



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

IN REPLY REFER TO:
4400
B 10
MAY 21 2024

MCINCR-MCBQO 4400.3

From: Commander Marine Corps Installations National Capital
Region-Marine Corps Base Quantico

To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR SUPPLY

Ref: (a) MCO 4400.201
(b) UM 4000-125
(c) MCO 7300.21B
(d) CMC WASH DC L EGEM DTG 241744Z JAN 17
(e) CMC L LP WASH DC DTG 051307Z APR 18

Encl: (1) Standing Operating Procedures for Supply
(2) Certification Template for Daily Transaction Report Reconciliation

1. Situation. To publish and amplify policy and procedures governing supply operations for consumer level supply per the references within MCINCR-MCBQ.

2. Cancellations. MCBO P4400.1 and MCBQ P4400.2

3. Mission. To establish responsibilities and provide guidance per the references for the management and control of ground supply material within Marine Corps Installations National Capital Region – Marine Corps Base Quantico (MCINCR-MCBQ).

4. Execution

a. Commander's Intent

(1) Commander's Intent. The purpose of this Supply Operating Procedures Policy is to provide guidance and policy that will lead to improved and standardized execution of consumer-level supply operations throughout MCBQ. This policy will also ensure that supply processes and procedures follow Marine Corps regulations for supply and financial management.

Concept of Operations. Adherence to the provisions established in this Order shall ensure accurate accountability of government property and promote more effective supply support.

b. Commands and Tenant Activity

(1) Commanders, Directors, Assistant Chiefs of Staff, Branch Heads and Supervisors

(a) Commanders, Directors, Assistant Chiefs of Staff, Branch Heads and Supervisors shall ensure that this is made available, understood, and used by all personnel responsible for the procurement of goods and services, financial reconciliation, and property accounting.

(b) Ensure that inventories are managed according to this order and under the supply system procedures cited in the applicable users' manuals.

(c) Develop and implement internal control procedures to facilitate the execution of this order.

5. Administration and Logistics. Recommendations concerning the contents of this SOP are invited and should be submitted to Chief of Staff, Marine Corps Installations National Capital Region-Marine Corps Base Quantico attention to Logistics Division via the appropriate chain of command.

6. Command and Signal

a. Command. This SOP is applicable to the MCINCR-MCBQ commands and tenant activities and takes precedence over previous published MCINCR-MCBQ supply policy.

b. Signal. This SOP is effective the date signed.


MICHAEL L. BROOKS

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