool Drafting

0061 Desk Lamp

0063 Terminal Stand 34'fx33"

0064 Terminal Stand 48"x3311  
BiLevel

0065 Reference Stand 60"x30"

0066 Desk Organizer 4,8"

0067 Desk Organizer 60"

0068 Desk Extension for Typist

0069 Cabinet Filing Metal 2 dr

0070 Table Telephone Wood

0071 Table Telephone Metal

0072 Metal Shelves

0073 Table Library Small

0074 Podium

0075 Coatrack

0076 Coat Tree

0077 Terminal Printer Stand

0078 Chair Executive

0079 Cabinet Filing Legal 3 dr

0080 Table Drafting

0081 Rack Magazine

0082 Table Metal 24 X 36

0083 Table Wood 18 X 33

0084 Cabinet Filing Card 7 - 11

0085 Cabinet Filing Card 15 dr

0086 Flag Stand

0087 File Visible Index

0088 Desk, Drafting Table Combination

0089 Cabinet Plan File

0090 Table Round Folding 60'

0091 Smoke Stand

SUPPLY SERVICES MANUAL

UNACCOMPANIED PERSONNEL HOUSING (UPH) INVENTORY

NOMENCLATURE

7110-01-GOO-0100 Rack Metal  
0101 Bed Single-SNCO/Officer  
0102 Bed Double  
0103 Bed Queen  
0104 Mattress Single  
0105 Mattress Double  
0106 Mattress Queen  
0107 Secretarial 3 dr w/drop  
leaf  
0108 Desk  
0038 Chair, Easy  
0110 Chair, Desk  
0053 Wardrobe  
0111 Wardrobe 3 dr chest insert  
0112 Floor Lamp  
0113 Table Lamp  
0114 Foot Lockers  
0051 Wall Locker Single  
0027 Couch  
0115 Settee  
0117 Rack Adapters Set of 4  
0057 End Table  
0028 Coffee Table  
0119 Box Spring Single  
0120 Box Spring Double  
0121 Box Spring Queen  
0122 Dresser



# SUPPLY SERVICES MANUAL

## APPENDIX N

### GLOSSARY OF TERMS

ACCOUNTABILITY. The obligation imposed by law, lawful order, or regulation of an officer or other individual for keeping accurate record of property, documents, or funds. The individual having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping. See also Responsibility and UM 4400-71.

ACCOUNTABLE BALANCE. The total quantity of an item on charge to a particular unit.

ACCOUNTABLE OFFICER. Any individual, either military or civilian, acting in a commanding or supervisory capacity, may be assigned as a responsible officer. Such individuals are accountable for all property in their charge, whether for their own use or for the use of those under their control. Normally the assistant chief of staff, commanding officer or activity head of the major subordinate activity. This individual will appoint a Unit Property Officer to manage property within his/her span of control.

ACTIVITY ADDRESS CODE (AAC). A six-position code assigned to identify specific units, activities, or organizations authorized to direct, ship, or receive materiel, documentation, or billing. The first position of the code is the service assignment code (M for the Marine Corps); the other five positions identify the units, activities, or organizations within the service specified by the service assignment code. The AAC is repeated, as required, to identify all three types of "in the clear" addresses (TAC's 1, 2, and 3). Care should be exercised when using DoD 4000.25-D, DODAAD, to utilize only the individual types of address required; i.e., mail, freight, or billing address. Only those activity address codes appearing in the DODAAD will be utilized. If a unit, activity, or organization requires an AC, it will be constructed and requested in accordance with the instructions contained in the current edition of MCO 4420.4 via the Assistant Chief of Staff, Supply.

ADJUSTMENT DOCUMENT. A document utilized to adjust property records to reflect gains and/or losses of nonexpendable/ controlled expendable property.

ADVICE CODE. A two-position code used for the purpose of transmitting instructions considered by requisitioners to be essential to the desired supply action. Insertion of the advice code is at the discretion of the initial document creator.

## SUPPLY SERVICES MANUAL

ALLOWANCE ITEMS. Quantity of items of supply or equipment prescribed by Marine Corps T/Els and other authorized allowance publications. See also Special Allowance and UM 4400-71.

AMMUNITION LOT. A quantity of rounds or components, each of which is manufactured by one manufacturer under uniform conditions, that is expected to function in a uniform manner. The lot is designated and identified by the assignment of an ammunition lot number and the preparation of an ammunition data card.

AMMUNITION LOT NUMBER. A code number that identifies a particular ammunition lot. The number is assigned to each lot when it is manufactured.

AUTHORIZED CUSTODIAN. When the estimated maximum amount to be collected daily or during periods between deposits with the disbursing officer or other authorized persons is estimated to be less than \$200, those individuals authorized to appoint collection agents may designate a member or employee as an authorized custodian rather than a collection agent. Appointments will be in writing and in accordance with the NavCompt Manual.

AVAILABLE FOR ISSUE (AI). Quantities of items in serviceable condition, in stock, and available for immediate use.

BILL OF MATERIEL (BOM). The method by which material may be listed and procured for a scheduled maintenance project. The appropriate issue point will receive and maintain, in segregated stock, the BOM items until such time as the maintenance shop is ready to begin the applicable project, at which time the BOM is issued in its entirety-

BACK ORDER (BO). That portion of stock requisitioned which is not immediately available for issue to the requisitioner and will be recorded as commitments for future use.

CLASS V(W) MATERIEL. All ground-type ammunition, explosives, atomic ordnance, rockets, guided missiles, pyrotechnics, mines, fuzes, detonators, chemical warfare agents and certain related nonexplosive and inert components, and expendable supplies and accessories owned by the Marine Corps.

COLLECTION AGENT. A collection agent is an individual who has been appointed to perform duties relating to the collection of official or quasi-official funds, including funds held for safekeeping, at a point other than a disbursing office by the officer directly responsible for the collection of such funds. Appointment will be in writing and in accordance with the NAVCOMPT Manual.

## SUPPLY SERVICES MANUAL

COLLATERAL EQUIPMENT. The range and depth of items functionally related to and supporting an end item. Items not considered collateral equipment are repair parts, spare parts and components. Also referred to as "collateral materiel."

COMMANDING OFFICER. For the purpose of these instructions relative to supply operations, the term "commanding officer" of a company, battery, battalion, Marine barracks, or station, and comparable unit/organization below the general officer level, as appropriate.

COMPONENT. An assembly, part of an assembly, or end item necessary to its operation; e.g., hose assembly for a firefighting truck, starter rope for a generator set, magazine assembly for an M16 Rifle, etc.

CONDITION CODES (MATERIEL). A code used to indicate the physical condition of materiel considered and reported as excess to requirements and allowances and/or to be disposed of or redistributed. See the current edition of MCO P4400.20.

CONSUMABLE SUPPLIES. Materiel which, after issue, is chemically or physically altered with use to the extent that it cannot be economically reused for its original purposes and/or which is not normally returned to a storage or industrial activity for repair. Consumable supplies are either consumed in use or lose their identity in the process of work or in the rendering of service. They include such items as office supplies, POL's lumber, etc. Consumable supplies are generally expended upon issue.

CONTROLLED ITEMS. Materiel that is centrally managed/controlled. It refers to that materiel procured, budgeted for by the Commandant of the Marine Corps. These items are specifically identified by TAM number in the current edition of MCO P4400.82.

CONTROLLED ITEM SUBSYSTEM. Subsystem 13 of the MUMMS. See the current edition of MCO P4400.82.

DEPOT LEVEL REPARABLES (DILR). Items whose disposition, recoverability and disposal rest with the 5th echelon maintenance facility. DLRs can be principal items, end items, components, assemblies and/or subassemblies. Those items with Source, Maintenance, and Recoverability (SMR) Codes of D or L in the third, fourth and fifth position are DLR items. The current edition of MCDECO P4400.2 applies.

DEPTH. The quantity of stocked items. See also Range.

DIRECT SUPPORT STOCK CONTROL (DSSC). A collection of various remote storage activities (RSA's) and specialized RSA accounts including any combination of the following types of customer outlets: Self-service

## SUPPLY SERVICES MANUAL

center, shop stores, retail clothing outlet, subsistence account, ammunition dump. See the current editions of MCO P4400.76 and UM 4400-71.

DOCUMENT DRAFT DATE. The Julian date on which a document is drafted. This date, when compared with the computer process date, provides management with a valuable and significant indicator for determining transmission time by mail, AUTODIN, electronic message, etc., and the supply system effectiveness/ response to requisitions. The document draft date will reflect the actual date of transmittal of the document from the requisitioning activity to the supply source. Local administrative reviews as may be required will be accomplished prior to assignment of the document draft date.

DOCUMENT IDENTIFIER CODE (DIC). A three-position alpha/numeric code designed to provide a means of identifying a given product (i.e., requisition, passing action, status card, receipt, adjustment, etc.) to the system to which it pertains and further identifies such data as to its intended purpose and usage.

DOCUMENT NUMBER. A 14-position number that identifies the military service, requisitioner, requisition date, and serial number. That portion of the document number used by organic activities for accounting purposes (on local records) will be the Julian date and the serial number (eight position code).

END ITEMS. A final combination of end products, component parts, and/or materials which is ready for its intended use, e.g., radio, jeep, generator. See also Principal Item, Secondary Item.

EQUIPMENT ALLOWANCE FILE (EAF). An extract off the LMIS at Headquarters Marine Corps, provided quarterly to the Commanding General (C 210) for dissemination to the PCO. The EAF provides authorized allowance levels by T/E for asset management.

EXCESS. That quantity of items held by an activity which exceeds the quantity required or authorized for retention.

EXPENDABLE SUPPLIES. All consumable and repair parts, regardless of price, and other items of supply not defined as nonexpendable property. When issued to end use, expendable supplies and materiel are normally dropped from the accounting records (e.g., balance files). See also Consumables, Nonexpendables, Secondary Items.

FAULT OR NEGLIGENCE. An act or omission which a reasonable person would not commit under similar circumstances and which is the proximate cause of the loss of, damage to, or destruction of Government property.



## SUPPLY SERVICES MANUAL

FIELD LEVEL REPARABLES (FLRS). Items whose disposition, recoverability and disposal rest with echelons of maintenance below 5th echelon. FLRS can be end items, components, assemblies and/or subassemblies. SMR codes of 0, F, or H in the third, fourth, and fifth position designate items as FLR. The current edition of MCDECO P4400.2 applies.

FOLLOWUP. Action by the requisitioner, supplementary addresses, or the activity represented by the alphabetic character in CC 54 requesting status on a requisition.

FORMAL ACCOUNT. A system or procedure, specifically defined and permanently or semipermanently maintained, used by unit commanders/Activity Heads to account for and control T/E and/or special allowances established by the CMC.

FUND CODE. A code that indicates to the distribution system that funds are available to pay the charge when and where received.

IMPREST FUND CASHIER. An imprest fund cashier is an individual who has been appointed by a commanding officer to make authorized cash payments within set limitations for materiel and/or nonpersonal services, maintain custody of public funds, and file periodic vouchers to account for and replenish the fund. Appointment will be in writing and in accordance with the NAVCOMPT Manual.

INDIVIDUAL EQUIPMENT. Items of Government property issued to individuals for their use, maintenance, and subsequent return. For the purposes of these instructions, individual equipment is defined as those items listed on form NAVMC 10577.

INITIAL ISSUE PROVISIONING. A subset of initial provisioning that includes the range and quantity of secondary items required for initial operating stock and Prepositioned War Reserve Materiel Requirements (PWRMR) held out-of-stores. See the current editions of MCO P4400.39 and MCO P4400.79.

INITIAL PROVISIONING. The process that establishes the range and quantity of initial support items required to support an end item for that period of time which extends from placing the end item in service until full responsibility for support can be assumed by the supply system through routine replenishment.

INSURANCE ITEMS. Those items which have no computed demand and are stocked on the basis of predetermined specific quantities. Insurance items may be required only intermittently or occasionally and are stocked because of the essentiality or procurement lead time of the item. The term includes those items for which no failure is predicted through normal usage, but, if failure is experienced or loss occurs through accident, lack of a replacement item would seriously hamper

## SUPPLY SERVICES MANUAL

the operational capability of a weapon, weapons system, principal item, or Critical Low Density Item.

INTERMEDIATE MAINTENANCE ACTIVITY. That activity which performs in direct support of using units. Its functions normally include calibration, repair, or replacement of damaged or unserviceable parts, components, or assemblies; and providing technical assistance to using organizations (i.e., Electronics Support Branch, Ordnance Maintenance Branch, etc.).

INTERSERVICE SUPPLY SUPPORT. Action by one military service/ agency or echelon thereof to obtain materiel from another military service/agency or echelon.

INTRASERVICE SUPPLY SUPPORT. Action by an echelon of a military service/agency to obtain materiel from another echelon of the same military service/agency.

INVESTIGATION. Means of determining the facts related to loss, damage, or destruction of Government property; determining the present condition of such property; receiving recommendations as to disposition, retention, and further accountability for such property; and/or determining the responsibility for loss, damage, or destruction of Government property.

INVOICE. An accounting document showing particulars of property transferred or services rendered, setting forth the date, quantity, description, price, and total amount, together with the terms of the transaction (including discount, if any, and references to the applicable contract or other procuring instrument) and an accounting document used to transfer accountability for Marine Corps supplies and equipment from one accountable unit to another.

LAST KNOWN HOLDER. The last activity to have received a requisition as determined from the latest status received.

LAYERING OF SUPPLIES. The maintenance of stocks of materiel at several supply echelons within an organic activity/unit/ organization. Unless the stocks of materiel at the lower organic supply echelons are considered a part of the authorized stock level of the parent organization, layering of supplies can cause the maintenance of excess stocks, and are not permitted.

LIABILITY. The state of being responsible or answerable to loss, damage, or destruction of Government property.

LIMITED TECHNICAL INSPECTION (LTI). A maintenance inspection directed at determining the level and extent of maintenance required to restore equipment to a specified condition. See the current edition of MCDECO P4790.2.

## SUPPLY SERVICES MANUAL

LOGISTICS MANAGEMENT INFORMATION SYSTEM (LMIS). A HQMC sponsored system which contains logistical data, management codes, acquisition and life cycle information and replacement factors for determining requirements and allowance data, both actual and projected five years in the future.

MAINTENANCE FLOAT. End items or components of equipment authorized for stockage at installations or activities for replacement of unserviceable items of equipment when immediate repair of unserviceable equipment cannot be accomplished at the organic level of maintenance. See the current edition of MCDECO P4400.2.

MANAGEMENT DATA LIST (MDL). The MDL's are prepared to provide management data for all items of supply in the Federal supply group and Federal supply class(es), regardless of management. They include such elements as units of issue, prices, source of supply, recoverability codes, and other management control data applicable to the Marine Corps.

MARINE CORPS PROPERTY. All Government property, other than supply system stocks, such as:

a. Military Real Property. Covers lands, buildings, structures, utility systems, improvements and appurtenances thereto. Includes equipment attached to and made part of the buildings and structures (such as heating systems) but not movable equipment (such as plant equipment). Also includes installed equipment such as fixed overhead crane runways, elevators, lavatories, plumbing and electrical systems. Machine tools and production equipment at such installations are not included.

b. Military Personal Property. Property of any kind, except Military Real Property, system stocks, and tools used or capable of use in the manufacture of supplies, or in the performance of services or for any administrative or general plant purposes.

c. Inventories Held in Industrial Funds. Property of the Marine Corps consisting of raw materials, supplies, work in process, held in all industrial funds.

d. Weapons and Other Military Equipment in Use. Items of material assigned to using-units and includes all major weapons and supporting equipment (e.g., aircraft, missiles, tanks, communications and electronics systems, heavy support equipment, and ammunition).

e. Plant Equipment. Property of a capital nature (consisting of machinery, equipment, furniture, vehicles, machine tools, accessory and auxiliary items, but excluding special tooling) used or capable of use in the manufacture of supplies, or in the performance of services, or for any administrative or general plant purposes.



## SUPPLY SERVICES MANUAL

f. Government Furnished Property. Government property or material as described in ASPR, Appendix B, paragraph B-102.2. (e.g., aircraft engines, electronic systems, and other parts furnished to a contractor by procurement offices for incorporation into an airplane, ship, or other weapon).

MATERIEL OBLIGATION. That unfilled portion of a requisition (for a stocked or non-stocked item) that is not immediately available for issue but is recorded as a commitment for a future issue, either by direct delivery from vendor or backordered from stock.

MATERIEL OBLIGATION VALIDATION (MOV). Validation by users of the continuing need for overage requisitioned requirements and for the reconciliation of supply source material obligation records with the due-in records of requisitioning activities (i.e., validation of need and reconciliation of records).

MATERIEL RETURNS PROGRAM (MRP). A standard automated system which facilitates the reporting of materiel excesses, processes excess responses from item managers, and provides output to parent inventory subsystems causing the generation of issue transactions and financial data. UM 4400-15 applies.

MECHANIZED ALLOWANCE LIST (MAL). The primary purpose of the MAL is to control T/E And Special allowances. It provides current information such as NSN, unit price, TAMCN, Controlled Items Code, and other information for allowance type items. The MAL is maintained by the PCO. UM 4400-124 applies.

NONACCOUNTABLE MEMB8R. An individual who is not defined as "accountable" but can relate to "responsible" for proper custody, care and safekeeping of Government property in his/her possession or under his/her supervision.

NONEXPENDABLE SUPPLIES. Material which, after issue, is not chemically or physically altered with use to such an extent that would preclude economical reuse of its original purpose and/or which is normally returned to a storage or industrial activity for repair. Nonconsumable supplies do not lose their identity in the process of work or in the rendering of services. Includes weapons, vehicles, machines, tools, furniture, instruments, etc.

NONREPARABLE. An item which, after the period of use, cannot be economically restored to a serviceable condition (usually expendable types of supplies and materiel).

NONRECURRING DEMANDS (N). Demands for materiel that are not repetitive or recurring in nature and, therefore, do not require that the Marine Corps Supply System or other supplying activity procure, store, and distribute quantities of the item to meet similar demands in the future.

OPERATING STOCK. That portion of the total quantity of an item on hand which is designated to meet the day-to-day use requirement of the stockage objective.

ORGANIC PROPERTY. Supplies and equipment in the custody of a using unit activity/organization. It excludes property meeting the criteria for plant property items held in the Marine Corps Distribution System. See NAVCOMPT Manual, volume 3, chapter 6.

ORGANIC SUPPLY ACCOUNT (OSA). An account that carries organic property red by a supply/property control officer.

ORGANIZATIONAL PROPERTY. That equipment other than individual equipment an organization or unit to accomplish its assigned mission.

PECUNIARY LIABILITY. The statutory obligation of an individual to reimburse the government for loss, damage, or destruction of Government property arising from his/her negligence.

PENDING REQUISITION FILE. A file containing copies of all requisitions held, pending receipt of the materiel.

PHRASE CODE (PC). A one-position code used to denote changes And/or relationships between NSN'S.

PREEXPENDED BIN (PEB). Low-cost, fast-moving repair parts held by maintenance shops that are replenished on a recurring basis and expended upon issue from the consumer inventory.

PRIORITY CODE. A two-digit code designated to ensure that requirements are processed in accordance with the mission of the requiring activity and the urgency of the need.

PRINCIPAL END ITEMS (PEI's). A Marine Corps unique term synonymous with principal items.

PRINCIPAL ITEMS. End items of such importance that centralized individual equipment management is required throughout the supply system. This centralized management includes central procurement, central direction of distribution and central knowledge and control.

PRIORITY DESIGNATORS (PDs). A two-digit numerical value derived from combining the appropriate Force/Activity Designator (F/AD) and the appropriate urgency of need as prescribed by the current edition of MCO 4400.16. Each force/activity can choose normally from only three priority designators.

PROBABLE CAUSE. Reasonable ground for belief, especially on justifying legal procedures against a person.

## SUPPLY SERVICES MANUAL

PROPERTY CONTROL OFFICER. The officer who performs the supply function in providing direct supply support to MCDEC. The PCO is directly accountable to the Assistant Chief of Staff, Supply. The PCO manages the Command MAL, R&E Program, R&R Program, IIP Program, Maintenance Float Program, and PSE Program.

PROPERTY CONTROL RECORDS. Those records maintained by supply/property control officers to account for supplies and equipment.

PROVISIONING CONTROL DATE. The date two years after the in-service date for a new item at which initial issue provisioning stock levels may be adjusted to reflect actual usage.

PROVISIONING STOCK. The range and quantity of items (e.g., spares and repair parts, special tools, test equipment and support equipment) required to support and maintain an end item of materiel for an initial period of service.

PURPOSE CODE. A code assigned to materiel within the supply system which provides the user with a means of identifying the reason for which an inventory balance is reserved. See UM-4400-71.

RANGE. In determining stock levels, the number of different types of items stocked, regardless of quantity. See Depth.

RECOVERABLE ITEM. Those principal items which can be repaired at fifth echelon maintenance and can only be disposed of or evacuated to the stores system upon approval of the Commandant of the Marine Corps. these items are listed in the current edition of MCO P4400.82.

RECURRING DEMANDS (R). Demands for materiel that are expected to recur periodically for an indefinite period and, therefore, require that the Marine Corps Supply System or other governmental supplying activity procure, store, and distribute quantities of the item to meet similar demands in the future.

REDISTRIBUTION ORDER. An order issued by a responsible inventory manager upon an accountable activity within his supply distribution activity directing release of materiel to another distribution activity within the same complex. For intraservice use, a redistribution order may be used to direct release and shipment of materiel from, a post, camp, station, or base to another similar activity to satisfy a specific demand.

REGULATED ITEM. An item over which proper authority exercises close supervision of distribution to individual units or commands because the item is scarce, costly, or if of a highly technical or hazardous nature in the Marine Corps, "controlled item" is a term frequently used to describe regulated items. See the current edition of MCO P4400.82.

## SUPPLY SERVICES MANUAL

REMOTE STORAGE ACTIVITY (RSA). The organizational element of a t on sys is assigned the responsibility for the physical handling of materiel incident to its receipt, storage, and issue: MCLB, Albany/Barstow.

REORDER POINT (ROP). That point at which time a stock replacement requisition would be submitted to maintain the predetermined or designated stockage objective.

REPAIR PART. Any part, subassembly, assembly, or component, Required for installation in the maintenance or repair of an end item, subassembly, or component.

REQUIRED DELIVERY DATE (RDD). The Julian date of the year that indicates the date when the materiel is required by the consignee. Normally, the RDD block will be left blank.

REQUISITION. A formal request for supplies or equipment.

REPARABLE ITEM. An item which can be reconditioned or economically repaired for reuse when it becomes unserviceable. See Depot Level Repairable, Field Level Repairable, Secondary Depot Repairable.

RESPONSIBILITY. The obligation of an individual for the proper management custody, care, and safeguarding of property entrusted to his/her possession or under his/her supervision.

ROUTING IDENTIFIER CODES (RIC's). Three-position alpha-numeric codes serving multiple in that they are "source of supply" codes, intersystem routing codes, intrasystem routing codes, and shippers codes.

SCRAP. Property that has no reasonable prospect of being sold except for the recovery value of its basic materiel content.

SECONDARY DEPOT REPARABLES (SDR). The subset of depot level reparables exclusive of principle. This term is frequently used to describe the range of depot reparables authorized to be held by the maintenance float.

SECONDARY ITEMS. End items and expendable and reparable items Other than principal items.

SENSITIVE ITEMS. The following is a list of sensitive items which require a high degree of protection and physical inventory control. Marine Corps components are expected to include additional items that are determined to require a similar degree of control:

- a. Drug abuse items.

## SUPPLY SERVICES MANUAL

- b. Precious metals.
- c. Hazardous items.
- d. *Arms:*
  - (1) Handguns.
  - (2) Shoulder-fired weapons.
  - (3) Light automatic weapons up to and including .50 caliber machine guns.
  - (4) Recoilless rifles up to and including 106mm.
  - (5) mortars up to and including 81mm.
  - (6) Rocket launchers man-portable (see 8 below).
  - (7) Grenade launchers, rifle and shoulder-fired.
  - (8) Individually operated weapons which are portable and/or can be fired without special mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft.
- e. *Ammunition:*
  - (1) Ammunition for weapons listed above.
  - (2) Bulk explosives.
  - (3) Antitank and antipersonnel land mines.
  - (4) Hand grenades.
  - (5) Demolition charges and related items; e.g., blasting caps, detonating cord, safety fuzes, detonators, destructors, primers, firing devices, squibbs, igniters, demolition kits, explosive kits, etc.
  - (6) Fuzes.
  - (7) Boosters.
  - (8) Supplementary charges (not assembled to end items).
  - (9) Explosive bolts, explosive cartridges and related items.
  - (10) Safety and arming devices.

## SUPPLY SERVICES MANUAL

- (11) Incendiary destroyers.
- (12) Fuel thickening compound.
- (13) Riot control agent, bulk, 60 pound package or less.
- (14) Warheads and rocket motors (unpackaged weight of 60 pounds or less).
- (15) Missiles and rockets (unpacked weight of 60 pounds or less).

(16) End items of conventional and guided missile ammunition (except artillery rounds, bombs, and torpedoes) which have an individual item (i.e., unit of issue) container or package weight of 60 pounds or less and which have potential use in civil disturbances and are vulnerable to theft.

SIGNAL CODE. A one-position code designed to designate the fields containing the intended consignee (ship to) and the activity to receive and effect payment of bills, when applicable.

SOURCE, MAINTENANCE, AND RECOVERABILITY (SMR) CODES. Codes used by all services to indicate maintenance and supply instructions to the various logistic support levels and using commands for the logistics support of system, equipment and end items. These uniform codes will promote interservice and integrated materiel support within and among the military services. SMR codes are assigned to each support item based on the logistic support planned for the end item and its components. See UM-4400-71.

SPECIAL ALLOWANCE. An allowance which is peculiar to a single unit, or a limited number of units, and does not warrant inclusion in an allowance document (includes developmental assets).

STATUS CODE. A two-position code originated by the supply source informing the requisitioner of supply action taken on requisitions.

STORES ACCOUNT CODE (SAC). A numeric 1 used to identify Marine Corps Stock Fund Account (MCSFA) items, or a numeric 2 or 3 used to identify Marine Corps Appropriation Stores Account (MCASA) items.

### Code

### Explanation

- |   |  |
|---|--|
| 1 | <u>SFA Items.</u> These include minor end items, repair parts, individual clothing, commissary stores subsistence items, and items where Marine Corps is designated to the weapons integrated materiel manager. These items are financed |
|---|--|

## SUPPLY SERVICES MANUAL

through the Stock Fund and charged to the customer when issued for use. Personnel support items, formerly SAC 4 which consisted of individual clothing, commissary stores, and subsistence items that are now criteria will automatically be designated SAC 1, and magnetrons and gun tubes having a cost greater than \$499.99.

- ASA Secondary Items. These are secondary items financed through appropriations other than stock fund. Included in this category are secondary depot reparables assigned an R Code, NAVMC blank forms, Type Item Designator Codes C, D, E, and Materiel Identification Code A items not classified as principal items having a unit cost greater than \$999.99.
- 3 ASA Principal Items. End items of major importance and major components thereof which require detailed analysis and examination, at the level established for control or at the military service level of all factors affecting supply and demand. An end item is generally selected as a principal item on the basis of combat or training essentiality. Considering the difficulty or procurement or production and criticality of basic materials or components, categorically, all Marine Corps class V(W') ammunition, including training and dummy munitions, are principal items.

SUFFIX CODE. A one-position code that relates and identifies supply transactions for "Partial quantities" to original requisition or transaction without duplicating or causing loss of identity of the original document number.

SUPPLEMENTARY ADDRESS. A six-position field indicating "ship toll or "bill to" activity other than the requisitioner.

SUPPLY ACCOUNTING DOCUMENT. Any supporting document used to identify supplies and equipment; i.e., requisition, shipping document, public voucher, miscellaneous adjustment, report of investigation, etc.

SUPPLY OFFICER. A designated special staff officer who performs functions prescribed by the commander in the area of supply. A supply officer of a unit having a property account performs the function of stock records management and administration of property control for the unit. See the current edition of FMFM 3-1 (Command and Staff Action) and Unit Property Officer.

SUSPENSE OR OTHER EARMARKED STOCK. Quantities of supplies on hand, earmarked, set aside in accordance with directives from higher authority.

## SUPPLY SERVICES MANUAL

TOTAL ASSETS. The quantity represented by adding the available for-issue quantity to the expected receipts quantity and subtracting the quantity back-ordered.

UNIT PROPERTY OFFICER. An individual appointed by the Organizational Commander/Responsible officer to perform the supply function for battalion/Activity. This individual administers property received/subcustodied from the major command accountable officer (PCO, Plant Account Supervisor, etc.)

UNIT OF ISSUE. A two-digit abbreviation of the standard item measurement as indicated in the applicable catalog or stocklist; i.e., EA, LB, FT, etc.

UNRELEASED PROVISIONING PROJECT. Initial provisioning stock not yet released to support new equipment to be placed in the field.

UNSERVICEABLE. An item in a condition unfit for use but which can be restores to a serviceable condition after repair, rework, or overhaul.

VALID USAGE DATA. Recurring demand data that has been carefully analyzed and adjusted, as necessary, to reflect true normal usage. Due consideration must be given to the following factors:

- a. Unrecorded transactions (scrounging).
- b. Fiscal restrictions.
- c. Interservice support.
- d. Failure of using organizations to requisition replenishment for items expanded.
- e. Training cycle peaks and valleys.
- f. Extraordinary losses.
- g. Cannibalization.

VOUCHER FILE. Files containing vouchers according to the type of transaction that will support entries which either increase or decrease quantities recorded on the stock records for nonexpendable supplies and decreases as a result of cash sales, checkage sales, or reports of investigation to quantities recorded on the stock records for expendable supplies.