

VOLUME 7

“AMMUNITION AND EXPLOSIVES”

SUMMARY OF MAJOR CHANGES

Hyperlinks are denoted by *bold, italic, blue and underlined font.*

The original publication date of this Marine Corps Order (right header) will not change unless/until a full revision of the MCO has been conducted.

The date denoted by blue font (left header) will reflect the date this Volume was last updated.

All volume changes denoted in blue font will reset to black font upon a full revision of this volume.

VOLUME VERSION	SUMMARY OF CHANGE	ORIGINATION DATE	DATE OF CHANGES
ORIGINAL VOLUME	N/A	02 MAR 2020	N/A

Submit recommended changes to this Volume, via the proper channels, to:

CMC (LPC-2)
3000 Marine Corps Pentagon
Washington, DC 20350-3000

Cancellations. MCO 8010.13 and MCO 8015.3A.

VOLUME 7: AMMUNITION AND EXPLOSIVES

TABLE OF CONTENTS

REFERENCES.....REF-1

CHAPTER 1: GENERAL OVERVIEW.....1-1

 0101 GENERAL.....1-2

 0102 RESPONSIBILITIES.....1-2

CHAPTER 2: MANAGEMENT OF CLASS V(W) MATERIEL.....2-1

 0201 GENERAL.....2-2

 0202 BACKGROUND.....2-2

 0203 DEFINITIONS2-2

 0204 STANDARD OPERATING AND DESKTOP PROCEDURES.....2-4

 0205 RESOURCES.....2-5

 0206 MARINE CORPS CLASS V(W) WAR RESERVE MATERIEL (WRM).....2-7

 0207 MUNITIONS REPORT (MUREP).....2-7

 0208 DISCREPANCY REPORT NAVMC 118652-8

CHAPTER 3: SUPPORTED UNIT RESPONSIBILITIES.....3-1

 0301 GENERAL.....3-2

 0302 COMMANDERS.....3-2

 0303 AMMUNITION OFFICER.....3-3

 0304 AMMUNITION CHIEF.....3-5

 0305 AMMUNITION TECHNICIAN.....3-7

 0306 ARMS, AMMUNITION, AND EXPLOSIVES OFFICER (AA&E).....3-8

0307 AMMUNITION AND EXPLOSIVES AUDIT VERIFICATION OFFICER
(A&E AVO).....3-9

0308 RANGE OFFICER IN CHARGE (OIC).....3-10

0309 RANGE SAFETY OFFICER (RSO).....3-11

0310 QUALIFICATION/CERTIFICATION BOARD CHAIRPERSON.....3-11

0311 ACCESS CONTROL OFFICER (ACO).....3-11

0312 CONFLICTS OF INTEREST.....3-12

FIGURE 3-1. SUPPORTED UNIT BILLET CONFLICT MATRIX.....3-13

CHAPTER 4: SUPPORTED UNIT REQUISITIONING.....4-1

0401 TRAINING ALLOWANCES.....4-2

0402 DELEGATION OF AUTHORITY (DOA).....4-2

0403 NON-USMC INSTALLATIONS.....4-4

0404 FORECASTING.....4-4

0405 INTERCHANGEABLE DOD IDENTIFICATION CODES (DODICS).....4-5

CHAPTER 5: TRANSPORTATION, RECEIPT, AND RETURN PROCEDURES.....5-1

0501 TRANSPORTATION REQUIREMENTS.....5-2

0502 EXPLOSIVES OPERATOR REQUIREMENTS.....5-2

0503 RETURN REQUIREMENTS.....5-4

0504 RECEIPT PROCEDURES.....5-5

CHAPTER 6: SUPPORTED UNIT INVENTORY CONTROL PROCEDURES.....6-1

0601 ACCOUNTABLE RECORDS.....6-2

0602 INVENTORY REQUIREMENT.....6-2

0603 AUTHORIZED MANUAL PROCESSES AND AUTOMATED INFORMATION
SYSTEMS.....6-2

0604 ISSUE RELEASE/RECEIPT DOCUMENT.....6-3

0605 NOTICES OF AMMUNITION RECLASSIFICATION (NAR), AMMUNITION
INFORMATION NOTICE (AIN), LOTS FUNCTIONALLY CLEAR FOR OVER-
HEAD FIRE (OHF).....6-3

0606 VOUCHER AUTHORITY.....6-4

0607 CLASS V(W) INVENTORY ADJUSTMENTS.....6-4

CHAPTER 7: EXPENDITURE REPORTING REQUIREMENTS.....7-1

0701 GENERAL PROCEDURES.....7-2

0702 SUBMISSION TIMELINES.....7-2

0703 SERIALIZED EXPENDITURE REPORTING.....7-3

0704 DOCUMENT RETENTION7-3

CHAPTER 8: MISCELLANEOUS SUPPORTED UNIT PROCEDURES.....8-1

0801 PROCESSING OF MATERIAL POTENTIALLY PRESENTING AN EXPLOSIVE
HAZARD (MPPEH).....8-2

0802 HANDLING AND TURN IN OF EXPENDED AMMUNITION CASINGS
(BRASS).....8-4

CHAPTER 9: SUPPORTING ACTIVITY RESPONSIBILITIES.....9-1

0901 COMMANDERS.....9-2

0902 AMMUNITION COMPANY COMMANDER.....9-2

0903 AMMUNITION SUPPLY POINT (ASP) OFFICER-IN-CHARGE (OIC).....9-3

0904 OPERATIONS CHIEF.....9-4

0905 INVENTORY ACCURACY OFFICER.....9-5

0906 RECORDS OFFICER.....9-7

0907 AMMUNITION AND EXPLOSIVES SCREENING OFFICER.....9-8

0908 QUALIFICATION/CERTIFICATION BOARD CHAIRPERSON.....9-8

0909 INVENTORY ADJUSTMENT VOUCHERS.....9-8

0910 ACCESS CONTROL OFFICER (ACO).....9-9

0911 KEY CONTROL CUSTODIAN.....9-9

0912 CONFLICTS OF INTEREST.....9-10

FIGURE 9-1. SUPPORTING ACTIVITY BILLET CONFLICT MATRIX.....9-11

CHAPTER 10: PHYSICAL INVENTORY CONTROL PROGRAM (PICP).....10-1

1001 GENERAL.....10-2

1002 PHYSICAL INVENTORY.....10-4

1003 RECORD RECONCILIATION PROGRAM (LOCATION SURVEY).....10-6

1004 QUALITY CONTROL.....10-7

1005 RESEARCH PROCESS.....10-8

CHAPTER 11: SUPPORTING ACTIVITY ASSET RECORDS.....11-1

1101 AUTHORIZED MANUAL PROCESSES AND AUTOMATED INFORMATION
SYSTEMS.....11-2

1102 NOTICES OF AMMUNITION RECLASSIFICATION (NAR), AMMUNITION
INFORMATION NOTICE (AIN), LOTS FUNCTIONALLY CLEAR FOR
OVERHEAD FIRE (OHF).....11-2

1103 MAGAZINE DATA CARDS.....11-3

1104 MATERIEL WORK ORDERS (MWO).....11-4

1105 ISSUE RELEASE/RECEIPT DOCUMENT.....11-4

1106 MATERIAL CONDITION CODE TAGS.....11-4

1107 TEMPORARY STOW.....11-4

1108 LOSS OF LOT IDENTIFICATION.....11-5

1109 PHYSICAL INVENTORY REQUIREMENTS.....11-5

CHAPTER 12: SUPPORTING ACTIVITY CAPACITY MANAGEMENT.....	12-1
1201 ALLOWANCES.....	12-2
1202 FORECASTING.....	12-2
1203 SUPPORTED UNIT REQUISITIONS.....	12-3
1204 HISTORICAL USAGE.....	12-3
1205 CONSUMPTION/LEAD TIME FORMULA.....	12-3
1206 INTERMEDIATE REQUISITIONS.....	12-4
1207 DISPOSITION INSTRUCTIONS.....	12-4
CHAPTER 13: SUPPORTING ACTIVITY RECEIPT SEGREGATION STORAGE AND ISSUE OPERATIONS.....	13-1
1301 DELEGATION OF AUTHORITY.....	13-2
1302 VEHICLE CERTIFICATIONS.....	13-3
1303 RECEIPT PROCEDURES.....	13-4
1304 SEGREGATION PROCEDURES.....	13-4
1305 STORAGE PROCEDURES.....	13-5
1306 ISSUE PROCEDURES.....	13-6
1307 SAFE HAVEN.....	13-8
1308 SHIPMENT DISCREPANCIES.....	13-8
1309 DEFENSE TRANSPORTATION TRACKING SYSTEM (DTTS).....	13-8
1310 MATERIAL SENTENCING.....	13-8

REFERENCES

- (a) MCO 5530.14A
- (b) MCO 8000.7A
- (c) MCO 4400.39
- (d) SECNAV M-5210.1
- (e) MCO 4000.57A
- (f) NAVSEA OP 5
- (g) NAVMC 4000.1
- (h) MCO 8025.1E
- (i) MCO 8023.3C
- (j) MCO 8020.10
- (k) Title 49 CFR
- (l) MCO 8000.8
- (m) MCO 8011.5A
- (n) NAVSEA SW020-AG-SAF-010
- (o) NAVSEA SW020-AG-WHM-010
- (p) MIL-STD-1320 (series), "Standard Practice for Designing Unit Loads, Truckloads, Railcar Loads, and Intermodal Loads for Ammunition and Explosives," April 8, 2014
- (q) NAVSEA SW020-AF-HBK-010
- (r) NAVMED P-117
- (s) DoD Instruction 4140.62, "Material Potentially Presenting an Explosives Hazard," 9 September 2019
- (t) Defense Transportation Regulation, Part II
- (u) NAVSUP P-801
- (v) MCO 3571.2H
- (w) DoD Instruction 4145.26, "DoD Contractor's Safety Requirements for Ammunition and Explosives," 31 August 2018
- (x) DoDM 4160.21-Vol 1, "Defense Material Disposition Manual," 22 October, 2015
- (y) DoDM 4160.28 Volumes 1-3, "Defense Demilitarization Manual," 9 September, 2017
- (z) DLM 4000.25-2-M, "Military Standard Transaction Reporting and Accountability Procedures MILSTRAP) Manual," 3 October, 2017
- (aa) DoDM 5100.76 CH-1, "Physical Security of Sensitive Conventional Arms, Ammunition and Explosives," 8 May, 2018
- (ab) MIL-STD-129, "DoD Standard Practice Military Marking for Shipment and Storage," 19 September, 2007
- (ac) NAVSUP P-805
- (ad) DoDM 4140.1, Vol 11 CH-3, "DoD Supply Chain Materiel Management Procedures: Inventory Accountability And Special Management And Handling," 3 June, 2019
- (ae) MCO 5500.6H W-CH-1

VOLUME 7: CHAPTER 1

“GENERAL OVERVIEW”

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by *[bold, italic, blue and underlined font.](#)*

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in **blue font** will reset to black font upon a full revision of this Volume.

CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 1

GENERAL OVERVIEW

0101 GENERAL

This Volume provides policy and guidance for the accountability, management, and serviceability of Marine Corps Class V(W) conventional ground ammunition and explosives. Due to the hazardous nature of this commodity, standardized accounting, issuing, receiving, and control of all Class V(W) is required.

0102 RESPONSIBILITIES

010201. Deputy Commandant, Installations and Logistics (DC I&L)

A. As the Logistics Data Manager and the Enterprise Ground Equipment Manager for the Marine Corps, ensure the roles and responsibilities identified in the Volume are adhered to by appropriate stakeholders.

B. Coordinate with the Deputy Commandant, Combat Development and Integration (DC CD&I) to develop a risk assessment on the impact of Class V(W) War Reserve Materiel Requirement shortfalls on the enterprise via the Ammunition Working Group.

C. Advocate for all Class V(W) related Program Objective Memorandum (POM) initiatives.

D. Coordinate with the Deputy Commandant, Programs and Resources (DC P&R) and the Deputy Commandant, Plans, Policies, and Operations (DC PP&O) to conduct the annual War Reserve Withdrawal Plan (WRWP) Risk Assessment Working Group to develop a risk assessment on the impact of WRWP shortfalls on the enterprise.

E. Coordinate with the Commander, Marine Corps Systems Command (COMMARCORSSYSCOM) Class V(W) Program Manager for Ammunition (PM Ammo) for execution of the War Reserve Materiel Stocks Force-held Marine Ammunition Requirements Support Order.

F. Support the review of War Reserve Materiel Program requirements with DC CD&I Capabilities Development Directorate and COMMARCORSSYSCOM (PM Ammo).

G. Provide guidance for local Qualified Recycling Program (QRP) operations to ensure regional QRP sites are prepared to accept and provide the cumulative weight of small arms ammunition casings to support expended brass accountability guidance provided in this Volume.

010202. Deputy Commandant, Plans, Policies, and Operations (DC PP&O)

A. Coordinate with DC I&L and COMMARCORSYSCOM (PM Ammo) for physical security of ammunition and explosives (A&E) in accordance with reference (a).

B. In coordination with COMMARCORSYSCOM, (PM Ammo) and the Ammunition Working Group, publish the ground ammunition (Class V(W)) prioritization policy.

010203. Deputy Commandant, Combat Development and Integration (DC CD&I)

A. Serve as the Executive Agent (EA) for the Marine Corps' Munitions Requirements Process responsible for Marine Corps policy, direction, and coordination of the process. Additionally, per reference (b), provide representation for the process to the Office of the Secretary of Defense, Department of the Navy (DON), and the Joint Chiefs of Staff.

B. Develop, approve, and publish the Total Munitions Requirement (TMR) for Class V(W).

C. Support the review of War Reserve Munitions Program requirements with DC I&L, Logistics Plans, Policy, and Strategic Mobility Division (LP).

D. In accordance with reference (b), identify, review, and resolve ammunition issues via the CD&I-chartered Ammunition Working Group.

E. Develop the Class V(W) Procurement of Ammunition, Navy & Marine Corps, Operation and Maintenance Marine Corps, and Research Development Test and Evaluation Navy funding profiles for submission during each POM cycle and coordinate the support of Class V(W) Procurement Marine Corps -funded munitions.

F. Provide requirements for Class V(W) inventory to COMMARCORSYSCOM (PM Ammo).

G. Establish Class V(W) Combat Planning Factors.

010204. Commanding General, Training and Education Command (CG, TECOM)

Publish and distribute annual ammunition training allowances prior to the beginning of each fiscal year (FY).

010205. Deputy Commandant, Programs and Resources (DC P&R)

A. Coordinate and advise DC CD&I and COMMARCORSYSCOM (PM Ammo) of budgetary interests during the POM process to defend USMC Total Obligation Authority.

B. Provide guidance to COMMARCORSYSCOM (PM Ammo) and DC CD&I regarding the presentation, justification, and execution of the ammunition budget.

C. Serve as the Service sponsor and facilitator of communication with Congress, the Office of the Secretary of Defense, DON, and the Government Accountability Office regarding ammunition budget materials.

010206. Commander, Marine Corps Systems Command (COMMARCORSYSCOM)

A. Serve as the Inventory Control Point for Class V(W) materiel within the Marine Corps. COMMARCORSYSCOM (PM Ammo) is responsible for the acquisition, modernization, valuation, storage, issue/receipt, distribution, maintenance, and disposal of Class V(W) materiel.

B. Maintain oversight of Marine Corps stock positioning to support initial fielding and sustainment of end items and associated components. Ensure stock positioning decisions place the right inventory in the right locations to meet operational requirements.

C. Serve as the procurement authority, to include executing the Planning Programming, Budget, and Execution process for Marine Corps Class V(W) to support and sustain the Marine Forces.

D. Ensure an adequate quality assurance, quality control, and stockpile surveillance program is in place to ensure the safety and viability of ammunition products destined for Marine Corps use.

E. Serve as the Marine Corps Principal Representative on the Joint Ordnance Commanders Group.

F. Serve as the Marine Corps Designated Disposition Authority and the EA for disposition of Marine Corps-owned Class V(W) and waste munitions.

G. Serve as the Class V(W) transformation catalyst and forum for addressing and prioritizing continuous process improvements.

H. Publish and update the War Reserve Materiel Stocks Force-held Marine Ammunition Requirements Support Order for Class V(W) annually.

010207. Commanders, Marine Forces (COMMARFOR) and Commanders, Marine Corps Installations

Develop and implement internal controls, command policies, and procedures to facilitate the execution of this policy.

VOLUME 7: CHAPTER 2

“MANAGEMENT OF CLASS V(W) MATERIEL”

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by ***bold, italic, blue and underlined font.***

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in **blue font** will reset to black font upon a full revision of this Volume.

CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 2

MANAGEMENT OF CLASS V(W) MATERIEL

0201 GENERAL

The following chapters provide policy for the accountability, management, and serviceability of Marine Corps Class V(W) to standardize processes and procedures for the Marine Corps Total Force.

020101. Conflicting Policies. In case of conflicting policies or regulations, the most stringent policy/regulation shall apply. Conflicting policies shall be reported to DC I&L (LPC-2) and MARCORSYSCOM (PM Ammo) for resolution.

020102. Mandatory and Advisory Regulations. The requirements of this Order that use the commands “shall,” are mandatory unless specifically waived or exempted by MARCORSYSCOM (PM Ammo). Advisory requirements are those in which the terms “may” or “should” are used. These advisory requirements are not mandatory; however, they are preferred for continuity and standardization of processes and procedures.

0202 BACKGROUND

Class V(W) is critical in supporting Marine Corps warfighting capabilities. As such, this commodity demands a multi-organizational management structure designed to ensure a near seamless end-to-end supply chain. Reference (e) assigns MARCORSYSCOM (PM Ammo) within the organization to provide Class V(W) worldwide-integrated administration, management and logistics support. The administration and management of Class V(W) is hazardous in nature requiring stringent internal controls, processes, and procedures for the proper accounting, handling, storage and management of Class V(W) materiel.

0203 DEFINITIONS

020301. Depot Lead Time. The number of calendar days required from requisition submission to receipt by the requisitioner.

020302. End-User. The individual or organizational element authorized to expend Class V(W) assets. This individual or organization is normally the point of expenditure in the logistics system at which action is initiated to obtain materiel required for the accomplishment of an assigned mission or task.

020303. Inventory Personnel. An individual or group whose primary responsibilities involve validating the physical counts of assets to the asset record.

020304. Malfunction. A malfunction is the failure of an ammunition item to function in accordance with the design, intent, and expected performance when fired, launched,

or otherwise employed as specified. Malfunctions include the abnormal or premature functioning of an item as a result of normal handling, maintenance, storage, transportation, or tactical employment. Ammunition malfunctions do not include incidents resulting from negligence, improper use as intended, or user error; however, reporting these incidents is required to provide useful data in evaluating future incidents.

020305. Munitions Report (MUREP). A reporting format used when activated by the Combatant Commander or Service Component Commands to report the status of Class V(W).

020306. Ordnance Information System-Retail (OIS-R). An integrated system of applications software designed to manage nonnuclear expendable ordnance. It automates the receipt, issue, inventory record keeping, and reporting of ammunition assets and movements with the ultimate objective of enhancing readiness and stock point ordnance management.

020307. Ordnance Information System-Marine Corps (OIS-MC). OIS-MC is the Marine Corps Class V(W) Total Item Property Record. The system processes requisitions, issues, redistributions, asset and procurement data, and provides the capability to plan, procure, position, and distribute ammunition, encompassing the pre and post-production ammunition lifecycle.

020308. Receipt, Storage, Segregation, and Issue (RSSI) Personnel. An individual or group of individuals whose primary responsibilities involve access to site approved storage areas for the purposes of conducting ammunition and explosive operations.

020309. Record Keeping Personnel. Individuals assigned primary duties involving access to the asset record/files.

020310. Stock Objective. An estimated quantity of Class V(W) assets by DoDIC maintained by supporting activities to sustain supported unit requirements.

020311. Supported Unit. Units generally designated at the tactical level are considered “end-users” of Class V(W) assets. Supported unit inventories are designed to be organic to their individual activity. Supported units include, but are not limited to:

- A. Infantry Battalions
- B. Separate Battalions (Tank, Reconnaissance, etc.)
- C. Artillery Batteries
- D. Engineer School
- E. Weapons Field Training Bn

- F. Explosive Ordnance Disposal Detachments
- G. Provost Marshal's Office (PMO)
- H. Marine Security Guard Detachments (U.S. Embassies not included)
- I. Marine Corps Security Force Detachments

Note: Supported units that receive, store, maintain, and issue quantities greater than security ammunition requirements may be categorized as a supporting activity. These units shall adhere to the Marine Corps inventory accuracy policy and procedures of this Order.

020312. Supporting Activity. Activities designated at the operational level are considered the intermediate level of supply. Supporting activities are often referred to as an Ammunition Supply Point (ASP).

020313. Total Ammunition Management Information System (TAMIS). The Marine Corps automated data system for allocating, forecasting, requisitioning, usage reporting, redistribution, and management of Class V(W) training allowances.

0204 STANDARD OPERATING AND DESKTOP PROCEDURES

020401. Standard Operating Procedures (SOP). Reference (f) defines explosives operations requiring an explosives operations SOP. Reference (j) identifies the required elements for an explosives operations SOP.

020402. Desktop/Turnover Folders. Desktop/turnover folders document the most frequent, recurring tasks and routines associated with a particular billet. These tasks and routine descriptions are not required to be all-inclusive or formalized, but rather a reference to significant items or notes pertinent to everyday operations within a particular billet. When desktop/turnover folders are required they shall include:

- A. Billet name and description of the purpose and duties of the billet.
- B. A list of other billets within the account that require routine coordination.
- C. A list of points of contact with email addresses and phone numbers routinely used by the billet holder. Typically, such points of contact shall include supported customers, internal support activities, and key personnel who provide technical advice.
- D. A list of reconciliation, coordination, liaison, and reporting requirements of the billet.
- E. A chain of command listing to include the billet supervisor and a list of billets under the supervision of the billet holder.

- F. A list and location of directives, technical publications, and references applicable to the billet holder.
- G. A list of any reports routinely received by the billet holder or prepared by the billet holder. This includes reports of inspections, analyses, and corrective actions applied to address noted discrepancies within the billet's functional areas of responsibility.
- H. A detailed description of procedures to perform that are not covered by existing directives or technical publications.
- I. A record of lessons learned, associated hazards, and any other similar miscellaneous information of value to a future billet holder.
- J. Important correspondence or memorandums for the record.
- K. Documentation of significant past, present, and future initiatives/exercises. Major projects may be documented to reflect completion goals, concept of operations for goal accomplishment, and associated milestones.

0205 RESOURCES

The following sub-paragraphs identify various resources available to facilitate the management of Marine Corps Class V(W). Website links to each of the resources listed below can be found on the Marine Ammunition Knowledge Enterprise (MAKE) website.

020501. Marine Ammunition Knowledge Enterprise (MAKE) website. The MAKE is a central repository for ammunition logistics information. The MAKE website is available at: <https://make.mceits.usmc.mil/make/ammo/Home.aspx>

020502. MARCORSYSCOM, PM Ammo public website. The MARCORSYSCOM (PM Ammo) public website contains general information (e.g., mission, organizational structure, etc.) for PM Ammo.

020503. Ordnance Information System-Retail (OIS-R). The Naval Supply Systems Command Logistics Operations Center ammunition portal contains pertinent information for OIS-R.

020504. Total Ammunition Management Information System (TAMIS). TAMIS is the Marine Corps automated data system used by both supported and supporting units for allocating, forecasting, requisitioning, usage reporting, redistribution and management of Class V(W) training allowances. TAMIS is used by supporting activities to review and accept supported unit training requests, monitor supported unit forecasts, and view reports. Supported units submit training ammunition forecasts and requisitions via TAMIS.

020505. Defense Acquisition University (DAU). The DAU Munitions and Explosives Safety public website contains drawings for unit loads, International Standards Organization containers, and pallets. It also provides technical data for the weight, cube, and type of packaging for ammunition.

020506. Joint Hazard Classification System. Provides the National Stock Number (NSN), Hazard Class, Net Explosive Weight (NEW), and Department of Transportation instructions for Class V(W) assets.

020507. Naval Ordnance Safety and Security Activity (NOSSA). NOSSA is the Naval weapons and explosives safety technical authority providing expertise, policy, oversight, and procedures.

020508. Conventional Ordnance Resource Program. The Conventional Ordnance Resource Program is a central repository for Ammunition Data Cards and other useful ammunition management information.

020509. Conventional Ammunition Packaging and Unit Load Data Index. This index is published for informational purposes intended for use by military and civilian DoD personnel responsible for conventional ammunition unitization, storage, and shipment planning.

020510. Defense Logistics Agency (DLA) Transaction Services. DLA Transaction Services is used to identify an activity's Department of Defense Activity Address Code (DoDAAC) or Routing Identifier Code.

020511. Naval Forms Online. Naval Forms Online serves as an enterprise resource and central repository for all official forms generated and used by the DON.

020512. Training and Education Command (TECOM). The TECOM website is available for viewing tables of allowances for ammunition.

020513. Whole Building Design Guide. The Whole Building Design Guide provides a listing of approved drawings for the construction of A&E storage facilities.

020514. Ammunition Army Surveillance Information System. Provides a source for Army NARs, Overhead Fire clearance, and joint ammunition-related publications.

020515. Worldwide Ammunition-Data Repository Program. This program is available as an alternate site for information on Ammunition Data Cards.

020516. Air Force Portal. The Air Force Portal is a source for Air Force NARs.

020517. Munition History Program. This Army portal contains access to Ammunition Data Cards, the Joint Hazard Classification System, Interim Hazard Classifications, the Ammunition Multimedia Encyclopedia, and Army NARS.

020518. National Level Ammunition Capability. DoD-wide repository of ammunition data.

0206 MARINE CORPS CLASS V(W) WAR RESERVE MATERIEL (WRM)

Objectives of the WRM Program are achieved through the following processes: management, selection criteria, requirements determination, sourcing, positioning, acquisition, and distribution. Complete execution guidance for Class V(W) WRM is contained in reference (g).

0207 MUNITIONS REPORT (MUREP)

The MUREP reports the status of Class V(W) from every organization in the chain of command during theater operations. Each major subordinate command (MSC) shall consolidate the MUREP data from their subordinate units and forward the report to their higher headquarters. The MUREP format is usually provided by higher headquarters to ensure ease of aggregation. Higher headquarters may also limit which munitions are reported.

020701. The MUREP reports requirements, receipts, expenditures, issues, losses, comments, and an overall asset posture in quantifiable terms. This allows the combatant commander to measure available Class V(W) inventories against requirements to assess warfighting endurance and assist logistical decision-making.

020702. The MUREP is required once daily via message, or any other practical method, unless otherwise dictated in the local battle rhythm.

020703. Supported unit ammunition technicians assigned below the MSC level (unless specifically directed by higher headquarters) may ONLY adjust the following columns of the MUREP:

A. Receipts Last 24 Hours. The quantity of items received. This may also include items gained by voucher/adjustment.

B. Daily Issues. The quantity of items issued to other MUREP-reporting activities.

C. Combat Expended. The quantity of items expended in support of combat operations.

D. Sustainment/Training Expended. The quantity of items expended in support of approved sustainment/training evolutions.

E. Daily Condition Code H Loss. The quantity of items expended/lost due to a change of material Condition Code to "H." This column primarily applies to supporting activities.

F. Daily Other Losses. The quantity of items lost due to a change of material Condition Code (G, F, L, etc.), combat-related incident/loss (e.g. enemy indirect fire causes loss), or loss by voucher/adjustment.

0208 DISCREPANCY REPORT NAVMC 11865

The NAVMC 11865 is a local means of two-way communication between a supporting activity and supported unit. The NAVMC 11865 captures discrepancies involving the safety, security, and accountability of Class V(W) assets. Discrepancies include but are not limited to the administrative, physical, and safe handling of Class V(W) assets. It is not a substitute for those requirements and directives contained in reference (h). Units should consult the local Explosive Safety Office for clarification and guidance for discrepancy reporting.

VOLUME 7: CHAPTER 3

“SUPPORTED UNIT RESPONSIBILITIES“

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by ***bold, italic, blue and underlined font.***

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.

CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 3

SUPPORTED UNIT RESPONSIBILITIES

0301 GENERAL

Chapters 3 through 8 provide policies and procedures for supported unit administration and management of Marine Corps Class V(W).

0302 COMMANDERS

Commanders at all levels are responsible for the management and control of Class V(W). Responsibilities of supported unit commanders include:

030201. Ensure Orders, policies, and procedures for Class V(W) accountability are adhered to.

030202. Account for Class V(W) in accordance with this Order. This includes all blank, inert, security, safety, training, and dummy ammunition stored in locally controlled magazines, ready service lockers or armories. The NAVMC 10774 "Ammunition NSN/Lot Number Record" is required for maintaining/recording custody transactions.

030203. Appoint in writing, an AA&E Officer in accordance with reference (a).

030204. Ensure appointment, acceptance, and revocation letters are retained for 10 years (three years active and seven years archived) (hardcopy or electronic) from the date of appointment/relief.

030205. Ensure personnel assigned custody, maintenance, disposal, distribution, or security responsibilities for Class V(W) are properly screened, qualified, and documented in accordance with references (a) and (i).

030206. Ensure a disinterested officer or staff non-commissioned officer (SNCO) is appointed in writing to conduct and document monthly inventories of Class V(W) stored in locally controlled magazines, ready service lockers, or armories. To best maintain the integrity of the account, a different officer or SNCO must be appointed each month.

030207. Ensure a board chairperson is assigned in writing to manage the unit's Personnel Qualification/Certification Program for Class V(W) per reference (i).

030208. Ensure an annual AA&E training program is established and conducted in accordance with reference (a). Ensure an annual explosives safety stand-down is conducted in accordance with reference (j).

030209. Ensure a 100-percent fiscal year inventory of all Class V(W) is conducted and properly documented. Per Volume 3 of this Order, maintain accounting records and supporting documentation for 10 years (three years active and seven years archived).

030210. Ensure a 100-percent monthly inventory of all Security Risk Category (SRC) I and II non-nuclear missiles and rockets is conducted, properly documented, and supporting documentation is maintained for 10 years (three years active and seven years archived).

030211. Ensure all personnel are aware of, and comply with mandatory Missing, Lost, Stolen, or Recovered (MLSR) reporting requirements per reference (a).

030212. Ensure the Class V(W) Expenditure Report (NAVMC 11381) is used to document all expenditures of Class V(W) assets and retained for 10 years (three years active and seven years archived). This form shall be signed at the range by the Range OIC and the ammunition representative prior to any ammunition leaving the range for transport to the supporting ammunition storage activity.

030213. Ensure authorized storage allowances are requested and maintained in accordance with reference (j).

030214. Ensure only authorized personnel are permitted to sign for Class V(W). The requisition, approval, and receipt of Class V(W) transactions must be delegated via the NAVMC 11797 "Delegation of Authority."

030215. Forecast ammunition requirements to supporting activities via automated systems.

030216. Ensure that ammunition is issued/expended only for authorized purposes.

030217. Appoint in writing, an A&E Audit and Verification Officer (A&E AVO) to validate and audit Class V(W) accounting procedures per this Order. Appointing multiple A&E AVOs is authorized.

030218. Validate and certify all gain/loss voucher transactions in accordance with Volume 4 of this Order. This responsibility shall not be delegated. Provide oversight of the Class V(W) administration and management and establish supporting policy as required.

0303 AMMUNITION OFFICER

Ammunition officers supervise and coordinate ammunition supply and logistics functions. These functions include, but are not limited to, procurement, receipt, segregation, storage, issue, handling, shipment, and prepositioning. They also operate ASPs and are responsible for the establishment of field ammunition supply points in forward areas. Ammunition officers are assigned to billets on the general staff level and are responsible for advising those commanders on matters relating to ammunition supply chain management and allowance development for training and combat operations.

030301. Ammunition officers are assigned to the MARFOR, Marine Expeditionary Force (MEF), supporting establishment (e.g., TECOM) and MSC levels for the administration and management of Class V(W) programs. They serve as a special staff officer, generally functioning under the general or executive staff cognizance of the G-4/S-4/logistics section.

030302. Ammunition officers shall:

- A. Compute Class V(W) training allowances and when required, war reserve requirements.
- B. Monitor Class V(W) training allowances, distribution, and re-distribution of assets to meet training objectives.
- C. Monitor Class V(W) requisitions from subordinate units to ensure allowances are not exceeded.
- D. Establish MSC-level procedures.
- E. Monitor Class V(W) mishaps, MLSR reports, and malfunction and defect reports for accuracy and completeness in accordance with references (a), (h), and (j).
- F. Monitor unit forecasts to ensure compliance with Chapter 4 of this Volume.
- G. Assist commanders on matters relating to Class V(W).
- H. Coordinate procedures between subordinate units and supporting activities.
- I. Conduct inspections and audits of subordinate unit ammunition accounting systems. Provide results to the unit commander.

0304 AMMUNITION CHIEF

Ammunition chiefs are technical and managerial experts with wide-ranging professional skills and experience, who are responsible for sustaining the supported units' Class V(W) programs in accordance with this Order. Ammunition chiefs advise the unit's leadership in every facet of the ammunition field, including administration, inventory, security, safety, receipt, storage, issue, inspection, transportation, and handling of ammunition and toxic chemicals.

030401. Ammunition chiefs are assigned to the MARFOR, MEF, Marine Expeditionary Unit (MEU), supporting establishments (e.g., formal learning centers), MSC, regimental, and battalion level for the administration and management of Class V(W) programs. Battalion-level or higher ammunition chiefs must be appointed in writing within 30 calendar days of assignment.

030402. Ammunition chiefs, depending on their billet level assignment, shall:

- A. Maintain safety procedures in accordance with established standards, office procedures, and record keeping.
- B. Instruct personnel on the proper usage and handling of tools and equipment specific to ammunition and explosives operations. Ensure proper accountability and minor (organizational) maintenance of all assigned tools, equipment, and facilities.
- C. Maintain ordnance according to technical manuals. Inspect ordnance material for serviceability.
- D. Ensure proper accountability and record keeping for all stored ammunition. This includes all blank, inert, security, safety, training, and dummy ammunition and explosives stored in approved locations, at or below approved limits (hazard class/division, compatibility, net explosive weight). Conduct and document a 100-percent inventory every fiscal year of all stored ammunition and explosive items. Conduct a 100-percent inventory of all Security Risk Code (SRC) I and II nonnuclear missiles and rockets stored at locally approved or sited locations every month. Maintain all accountability and inventory supporting documentation for ten years (three years active and seven years archived).
- E. Supervise and coordinate the activities of workers engaged in receipt, storage, issue, inspection, transportation, and handling of ammunition and toxic chemicals.
- F. Ensure compliance, preparation, and release of the following ammunition reports:
 - 1. Malfunction and Defect Reports in accordance with reference (h)
 - 2. MLSR Reports per reference (a)

3. Transportation Discrepancy Reports

4. Expenditure Reports

5. Munitions Reports

G. Verify, validate, draft, request, approve, and accept Class V(W) requisitions using manual and automated processes as appropriate.

H. Perform safe destruction and disposal operations for unserviceable material. Coordinate site selection, authorization, and removal of hazards to personnel and facilities during execution.

I. Prepare ammunition received from field training/range completion for return to the supporting activity.

J. As required, establish a Basic Load Ammunition Handling Area in accordance with reference (f).

K. Ensure fire safety and fire protection equipment is maintained, regularly inspected, and in compliance with established regulations.

L. Execute safe storage of ammunition at permanent facilities, temporary field sites, or aboard ship.

M. Compute ammunition combat requirements, based on Tables of Organization and Equipment, Operations Orders, and automated systems. Determine basic load and sustainment requirements to support contingencies.

N. Ensure ammunition and explosives are correctly prepared for transportation by air, motor vehicle, vessel, or rail, in accordance with reference (k) (MEU and below).

O. Ensure proper geographic positioning of ammunition for Fleet Marine Forces based on mission and logistical support.

P. Manage an effective Explosives Safety Program which validates compliance with safety standards and minimizes potential hazards.

Q. Using the Explosives Safety and Munitions Risk Management Assessment Process, conduct munitions risk assessments for operations that do not meet DoD explosive safety criteria, for acceptance/rejection by the appropriate level commander.

R. Ensure appointment, acceptance, and revocation letters for all required billets are retained for ten years from the date of appointment/relief.

S. Ensure compliance, preparation, and submission of required delegations of authority:

1. Each NAVMC 11797 “Delegation of Authority” must be current and on file at respective Class V(W) supporting activities prior to the requisition-approval-receipt process taking place.

2. Defense Logistics Agency Disposition Services (DLA-DS) Delegation of Authority letters must be on file for the certification and verification of material potentially presenting an explosive hazard (MPPEH) and materiel documented as safe (MDAS) for release to DLA for demilitarization.

T. Forecast ammunition and explosives training requirements via automated systems. Detailed procedures for forecasting ammunition requirements are contained in the automated system’s User Manual (MEU and below).

U. Assist the Ammunition and Explosives Qualification and Certification Board Chairperson with maintenance of the Qualification/Certification Program in accordance with reference (i). SNCO ammunition chiefs (or equivalent billeted personnel) should serve as board members. Ammunition chiefs at all levels should maintain visibility of, and ensure program compliance for, all assigned technicians or handlers in their units, requiring qualification/certification within the scope of reference (i).

0305 AMMUNITION TECHNICIAN

Ammunition technicians handle, transport, and store all types of ammunition and explosives, and inspect materiel to determine serviceability. They also serve as the commander’s subject matter expert for the administration and management of Class V(W).

030501. Ammunition technicians must be qualified, certified, and screened in accordance with references (a) and (i).

030502. Ammunition technicians shall:

A. Serve as the primary individual responsible for issuing, receiving, and accounting for ammunition at the unit level.

B. Submit the NAVMC 11797 to supporting activities. Modifications to the designated expiration date must be coordinated with the supporting activity.

C. Establish ammunition stock records.

D. Prepare ammunition reports.

E. Review and acknowledge applicable Ammunition Information Notices (AIN), Notice of Ammunition Reclassification (NAR), and/or Overhead Fire (OHF) clearance messages annotated on issue documents provided by the supporting activity prior to receipting for Class V(W). Additionally, provide hardcopies to the Range OIC to inform range personnel of applicable safety-related issues prior to conducting the training event.

F. Maintain a cross-reference file of current AINs, NARs, and/or OHF clearances. Electronic files are acceptable.

G. Process receipt and issue documentation.

H. Process requisition documentation.

I. Utilize a technical library.

J. Sentence ammunition.

K. Inventory ammunition.

L. Prepare ammunition for shipment.

M. Inspect ammunition vehicles.

N. Compute ammunition combat requirements.

O. Project unit's expected usage by properly forecasting ammunition requirements to the respective storage activity.

0306 ARMS, AMMUNITION, AND EXPLOSIVES (AA&E) OFFICER

The AA&E officer is responsible for physical accountability of the Class V(W) account and ensuring ammunition personnel are trained in accordance with reference (a).

030601. The AA&E officer must meet the rank/grade requirements of reference (a) and shall be assigned in writing by the commanding officer/accountable officer.

030602. The AA&E officer shall be an individual that has direct control/responsibility of the armory (e.g., Armory officer, ordnance officer, and S-4 officer).

030603. Within 30 calendar days of assignment the AA&E officer shall:

A. Review billet appointment letters to ensure documents are current and on file.

B. Review AA&E screening packages to ensure requirements of reference (a) are being met.

C. Review the unit's NAVMC 11797s to ensure delegation of authority records are current and on file.

D. Review applicable SOPs and desktop/turnover files for accuracy.

E. Review the results of the current A&E Audit Verification Officer/SNCO quarterly audit to ensure discrepancies have been properly adjudicated.

F. Review the results of the current year's NAVMC 11121 "Physical Security Survey Form" to ensure any discrepancies have been properly corrected. Requirements for the United States Marine Corps Physical Security /Crime Prevention Survey are found in reference (a).

G. Conduct a complete physical inventory of all AA&E held or positioned by the command.

1. A&E physical inventories shall be verified against the NAVMC 10774 for each respective lot number. The results of the AA&E officer initial inventory shall be documented on the NAVMC 10774 Card. Maintain inventory documentation and causative research (if applicable) for a period of 10 years (three years active and seven years archived) per Volume 3 of this Order.

2. Reference Volume 3 of this Order for small arms/light weapons inventory validation requirements.

H. The results of the initial AA&E officer review and inventory, with key supporting documentation, shall be forwarded to the commanding officer for endorsement. This record shall be maintained for a period of three years active and seven years archived.

030604. Quarterly, the AA&E officer shall conduct and document a review of the controls listed in paragraphs 030603.A through F.

030605. Immediately report to the appointing officer, any discrepancies identified during the review and inventory process.

030606. Maintain close liaison with the area security officer. Ensure completion of a Physical Security Survey on an annual basis and retain documentation for a period of three years active and seven years archived per document retention requirements.

030607. Assist the area security officer, PMO, Naval Criminal Investigative Service (NCIS) agents, and other assigned personnel in investigating AA&E losses.

030608. Screen personnel assigned custody, maintenance, disposal, distribution, or security responsibilities for Class V(W) in accordance with reference (a) and (i).

030609. Ensure Range OICs comply with the duties/procedures outlined in paragraph 0308 of this chapter.

030610. Ensure annual A&E awareness training is conducted, incorporated, and documented within the unit annual training plan in accordance with references (a) and (j).

0307 AMMUNITION AND EXPLOSIVES AUDIT VERIFICATION OFFICER (A&E AVO)

The A&E AVO is responsible for the verification and validation of Class V(W) issue, receipt, and expenditure documentation. The A&E AVO shall be assigned in writing by the commanding officer and at no time shall there be a gap in assigned personnel serving as the A&E AVO. Units are encouraged to appoint at least two to serve as a primary and secondary. The A&E AVO must be a commissioned officer, warrant officer, SNCO, or civilian equivalent (GS-9 or above).

030701. The A&E AVO reports directly to the commander on matters related to Class V(W). The appointed individual must be a disinterested individual without an assigned role in the Class V(W) receipt, requisitioning, and/or approval process.

030702. The A&E AVO shall:

A. Ensure the ammunition technician submits the completed NAVMC 11381 and a legible copy of issue and receipt documents to the command within seven working days after the completion of the range or exercise. Ammunition drawn from the local supporting ammunition storage activity must be returned using the original document number and a Suffix Code.

B. Audit and certify the NAVMC 11381 in accordance with the timeline listed in paragraph 0702 of this Volume.

C. Ensure NAVMC 11381s are maintained by fiscal year and retained for 10 years (three years active and seven years archived) after the closing date of the expenditure.

D. Conduct quarterly audits of the command Class V(W) management to ensure all expenditures of Class V(W) have been documented on the NAVMC 11381 and key supporting documentation is being retained.

0308 RANGE OFFICER IN CHARGE (OIC)

The Range OIC shall ensure the following tasks are completed:

030801. Conduct a joint inventory of the Class V(W) received at the range/firing site with designated personnel delivering the munitions. The Range OIC must verify the information on each container against the supporting documentation by comparing the item, lot number, serial number (if applicable) and quantity against the supporting documentation.

030802. Request and review a hardcopy of applicable AINs, NARs and/or OHF clearances prior to conducting the training event.

030803. Certify that the receipt and expenditure data is accurate on the NAVMC 11381. The Range OIC signature on the NAVMC 11381 certifies the quantities listed on the form to be accurate.

030804. Ensure all NAVMC 11381s are completed on the range after each exercise is completed and before any unused ammunition is returned to the supporting ammunition storage activity.

030805. Ensure chain of custody of SRC I munitions is maintained at all times on a DD 1907 "Signature and Tally Record" per reference (a).

030806. Ensure all Class V(W) malfunctions and defects are reported to range control in accordance with reference (h).

030807. Ensure Class V(W) is handled, transported, stored, and accounted for within the training area from the time of receipt to the time of expenditure or returned to the supporting ammunition storage activity.

030808. Prevent excessive breakout by ensuring distribution to the firing line/point/training area as needed to prevent rendering ammunition unserviceable.

030809. Ensure MPPEH is MDAS and free of explosives or dangerous articles prior to departing from the range/storage site, ensuring all Class V(W) packaging material is retained for retrograde/materiel returns.

0309 RANGE SAFETY OFFICER (RSO)

The RSO shall be made aware of AINs, and OHF clear/not clear messages for the applicable Class V(W) ammunition being used.

0310 QUALIFICATION/CERTIFICATION BOARD CHAIRPERSON

A Qualification/Certification Board Chairperson shall be assigned in writing in accordance with reference (i).

0311 ACCESS CONTROL OFFICER (ACO)

Per reference (a), the ACO is directly responsible for all security-related key and lock control functions. At organizations where the Security and Lock Program is too small to warrant a subordinate designation, the security officer may assume this function. Normally, the ACO shall be subordinate to the organization security officer and shall be designated in writing by the commander. ACOs shall conduct an annual inventory of all controlled issued keys and maintain appropriate logs and records.

0312 CONFLICTS OF INTEREST

Commanders at all levels must ensure that ammunition officers, chiefs, and technicians are not assigned additional or collateral duties which conflict with their ammunition management responsibilities.

031201. Ammunition personnel shall not be appointed as investigating officers for any Class V(W) property accountability-related investigations for assets for which they are directly responsible.

031202. Ammunition personnel shall not be appointed as a responsible officer for weapons or ordnance.

031203. Ammunition personnel shall not be assigned duties that conflict with their responsibility to maintain accountable records or potentially put them in situations susceptible to improper influence or manipulation of the accountability process.

031204. Ammunition personnel who do not maintain Class V(W) inventory records and reports can also be assigned as a weapons custodian. It is paramount that commands maintain the two-person integrity rule at all times.

031205. Ammunition record keeping personnel are not authorized to conduct any type of armory inventory (small arms or Class V(W)).

031206. Ammunition record keeping personnel must always be escorted to Class V(W) storage sites, including the armory.

031207. The below matrix is provided to assist commanders in the assignment of personnel with AA&E-related responsibilities. An indication of "X" is an authorization.

	Request, Approve, Receipt	AA&E Officer	A&E AVO	Range Officer in Charge	Range Safety Officer	Access Control Officer
Request, Approve, Receipt	1	X		2	2	
AA&E Officer	X	X		X	X	X
A&E AVO			X	2	2	
Range Officer in Charge	2	X	2	X	X	
Range Safety Officer	2	X	2	X	X	X
Access Control Officer		X				X

Figure 3-1.--Supported Unit Billet Conflict Matrix

Note 1: Supported ammunition technicians are permitted to be delegated the authority to request, approve, and receive ammunition provided official processes and procedures prevent single source document creation, approval, and receipt from any one individual; or if electronic systems are in place that do not permit single source approval and receipt. Personnel not directly involved with the immediate support of range operations may act as Range OIC/RSO.

Note2: Units are authorized and encouraged to appoint more than one A&E AVO. In the event an activity appoints more than one A&E AVO, those individuals can act as Range OIC/RSO, provided a separate AVO conducts the review of range expenditures they have conducted.

VOLUME 7: CHAPTER 4

“SUPPORTED UNIT REQUISITIONING”

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by *[bold, italic, blue and underlined font.](#)*

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in *blue font* will reset to black font upon a full revision of this Volume.

CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 4

SUPPORTED UNIT REQUISITIONING

0401 TRAINING ALLOWANCES

Training allowances are determined in accordance with references (l) and (m). Supported unit ammunition technicians are managers of the unit's ammunition program. Ammunition technicians are not the approving authority nor responsible for the management of training requirements; rather they serve as the command's advisor regarding ammunition allowances.

0402 DELEGATION OF AUTHORITY (DOA)

Commanders are responsible for security and control of the unit's ammunition management program and for ensuring only authorized personnel are permitted to sign for Class V(W). The commander shall delegate this responsibility via the NAVMC 11797. The NAVMC 11797 is available for download from the naval forms website. Personnel authorizations to create and approve ammunition requisitions shall be properly documented within the accountable property system of record (APSR).

040201. The NAVMC 11797 is required for all supported units requisitioning ammunition from Class V(W) supporting activities.

040202. Under no circumstances shall ammunition be issued to a unit without a current NAVMC 11797 on file at the supporting activity.

040203. DOAs are required to be signed by the current commanding officer. If the supported unit has no MSC, or the MSC local policy does not require endorsement, the supporting activity must receive an Assumption of Command letter from the supported unit prior to processing a requisition. An Assumption of Command letter shall not be used to extend an already active DOA which has been signed by a previous commanding officer.

040204. Commanders (or acting commanders during absences) shall personally review all requisitions with an Urgency of Need Designator (UND) A to certify an inability to perform their unit mission. This review must not be confused with the commander's delegation of authority for individuals to request, approve, or receive requisitions, to include UND A. Commanders are authorized to use the NAVMC 11797 to delegate authority to request, approve, and receive ammunition for all UNDs.

A. Supported units (or MSCs) shall establish policy for the validation of UND A requisitions to reduce suspected abuse of priority designator assignment.

B. Supported units may accomplish this review with the commander's use of the "request" or "approve" function in TAMIS or the current ammunition automated system used at the supported unit. The commander's electronic action in TAMIS or other ammunition

automated system is the most expeditious means of certifying and routing the request to the supporting activity.

C. If the ammunition automated system is not used by the commander to certify the review of UND A requisitions, the individual delegated the authority to “approve” the requisition shall maintain supporting documentation for 10 years (3 years active, 7 years archived).

040205. Commanders shall screen and monitor the timeliness of UND B and C requisitions.

040206. MSCs must monitor the expiration dates of their DOAs to ensure seamless support at supporting activities.

040207. If no ammunition technicians or Explosive Ordnance Disposal (EOD) technicians are available to complete the requisitioning/receipt process, the command may assign ammunition handlers to accomplish the requisitioning/receipt process to maintain two-person integrity. Ammunition handlers shall be screened in accordance with references (a) and (i). Ammunition handlers listed to “receive” ammunition on the NAVMC 11797 must complete the following web-based training:

- A. Ammo-18, Basics of Naval Explosives Hazard Control
- B. Ammo-45, Introduction to Ammunition
- C. Ammo-51-MV, Naval Motor Vehicle Inspection

040208. Signatures

A. Both digital (electronic) signatures and/or handwritten signatures are acceptable on the NAVMC 11797.

B. Validation of an individual delegated the authority to receive Class V(W) shall be accomplished by comparing the photo and name listed on the individual’s CAC, to the individual listed on the NAVMC 11797.

C. Personnel delegated the authority to receive Class V(W) must be screened in accordance with reference (a). The requirements for qualification and certification are provided in reference (i).

D. The commander’s signature certifies that individuals delegated the authority to receive Class V(W) assets are properly qualified/certified per reference (i), have passed security screening per reference (a), and/or have met the ammunition handler requirement of this Order. It also denotes that individuals delegated the authority to receive SRC I assets meet the rank/grade requirements of reference (a).

E. The NAVMC 11797 may be signed by an individual with “acting” authority; however, this is not authorized for an individual with “by direction” authority.

F. The “Priority” block on the NAVMC 11797 is provided for local use only. The MSC may establish more stringent procedures that would require a supported unit to indicate the Priority Designator an individual is authorized to request or approve.

G. The MSC endorsement block may be used at the discretion of the MSC’s local policy. Under no circumstances is the supporting activity authorized to direct the use of this endorsement.

H. At Army supporting ammunition storage activities, an Assumption of Command letter may be required with an approved DOA prior to receiving Class V(W). Army supporting activities are not required to, but may, accept the NAVMC 11797.

0403 NON-USMC INSTALLATIONS

Supported units requiring support from non-USMC supporting activities shall requisition ammunition in accordance with the supporting activity’s policy. Supported units should forecast to non-USMC supporting activities via approved automated systems or MARCORSYSCOM (PM Ammo), via their chain of command. Forecasts to non-USMC supporting activities should be submitted no later than 90 calendar days prior to the Required Delivery Date. Supporting activities may be required to provide a Transportation Account Code for shipping costs required to preposition ammunition at non-USMC installations.

0404 FORECASTING

Forecasting is the formal method for supported units to identify and communicate their future training plans and ammunition requirements to the supporting activity. A proper forecast identifies the requirement to the supporting activity to ensure the assets are on hand and readily available. Without an accurate forecast, there is no guarantee the assets shall be available at the supporting activity.

040401. Forecasting enables supporting ammunition storage activities the ability to exercise capacity management to meet forecasted demands.

040402. Forecasting to Marine Corps and Army installations is conducted at the DoDAAC level in TAMIS. The lockout is computed using the current month, plus one month for Marine Corps supporting activities, and plus two months for Army activities. Forecasting to Navy installations may be accomplished via naval message or Military Standard Requisition and Issue Procedures. Navy installations require a 45 calendar day lead time.

040403. Unforecasted requisitions submitted to supporting ammunition storage activities may potentially create an out-of-stock occurrence and may impact units who have forecasted properly.

040404. A supporting activity may reject any request for issue if the request was not forecasted or the assets are not available. Unforecasted requirements may also result in the requesting unit being charged premium transportation fees to cover the cost of short-notice, unplanned shipments.

040405. Supported unit expenditures shall be part of command ammunition management decisions. A unit shall not forecast an item that does not have potential for expenditure.

040406. To improve the accuracy of forecasting, supported unit representatives should collaborate with their operations sections to best determine future requirements based on the unit's Tactical Exercise Employment Program.

040407. Supported units submitting unforecasted requests shall monitor ASP acceptance messages for confirmation/supportability. To validate supported DoDICs and quantities, the supported unit should view the requisition status and tracking events.

040408. If an unforecasted requirement is identified within the lockout period, the supporting activity must be notified immediately.

040409. Accurate and timely forecasts are the key to an effective ammunition management program. Inaccurate forecasts are a leading cause of Class V(W) shortages at supporting activities. Leaders at all levels shall monitor and validate their unit forecasts for accuracy.

0405 INTERCHANGEABLE DOD IDENTIFICATION CODES (DODICs)

040501. MARCORSSYSCOM (PM Ammo) publishes an Interchangeable DoDIC List each fiscal year on the MAKE website. This list provides authorized substitutes for DoDICs that are registered on the TMR.

040502. Supporting activities may use this list to substitute requisitioned DoDICs with authorized substitutes. Substitution may occur due to environmental conditions, priority of issue, and purging older stocks from the inventory. The supported unit shall be notified of any substitutions that occur to ensure each replacement DoDIC is suitable for its intended use. Example: A unit requests 40mm Target Practice, Day/Night Markers and the supporting activity issues the legacy DoDIC 40mm Target Practice Day Marker. The substitute item lacks a nighttime marking capability and would not meet the supported unit's requirement.

040503. Issuing an authorized substitute by the supporting activity shall automatically debit the quantity of the TMR DoDIC from the supported unit's allowance. Subsequently, the return of serviceable items to the supporting activity shall credit the supported unit's allowance.

VOLUME 7: CHAPTER 5

“TRANSPORTATION, RECEIPT, AND RETURN PROCEDURES”

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by ***bold, italic, blue and underlined font.***

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.

CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 5

TRANSPORTATION, RECEIPT, AND RETURN PROCEDURES

0501 TRANSPORTATION REQUIREMENTS

Although it may vary from installation to installation, this paragraph details the requirements for supported unit ammunition technicians/handlers transporting Class V(W) from supporting activities. Prior to arriving at a supporting activity, the supported unit ammunition technician/handler should contact the ASP/MSC for specific guidance.

050101. Reference (n) provides regulations governing A&E shipments.

050102. Reference (o) describes the minimum requirements and regulations to transport AA&E and related hazardous materials by motor vehicle at DON shore activities. Based on the controlled on-station environment, which includes restricted speed limits for conveyances, less dense traffic patterns, trained and qualified vehicle operators, experienced crew members, etc.; the blocking and bracing requirements are less stringent than requirements for off-station shipments. It is only when these controlled conditions exist and are strictly adhered to that the relaxed blocking and bracing procedures can safely be used.

A. Dunnage practices shall be performed in accordance with references (o), (p), and approved Naval Sea Systems Command drawings. U.S. Army drawings (series 19-48) are also approved for tactical vehicle and dromedary loads.

B. For loading and dunnage purposes, all tactical military vehicles shall be considered flatbed motor vehicles.

050103. Reference (q) provides Navy and Marine Corps explosives drivers and shipping inspectors (military, civilian, and contractor personnel) with regulations governing the movement and inspection of AA&E and related hazardous materials by military and commercial motor vehicles.

0502 EXPLOSIVES OPERATOR REQUIREMENTS

050201. The following documentation is required for explosives operators to maintain during operations.

A. DD 626 "Motor Vehicle Inspection Transporting Hazardous Materials"

B. Military Identification Card

C. Commercial Driver's License. Military uniformed drivers using organic and commercial motor vehicles for off base moves are exempt from Commercial Driver's License requirements per reference (k). The driver must have a valid state driver's license.

D. Current Medical Examiner's Certificate. This special duty physical examination is required every two years. This requirement applies to active duty military, as well as civilian drivers. See reference (r) for further guidance.

E. OF 346 "US Government Motor Vehicle Operator's Identification Card" or equivalent for the vehicle being operated.

F. Military Explosives Driver OF 346 shall be stamped "Explosives Driver-- Must Hold a Current Medical Certificate" to ensure the operator has been certified to transport ammunition and explosives.

G. Emergency Response Guide or equivalent. The equivalent would be applicable pages of the Emergency Response Guide (i.e. 112, 114, 159).

H. Driver's Vehicle Inspection Report (Trip Ticket)

I. Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives, and Related Hazardous Materials, Glove Box Edition. The Glove Box Edition may be found on the NOSSA website.

J. SF-91, Motor Vehicle Accident Report

K. SF-94, Witness Statement

L. Placards for the hazard classification and division being transported.

050202. Vehicle Equipment Requirements. Reference (q) provides a complete list of transportation requirements.

A. Spare Electric Fuses. At least one spare fuse for each kind and type installed shall be carried in the vehicle. Adequate tools for changing fuses shall be carried.

B. Reflective Triangles. Three bidirectional emergency reflective triangles.

C. Fire Extinguisher. One 10 lb. fire extinguisher with a minimum Underwriters' Laboratory capacity rating of 10-B:C, or a multi-purpose dry chemical fire extinguisher with an Underwriters' Laboratory rating of 2-5 A/10-B:C.

D. Tarpaulins. Units are required to possess a tarpaulin at all times. Every motor vehicle transporting AA&E off-station must either have a closed body or have the load covered with a tarpaulin. The tarpaulin must be made of fire and water-resistant material and securely fastened to the vehicle by rope or wire tie-down to protect the load from sparks, fire, and moisture.

E. Straps. Serviceable tie-down straps must be on hand to secure ammunition to prevent movement during shipment.

F. Wheel Chocks. One set (2) of wheel chocks for each conveyance.

050203. Preliminary Inspection. Due to the stringent requirements for transporting A&E, supported units must conduct preliminary inspections of their vehicles prior to departing for the supporting activity.

0503 RETURN REQUIREMENTS

050301. Documentation. The below documentation is required for supported units returning Class V(W) to supporting activities. Prior to arriving at a supporting activity, the supported unit should contact the ASP for specific guidance.

A. DD 1348-1A. Completed DD 1348-1A issue/receipt document.

B. The explosives-laden vehicle shall comply with the requirements listed in reference (s) and paragraph 0501 above.

C. DD 1907 for SRC I shipments.

D. DD 626. A DD 626 is required to be completed by the supported unit prior to transporting Class V(W) to the supporting activity. Completion of Ammo-51 is required to certify the DD 626.

E. DD 2890, "DoD Multimodal Dangerous Goods Declaration." The DD 2890 is required for A&E shipped in a military or noncommercial vehicle by highway movements. Completion of a new DD 2890 is not required for units returning from a firing range off the installation. Units returning from an off-installation exercise or a firing range must have a qualified person or an individual of the appropriate rank to ensure all A&E are properly repackaged and secured (i.e., blocked, braced, and tied down) prior to transportation. Completion of Ammo-62 (or equivalent course) is required to certify the DD 2890. Applicability of the DD 2890 and qualification requirements can be found in Chapter 204 of reference (t).

050302. Excessive Breakout. Ammunition shall be distributed to the firing line/point/training area as needed. A significant amount of unexpended ammunition is historically returned to supporting activities. The following are considerations to avoid excessive breakout and prevent unintended rendering of ammunition to an unserviceable condition:

A. Accurate and realistic requirement generation.

B. Open ammunition containers by Ammunition Lot Number only as needed.

C. Retain packaging material.

050303. Packaging. The supported unit shall retain original packing material and return assets as close to factory packaging as possible. Failure to do so may result in the unit receiving a NAVMC 11865 Discrepancy Report or a request for investigation to the parent command.

050304. Unsafe Material. Unsafe Class V(W) shall not be transported or returned to the ASP. Notify EOD and Range Safety in accordance with local procedures for the disposition of Class V(W) deemed unsafe for storage or transport.

050305. Material Potentially Presenting an Explosive Hazard (MPPEH). MPPEH items shall not be transported. See Chapter 8 of this Volume for MPPEH processing requirements.

0504 RECEIPT PROCEDURES

In addition to the transportation requirements identified in paragraph 0501 of this chapter, the below actions and documentation is required for supported units receiving Class V(W) from supporting activities.

050401. Conduct a hazardous control brief with the supporting activity.

050402. Conduct a preloading vehicle inspection with the supporting activity.

050403. NAVMC 11797 (DOA). The supported units must have a current NAVMC 11797 on file with the supporting activity. Military ID is required for DOA verification.

050404. Review NARS, AINs, and OHF messages applicable to the Class V(W) being received.

050405. Conduct a post loading inspection with the supporting activity.

050406. Retain supporting documentation. Includes DD 1348-A1, DD 1907 for SRC I, E581, and DD 2890 where applicable.

050407. Security. The following lists the requirements for supported units receiving Class V(W) from supporting activities.

A. Per references (a) and (ae), personnel must be armed when escorting ammunition. Armed personnel are required to check in weapons and ammunition with the duty ammunition technician. Security ammunition requirements, by individual weapon system, are provided below:

1. M9. Two fully loaded magazines.
2. M4/M16. Two fully loaded magazines.
3. Shotgun. Enough rounds to satisfy a fully loaded tube, plus at least five additional rounds.

B. On-base movement. Per reference (a), SRC I and II AA&E items require an armed guard for movements remaining on base. In addition to the armed guard, an explosives driver is required. See paragraph 050407.D for additional armed guard requirements for SRC I movements.

C. Off-base movement. Per reference (a), all off-base movements of AA&E require an explosives driver as well as an armed assistant driver. The vehicle/personnel must be equipped with a means of two-way communication. Authorized exceptions for certain movements are listed in reference (a).

D. In addition to the above, the receipt of SRC I material must be accomplished by individuals meeting the personnel requirements of reference (a). The movement of SRC I material must always be under armed surveillance accompanied by a SNCO or above (as recorded on the DD 1907). This includes on-station movements and temporary storage at range locations.

VOLUME 7: CHAPTER 6

“SUPPORTED UNIT INVENTORY CONTROL PROCEDURES”

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by ***bold, italic, blue and underlined font.***

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in **blue font** will reset to black font upon a full revision of this Volume.

CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 6

SUPPORTED UNIT INVENTORY CONTROL PROCEDURES

0601 ACCOUNTABLE RECORDS

An accountable record shall be established and maintained for blank, inert, security, safety, training, display, and dummy ammunition stored in locally controlled magazines, ready service lockers, workspaces or armories. A&E is accounted for as Expendable and Non-Expendable.

060101. Expendable A&E. Expendable supplies are those items that are intended to be removed from official accounting records after expenditure has been accomplished and when issued to the final user. Example: A&E that is issued for training/mission use.

060102. Nonexpendable A&E. Nonexpendable supplies are not deleted from the accounting records when issued to the final user. Rather, the final user receives such items through an approved form of sub-custody (Equipment Custody Record or DD 1348-1A). Nonexpendable supplies are intended to be recovered. Example: A&E that is issued for security purposes.

0602 INVENTORY REQUIREMENT

060201. Physical Inventory. A physical inventory of Class V(W) materiel shall be conducted and documented monthly, semi-annually, and annually in accordance with reference (a) and this Order. A separate line entry indicating the date the inventory was taken, the actual adjusted quantity, and the words "MONTHLY INVENTORY," "SEMI-ANNUAL INVENTORY," or "ANNUAL INVENTORY" as appropriate, shall be annotated on the NAVMC 10774 cards.

060202. Disinterested Inventory. A disinterested officer or SNCO shall conduct monthly inventories of all Class V(W) stored in locally controlled magazines, ready service lockers, or armories. Copies of the inventory results shall be maintained with the ammunition section for 10 years (three years active and seven years archived) from the date of inventory.

060203. Discrepancies. Any discrepancy noted between the on-hand quantity and the recorded quantity shall be investigated thoroughly by the commander or designated representative. Should any quantity of Class V(W) materiel be determined missing, action shall be taken in accordance with paragraphs 0606 and 0607 below.

0603 AUTHORIZED MANUAL PROCESSES AND AUTOMATED INFORMATION SYSTEMS

060301. Manual Process

A. For purpose of accounting for Class V(W) materiel at the unit level, the NAVMC 10774 shall be used. Each commander or designated representative is responsible to ensure a NAVMC 10774 is prepared for each Ammunition Lot Number stored locally, regardless of the quantity on-hand or due-in, and updated immediately upon receipt, issue, or other adjustments associated with the lot. Electronic processes may be used if it meets the minimum requirements listed on the NAVMC 10774.

B. The DD 1348-1A shall be used to record all transactions on the NAVMC 10774 to include the sub-custody of assets. Class V(W) materiel shall be accounted for as expendable or non-expendable supplies based on operational function.

060302. Automated Information Systems. Only authorized ammunition automated systems shall be used for Class V(W) inventory management. See Volume 1 of this Order for a list of approved systems.

0604 ISSUE RELEASE/RECEIPT DOCUMENT

The DD 1348-1A shall be used to document all transactions affecting the accountable record.

0605 NOTICES OF AMMUNITION RECLASSIFICATION (NAR), AMMUNITION INFORMATION NOTICE (AIN), LOTS FUNCTIONALLY CLEAR FOR OVER-HEAD FIRE (OHF)

All Marine Corps units shall comply with the instructions contained in published NAR, AIN, OHF (cleared/not cleared) messages, and reference (u).

060501. File Establishment Requirements.

A. Primary Elements. The primary elements of a NAR file system include a current version of reference (u) and all NAR, AIN, and OHF (cleared/not-cleared) messages not incorporated in the latest version of reference (u).

B. Filing Sequence. When maintaining manual records, the NAR, AIN, and OHF file shall be established and maintained in numerical sequence from the oldest to the most current message.

C. Manual/Electronic Records. Reference (u) and NAR, AIN, OHF files may be maintained either as a hard copy or electronically.

D. Validation Requirement. Supported units are required to develop local procedures for validating existing and current NAR, AIN, and OHF messages against on-hand and received stock.

060502. Asset Review. NAR, AIN, and OHF messages shall be reviewed for accuracy of information and checked against asset inventory records to determine if affected

stock is currently on hand. The NAR/AIN/OHF information shall be entered into the accountable record for both the end item and/or the components if not assembled.

060503. Asset/Stock Records. All affected asset/stock records shall be adjusted to reflect the current Condition Code status. This function must be accomplished on a priority basis and completed within the timeline directed by reference (u).

060504. Owning Services. Supported units must cross-reference all DoDICs requisitioned and subsequently received from adjacent Service supporting activities for application of NARs prior to acceptance and expenditure.

0606 VOUCHER AUTHORITY

060601. Approval by the commander is required for all inventory adjustment vouchers. For supported units, this authority shall not be delegated.

060602. The inventory adjustment voucher file shall contain all inventory adjustment documents, reports of investigations, and MLSR documentation per reference (a) (if applicable). The file shall be maintained in document number sequence or document number within DoDIC sequence.

060603. The inventory adjustment voucher file shall be retained for 10 years (three years active and seven years archived) from the date of adjustment in accordance with Volume 3 of this Order.

0607 CLASS V(W) INVENTORY ADJUSTMENTS

All inventory adjustments shall be prepared for the commander's signature in accordance with this Order, utilizing a DD 1348-1A. In addition, the research and vouchering process of Volume 4 of this Order provides further guidance.

060701. An inventory gain/loss adjustment (B8A/B9A) shall be used to increase or decrease ammunition on the property records, which previously was physically unaccounted for or discovered missing during a regularly scheduled periodic inventory. Each inventory adjustment increase/decrease shall contain an explanatory note and shall be approved by the commander. A voucher package is required for these transactions.

060702. A miscellaneous gain/loss adjustment (B8Z/B9Z) shall be used to record gains/losses on the property record not as a result of taking a physical inventory. Each inventory adjustment increase/decrease shall contain an explanatory note and shall be approved by the commander. A voucher package is required for these transactions.

VOLUME 7: CHAPTER 7

“EXPENDITURE REPORTING REQUIREMENTS”

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by ***bold, italic, blue and underlined font.***

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in **blue font** will reset to black font upon a full revision of this Volume.

CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 7

EXPENDITURE REPORTING REQUIREMENTS

0701 GENERAL PROCEDURES

The Class V(W) Expenditure Report (NAVMC 11381) is used to document all expenditures of Class V(W) assets. This form shall be completed at the range by the Range OIC and the ammunition technician/handler, to include signatures of both parties, prior to leaving the training event.

070101. The Range OIC must certify that the receipt and expenditure data is accurate on the NAVMC 11381. The Range OIC signature certifies the quantities listed on the form to be accurate.

070102. If after leaving the range, an adjustment must be made to the NAVMC 11381 due to ASP sentencing (e.g. Condition Code change to unserviceable condition) or other reasons, a new NAVMC 11381 must be completed by the Range OIC and ammunition technician/handler, to include signatures of both parties and all supporting documentation.

070103. EOD personnel conducting response calls shall follow reporting requirements listed in reference (v). NAVMC 11381 Expenditure Reports are not required for these types of expenditures.

0702 SUBMISSION TIMELINES

070201. Completion of the NAVMC 11381 shall meet the following timelines.

A. For local training events (e.g., rifle/pistol range), the completed NAVMC 11381 must be verified by the A&E AVO within 7 working days from the end date of the range (if all ammunition was expended), or the date of unexpended ammunition turn-in to the ASP.

B. For training exercises (e.g., Integrated Training Exercises), the A&E AVO must verify the completed NAVMC 11381 within 30 working days from the end of the exercise or the date unexpended ammunition is turned in to the supporting activity.

070202. Expenditures Reports must be reconciled in the authorized automated system within 10 working days of completion of the NAVMC 11381.

0703 SERIALIZED EXPENDITURE REPORTING

Serialized Class V(W) items require more stringent accountability controls due to their portability, lethality, and potential threat should they fall into the hands of unauthorized individuals.

070301. Authorized Ammunition Automated System Users. In addition to the NAVMC 11381 expenditure reporting process, supported unit personnel using the authorized ammunition automated system shall certify the expenditure of serialized assets using appropriate closeout procedures.

070302. Non-Automated System Users. In addition to the NAVMC 11381 expenditure reporting process, supported unit personnel not using automated systems shall follow the below procedures to report serialized expenditures.

A. Expenditure Reports shall be submitted within 72 hours of training event completion to COMMARCORSYSCOM QUANTICO VA AMMO (UC) via priority message, with info copy to MARINE CORPS PROGRAMS FALLBROOK CA, NAVSURFWARCENDIV CRANE IN (JXMQ) and the appropriate chain of command.

B. Units reporting expenditures shall include sequential report numbers to facilitate the tracking of reports. This will ensure all reports are received from a supported unit. An example report number would be (1-19) where the "1-" denotes first report of the fiscal year and the "19" denotes the last two digits of the reporting fiscal year.

0704 DOCUMENT RETENTION

Per Volume 3 of this Order, Class V(W) Expenditure Reports must be retained for 10 years (three years active and seven years archived) as of the closing date of the report.

VOLUME 7: CHAPTER 8

“MISCELLANEOUS SUPPORTED UNIT PROCEDURES”

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by ***bold, italic, blue and underlined font.***

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in **blue font** will reset to black font upon a full revision of this Volume.

CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 8

MISCELLANEOUS SUPPORTED UNIT PROCEDURES

0801 PROCESSING OF MATERIAL POTENTIALLY PRESENTING AN EXPLOSIVE HAZARD (MPPEH)

080101. Established criteria for managing and processing MPPEH is intended to protect personnel and property from unintentional exposure to potential explosive hazards. It is Marine Corps policy to manage and process MPPEH in compliance with explosive safety standards while preventing unauthorized use, transfer, or release of MPPEH from DoD control.

080102. Typical types of MPPEH include but are not limited to the following:

- A. Used and unused munitions and munitions debris, targets, and non-training-related materials collected and removed during range clearance/munitions response activities.
- B. Used munitions containers and packaging material.
- C. Munitions-related material generated as a by-product of munitions manufacturing, maintenance, expenditure, and demilitarization.
- D. Soil or other environmental media contaminated with high enough concentrations of explosives such that the materials themselves potentially present an explosive hazard.

080103. Non-MPPEH items are items that never contained ammunition or explosives.

080104. Material Documented as Safe (MDAS). MDAS is MPPEH that has been certified as not presenting an explosive hazard and for which the chain of custody has been established and maintained. If the required documentation and chain of custody are properly maintained, this material shall not be administratively converted back to MPPEH. MDAS certification shall be conducted in accordance with reference (j).

080105. MPPEH that cannot be documented as MDAS includes material with the following characteristics.

- A. The material has been examined and no contamination can be visually noted on accessible surfaces; however, explosives may be present in concealed housings or other hidden areas such as internal cavities or devices that contain explosives. It is not safe to treat these items with open flame, high temperature heating devices, cutting devices, or hammering devices unless the maximum potential explosives safety hazards that the material is known, or expected to present, are addressed.

B. The material is expected to be free of an explosion hazard, but not enough information is available to certify it as safe. This may be due to the following.

1. There are potentially internal cavities or devices that contain explosives.
2. The material has not been 100% inspected.
3. The certification process has not been completed to the point of documentation with dual signatures.

C. The material is known or suspected to pose an explosive hazard.

080106. Material Documented as an Explosive Hazard (MDEH). MDEH is MPPEH that has been assessed and documented as having an explosive hazard, and chain of custody has been established and maintained. This material is no longer considered to be MPPEH, but its storage and handling is considered an explosives operation. MDEH certification shall be conducted in accordance with reference (j).

080107. Material Potentially Presenting an Explosive Hazard (MPPEH) Management.

A. MPPEH shall not be transferred within or released from Marine Corps control unless its explosives safety status has been assessed and documented.

B. MPPEH must be assumed to present an explosive hazard and procedures covering proper MPPEH management must be followed.

C. Contracts or other legal agreements require compliance with the provisions of references (j), (s), (w), (x), and (y). Seek the advice of a Staff Judge Advocate or other legal counsel with specific questions or concerns prior to entering any legal agreement or contract.

080108. Material Potentially Presenting an Explosive Hazard (MPPEH) Processing. MPPEH shall be processed and managed in accordance with reference (j). MPPEH processing includes any action or operation involving MPPEH. Processing of MPPEH is considered an explosives operation and shall be conducted at an approved site or at the point of origin (e.g. sited or certified range). MPPEH shall be covered or stored in closed containers to prevent exposure to precipitation.

080109. Documentation of Explosives Safety Status. Documentation as safe by visual inspection requires a 100-percent inspection by one individual, followed by an independent 100-percent re-inspection by another. Certification documentation for MDAS shall

consist of a disposal turn-in document DD 1348-1A, or a local form authorized by the commander.

(j). A. Explosive safety status shall be documented in accordance with reference

B. Retain legible copies of all documents supporting the explosives safety status of the material as MDAS (such as the signed DD 1348-1 and any other documents associated with the inspection and/or re-inspection of the material) for 10 years (three years active and seven years archived).

0802 HANDLING AND TURN IN OF EXPENDED AMMUNITION CASINGS (BRASS)

080201. Turn in of Expended Brass. Upon the conclusion of each training event, all small arms brass (.50 caliber size and below) must be turned in as follows.

A. The authorized representative for the unit issued the ammunition must turn in all brass within 10 working days of the conclusion of each training event.

B. All brass must be turned in to the local QRP site. Units not supported by a QRP site must turn in brass as scrap to the nearest DLA-DS site.

C. The DD 1348-1 turn-in document must clearly state the caliber of all types of ammunition fired during the training event (e.g., .50 cal, 5.56mm, 7.62mm).

D. During the turn-in process at the QRP site, the unit authorized representative must obtain the cumulative weight, per training event, of all brass as an annotation on the DD 1348-1. The QRP and the unit authorized representative must retain the signed DD 1348-1 on file for 10 years as key supporting documentation. Overlapping training events are still required to be documented separately.

E. This guidance is applicable to training events where the collection of brass casings is feasible (e.g., rifle/pistol ranges at Marine Corps installations). This does not apply to live fire training events of a mobile nature where the collection of brass is not practical or possible due to terrain, vegetation, or sensitive fuse impact areas. In these cases, the following statement must be added to paragraph 1 of the NAVMC 11381 Expenditure Report: "The collection of brass was not practical or possible for this training event."

080202. Stockpiling Brass. Supported Units are authorized to hold brass no longer than 10 working days after the completion of each range/training event. If training events overlap, or the local QRP site cannot support the 10-day turn-in requirement, it is the responsibility of the unit to ensure accountability by segregating expended brass from different training events until the brass can be turned in.

VOLUME 7: CHAPTER 9

“SUPPORTING ACTIVITY RESPONSIBILITIES”

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by ***bold, italic, blue and underlined font.***

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in **blue font** will reset to black font upon a full revision of this Volume.

CHAPTE R VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 9

SUPPORTING ACTIVITY RESPONSIBILITIES

0901 COMMANDERS

Commanders of ammunition supporting activities are responsible for the management and control of Class V(W), to include the following.

090101. Provide recommendations to requests for exemptions of transportation regulations for the movement of Class V(W) materiel by Marine Corps units, tenants, or other entities physically located on Marine Corps installations. Requests for transportation waivers involving the movement of Class V(W) shall be submitted to DC I&L (Attn: LPD) via MARCORSYSCOM (PM Ammo) per references (f) and (j).

090102. Provide recommendations and endorsement on explosives event waivers, safety site approval requests, and explosives exemption requests submitted by Marine Corps installations. Requests for explosive safety event waivers, site approvals, and explosives exemption requests shall be submitted via the operational chain of command to MARCORSYSCOM (PM Ammo) per references (f) and (j).

090103. Requests for physical security exemptions and waivers involving Class V(W) shall be submitted to DC PP&O (Security Division) per references (b), (c), (d), and (f).

0902 AMMUNITION COMPANY COMMANDER

As the senior ammunition technical expert, the ammunition company commander is accountable for all facets of ammunition operations conducted by the company. In addition to the technical aspects, the company commander is responsible for the training, equipping, and readiness of ammunition companies, platoons, and/or detachments.

090201. Requirement. Ammunition company commanders shall be appointed in writing.

090202. Command Relationship. Company commanders are ammunition officers (MOS 2340) that report to the battalion commander.

090203. Duties.

- A. Direct operational and tactical planning.
- B. Assess operational readiness (personnel, equipment, logistics).
- C. Review, provide recommendations, and endorse all administrative matters relating to the company.

0903 AMMUNITION SUPPLY POINT (ASP) OFFICER-IN-CHARGE (OIC)

The ASP OIC is responsible for ensuring all processes are conducted in accordance with command-approved SOPs, adherence to standard safety regulations, personnel are qualified and certified to perform assigned operations, and the operational employment of the company, platoon, or detachment.

090301. Requirement. ASP OICs are directly responsible for their ammunition account. Within 30 calendar days of assignment, they must formally accept their appointment via an endorsement. In the event of a change of ASP OIC, the activity shall conduct a 100-percent physical inventory regardless of the length of time since the previous inventory. The results of the inventory shall be documented on the inbound OIC's acceptance letter.

090302. Command Relationship. The ASP OIC shall report to the ammunition company, platoon, or detachment commander. In circumstances where ASP personnel are a special staff section, the ASP OIC shall report to the principal staff logistics officer.

090303. Duties

A. Ensure all operations involving the storage, handling, transportation, security, accountability, and maintenance of Class V(W) materiel are conducted in accordance with provisions of this Order and applicable explosives safety directives.

B. Determine specific hazards involved in Class V(W) operations and ensure appropriate instructions and documents (explosives safety technical manuals, pamphlets, etc.) are available.

C. Assist in the preparation of site approval documents.

D. Assist in the preparation for requests for deviations.

E. Prepare and route event waivers to include hot work permits for major repairs or changes to any magazine, machinery, or equipment in magazine areas containing hazardous materials.

F. Review, in conjunction with the safety office and fire department representatives, all facility modification drawings and equipment drawings used for explosive operations to ensure compliance with safety documents.

G. Formally request an investigation on those items reclassified to an unserviceable condition due to misuse by a supported organization returning Class V(W) materiel.

- H. Ensure the munitions disposition instructions provided by the designated disposition authority are executed as directed.
- I. Monitor the facility grounding/lightning protection program.
- J. Establish and publish procedures for notification and local suspension of Class V(W) in the event of a mishap or malfunction.
- K. Provide recommendations and endorsements for non-standard storage requests as required.
- L. Establish stock objectives to support mission requirements.
- M. Serve as Board Chairperson for the Qualification/Certification Program ensuring only qualified and certified personnel are working in their approved work task codes.
- N. Ensure personnel involved with the storage, handling, and transport of A&E have been screened in accordance with references (a) and (i).

0904 OPERATIONS CHIEF

The ASP operations chief plans current and future ammunition operations to include implementing an Explosive Safety Program in accordance with applicable orders, directives, and memorandums.

090401. Requirement. The ASP operations chief shall be appointed in writing by the ASP OIC.

090402. Command Relationship. The ASP operations chief reports to the ASP OIC.

090403. Duties

A. Monitor the configuration of ammunition holding areas and magazines to comply with NEW, hazard class, and compatibility regulations.

B. Supervise day-to-day operations to include serving as the senior enlisted advisor to the OIC.

C. Ensure personnel are trained on the safe handling, receipt, storage, segregation, inspection, and transportation of Class V(W) ammunition in accordance with applicable policies/directives.

D. Make direct liaison with all MSCs to ensure accurate and timely support is provided.

- E. Determine personnel assignments for 2311s within the command.
- F. Ensure all personnel are properly trained in basic firefighting procedures in accordance with local and general fire bills.
- G. Coordinate with MSCs to resolve Discrepancy Reports.
- H. Assist the ASP OIC in managing the Qualification/Certification Program.
- I. Coordinate training and educational opportunities for ASP personnel.

0905 INVENTORY ACCURACY OFFICER (IAO)

Many different functions contribute to the accuracy or inaccuracy of inventories and asset records. Accordingly, the IAO has the broad responsibility of identifying problem areas and assisting in the development of corrective programs to ensure the integrity and accuracy of inventory records.

090501. Requirement

- A. The supporting activity shall designate an IAO in writing, responsible for reviewing, evaluating, and improving accountability procedures and inventory record accuracy.
- B. The IAO shall be a SNCO, officer, or GS-7 and above.

090502. Command Relationship

- A. The IAO shall be allowed direct access to the battalion commander and company commander.
- B. The IAO position should be independent of stock control/records, item management, storage, and materiel accounting functions; however, if this is not possible due to resource constraints, it is the responsibility of the battalion commander to ensure that appropriate checks and balances are in place to provide an independent assessment without compromise.

C. The IAO extends across department/section lines and encompasses all aspects of the activity whose work affects the accuracy of inventory records. The IAO shall be afforded the cooperation and assistance of personnel at all levels of those departments/sections.

090503. Duties. Duties of the IAO include but are not limited to the following.

- A. Review inventory management reports for inventory accuracy to ensure performance goals are met and to identify problem areas and trends.

- B. Initiate quality control checks to identify problems in various areas such as receiving, requisition processing, causative research, etc.
- C. Assess the accuracy of ammunition data and transaction documentation, compliance of procedures with regulations and directives, and the validity and propriety of inventory accounting documents.
- D. Review adjustments and their reversals, when appropriate, in accordance with the thresholds established in the voucher appointment letter. Give special attention to the nature and frequency of inventory adjustments with a view towards determining and correcting their causes.
- E. Submit reports to the chain of command as required.
- F. Coordinate with internal and external sources to identify process/systemic problems and implement corrective actions for identified problems.
- G. Elevate unresolved procedural and/or systemic problems to the chain of command after all possible internal solutions have been exhausted.
- H. Participate in projects and evaluations that may have an impact on inventory accuracy. Examples include major re-warehousing efforts, revisions to receipt, storage, segregation, and issues (RSSI) procedures, etc.
- I. Oversee activity sampling and inventory functions as required by Volume 4 of this Order.
- J. Interact with PM Ammo to improve the accuracy of APSR master data files and the comparability of those files with authorized automated systems.
- K. Ensure MLSR Reports for Class V(W) are completed in accordance with reference (a). MLSR reporting is not required for miscellaneous or administrative gain and loss transactions since these transactions represent no physical gain or loss.
- L. Maintain a Supply Discrepancy Report (SDR) Program that ensures SDRs are generated and maintained. This may include a local database to track incoming and outgoing SDRs.
- M. Ensure all incoming SDRs are resolved and a proper response is provided to the initiating activity.
- N. Maintain an inventory accuracy program that addresses all aspects of inventory accuracy in accordance with this Order.

0906 RECORDS OFFICER

The records officer is responsible for the administration, management, and execution of the ASP automated accounting and requisitioning programs to include the accountability and maintenance of asset records and supporting documentation.

090601. Requirement. The ASP OIC must appoint the records officer in writing. The records officer shall be a SNCO, officer, or GS-4 and above.

090602. Command Relationship. The records officer reports to the ASP OIC.

090603. Duties

A. Serve as the activity representative for access to authorized automated systems.

B. Maintain the activity asset record via authorized automated systems.

C. Ensure all NAR, AIN, and OHF messages are applied as required.

D. Ensure corrective actions are completed per the Monthly Inventory Review Report (MIRR) as required by Volume 4 of this Order.

E. Execute authorized automated system functions related to Volume 4 of this Order.

F. Request disposition instructions for assets maintained in an unserviceable condition. This requirement includes assets being maintained on hand without training authorizations.

G. Execute reservations, issues, receipts, and asset maintenance to include Materiel Work Orders (MWOs) and the creation and maintenance of site-approved storage locations within the authorized automated systems.

H. Generate storage discrepancy reports, inventory adjustment retrievals, and storage location retrievals to ensure compliance with references (a), (f), (j), and Volume 4 of this Order.

I. Create and manage reports to include monitoring, accepting, and processing requisitions received via authorized automated systems.

J. Process all requests for Class V(W) in a timely manner to ensure efficient combat service support.

K. Retain records in accordance with references (a), (d), and Volume 3 of this Order.

0907 AMMUNITION AND EXPLOSIVES SCREENING OFFICER

The ammunition and explosives screening officer is responsible for the screening requirements of reference (a) at supporting activities and augments the AA&E officer at larger activities.

090701. Requirement. If assigned, A&E screening officers must be appointed in writing by the commanding officer and must meet the grade/rank requirement listed in reference (a).

090702. Command Relationship. The ASP OIC may be appointed as the A&E screening officer if appointed as the qualification/certification board chair.

090703. Duties

A. Screen all personnel who handle A&E in the performance of their duties in accordance with reference (a).

B. Provide copies of all completed screenings to the AA&E officer.

0908 QUALIFICATION/CERTIFICATION BOARD CHAIRPERSON

A qualification/certification board chairperson must be assigned in writing in accordance with reference (i). Typically, this individual is the ASP OIC within supporting activities.

0909 INVENTORY ADJUSTMENT VOUCHERS

090901. Per Volume 4 of this Order, approval by the base/battalion CO or the CO's designated representative, with certain exceptions, is required on all inventory adjustment vouchers. Exceptions in which the CO's appointed designated representative cannot approve an inventory adjustment voucher are as follows.

A. All inventory adjustments involving line items with a Controlled Inventory Item Code (CIIC) of 1, 2, 5, 6 or 8. These are considered SRC I, II, SECRET, and CONFIDENTIAL items which require the signature of the base/battalion CO.

B. All inventory adjustments with a dollar value over \$2,500.00.

090902. If the CO appoints a designated representative, the appointment must be in writing. The designee shall be an individual in the operational chain of command between the CO (battalion or higher) and the individual responsible for managing the supporting activity (OIC). The designated representative is typically the ammunition company commander. The appointment letter must specify any inventory adjustment voucher limitations not to exceed authorizations established above.

090903. The inventory adjustment voucher file shall contain all inventory adjustment documents, reports of investigations, and MLSR documentation per reference (a). The file shall be maintained in document number or document number within DoDIC sequence.

090904. The inventory adjustment voucher file shall be retained in accordance with references (a), (d) and Volume 3 of this Order.

0910 ACCESS CONTROL OFFICER (ACO)

The ACO is responsible for all security-related key and lock control functions.

091001. Requirement. Per reference (a) the commander must designate the ACO in writing.

091002. Command Relationship. Normally, the ACO shall be subordinate to the organization security officer.

091003. Duties

A. Conduct annual inventories of all controlled keys and maintain appropriate logs and records.

B. Develop procedures for the administration and management of all access rosters to controlled areas to prevent unauthorized access to the ASP.

0911 KEY CONTROL CUSTODIAN

The key control custodian is responsible for maintaining continuous accountability of keys in accordance with reference (a).

091101. Requirement. The key control custodian must be designated in writing by the ACO.

091102. Command Relationship. The key control custodian is subordinate to the ACO.

091103. Duties

A. Develop and maintain a Key Control Register identifying the name and signature of individuals receiving keys, key serial numbers, the date and hour keys were issued, signature of the individual issuing keys, the key return date and time, and the name and signature of the individual receiving returned keys.

B. Prepare access control rosters.

C. A complete list of key control custodian duties and responsibilities may be found in reference (a).

0912 CONFLICTS OF INTEREST

Commanders at all levels shall ensure ammunition officers and chiefs are not assigned additional or collateral duties that conflict with their ammunition management responsibilities.

091201. Ammunition personnel shall not be appointed as investigating officers for any ammunition, explosives, or other property under their charge.

091202. Ammunition personnel shall not be assigned duties that conflict with their responsibility to maintain accountable records or potentially put them in situations susceptible to improper influence or manipulation of the accountability process.

091203. RSSI personnel are not authorized any form of access to asset record systems to include unescorted access to Class V(W) record-keeping areas.

091204. RSSI personnel are authorized escorted access to Class V(W) record-keeping areas.

091205. RSSI personnel are authorized “view only” access to the Master Asset list.

091206. Record-keeping personnel are authorized escorted access to the storage area.

091207. If inventory personnel are authorized access to record-keeping systems, they are not authorized unescorted access to the storage area.

091208. If inventory personnel are authorized unescorted access to the storage area, they are not authorized any form of access to record-keeping systems.

091209. Conflict Matrix. The below matrix is provided to assist commanders in the assignment of personnel with A&E-related responsibilities. Authorizations are indicated with an “X.”

	Key Control Custodian	Records Personnel	RSSI Personnel	Inventory Personnel	Access Control Officer	Inventory Accuracy Officer
Key Control Custodian	X				X	
Records Personnel		X				
RSSI Personnel			X			
Inventory Personnel				X		X
Access Control Officer	X				X	
Inventory Accuracy Officer				X		X

Figure 9-1.--Supporting Activity Billet Conflict Matrix

VOLUME 7: CHAPTER 10

“PHYSICAL INVENTORY CONTROL PROGRAM (PICP)”

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by ***bold, italic, blue and underlined font.***

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in **blue font** will reset to black font upon a full revision of this Volume.

CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 10

PHYSICAL INVENTORY CONTROL PROGRAM (PICP)

1001 GENERAL

Inventory accuracy is defined as the consistency to which the data in the inventory accounting system agrees with the physical inventory in the supply chain. Per Volume 4 of this Order, the Class V(W) PICP shall provide, as its core physical inventory function, a random statistical sampling plan to provide the supervisor of the activity storing Class V(W) a continual picture of inventory accuracy throughout the course of the year.

100101. Applicability. This chapter provides policy for the Class V(W) PICP. Detailed procedural guidance is provided at <https://make.mceits.usmc.mil/make/ammo/Home.aspx>.

A. Storage Activities. This chapter is applicable to all Marine Corps Class V(W) supporting storage activities utilizing the authorized ammunition automated information system.

B. Maritime Prepositioning Force Program. Due to the inaccessibility of assets during the afloat phase of the Maritime Prepositioning Force (MPF) schedule, the MPF Program is exempt from the 100 percent annual physical inventory requirement. Instead, a 100 percent inventory shall be conducted on Marine Corps Class V(W) when ships are downloaded in port as part of the MPF maintenance cycle.

100102. Physical Inventory Control Program (PICP) Elements. The PICP is comprised of seven elements.

A. Physical Inventory. This includes the physical inventory requirements (random sampling, semi-annual, and end-of-year) and the methods for accomplishing the PICP.

B. Record Reconciliation Program (Location Survey). This program involves a physical verification of asset locations in storage to the storage activity's asset records.

C. Research Process. This includes the actions required and documented to determine the cause of accountability errors when the physical count or location survey does not match the storage activity's asset records. The purpose of research is to identify and evaluate the cause of inventory discrepancies with the aim of eliminating repetitive errors. Research requirements, and requirements for adjustments, shall be conducted as described in Volume 4 of this Order.

D. Quality Control. This includes the verification of automated data entry to the Daily Transaction Report, and issues/receipts to the physical Class V(W) being

shipped/received by the storage activity. Quality control assists supervisors in identifying those human, procedural, or system errors that adversely affect inventory accuracy.

E. Management Reporting. These management functions are provided through the MAKE using an online Management Reporting Tool developed to support the PICP. This process shall allow the creation of aggregate Marine Corps-wide inventory accuracy reports and provide historical data for analysis.

F. Monthly Inventory Review Report (MIRR). The MIRR evaluates the storage activity's reported inventory data against known configurations of A&E line items and Condition Codes on a monthly basis. This is completed to identify and correct potential discrepancies in identification and Condition Code classifications to improve the inventory accuracy and safety of the Class V(W) stockpile.

G. Inventory Accuracy Working Group. This group, comprised from the MARCORSSYSCOM PM Ammo, evaluates execution of the PICP to include Class V(W) accounting and management and ensures the affected activities have met DoD inventory accuracy standards.

100103. Inventory Requirements. Each activity shall develop a fiscal year inventory plan that meets the requirements established in Volume 4 of this Order. The inventory plan shall be documented in standard naval letter format and maintained on file for three years per reference (d). The following requirements shall be included when developing the inventory plan.

A. A location survey of all line item locations shall be conducted at least once each fiscal year.

B. All line items shall be physically inventoried not less than once each fiscal year, and more frequently if required.

C. All CIIC I and II non-nuclear missiles and rockets shall be physically inventoried semi-annually each fiscal year, and more frequently if required.

100104. Record Filing Requirements. All inventory records shall be maintained in accordance with references (d), (z) and Volume 3 of this Order. These records include but are not limited to, inventory count sheets, master asset printouts, Ammunition Management Accountability Review (AMAR) printouts, DD 1348-1As, PICP Data Collection Worksheets (NAVMC 11840 series), PICP certificates, voucher files, and supporting documents used to verify the inventory. The files shall be maintained by fiscal year and sampling period.

100105. Inventory Accuracy Standards. The Marine Corps minimum for both the physical inventory and location survey accuracy standards are 100 percent. Accuracy is determined by the following formula:

(Total Correct/Sample Size) X 100 = Accuracy Percent

Example: (78/80) X 100 = .975 X 100 = 97.5%

100106. Corrective Action. Corrective action involves conducting research to determine the cause of inventory errors and completing appropriate actions to update the storage activity's asset record to correct the error. Corrective action may consist of reversing inaccurate transactions and processing them correctly to ensure the storage activity's asset records reflect the current status of each line item. Performing corrective action does not remove the notation of the original error and shall be reflected on the appropriate NAVMC 11840 series Data Collection Worksheet.

1002 PHYSICAL INVENTORY

Storage activities are required to conduct physical inventories in accordance with Volume 4 of this Order. The Class V(W) PICP shall focus on the continuous assessment of inventory accuracy using random sampling while meeting the minimum established inventory requirements.

100201. Inventory Plan. The inventory plan is the activity supervisor's written plan to maintain positive control of assets and ensure the DoD inventory accuracy standards are maintained during the fiscal year. The inventory plan shall support fiscal year inventory requirements and any additional inventory efforts as determined by the activity supervisor.

100202. Physical Inventory Process. A physical inventory consists of verifying each line item's identifying attributes, container markings, location, and quantity between the storage activity's asset record and the physical assets in storage.

A. Identifying Attributes. Class V(W) materiel asset line items are identified by the following attributes.

1. Department of Defense Identification Code (DoDIC).
2. NSN/National Item Identification Number (NIIN).
3. Lot Number (if applicable).
4. Serial Number (if applicable).
5. Condition Code.
6. Cognizance Code.
7. Owner Code.

B. Location. The location verification consists of checking the physical location of the assets as compared to the activity's asset records. This includes separate location identifiers such as staging areas, magazines, and grids, if applicable.

C. Quantity. Quantity is the verification of the physical asset count against the recorded quantity on the storage activity's asset records. This includes in-process documentation. In-process documentation that falls outside authorized processing times shall not be cause to remove the noted error.

D. Asset Record. The Asset Record is the official accountable record at the storage activity showing the balance of assets that the activity is accountable for maintaining.

100203. Physical Inventory Errors. Errors occur when line item identifying attributes do not match what is maintained on the storage activity's asset record to include missing attribute identifiers. These errors include all attribute markings on the physical line item and what is annotated on the required Magazine Data Card. The errors shall be identified on a NAVMC 11840. See paragraph 100106 in this chapter.

100204. Random Sampling

A. Under the Class V(W) PICP, the fiscal year inventory requirement is satisfied through use of random sampling. Random sampling provides the activity supervisor continuous oversight of the inventory while enhancing physical security. Semi-annual inventories for SRC I and II non-nuclear missiles and rockets shall be conducted separately from the random sampling program. The purpose of random sampling is as follows.

1. Provide oversight of the inventory and immediate feedback to supervisors on issues affecting inventory accuracy.
2. Enhance physical security by not requiring physical inventories according to a fixed schedule or targeting a specific NSN/NIIN.
3. Accomplish the physical inventory requirements established in Volume 4 of this Order.

B. The activity supervisor must determine whether the random sampling program shall be conducted on a weekly or bi-weekly (every other week) basis and include the sampling frequency in the inventory plan. Weekly random sampling returns the best results as it provides more frequent feedback to the supervisor on possible issues affecting inventory accuracy. The chosen random sampling program shall remain in effect for the entire fiscal year to establish consistent data in the Management Reporting Tool for trend analysis.

100205. Semi-Annual Inventory. Per references (a) and (aa), a semi-annual physical inventory is required on all SRC I and II non-nuclear missiles, rockets, and all depleted uranium.

A. The semi-annual inventory is conducted by querying the storage activity's database for all items with a CIIC of 1, 2, 5, 6 or 8.

B. The resulting line items shall receive a semi-annual physical inventory at the times designated by the storage activity supervisor in the fiscal year inventory plan.

100206. End-of-Year Inventory. The end-of-year inventory is used to close out the fiscal year inventory requirement for line items that have not been inventoried by either the random sampling inventory or the semi-annual inventory process.

A. The end-of-year inventory is developed by querying the storage activity's database for all line items without a Date of Last Inventory during the current fiscal year.

B. All line items not having a current Date of Last Inventory must receive a physical inventory.

100207. Fiscal Year Inventory Completion. See Volume 4 of this Order.

1003 RECORD RECONCILIATION PROGRAM (LOCATION SURVEY)

Location surveys allow a physical verification all Class V(W) assets within storage locations to be validated against the APSR for completeness of the account. The storage activity shall verify that the physical assets in all storage locations, other than actual quantity, are recorded on the storage activity's asset record with correct identifying attributes and container markings in accordance with reference (ab).

100301. Location Survey. The fiscal year requirement shall be satisfied through quarterly location surveys. The number of storage locations to be surveyed shall be divided throughout each quarter of the fiscal year. Location surveys shall be performed on storage locations involved in re-warehousing operations after they have been completed. For re-warehousing operations, the Before Balance On-hand and After Balance On-hand quantities annotated on the MWO shall suffice for this requirement.

A. Storage Locations. Storage locations are defined as magazines, hard stands, and ready service lockers in their entirety, to include individual magazine grids if in use. A location survey shall be conducted on all empty storage locations identified on the storage activity's asset record.

B. Line Item Locations. A line item location is defined as the individual line item's location within a storage location. Each serialized item is considered a line item location (e.g., one lot or serial number within a storage location is defined as a line item location).

C. Location Survey Percentage. The location survey percentage shall consist of the number of line items without error, divided by the total line items surveyed, multiplied by 100 percent (e.g., 99 correct/100 surveyed x 100 = 99 percent).

D. Scheduling. The storage activity's supervisor shall establish the schedule appropriate to local workload and personnel availability in accordance with the storage activity's fiscal year inventory plan.

100302. Location Survey Process. Location surveys are reconciled from the storage location to the asset record. The purpose is to discover potential assets in the storage area that are not on the storage activity's asset record.

A. The NAVMC 11845 "Location Survey Worksheet" shall be used to complete the location survey at the storage location. The NAVMC 10765A "Ammunition Magazine Data Card," for each lot number shall be reviewed for completeness and accuracy. The quantity attribute does not require validation during location surveys.

B. Recorded attributes from storage locations shall then be validated against the APSR. Attribute accuracy results of the validation between the physical location and the APSR shall be recorded on the NAVMC 11841 "Location Survey Process Data Collection Worksheet."

C. Information from completed NAVMC 11841 worksheets shall be entered into the PICP MRT. Completed worksheets shall be retained for 10 years (3 years active, 7 years archived).

1004 QUALITY CONTROL

100401. Quality Control. The purpose of quality control is to assist supervisors in discovering those human, procedural or system errors that adversely affect inventory accuracy. The PICP accomplishes this through process reviews and inventories. All quality control programs shall ensure the following process reviews are included and documented in a Quality Control Plan:

A. Warehousing/Storage Process. This includes checks of storage practices, identifying materiel attributes in storage, quantity accuracy, MWOs, and re-warehousing projects.

B. Automated Data Entry Process. This includes verifying the daily receipt, issue, inventory, and adjustment transaction source documentation (to include NARs) against data entered into the storage activity's asset record.

C. Issue Process. The issue process includes the validation by a disinterested individual that stored materiel is properly prepared for issue/shipment. This includes documentation accuracy, accuracy of stock selection, physical materiel identifying attributes,

quantity accuracy, processing timeliness, packaging, and marking accuracy of outgoing issues/shipments.

D. Receipt Process. The receipt process includes the validation by a disinterested individual that receipted materiel is properly prepared for return to a storage location. This includes documentation accuracy, physical materiel identifying attributes, quantity accuracy, and processing timeliness.

E. Inventory Management Process. This includes random sample, semi-annual, and end-of-year inventories, location surveys, research process, the MIRR process, PICP management, and adjustments to the storage activity's asset record.

100402. Process Reviews. Inventory accuracy is affected by the entire system of controls in place to regulate the receipt, issue, and management of physical assets. Quality control for the Class V(W) PICP shall examine the processes for receipts, issues, automated data entry, warehousing/storage, and inventory management to determine the level of accuracy at which they function. This is accomplished to find those processes that are deficient and erode the accuracy of the storage activity's inventory. Process reviews must be performed at least once annually by the storage activity to determine if improvements can be accomplished to improve the overall accuracy of the inventory. It is recommended that process reviews be conducted quarterly by subject matter experts at the storage activity.

1005 RESEARCH PROCESS

This paragraph discusses the processes associated with research actions and inventory adjustments which allow the storage activity supervisor to determine types of errors and actions to reduce future occurrences. This may include process changes or additional training for personnel.

100501. Storage Activity Record Keeping. Per reference (aa), storage activities must maintain asset records for all materiel on hand regardless of the Ownership Code and Cognizance Code. Storage activities must maintain Daily Transaction Reports and source documentation to support the storage activity's asset records. Maintenance of these records shall provide the capability to detect theft or diversion of materiel and improve the ability to determine the cause of inventory variances. Records shall be maintained in accordance with reference (d) and Volume 3 of this Order.

100502. Corrective Action. Corrective action involves conducting research to determine the cause of an inventory error and then completing appropriate actions to update the storage activity's asset records. See paragraph 100106 in this chapter.

100503. Post-Count Validation. Post-count validation is a comparison of the physical count with potential recorded balances or another count with consideration of transactions that have occurred recently. The purpose of post-count validation is to determine the validity of the count. Post-count research ends when the accuracy of the count has been

verified or when any necessary recounts have been taken. In no case shall actual inventory adjustments be processed against items without required pre-adjustment research having been performed.

100504. Pre-Adjustment Research. Pre-adjustment research is a review of potential discrepancies which involves the consideration of recent transactions and verification of catalog/technical data. The purpose of pre-adjustment research is to determine the correct balance. Pre-adjustment research ends when the balance has been verified or the adjustment quantity determined.

100505. Causative Research. The purpose of causative research is to identify, analyze, and evaluate the cause of inventory discrepancies with the aim of eliminating repetitive errors.

A. This research identifies administrative errors made, which may preclude the need to investigate and/or process an inventory gain or loss transaction to the storage activity's asset record. More importantly, causative research helps to identify procedural deficiencies which can then be corrected to prevent waste or theft, and to improve supply support. Causative research also helps determine which type of inventory adjustment (gain/loss) transaction is required to update the storage activity's asset record.

B. Causative research benefits must be weighed against the time required to perform the research. Timely adjustment of the storage activity's asset record is necessary to dispose of excesses and replenish deficiencies. Consequently, inventory adjustment transactions may be processed prior to the conclusion of causative research and completion of the required inventory adjustment voucher package per reference (z).

C. It is always possible to adjust the storage activity's asset record by means of an inventory adjustment transaction; however, this method shall not be used until the required research into the cause of the variance has been conducted.

D. An investigation of discrepancies (e.g., inventory gains and losses) consisting of a complete review of all transactions is required. This review shall include supporting documentation, catalog change actions, shipment discrepancies, and unposted or rejected documentation occurring since the last complete inventory, the last location reconciliation which included quantity, or back one year, whichever is sooner.

E. Causative research ends when the cause of the discrepancy has been discovered or when no conclusive findings are possible.

100506. Timeliness of Research. Timely research of potential inventory adjustment vouchers is essential. Delays in research only increase the complexities of adequate research and reduce the probability of conclusive findings.

A. Pre-adjustment research must be completed within two calendar days from the initiation of scheduled or unscheduled inventories. This is in line with MLSR reporting requirements contained in reference (a).

B. Causative research must be completed within 30 calendar days from the date the inventory adjustment transaction was processed in the storage activity's asset record.

100507. Inventory Adjustments. If it is necessary to adjust the storage activity's asset record, an inventory voucher shall be prepared using the DD 1348 or the NAVMC 11847, "Certificate of Research Completion." The inventory adjustment transaction shall be processed in the storage activity's asset record within five working days. One of the following inventory adjustment transactions shall be processed by the storage activity.

A. An inventory gain/loss adjustment (D8A/D9A) shall be used to increase or decrease ammunition on the asset record, which previously was physically unaccounted for during a physical inventory. Each inventory adjustment gain/loss transaction shall contain an explanatory note and shall be approved by the CO or designated representative prior to the transaction being inducted.

B. An administrative gain/loss adjustment (D8B/D9B) shall be used to record gains/losses on the asset record resulting from clerical accounting errors which are not subject to correction by reversing the original transaction. The administrative gain/loss adjustment must contain a complete explanation and shall be approved by the CO or designated representative prior to the transaction being inducted.

C. A miscellaneous gain/loss adjustment (D8Z/D9Z) shall be used to record gains/losses on the asset record not as a result of conducting a physical inventory. The miscellaneous gain/loss adjustment must contain a complete explanation and shall be approved by the CO or designated representative prior to the transaction being inducted.

100508. Vouchering

A. Approval by the base/battalion CO or the CO's designated representative, with certain exceptions, is required on all inventory adjustment vouchers. Exceptions when the CO's designated representative cannot approve an inventory adjustment voucher are as follows.

1. All inventory adjustments involving line items with a CIIC of 1, 2, 5, 6 or 8.
2. All inventory adjustments with a dollar value over \$2,500.00.

100509. The voucher authorization letter must contain the following:

- A. Full Name
- B. Rank

- C. Billet
- D. Dollar value not to exceed
- E. CIIC
- F. Sample Signature

B. If the CO appoints a designated representative, the appointment must be in writing. The designee shall be an individual in the operational chain of command between the CO and the individual responsible for managing the storage activity. The appointment letter shall specify any inventory adjustment voucher limitations not to exceed the authorizations established above.

C. The inventory adjustment voucher file shall contain all inventory adjustment documents, reports of investigations, and MLSR documentation per reference (a) and Volume 4 of this Order. The file shall be maintained in document number or document number with DoDIC sequence.

D. The inventory adjustment voucher file shall be retained in accordance with reference (d) and Volume 3 of this Order.

100509. Investigations

A. A thorough investigation shall be conducted in all matters involving missing, lost, stolen or recovered A&E to determine the circumstances and to correct responsibilities as appropriate. Inventory and accountability losses must be investigated thoroughly. Before any loss can be attributed to an inventory or accountability discrepancy, it must be determined through investigation that the loss was not the result of theft or misappropriation. Under no circumstances shall investigative reports identify an "inventory" or "accounting" error as a probable cause for missing A&E until an NCIS or Financial Liability Investigation of Property Loss (FLIPL) indicates.

B. Financial Liability Investigation of Property Loss (FLIPL) guidance for Class V(W). Overall policy for FLIPL investigations is provided in Volume 17 of this Order. For Class V(W), initiation of a DD 200 FLIPL is mandatory in all instances of lost or missing Class V(W) ammunition or explosives; and any case when there is evidence of abuse, gross negligence, or willful misconduct resulting in the damage or destruction of Class V(W). Damaged ammunition from normal wear and tear does not require a DD 200 FLIPL.

100510. Certificate of Research Completion. The purpose of NAVMC 11847 "Certificate of Research Completion" is to provide a single reference certificate identifying each case where research was required to resolve a quantity error against the storage activity's asset

record and to capture the subsequent results. The NAVMC 11847 serves as the voucher transaction approval record and shall be completed for all inventory adjustment actions.

100511. Completion of Research Actions. Once pre-adjustment research, causative research, the NAVMC 11847, and the storage activity's asset record adjustments have been completed, all inventory count sheets, master asset sheets, logbooks, DD 1348-1As, AMAR asset reports, appropriate NAVMC 11840s, and any other documents used in the causative research shall be filed and maintained in an inventory adjustment voucher file for a period of 10 years after the inventory adjustment transaction was processed against the storage activity's asset record. If a FLIPL investigation was conducted during the causative research, then the investigation package (DD 200) shall also be retained for 10 years from the date of the CO's final endorsement.

100512. Voucher Transaction Posting

A. Adjustment vouchers shall not be inducted to the asset record unless signed by the CO or designated representative.

B. All adjustments shall use the appropriate document identifiers (e.g., D8_/D9_).

C. At no time shall the asset record remain uncorrected longer than 45 calendar days.

D. Per reference (ad), the NAVMC 11847 shall be used to document the causative research process and associated adjustments.

VOLUME 7: CHAPTER 11

“SUPPORTING ACTIVITY ASSET RECORDS”

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by ***bold, italic, blue and underlined font.***

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in **blue font** will reset to black font upon a full revision of this Volume.

CHAPTE R VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 11

SUPPORTING ACTIVITY ASSET RECORDS

1101 AUTHORIZED MANUAL PROCESSES AND AUTOMATED INFORMATION SYSTEMS

Essential to processing ammunition transactions is the need for an accurate asset file maintained by DoDIC, NSN, Ammunition Lot Number, and Condition Code to reflect the correct stock status at all times.

110101. Manual Programs. Manual inventory management programs are not authorized for supporting activities. In emergencies where power/connectivity is not available, the NAVMC 10774 Card shall be used as a temporary solution until power/connectivity is restored. Electronic versions of the NAVMC 10774 Card are acceptable for use as a primary manual program.

110102. Automated Programs. OIS is the only automated information system of record authorized for Class V(W) inventory management. OIS is an integrated system of applications software designed to manage nonnuclear expendable ordnance. It automates the receipt, issue, inventory record-keeping, and reporting of ammunition assets and movements within the supporting activity and supported units.

A. The Access Approval Authority is the authorizing account holder within a supporting activity.

B. The Access Approval Authority endorses requests for access for their DoDAAC to include a verification of personal information and the need to know.

1102 NOTICES OF AMMUNITION RECLASSIFICATION (NAR), AMMUNITION INFORMATION NOTICE (AIN), LOTS FUNCTIONALLY CLEAR FOR OVERHEAD FIRE (OHF)

All Marine Corps activities shall comply with the instructions contained in published NARs, AINs, OHF messages, and reference (u).

110201. File Establishment Requirements

A. Primary Elements. The primary elements of a NAR file system include the current version of reference (u) and all NAR, AIN, and OHF (cleared/not-cleared) messages not incorporated in the latest version of reference (u).

B. Filing Sequence. The NAR, AIN, and OHF (cleared/not-cleared) file shall be established and maintained in numerical sequence from oldest to the most current message.

C. Manual/Electronic Records. Reference (u) and NAR, AIN, OHF messages may be maintained either as a hard copy or electronically.

D. Cross-reference. The cross reference is not required as long as the supporting activity maintains access to OIS-R, can access the latest version of reference (u), and has processed messages that are not incorporated into the latest version of reference (u).

110202. Asset Review. NAR, AIN, and OHF messages shall be reviewed for accuracy and verified against the asset record to determine if affected stock is on hand. This review shall incorporate pending inbound/outbound shipments and pending issues. The NAR, AIN, and OHF information shall be entered into the asset record for both the end item and components if not assembled.

110203. Asset Record. The asset record shall be adjusted by manually entering the change in the APSR to reflect the current Condition Code status. MWOs shall be created reflecting new Condition Code/serviceability status and quantities of each item.

110204. Owning Services

A. Supporting activities maintaining other DoD Service's assets are required to apply those Service-specific NARs. For example, Army assets shipped to a supporting activity for issue to an Army unit shall have Army NARs applied to the stock.

B. Supporting activities issuing Marine Corps stock to other Services shall apply the receiving Service's NARs prior to issue. For example, a Navy requisition for A557 supported with Marine Corps stock of A576 shall have Navy NARs applied to the A576 stock prior to issue.

1103 MAGAZINE DATA CARDS

Use of the NAVMC 10765A is required for each Ammunition Lot Number stored at supporting activities. The NAVMC 10765A is available for download on the Naval Forms website.

110301. Each NAVMC 10765A shall be locally produced on colored card stock as follows.

- A. Yellow. Serviceable material - Condition Codes A, B, and C only.
- B. Blue. Test/modification - Condition Code D only.
- C. Green. Unserviceable (repairable) - Condition Codes E, F or G only.
- D. Red. Unserviceable (condemned) - Condition Codes H, P, or V only.

E. Brown. Suspended material - Condition Code J, K, L, or N only.

110302. NAVMC forms 10765B and 10765C have been cancelled and shall not be used.

110303. Modification to the NAVMC 10765A form is not authorized.

110304. The NAVMC 10765A is subject to the physical inventory criteria contained in Volume 4 of this Order.

1104 MATERIEL WORK ORDERS (MWO)

For MWOs, the NAVMC 11850 is used to document the movement/change of assets within the asset record and RSSI locations.

1105 ISSUE RELEASE/RECEIPT DOCUMENT

The DD 1348-1A shall be used to document all transactions affecting the asset record.

1106 MATERIAL CONDITION CODE TAGS

Material Condition Code Tags reflect Condition Code changes and cite reference authority for the documented change. They are prepared and affixed to the applicable material by the organizational unit.

110601. For local storage only, the use of Material Condition Code Tags may be used at the discretion of the supporting activity OIC. For all Class V(W) shipments from Marine Corps supporting unit storage activities to ammunition depots, naval activities, or Marine Corps Air Stations, Material Condition Code Tags shall be used as required by reference (ab). Detailed instructions for the completion of Material Condition Code Tags may be found in reference (ac).

110602. All Marine Corps supporting activities shall use the USMC Field-Return Ammunition Inspection Guide for ammunition inspections and sentencing. The Field-Return Inspection Guide is available on CD-ROM to assist and train personnel in the sentencing process. The Field Return Inspection Guide may be requested through PM Ammo at ammomail@usmc.mil or viewed online through the MAKE website.

1107 TEMPORARY STOW

Temporary Stow is defined as the storage of Class V(W) for a period not to exceed 30 calendar days and is authorized at the discretion of the supporting activity OIC based on facility availability.

110701. Temporary stow for supporting activities is the least preferred method of automated accounting. A temporary stow of assets takes place when a supported unit has

received assets via a DD 1348-1A and is essentially returning the assets back to the supporting activity for temporary storage.

110702. A DD 1348-1A is required for each type of A&E to be stored. The supporting activity shall receive temporary stow material into Ownership Code 3 citing the quantities, Condition Codes and lot/serial numbers as listed on the transfer documents.

110703. Supporting activities releasing items in Ownership Code 3 are required to do so with the DD 1348-1A.

110704. Temporary storage is not authorized to circumvent supporting activity issue/receipt procedures.

110705. The temporary storage of Class V(W) is not intended for long-term scenarios or convenience. If the temporary stow materiel exceeds a 30-day calendar period without a corresponding transaction, the materiel shall be placed in Ownership Code 4.

110706. Supported units seeking temporary storage of assets beyond the 30-day calendar period are encouraged to request a storage site approval in accordance with reference (e).

1108 LOSS OF LOT IDENTIFICATION

When Class V(W) of different lot numbers has been broken out for a specific use and returned consolidated, the following apply.

110801. Serviceable Retention. If the return is processed under the original issue document number (suffixed) where the lot numbers and associated Condition Codes are known but no longer legible, the assets shall be assigned the lot number of DoDIC-KNOWN (e.g., A059-KNOWN) and placed in Condition Code C for priority of issue to any training unit. The supporting activity shall maintain a master lot file for assets in "KNOWN" lot numbers. This lot file shall be cross-referenced against reference (u).

110802. Unserviceable. If the return could not be processed under the original issue document number (found on station/amnesty) where the lot numbers and associated Condition Codes are not known, the assets shall be assigned the lot number of DoDIC-UNKNOWN (e.g., A059-UNKNOWN) and placed in Condition Code H pending disposition.

1109 PHYSICAL INVENTORY REQUIREMENTS

110901. Physical Inventory Control Program. Supporting activity physical inventory requirements, to include random sampling, location surveys, issues processes, receipt processes, automated data processes, and MIRR procedures shall be conducted in accordance with this Volume and Volume 4 of this Order.

110902. Type of Physical Inventory/Transaction History Codes. Commonly used physical inventory/Transaction History Codes are as follows.

- A. A - Scheduled Inventory.
- B. B - Sample Inventory. Example: Automated Material Accountability Review (AMAR).
- C. C - Special Inventory - All Condition Codes.
- D. D - Special Inventory - Specific Condition Codes.
- E. E - Spot Inventory - Due to warehouse refusal (Specific Condition Codes).

VOLUME 7: CHAPTER 12

“SUPPORTING ACTIVITY CAPACITY MANAGEMENT”

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by ***bold, italic, blue and underlined font.***

The original publication date of this Marine Corps Order
(MCO) Volume (right header)
will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in **blue font** will reset to black font upon a full revision of this
Volume.

CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 12

SUPPORTING ACTIVITY CAPACITY MANAGEMENT

1201 ALLOWANCES

Supporting activities may determine the annual allowances of supported units within TAMIS. The Installation Summary Report shall provide the OIC with the initial and current annual training authorizations.

120101. Where storage space and security permit, supporting activities are authorized to stock ammunition on hand to satisfy the total annual projected training and the established reserve, contingency, and security requirements.

120102. Should decreased demand or other circumstances result in excess stockage at the supporting activity, the overages may also be retained to support valid training requirements (i.e., valid demands are anticipated beyond the current year).

1202 FORECASTING

Forecasting is the formal method for supported units to identify and communicate their future Class V(W) training requirements to the supporting activity.

120201. Leaders at all levels shall monitor and validate their unit forecasts for accuracy.

120202. Although the process of determining a supported unit's forecast is continuous, forecasting is required on a monthly basis prior to the automated system lockout period. The forecasting lockout is calculated within TAMIS for the current month, plus one month for Marine Corps ASPs, and plus two months for Army activities.

120203. Due to forecasting requirements and transportation costs, an ASP may deny an ammunition request if the following occurs.

- A. The assets are not available.
- B. The request was not properly forecasted and remaining stocks are allocated for other forecasted requirements based on operational priorities.

120204. Supporting activities can best determine forecasted requirements by running the TAMIS Forecast Summary Report.

120205. Supported unit expenditures shall be part of all supporting activity management decisions.

1203 SUPPORTED UNIT REQUISITIONS

Supporting activities must monitor active requisitions to ensure actual demand is commensurate with historical usage, forecasts, and on-hand assets. For example, an unforecasted request for a specific DoDIC submitted 45 calendar days in advance for a CONUS unit provides ample time for the supporting activity to submit an intermediate request if the assets are not available.

1204 HISTORICAL USAGE

120401. The D7A transaction history shall be part of all command Class V(W) management decisions. When using models that rely on historical expenditures, the supporting activity must identify and exclude or adjust data that might negatively impact the forecast.

120402. Historical usage may be determined by exporting discover reports within OIS-R.

1205 CONSUMPTION/LEAD TIME FORMULA

120501. Depot Requisition Lead Time. This is the time beginning when an ASP-generated requisition enters the system until the assets arrive at the activity.

120502. Activity Demand. Activity demand is the average daily quantity of assets issued by DoDIC. The activity demand is further defined as the sum of assets issued (by DoDIC) over a period of time divided by the time period. For example, over 365 calendar days, MMCQ50 issued 36,500 rounds of A059. The activity demand would be 100 (36,500/365).

120503. Capacity. This is the maximum amount of assets an activity can physically store over a continuous or designated period of time.

120504. Safety Stock. Safety stock is a certain percent of the stock objective maintained for unforeseen circumstances.

120505. Stock Objective. A stock objective is an estimated quantity of assets by DoDIC to be maintained by supporting activities to best meet supported unit requirements. To establish a starting point for stock objectives, the below formula has been created with an activity determined safety stock. The stock objective formula is as follows.

$$\text{Stock Objective} = xy + z(xy)$$

x = Depot requisition lead time (i.e., 30 calendar days for depot shipment,
x = 30)

y = Activity demand (i.e., 100 rds per day, y = 100)

z = Percent of safety stock/100 (i.e., 25/100 = 0.25; z = 0.25)

Example

$$\text{Stock Obj} = 30(100) + .25(30(100))$$

or

$$3750 = 3000 + 750 \text{ (30 day stock objective)}$$

1206 INTERMEDIATE REQUISITIONS

Automated system users submitting intermediate requisitions must be authorized by their DoDAAC Access Approval Authority in accordance with Chapter 11 of this Volume.

1207 DISPOSITION INSTRUCTIONS

120701. Roles

A. PM Ammo

1. Provide disposition instructions for all excess, obsolete, and unserviceable Class V(W), and waste military munitions.

2. Serve as the Designated Disposition Authority for Marine Corps Class V(W).

B. Supporting Activity

1. Items determined to be excess of local requirements (normally items for which no requirement exists or is anticipated) shall be reported to MARCORSYSCOM (PM Ammo) for disposition.

2. Any items classified as "no use" and whose continued storage at the ASP creates a storage problem shall be reported.

3. Supporting activities are not authorized to dispose of unserviceable ammunition returned by supported units without contacting PM Ammo for disposition approval (less those items considered hazardous for storage).

4. Concurrent with the DoD Munitions Rule Implementation Policy, no local treatment of unused Class V(W) waste shall be accomplished without the approval of the Marine Corps Designated Disposition Authority, PM Ammo, except as part of EOD emergency response actions. In the event waste munitions are treated by an EOD unit during emergency

response actions, PM Ammo must be immediately notified to ensure applicable environmental laws are observed.

120702. Submission. Disposition requests for Class V(W) materiel shall be sent to MARCORSSYSCOM, (PM Ammo) Inventory Management Team via email to IMSD@USMC.MIL. Disposition requests must contain the following.

- A. DoDIC.
- B. NSN.
- C. Lot Number.
- D. Quantity.
- E. Condition Code.
- F. NAR/D/C(s).
- G. Narrative (purpose of the request). Example, “exceeds annual allocation, reclassified to Condition Code H, etc.”
- H. Local EOD training potential.

120703. Investigations. When an inspection of returned unserviceable materiel indicates the materiel was relegated to an unserviceable category due to mishandling, lack of packaging, and/or improper transportation, a DD 200 FLIPL shall be forwarded to the command which returned the materiel. Sound judgment should be exercised in determining whether an investigation should be requested. For example, materiel rendered unserviceable due to normal wear and tear or damaged in normal operations in the field would not require an investigation.

VOLUME 7: CHAPTER 13

“SUPPORTING ACTIVITY RECEIPT, SEGREGATION, STORAGE, AND ISSUE OPERATIONS”

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by ***bold, italic, blue and underlined font.***

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in **blue font** will reset to black font upon a full revision of this Volume.

CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 13

**SUPPORTING ACTIVITY RECEIPT, SEGREGATION, STORAGE, AND ISSUE
OPERATIONS**

1301 DELEGATION OF AUTHORITY

Commanders are responsible for the security and control of the unit's ammunition program and for ensuring only authorized personnel are permitted to sign for Class V(W) assets. Commanders shall delegate this authority via the NAVMC 11797 (DOA).

130101. Under no circumstances shall ammunition be issued to a unit without a current NAVMC 11797 on file at the supporting activity.

130102. The NAVMC 11797 is required for all supported units requisitioning from Class V(W) supporting activities.

130103. If the supported unit has no MSC, the supporting activity must receive an Assumption of Command Letter from the supported unit prior to processing a requisition.

130104. Modifications to the designated expiration date must be coordinated with the supporting activity via the MSC.

130105. Delegation of Authority (DOA) Roles. Supporting activities shall validate the NAVMC 11797 to ensure only those names listed match the electronic signature on the ammunition requisition within the automated system.

A. An appropriate segregation of duties minimizes errors and attempts at fraud from going undetected. To accomplish a proper segregation of duties and to avoid potential conflicts of interest, no single individual shall be responsible for performing key functions such as (1) requesting, (2) approving, and (3) receiving materiel. Whenever possible, a three-person segregation of duties shall be utilized. At an absolute minimum, a two-person segregation of duties shall occur and under no circumstances shall the approver be the same individual as the recipient of the materiel. However, the requester can be the recipient of the material in cases where a three-person segregation of duties cannot be accomplished.

B. Request. Personnel with an indication of "Yes" in the "Request" block are delegated the authority to request all UNDs for the DoDAAC indicated on the NAVMC 11797.

C. Approve. Personnel with an indication of "Yes" in the "Approve" block are delegated the authority to serve as a TAMIS approver for all UND requisitions.

D. Priority. The “Priority” block is provided for local use only. The supporting activity may establish more stringent procedures that would require a supported unit to indicate the Priority Designator an individual is authorized to request or approve.

E. Receive. Personnel with an indication of “Yes” in the “Receive” block are delegated the authority to receive SRC II, III, and IV assets.

F. SRC I. The “SRC I” block applies to units allocated SRC I assets. Personnel with an indication of “Yes” in the “SRC 1” block are authorized to “receive” SRC I assets.

130106. Signatures

A. Either handwritten or electronic signatures are authorized for the NAVMC 11797.

B. Validation of individuals delegated authority to request, approve, or receive Class V(W) is accomplished by comparing the photo and name listed on the individuals CAC to the individual listed on the NAVMC 11797.

C. If digital signatures are used, handwritten signatures and initialing are not required.

1302 VEHICLE CERTIFICATIONS

130201. Vehicle Inspectors

A. Ammunition Personnel (2311/2340). Ammunition personnel performing inspections of both empty and loaded conveyances used to transport Class V(W) must have completed the Naval Motor Vehicle and Railcar Inspection Course (Ammo-51). Completion of the Ammo-51 classroom version is a one-time requirement for initial certification. 2311/2340 shipping inspectors must be recertified in this course every two years via Ammo-51-DL.

B. Non-2311/2340 Shipping Inspectors. Non-2311/2340 shipping inspectors performing inspections of both empty and loaded conveyances used to transport Class V(W) must complete the following courses.

1. Ammo-51, Naval Motor Vehicle and Railcar Inspection Course. Completion of the Ammo-51 classroom version is a one-time only requirement. Shipping inspectors must be recertified in this course every two years via web-based training.

2. Ammo-18, Basics of Naval Explosives Safety. This web-based course provides a basic understanding of the hazards of Class V(W) and informs students with the explosives safety principles and practices outlined in reference (f). Completion of Ammo-18 is

one-time requirement; however, activities may require this course as a refresher for personnel who have been away from Class V(W) handling duties for a year or more.

130202. Container Shipping. For activities using intermodal dry cargo containers for shipping, the Intermodal Dry Cargo Container Convention for Safe Container Re-inspection Course (Ammo-43) must be completed. This is a web-based course sponsored through the Defense Ammunition Center.

130203. Supported Unit Verification. Shipping inspectors shall verify all supported unit transportation requirements as specified by reference (q).

1303 RECEIPT PROCEDURES

130301. Vehicle Inspections. Upon arrival to the supporting activity, all explosives laden vehicles shall receive a vehicle inspection. Due to this mandatory requirement, supporting activities shall ensure vehicle inspectors maintain current qualifications.

130302. Packaging. Supported units shall make every effort to retain original packing material and return assets as close to factory pack as possible. Failure to do so may result in a NAVMC 11865 Discrepancy Report or a request for investigation to the parent command.

130303. Documentation. Supported units must arrive with the original DD 1348-1As for their assets. The original document is required to credit the receipt to the unit's allocation. The supporting activity may require the supported unit to arrive with a completed DD 1348-1A "turn-in" document. If so, the quantity may be left blank if there is concern that the supporting activity may reclassify a certain quantity.

130304. SRC I & II. Supporting activities shall ensure electronic receipt of SRC I and II ammunition is accomplished within 24 hours from the time the materiel is received.

1304 SEGREGATION PROCEDURES

130401. Segregation and Inspection. All Class V(W) returned to the supporting activity must be properly inspected and segregated prior to transfer to site-approved storage locations. After initial processing, assets shall be segregated by the following categories.

- A. DoDIC
- B. Lot Number
- C. Condition Code

130402. Materiel Preparation/Packaging. Once the materiel has been properly segregated and inspected, two separate verifiers shall inventory the material. Local SOPs shall be established to detail the appropriate steps taken when inventories do not match. If the

inventories match, the containers shall be repackaged and prepared for transfer to an approved storage location. Block 22 of the DD 1348-1A may be signed and the supported unit/shipper released. At no time shall a supporting activity receipt for material that has not been verified by a minimum of two individuals.

1305 STORAGE PROCEDURES

Storage operations shall be conducted in accordance with references (a), (f), (i), (j), and (ae).

130501. Application of Material Condition Code Tags/Labels/2DBC Labels.

A. Marine Corps Class V(W) ASPs are not required to apply/maintain Material Condition Code Tags/labels/2DBC Labels on ammunition while held in the ASP or when issued to a supported unit.

B. Prior to shipment/transfer to another DoD military Service or other primary/secondary stock point (ASP), application of Material Condition Code Tags/labels/2DBC Labels are required per reference (ac).

130502. Traceable Seals. Although encouraged, Marine Corps ASPs are not required to use traceable seals on ammunition while held in the ASP or when issued to a supported unit; however, prior to shipment/transfer, application of traceable seals is required. Reference (q) provides detailed guidance on the application of traceable seals.

A. Seal Composition. All Type 1 Traceable Seals applied to ammunition containers shall consist of aluminum disks or pellets and wire combinations. Lead disks or pellets are not authorized for use, regardless of remaining available supplies. Containers previously sealed (prior to 1 October 2002) with other than aluminum seals are acceptable, provided the seal wires are intact (providing a serviceable seal) and the seal includes an activity symbol or identifier. Seals with an activity symbol or identifier that is not legible due to surface damage, wear, or corrosion shall continue to be accepted and do not require replacement provided all other sentencing criteria is met.

B. Type 1 Seals. Type 1 Seals are preferred for containers having provisions or means for application of the seals (e.g., metal, plastic, fiberglass or wood containers with lids or hinged covers, latches, brackets or flanges). A Type 1 Seal is typically a wire length with an aluminum disk or pellet that is crimped or crushed using a die that imprints the activity symbol or identifier on one side of the disk with an individual's traceable serial number on the reverse side.

C. Type 2 Seals. Type 2 Seals are preferred for fiberboard or foam type containers, or for metal, plastic, fiberglass, or wood containers that shall not readily accept Type 1 Seals. Type 2 Seals are typically nonmetallic labels with pressure-sensitive backing. They may be pre-printed, stamped, or marked with the activity symbol or identifier. Preprinting individual inspector indicators is not authorized.

D. Traceable Seal Activity Identifier (Type 1). Type 1 traceable seals applied by supporting activities shall be crimped with die-sets that produce the activity UIC on one side of the crimped disk/pellet and a numeric or alpha-numeric identifier on the other side to identify the individual assigned the die set.

E. Personnel Requirement. There are no minimum rank/grade requirements for the assignment of seal presses.

130503. Required Markings. All ammunition containers must be marked in accordance with reference (ac).

1306 ISSUE PROCEDURES

130601. Asset Selection

A. Priority of issue shall be based on Condition Code sequence of B, C, and A.

B. The supported unit and supporting activity shall make every attempt to round to unit pack when possible.

130602. Interchangeable DoDICs

A. The PM Ammo publishes an Interchangeable DoDIC List each fiscal year on the MAKE website. This list provides authorized substitutes for DoDICs that are registered on the TMR.

B. Supporting activities may use this list to fill requisitioned DoDICs with authorized substitutes. Substitution may occur due to environmental conditions, priority of issue, and purging older stocks from the stockpile.

C. The issue of an authorized substitute by the supporting activity shall debit the allowance of the TMR DoDIC automatically on the supported unit's allowance. Subsequently, the return of serviceable items to the supporting activity shall credit the supported unit's allowance with the TMR DoDIC that was originally requested.

130603. Materiel Preparation. The document is sent to the RSSI area by local SOP to prepare the requisition for shipment.

130604. Required Release Documentation. Prior to the release of Class V(W) to the supported unit, the supporting activity must verify the following.

A. An approved requisition.

- B. The receiving individual is delegated the authority on the NAVMC 11797 by the commander. This information is verified using the individual's ID card.
- C. Signed and completed DD 1348-1A.
- D. DD 1907 for SRC I materiel (if required).
- E. Applicable AINs, NARs and/or OHF clearances are annotated/printed on the completed DD 1348-1A.
- F. Transportation requirements/documentation are accurate as specified by reference (s).

130605. Off-Base Shipments. Units requiring off base shipment in support of training exercises within a 100-mile radius are required to annotate an Advice Code of 43 on the request. Failing to comment on the off-base nature of the shipment shall cause delays once at the ASP. Reference (j) contains additional information for off base shipments.

130606. Commercial Shipments. Units requiring commercial lift in support of training exercises outside of a 100-mile radius are required to annotate Advice Code 43 and the type of conveyance (commercial/tactical) for the request. Coordination with the Distribution Management Office must be accomplished through the supported unit's S-4 section. The Distribution Management Office shall require a DD 1149 and a Transportation Account Code (see your unit organic supply) to issue a Commercial Bill of Lading.

130607. Security

A. Per references (a) and (ae), personnel must be armed when escorting ammunition. Armed personnel are required to check-in weapons and ammunition with the duty ammunition technician. Security ammunition requirements, by individual weapon system, are provided below:

1. M9. Two fully loaded magazines.
2. M4/M16. Two fully loaded magazines.
3. Shotgun. Enough rounds to satisfy a fully loaded tube, plus at least five additional rounds.

B. On-base movement. Per reference (a), SRC I and II AA&E items require an armed guard for movements remaining on base. In addition to the armed guard, an explosives driver is required. See paragraph 130607.D for additional armed guard requirements for SRC I movements.

C. Off-base movement. Per reference (a), all off-base movements of AA&E require an explosives driver as well as an armed assistant driver. The vehicle/personnel must be equipped with a means of two-way communication. Authorized exceptions for certain movements are listed in reference (a).

D. In addition to the above, the receipt of SRC I material must be accomplished by individuals meeting the personnel requirements of reference (a). The movement of SRC I material must always be under armed surveillance accompanied by a SNCO or above (as recorded on the DD 1907). This includes on-station movements and temporary storage at range locations.

1307 SAFE HAVEN

Safe haven operations involve the transportation and staging of DoD A&E assets or other sensitive items at a supporting activity (ASP) due to an emergency, which shall prevent a shipment from safely reaching its original destination. The secure holding area physical security requirements are listed in reference (a). Safe haven operations are authorized at the discretion of the supporting activity OIC based on facility availability. It is not intended for supported units to stage assets at the supporting activity for the execution of multi-day training evolutions.

1308 SHIPMENT DISCREPANCIES

Any variation in assets received from data shown on the receipt shipping documents, which are not the result of a transportation discrepancy or product quality deficiency. Shipping or packaging discrepancies attributable to the responsibility of the shipper, including contractors, manufacturers, or vendors, shall be reported via an SDR by the receiving activity. The supporting activities shall utilize the Product Data Reporting and Evaluation Program/SDR application to submit SDRs for applicable discrepancies. Submit all SDR's via the PDREP/SDR module online.

1309 DEFENSE TRANSPORTATION TRACKING SYSTEM (DTTS)

DTTS is a web-based system used by supporting activities to confirm receipt of SRC I and II material. The DTTS system resides on the Intelligent Road/Rail Information System. Information for requesting system access is available on the MAKE website at <https://make.mceits.usmc.mil/make/ammo/Home.aspx>.

1310 MATERIAL SENTENCING

131001. The Field-Return Inspection Guide is a tool to assist ASP personnel during the inspection of munitions being returned by supported units prior to acceptance for storage. The information for each item was derived from technical documents used during design, manufacture, and in-service surveillance evaluations of ammunition. The following guidelines are provided for receipt of field-returned material.

A. Except for factory-sealed boxes, containers, or original packaging, all field-returned material must be thoroughly inspected to ensure the ammunition is safe for storage and transportation.

B. Follow local ASP procedures for additional inspection, safety, and handling guidelines.

C. Local ASP procedures shall dictate what action to take when a deficiency is found.

131002. The Field-Return Inspection Guide, including the inspection criteria tables and checklists, are included on disk, as well as the MAKE website. Activities requesting to be added to the distribution list should submit requests to ammomail@usmc.mil.