



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON DC 20350-3000

MCO 4400.177H CH 1
AVN (ASB)
17 Apr 2022

MARINE CORPS ORDER 4400.177H CHANGE TRANSMITTAL 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS AVIATION SUPPLY DESK-TOP PROCEDURES

1. Situation. To transmit changes to the Order, because the accompanying NAVMC has been updated to version A, ASL-31 has changed to ASB-31, and reference dates have changed in enclosure (1).

2. Mission. To implement changes to the Order.

3. Execution. Changes to the Order are as follows:

a. Updated all instances of NAVMC 4400.177 to NAVMC 4400.177A.

b. Updated all instances of ASL to ASB.

c. Page 2, paragraph b(1), deleted Logistics, and changed verbiage from Support to Sustainment.

d. Updated references list.

e. Enclosure (2), page 2-1, added numbering to the first paragraph.

f. Enclosure (2), page 2-2, paragraph 1a, added subparagraph numbering, rearranged content, and updated AIR Card to show copyright.

g. Enclosure (2), page 2-6, added numbering to the first paragraph.

4. Administration and Logistics

a. Recommendations. Any recommendations or feedback concerning the contents of this change transmittal, are to be submitted to DC AVN, section ASB-31, via the appropriate chain of command.

b. Records Management. Records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

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c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

5. Command and Signal

- a. Command. This Order is applicable to the Marine Corps Total Force.
- b. Signal. This Order is effective the date signed.



M. R. WISE
Deputy Commandant for Aviation

Distribution: PCN 10205250101



DEPARTMENT OF THE NAVY
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MCO 4400.177H
AVN (ASB)
2 Feb 2021

MARINE CORPS ORDER 4400.177H

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS AVIATION SUPPLY DESK-TOP PROCEDURES

Ref: See enclosure (1)

Encl: (1) References
(2) Aviation Supply Roles and Responsibilities

1. Situation. This Order updates policy and assigns responsibilities that, in accordance with references (a) through (x), govern Marine Corps Aviation Supply operations at Marine Aviation Logistics Squadron (MALS) Aviation Supply Departments (ASD) and Marine Aircraft Wing (MAW) Aviation Logistics Departments (ALD). Previous iterations of this Order consisted of a significant amount of procedural guidance, reference tables, or a consolidation of relevant portions of references (a) through (x). This update streamlines this directive and migrates the procedures and references to NAVMC 4400.177A, facilitating annual updates of specific tactics, techniques, and procedures.

2. Cancellation. MCO 4400.177G.

3. Mission. To establish policy, authority, and functional responsibilities pertaining to Aviation Supply Operations within ASDs and MAWs.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To standardize Aviation Supply Operations across the Marine Corps, including oversight of policy and procedures that promotes a culture of continuous process improvement. The purpose of this policy is to synchronize actions with Department of the Navy policy, effectively coordinate with the supporting establishment, and efficiently organize organic resources to promote material availability to Marine Aviation.

(2) Concept of Operations. This Order assigns responsibility for the procurement, receipt, expenditure, inventory and financial management of aeronautical related materials and services by all Marine Aviation units utilizing the Relational Supply (R-Supply) and the Optimized Naval Aviation Logistics Command Management Information System (OPT-NALCOMIS). Although this order encompasses many units executing aspects of retail level aviation supply operations (such as HMX-1), the center of gravity is the MALS ASD. MALS Commanders and Wing Aviation Logistics Departments have the

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preponderance of the oversight responsibilities. Guidance on how to execute the responsibilities in enclosure (1) will be reviewed annually and published in NAVMC 4400.177A for reference.

b. Subordinate and Element Missions

(1) Deputy Commandant, Aviation (DC AVN), Headquarters Marine Corps Aviation Sustainment Branch (ASB-31)

(a) Ensure the accuracy, currency, modification, and distribution of this Order and NAVMC 4400.177A.

(b) Collect input from Marine Aircraft Wings regarding changes, updates, or deviations; convene working groups to review this input annually and update as appropriate.

(c) Serve as HQMC Functional Area Sponsor in accordance with reference (e), Inspector General of the Marine Corps (IGMC) Inspections Program; maintain Functional Area Checklists (FACs) within NAVMC 4400.177A and ensure any updates are provided to IGMC.

(d) ASB-31 is the approving authority for any requests for deviation.

(2) Commanding Generals, Marine Aircraft Wings

(a) Ensure compliance with the policies and procedures prescribed in this Order.

(b) Utilize Wing Aviation Supply Management Advisory Team (WASMAT) Functional Area Inspections/Functional Area Assist results to satisfy CGI program requirements pertaining to this Order.

(c) Coordinate with subordinate units to review Marine Corps policies related to retail supply operations and provide recommended changes to DC AVN (ASB-31).

(3) Aviation Supply Officers

(a) Ensure that this Order is made available, understood, and complied with by all personnel responsible for its execution.

(b) Train and supervise Marines to fulfill responsibilities in enclosure (1).

3. Administration and Logistics

a. This Order is published electronically and can be accessed online via the Marine Corps homepage at <http://www.marines.mil/news/publications/electroniclibrary.aspx>.

b. Records Management. Records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 CH-1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of Navy/Assistant for Administration (DON/AA), Directives and Records Management

Division (DRMD) portal page at:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

d. Recommendations. Any recommendations or feedback concerning the contents of this Order, or NAVMC 4400.177A, are to be submitted to DC AVN, section ASB-31, via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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



M. R. WISE
Deputy Commandant for Aviation

DISTRIBUTION: PCN 10205250100

References

- (a) MCO 5215.1K w/Admin CH 1
- (b) SECNAV M-5210.1
- (c) SECNAV M-5210.2
- (d) SECNAV M-5216.5 CH-1
- (e) MCO 5040.6J
- (f) NAVAIR 00-35QH-2, NAVAIR Allowance List, Section H, February 1, 2020
- (g) NAVSUPINST 4200.99C, Department of the Navy Government-Wide Commercial Purchase Card Program Policy, Nov 23, 2015
- (h) NAVSUPWSSINST 4441.1C, Marine Aviation Logistic Support Program Modernization, Jun 26, 2017
- (i) NAVSUP P-485, Operational Forces Supply Procedures, Vol I, Vol II Rev 6, April 14, 2020
- (j) NAVSUPWSSINST 4440.450D, Establishment of Authorized Fixed Allowances for all Depot Level Repairables contained in NAVSUP Weapons Systems Support generated Allowance Lists, Aug 20, 2018
- (k) NAVSUP P-723, Navy Working Capital Fund-Supply Management Inventory Integrity Standards, Rev 6, March 30, 2022
- (l) MCO 3125.1B
- (m) DoD 7000.14-R, Financial Management Regulation Vol 1-16, August 10, 2020
- (n) COMNAVAIRLANTINST/COMNAVAIRPACINST 7310.2, Administrative and Accounting Procedures for Flight Administrative Funds, March 9, 2015
- (o) DoD 4140.27, DoD Shelf-Life Management Program: Program Administration, December 11, 2019
- (p) MCO 3710.7
- (q) NAVSUP P-488, Coordinated Shipboard Allowance List Use and Maintenance Manual, Jul 15, 2014
- (r) NAVMC 4790.1D, Aviation Maintenance and Supply Training and Readiness Program, May 24, 2021
- (s) JPO 1509-04.02, F-35 Sustainment Supply User Guide Vol 1 and 2, November 9, 2021
- (t) NAVSUPWSSINST 4790.4C, Maintenance Assist Modules and Test Bench Installations, May 31, 2017
- (u) DoD 4140.01 Vol 6, DoD Supply Chain Material Management Procedures: Materiel Returns, Retention, and Disposition, June 3, 2019
- (v) MCO 5210.11F
- (w) 5 U.S.C. 552a
- (x) SECNAVINST 5211.5F

Aviation Supply Roles and Responsibilities

Section 1

Aviation Logistics Departments, Supply (ALD-C), Marine Aircraft Wings (Active Component)

1. ALD-C shall coordinate aviation material management (such as inventory, distribution, storage, and transportation), financial matters, training, and related programs in support of squadrons assigned within subordinate Marine Aircraft Groups (MAGs). ALD-C shall serve as the principal point of contact for coordinating aviation supply matters between the aircraft Type Commander, the Marine Aircraft Wing (MAW) Commander and the assigned MAGs.

a. Wing Aviation Supply Management Advisory Team shall monitor all supply functions within subordinate Marine Aviation Logistics Squadrons (MALS) Aviation Supply Departments (ASD) to ensure compliance with authorized procedures, ensure achievement of established goals, and assist in building technical proficiency.

b. Wing Allowance Section (WAS) shall properly manage allowances and stock levels for all retail level supply sites within the MAW. WAS will also review and request modifications of allowances and conduct database maintenance.

c. Wing Operations Section shall monitor supply reports and goals, review daily readiness reports, coordinate completion of deployment milestones, ensure protected stock packages are maintained at a high state of readiness, manage Table of Basic Allowance, and communicate concerns and priorities to wholesale.

Section 2

**Aviation Supply Departments (ASD), Marine Aviation Logistics Squadrons
(Active Component)**

1. The Aviation Supply Officer (AvnSupO) shall oversee the proper execution of all internal Aviation Supply Processes and responsibilities broken out by division below.

a. The AvnSupO shall ensure the ASD is able to meet the requirements of the following audits:

- (1) Location Audit
- (2) Category A/B/C Inventory Audit
 - (a) Repairable Validity
 - (b) Consumable Validity
 - (c) FSA Validity
- (3) Classified/KMI Inventory Audit
- (4) Shelf Life Audit
- (5) Completed Transaction File (CTF) Audit
- (6) Requisition Audit
- (7) Financial Audit
- (8) Money Value Only (MVO) Requisition Audit
- (9) Fuel Audit
- (10) Custody Record Audit
- (11) AIR Card® Audit
- (12) User Role Audit
- (13) Fly-in Support Allowance (FSA) Deficiency Audit
- (14) Financial Liability Survey Audit
- (15) Post LAP/Inventory and FSA Audit
- (16) Training and Readiness (T&R) Standards and Progression Audit
- (17) External Audits
 - (a) Financial Improvement and Audit Readiness
 - (b) Independent Public Accountant Audits
 - (c) Financial Management Office Audits

(d) Contractor Property Management Assessment Audits (F-35)

(e) Navy Working Capital Fund (NWCF) inventories

b. The AvnSupO will maintain liaison with external supporting supply activities, higher headquarters staff, and the MALS Aviation Maintenance Officer (AMO) to support aircraft readiness and advise the MALS Commanding Officer (CO) and MAG CO on matters pertaining to material support.

c. The AvnSupO shall ensure the accountability, well-being, and technical development of all Marines assigned to the ASD and propose changes to policy or Table of Organization as appropriate.

2. Supply Personnel and Administrative Division (SPAD) shall conduct the administrative control of all personnel assigned to the ASD. SPAD will perform clerical functions and properly maintain the master files for correspondence and directives for the ASD.

3. Warehouse Management Division shall properly conduct the management and control of all repairable and consumable material, including: Receipt Processing, Storage, Issuing, Delivery, Induction and recovery of repairable into/from the Intermediate Maintenance Active (IMA), Shipment and Tracking of Ready for Issue Material and Beyond Capability of Maintenance (BCM) components, Shelf Life Program, Classified and Fleet Controlled material.

a. Warehouse Receiving Branch shall properly receive and distribute all material shipped to the MAG/ MALS from external sources.

b. Warehouse Issue Branch (WIB) shall properly issue and deliver warehouse fills and Direct Turn Overs (DTOs) including receipt processing for related transactions. WIB will also retrieve all Not Ready for Issue repairable components from the customer ensuring accuracy of all documents.

c. Warehouse Storage Branch shall properly conduct the receipt, inventory, and storage of all material in the Supply Officer's Stores.

d. Warehouse Control Branch (WCB) shall properly conduct all the functions related to inventory, management, accountability, and storage of classified material. WCB shall also properly process receipts with exceptions, process repairables returned from the IMA, and screen/track BCM components.

e. Pre-Expended Branch (PEB) shall properly establish, maintain and replenish PEB sites authorized by the AvnSupO/AMO and execute the assembly and issue of phase kits.

f. Supply Shipping Branch (SSB) shall properly package and ship all aviation related components and equipment.

4. Operations Management Division (OMD) shall properly conduct the internal and external expediting, reconciliation, and monitoring of customer requirements. OMD shall also conduct technical research, as well as receiving, processing and monitoring of all requirements for non-aeronautical related controlled equipment. OMD will also maintain the Custody Records for

all organizational allowances (excluding Individual Material Readiness List (IMRL) items) and monitor all financial accounts granted to the ASD.

a. Customer Reconciliation Branch shall properly conduct the technical research, expediting, and reconciliation of customer requirements.

b. Customer Support Branch (CSB) shall properly receive, process and monitor all requirements for non-aeronautical related controlled equipment procurement and maintain Custody Records for all organizational allowances (excluding IMRL items). CSB shall also verify proper financial processing and documentation of all material and fuel transactions to support Flight Operations requirements.

5. Supply Management Division shall properly oversee and manage all ASD process including: End of the Month (EOM)/End of the Year (EOFY) requirements, Database Administration of Supply application, ASD Technical Training Program, Allowance validation, and Local support package development.

a. Audit Branch shall monitor technical training and all supply functions within the ASD to ensure compliance with authorized procedures and achievement of established goals.

b. Deployed Support Branch (DSB) shall properly validate and manage Marine Aviation Logistics Support Package allowances. DSB shall also plan for and monitor execution of deployed supply support via local support packages. DSB will coordinate with the WAS in regards to the incorporation and loading of allowance changes.

c. Supply Applications Administrator Branch shall properly manage use of Naval Tactical Command Support System applications (Relational Supply and Naval Aviation Logistics Command Management Information System) including: system security and access, trouble calls, offline processing, EOM/EOFY processing, database reconciliation, and transaction reporting.

6. Joint Strike Fighter (JSF) Division (JSD) shall provide all local supply functions associated with the support of F-35 operational units. The JSD shall ensure the management and control of all repairable and consumable material including: reconciliation, inventory, delivery, receipt processing, storage, issue, monitoring and recovery of F-35 material into/from the IMA, Return Material Authorizations (RMA), Shipment and Tracking of Source of Repair (SOR) components, Shelf Life Program, Management and control of special handling material.

a. Joint Strike Fighter Receiving Branch shall properly receive all F-35 material shipped from external sources.

b. Joint Strike Fighter Issue Branch (JIB) shall properly execute the issue and delivery of warehouse fills and DTOs including receipt processing for related transactions. JIB shall also retrieve all unserviceable / serviceable components from the customer ensuring accuracy of all documents.

c. Joint Strike Fighter Storage Branch shall properly execute the storage and inventory of all JSF and PEB material.

d. Joint Strike Fighter Control Branch (JCB) shall maintain the inventory accuracy of the Base Spares Package (BSP) and Deployed Spares

Package for the F-35. JCB shall also coordinate system interface and logistics issues, concerns, and supporting requests with Lockheed Martin, Pratt & Whitney and higher headquarters.

e. Joint Strike Fighter Supply Shipment Branch (JSSB) shall ensure proper packaging (in compliance with MIL-STD-2073-1E) and shipment of all aeronautical related components and equipment. JSSB will also verify and ensure that unserviceable part tags are available when shipping to the SOR facility and ensure proper transfer of ownership documentation follows asset movement.

f. Joint Strike Fighter Operations Branch (JOB) shall properly conduct the internal and external reconciliation, monitoring and expediting all F-35 purchase orders in Autonomic Logistics Information System Supply Chain Management that are not available in the F-35 BSP/local stock. JOB shall also reconcile with the squadron and work centers to ensure the validity of the Supply Status Reports, Time Compliance Technical Directives, Mission Impaired Capability Awaiting Parts, Rotary Mission System, and the Aviation Maintenance Support Readiness Report.

Section 3

Aviation Supply Operations, 4th Marine Aviation Wing units (Reserve Component)

1. 4th MAW Aviation Logistics Department and MALS shall adapt parallel Active Component tasks to their unique environments. Some differences from the Active Component include: the Wing Allowancing Section (WAS) and Wing Operations Section (WOS) will not be established within 4th MAW Aviation Logistics Department, Aviation Supply Department ALD-C. These functions will be performed by Supply Management Division (SMD-R), Warehouse Management Division (WMD-R), and Financial Accounting Section (FAS-R) respectively.

a. Supply Personnel and Administrative Division Reserves (SPAD-R) shall conduct the administrative control of all personnel assigned to the ASD. SPAD will perform clerical functions and maintain the master files for messages, orders, correspondence and directives for the Aviation Supply Department (ASD) as it pertains to the reserve Units.

b. Financial Accounting Section Reserves (FAS-R) shall properly maintain and report all funds allocated to the ASD. FAS-R will utilize mechanized accounting procedures using the prescribed financial accounting system to maintain and report expenditures, authorizations, and flight hours.

c. Customer Support Branch Reserves (CSB-R) shall properly receive, process, and monitor all requirements for non-aeronautical related controlled equipment along with maintaining Custody Records for all organizational allowances (excluding IMRL items).

d. Customer Reconciliation Branch Reserves (CRB-R) shall properly conduct initial screening and technical research of requisitions. CRB-R shall also properly conduct the internal and external reconciliation, monitoring, and expediting of High Priority requisitions and all outstanding Direct Turnover (DTO) requisitions (except IMRL, Tool, Open Purchase, Flight Equipment, Custodial Material, ServMart, and Pre-Expended Bin).

e. Warehouse Management Division Reserves (WMD-R) shall properly conduct the management and control of all repairable and consumable material, including: Receipt Processing, Storage, Issuing, Delivery, Induction and recovery of repairable into/from the Intermediate Maintenance Active (IMA), Shipment and Tracking of Ready for Issue (RFI) Material and Beyond Capability of Maintenance (BCM) components, Shelf Life Program, Classified and Fleet Controlled material. In addition to the responsibilities identified above, WMD-R will ensure all financial discrepancies for repairable transactions, which are identified by the Financial Accounting Section (FAS-R), are corrected and returned to FAS-R in a timely manner.

f. Supply Management Division Reserves (SMD-R) shall properly oversee and manage all ASD process including: End of the Month (EOM)/End of the Year (EOFY) requirements, Database Administration of Supply application, ASD Technical Training Program, Allowance validation, and Local support package development.

APPENDIX A

Glossary of Acronyms and Abbreviations

ALD	Aviation Logistics Department
ALD-C	Aviation Logistics Department, Supply
AMO	Aviation Maintenance Officer
ASB-31	Headquarters Marine Corps Aviation Sustainment Branch
ASD	Aviation Supply Department
AvnSupO	Aviation Supply Officer
BCM	Beyond Capability of Maintenance
BSP	Base Spares Package
CO	Commanding Officer
CRB	Customer Reconciliation Branch
CRB-R	Customer Reconciliation Branch Reserves
CSB	Customer Support Branch
CSB-R	Customer Support Branch Reserves
CTF	Completed Transaction File
DC AVN	Deputy Commandant, Aviation
DON	Department of the Navy
DON/AA	Department of the Navy/Assistant for Administration
DRMD	Directives and Records Management Division
DSB	Deployed Support Branch
DTO	Direct Turnover
EOFY	End of the Year
EOM	End of the Month
FAC	Functional Area Checklist
FAS	Financial Accounting Section
FAS-R	Financial Accounting Section Reserves
FSA	Fly-in Support Allowance
HQMC	Headquarters Marine Corps
IGMC	Inspector General of the Marine Corps
IMA	Intermediate Maintenance Active
IMRL	Individual Material Readiness List
JCB	Joint Strike Fighter Control Branch
JIB	Joint Strike Fighter Issue Branch
JOB	Joint Strike Fighter Operations Branch
JSD	Joint Strike Fighter Division
JSF	Joint Strike Fighter
JSSB	Joint Strike Fighter Supply Shipment Branch
MAG	Marine Aircraft Group
MALS	Marine Aviation Logistics Squadron
MAW	Marine Aircraft Wing
MVO	Money Value Only
NARA	National Archives and Records Administration
NWCF	Navy Working Capital Fund
OMD	Operations Management Division
OPT-NALCOMIS	Optimized Naval Aviation Logistics Command Management Information System
PEB	Pre-Expended Branch
PII	Personally Identifiable Information
RFI	Ready for Issue
RMA	Return Material Authorizations
R-Supply	Relational Supply

SMD	Supply Management Division
SMD-R	Supply Management Division Reserves
SOR	Source of Repair
SPAD	Supply Personnel and Administrative Division
SPAD-R	Supply Personnel and Administrative Division Reserves
SSB	Supply Shipping Branch
T&R	Training and Readiness
WAS	Wing Allowance Section
WASMAT	Wing Aviation Supply Management Advisory Team
WCB	Warehouse Control Branch
WIB	Warehouse Issue Branch
WMD	Warehouse Management Division
WMD-R	Warehouse Management Division Reserves
WOS	Wing Operations Section