



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON DC 20350-300

MCO 4400.201 CH-2
LPC
02 MAR 2020

MARINE CORPS ORDER 4400.201 CH-2

From: Commandant of the Marine Corps
To: Distribution List

Subj: MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE
CORPS

Ref: (a) SECNAV Notice 5210
(b) SECNAV M-5210.1 CH-1
(c) MCO 5210.11F
(d) 5 U.S.C. 552a
(e) SECNAVINST 5211.5F
(f) See References List at the beginning of Each Volume

Encl: (1) Listing of Volumes by Functional Area

1. Situation. This Order prescribes strategic policy, procedures, and responsibilities for managing all categories of property under Marine Corps control in compliance with Department of Defense (DoD) directives. This Order is organized in various volumes that provide specific guidance by functional area.

2. Cancellation. Cancellations are provided at the beginning of each Volume.

3. Mission. To establish overarching policy and procedures in order to ensure complete and accurate accountability, auditability, and valuation of property in the possession of the Marine Corps.

4. Execution. Change 2 revises Enclosure (1) in this Base Order of MCO 4400.201 CH-1 dated 24 July 2018 and publishes Volume 7, Ammunition and Explosives.

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

5. Administration and Logistics

a. This Base Order contains administrative changes and publishes Volume 7, Ammunition and Explosives. Recommendations concerning the contents of this Order are invited and should be submitted to the Assistant Deputy Commandant, Installations and Logistics (LP) via the appropriate chain of command.

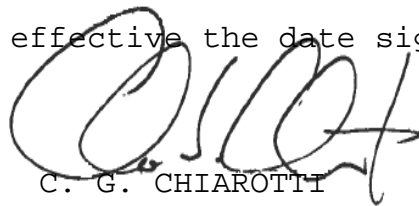
b. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA) approved dispositions per reference (a) and (b) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to reference (c) for Marine Corps records management policy and procedures.

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

6. Command and Signal

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

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



C. G. CHIAROTTI
Deputy Commandant for
Installations and Logistics

DISTRIBUTION: PCN 10202047502

02 MAR 2020

Listing of Volumes by Functional Area

VOLUME	TITLE
1	Accountability and Responsibility
2	DoDAAC Management
3	Retail Supply Management
4	Physical Inventory Control Program (PICP)
5	Requesting Supplies and Services
6	Dispositions, Exchanges, and Returns of Marine Corps Property
7	Arms , Ammunition and Explosives (AA&E)
8	Intermediate-Level Supply Management
9	Enterprise Inventory Control
10	Furnishing Government Property to External Organizations
11	Supply Data Management
12	Marine Corps Class VIII Management and Sustainment
13	Individual Clothing, Flags, Personal Effects, and the Consolidated Storage Program
14	Preservation, Packaging and Packing (P3)
15	Garrison Property and Garrison Mobile Equipment
16	Financial Treatment and Reporting of Property
17	Financial Liability Investigation of Property Loss (FLIPL)
	Acronyms
	Glossary



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

MCO 4400.201 CH-1
LPC
24 JUL 2018

MARINE CORPS ORDER 4400.201 CH-1

From: Commandant of the Marine Corps
To: Distribution List

Subj: MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE
CORPS

Ref: (a) SECNAV Notice 5210
(b) SECNAV M-5210.21
(c) MCO 5210.11F
(d) 5 U.S.C. 552a
(e) SECNAVINST 5211.5E
(f) See References List at the Beginning of Each Volume

Encl: (1) Listing of Volumes by Functional Area

1. Situation. This Order prescribes strategic policy, procedures, and responsibilities for managing all categories of property under Marine Corps control in compliance with Department of Defense (DoD) directives. This Order is organized in various Volumes that provide specific guidance by functional area.

2. Cancellation. Cancellations are provided at the beginning of each Volume.

3. Mission. To establish overarching policy and procedures in order to ensure complete and accurate accountability, auditability, and valuation of property in the possession of the Marine Corps.

4. Execution. Administrative changes are as follows: Replace enclosure (1) in the Base Order of MCO 4400.201 dated 3 November 2016 with the updated enclosure (1).

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

5. Administration and Logistics

a. This Base Order contains administrative changes. Recommendations concerning the contents of this Order are invited and should be submitted to the Assistant Deputy Commandant, Installations and Logistics (LP) via the appropriate chain of command.

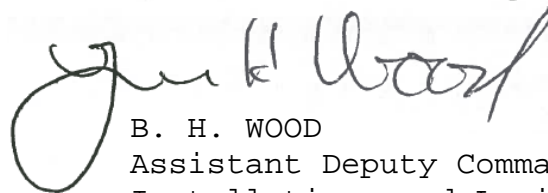
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c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental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

6. Command and Signal

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

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



B. H. WOOD
Assistant Deputy Commandant,
Installations and Logistics

Distribution: PCN 10202047501

24 JUL 2018

Listing of Volumes by Functional Area

VOLUME	TITLE
1	Accountability and Responsibility
2	Department of Defense Activity Address Code (DoDAAC) Management
3	Retail Supply Management
4	Physical Inventory Control Program (PICP)
5	Requisitioning Requesting Supplies and Services
6	Dispositions, Exchanges, and Returns of Marine Corps Property
7	Arms, Ammunition and Explosives (AA&E)
8	Stock Positioning Intermediate-Level Supply Management
9	Wholesale Supply Management Enterprise Inventory Control
10	Furnishing Government Property to External Organizations
11	Supply Data Management
12	Marine Corps Class VIII Management and Sustainment
13	Individual Clothing, Flags, Personal Effects, and the Consolidated Storage Program
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15	Garrison Property and Garrison Mobile Equipment
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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON DC 20350-3000

MCO 4400.201
LPC
13 JUN 2016

MARINE CORPS ORDER 4400.201

From: Commandant of the Marine Corps
To: Distribution List

Subj: MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE CORPS

Ref: (a) SECNAV M-5210.2
(b) 5 U.S.C. 552a
(c) SECNAVINST 5211.5E

See References List at the beginning of each volume

Encl: (1) Listing of Volumes by Functional Area

1. Situation. This Order prescribes strategic policy, procedures, and responsibilities for managing all categories of property under Marine Corps control in compliance with Department of Defense (DoD) directives. This Order is organized in various volumes that provide specific guidance by functional area.

2. Mission. To establish overarching policy and procedures in order to ensure complete and accurate accountability, auditability, and valuation of property in the possession of the Marine Corps.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The strategic goal of this Order is to achieve full inventory accountability and visibility of property in accountable property systems of record, financial systems of record, and DoD-compliant procurement and requisitioning systems in accordance with DoD regulations for resource management. This will be accomplished through the implementation of improved policy, guidance, and integrated best business practices. The endstate will be achieved when reliable, complete, and accurate logistics, acquisition and finance authoritative data is available to verify the existence and completeness of property in the possession of the Marine Corps.

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

(b) Commanders shall ensure that this Order is made available, understood, and followed by all personnel responsible for accounting, reporting and stewardship of property.

(2) Concept of Operations. This Order is directive in nature and encompasses DoD-compliant principles and procedures for the management of property in the possession of the Marine Corps.

b. Subordinate Element Missions

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

(a) Administer and maintain this Order consistent with current DoD policy.

1. Update individual volumes by functional area as required.

2. Each volume and chapter of this Order will be issued and updated independent of other volumes and chapters.

(b) Monitor compliance with this directive and grant exceptions if required.

(c) Maintain overall cognizance for execution of the policies identified within this Order.

(2) Deputy Commandants and Special Staff.

(a) Support property management and accountability within the Marine Corps.

(b) Ensure timely review and coordination of changes proposed to this Order.

(3) Commanders, Marine Corps Forces (MARFORs) and Supporting Establishment

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

(b) Ensure timely review and coordination of changes proposed to this Order.

4. Administration and Logistics

a. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per references (a) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

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

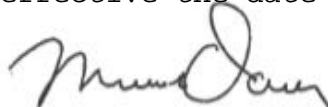
c. Recommendations concerning the contents of this Order are invited and should be submitted to the Assistant Deputy Commandant, Installations and Logistics (LP) via the appropriate chain of command.

d. The official and current version of this Order will be posted to Marine Corps Publications Electronic Library (MCPEL)
<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY.aspx>.

5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force and includes government-furnished property (GFP) in the possession of contractors.

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



M. G. DANA
Deputy Commandant for
Installations and Logistics

DISTRIBUTION: PCN 10202047500

Listing of Volumes by Functional Area

VOLUME	TITLE
1	Accountability and Responsibility
2	DoDAAC Management
3	Retail Supply Management
4	Physical Inventory Control Program (PICP)
5	Requisitioning
6	Dispositions, Exchanges, Returns of Marine Corps Property
7	Arms, Ammunition and Explosives (AA&E)
8	Stock Positioning
9	Wholesale Supply Management
10	Furnishing Government Property to External Organizations
11	Supply Data Management
12	Marine Corps Class VIII Management and Sustainment
13	Individual Clothing, Flags, Personal Effects, and the Consolidated Storage Program
14	Preservation, Packaging and Packing (P3)
15	Garrison Property
	Acronyms
	Glossary

<p>VOLUME 1</p> <p>“ACCOUNTABILITY AND RESPONSIBILITY”</p> <p>SUMMARY OF VOLUME 1 CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>The date denoted by blue font (left header) will reflect the date this Volume was last updated.</p> <p>All Volume changes denoted in blue font will reset to black font upon a <u>full revision</u> of this Volume.</p>			
VOLUME VERSION	SUMMARY OF CHANGE	ORIGINATION DATE	DATE OF CHANGES
ORIGINAL VOLUME	N/A	DD MMM YYYY	N/A

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

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

VOLUME 1: ACCOUNTABILITY AND RESPONSIBILITY

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- (a) Office of Management and Budget (OMB), "Accounting for Inventory and Related Property, Statement of Federal Financial Accounting Standards Number 3 (SFFAS 3)," October 27, 1993
- (b) DoD 7000.14-R, "Department of Defense Financial Management Regulation (DoD FMR)," Volumes 1-15, dates vary by volume
- (c) SECNAVINST 7320.10A
- (d) DoD Manual 4140.01-V6 CH 1, "DoD Supply Chain Materiel Management Procedures: Materiel Returns, Retention, and Disposition," August 14, 2015
- (e) MARCORMAN W/CH 1-3
- (f) DoD Manual 4140.01-V7, "DoD Supply Chain Materiel Management Procedures: Supporting Technologies," February 10, 2014
- (g) DoD Instruction 5000.64, "Accountability and Management of DoD Equipment and Other Accountable Property," May 19, 2011
- (h) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," 8 November 2010 (As Amended Through 15 February 2016)
- (i) Title 10, United States Code (U.S.C.)
- (j) Title 31, United States Code (U.S.C.)
- (k) DoD 4100.39-M, "Federal Logistics Information System (FLIS) Procedures Manual (Glossary and Volumes 1-16)," date varies
- (l) Office of Management and Budget (OMB), "Circular A-76 Revised, Performance of Commercial Activities," May 29, 2003
- (m) Office of Management and Budget (OMB), Office of Federal Procurement Policy (OFPP) Policy Letter 11-01, "Performance of Inherently Governmental and Critical Functions," September 12, 2011
- (n) DLM 4000.25, "Defense Logistics Management Systems (DLMS)," Volumes 1-7, dates vary by volume
- (o) [Manual for Courts Martial \(MCM\), United States \(2012 Edition\)](#)
- (n) [Title 10, U.S.C. CH 47, "Uniform Code of Military Justice \(UCMJ\)," 21 July 2010](#)

VOLUME 1: 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.

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

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CHAPTER 1

GENERAL OVERVIEW

0101 SCOPE

This Directive is issued under the authority of Marine Corps Order (MCO) 4400.201 *Management of Property in the Possession of the Marine Corps*. It prescribes strategic policy, procedures, and responsibilities for managing property under Marine Corps control in order to ensure complete and accurate accountability, auditability and valuation of property. The strategic goal of this Directive is to achieve full inventory accountability and visibility of property in accountable property systems of record (APSR), financial systems of record, and Department of Defense (DoD)-compliant procurement and requisitioning systems in accordance with DoD laws and regulations for resource management.

0102 GENERAL

This Volume prescribes basic guidance and responsibilities for managing property under Marine Corps control. All accountable property falls within the three major categories of (1) Property, Plant and Equipment (PP&E), (2) Operating Materials and Supplies (OM&S), and (3) Inventory. See Figure 1-1 below.

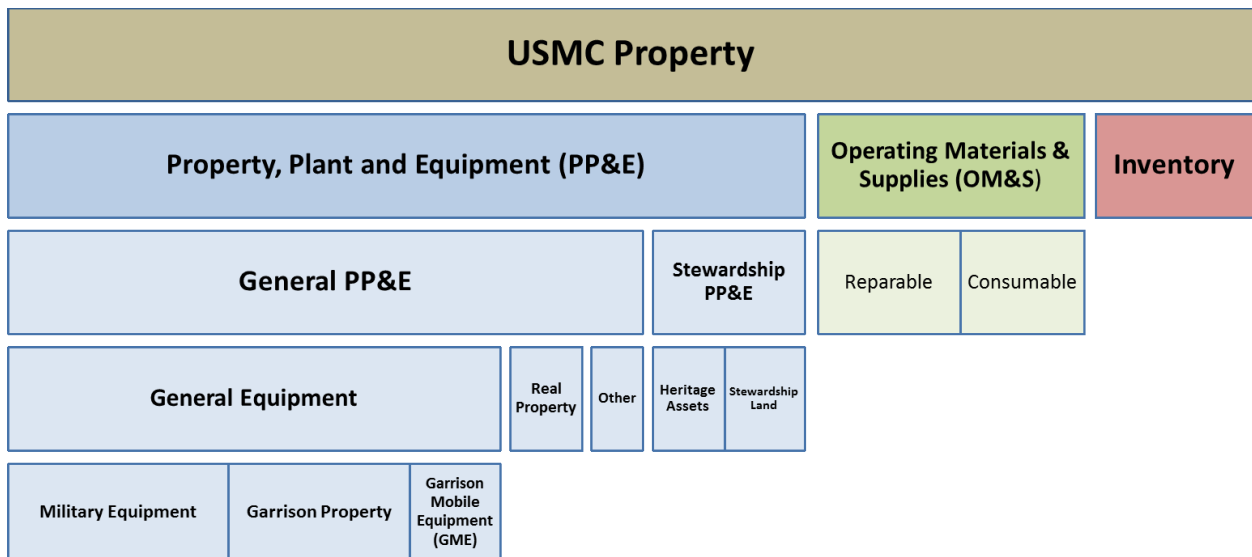


Figure 1-1. USMC Property

010201. Property, Plant & Equipment (PP&E)

Per reference (a), PP&E is defined as tangible assets that (1) have an estimated useful life of two or more years, (2) are not intended for sale in the ordinary course of business, and (3) are intended to be used or available for use by the entity. PP&E consists of two categories: general PP&E and stewardship PP&E.

A. General PP&E

Per reference (b), general PP&E is any property, plant and equipment used in providing goods or services. General PP&E typically has one or more of the following characteristics: (1) It could be used for alternative purposes (e.g., by other DoD or federal programs, state or local governments, or nongovernmental entities), but it is used to produce goods or services, or to support the mission of the entity; or (2) It is used in business-type activities; or (3) It is used by entities in activities whose costs can be compared to those of other entities performing similar activities (e.g., federal hospital services in comparison to commercial hospitals). General PP&E has several sub-categories as follows:

1. General Equipment. Per reference (b), general equipment is property of any kind (i.e., general PP&E) except real property (land and improvements to facilities). It has an expected useful life of two or more years; is not intended for sale in the ordinary course of business; does not ordinarily lose its identity or becomes a component part of another article; and is available for the use of the reporting entity for its intended purpose. It may be tangible, having physical existence, or intangible, having no physical existence, such as copyrights, patents, or securities. General equipment is synonymous with "Personal Property." Sub-categories of general equipment include:

a. Military Equipment. Per reference (b), military equipment (ME) is a type of general equipment and includes weapon systems that can be used directly by the Armed Forces to carry out battlefield missions. The Marine Corps will assign a Table of Authorized Material Control Number to all ME. Marine Corps examples include: combat vehicles, tanks, artillery and crew serve weapons. ME also includes Marine Corps procured research and development equipment (e.g., prototypes, test gear, Engineering Development Models).

b. Garrison Property. Per reference (c), garrison property is used to provide general government services or goods in the support of end item development, maintenance, storage, and/or to support the operations of a Marine Corps installation and its tenant activities. Garrison property includes, but is not limited to, office equipment, automated data processing equipment, industrial plant equipment, training equipment, special tooling, and special test equipment.

c. Garrison Mobile Equipment. Per reference (c), garrison mobile equipment (GME) is used to perform transportation and automotive maintenance functions at Marine Corps installations. Commercially available GME includes passenger vehicles, cargo vehicles, non-tactical material handling equipment, engineer equipment, and railway rolling stock.

2. Real Property. Per reference (b), real property is a type of general PP&E which includes land, the rights to land, and improvements to land (i.e., facilities). It includes equipment affixed and built into a facility as an integral part of the facility (such as heating systems), but not movable equipment (e.g., plant equipment, industrial equipment, buoys). In many instances, this term is synonymous with real estate. Examples include ground stations, test facilities, and aircraft hangars.

3. Other Property. The following types of property are considered general PP&E and are included within the “other” category in Figure 1-1 above.

a. Construction in Progress. Construction in Progress (CIP) is an accounting term referring to the temporary classification of assets under construction. While under construction, costs of new construction and facility improvement projects are accumulated in CIP accounts.

b. Assets Under Capital Lease. Per reference (b), a lease agreement conveys the use of an asset or part of an asset (such as part of a building) from one entity, the lessor, to another, the lessee, for a specified period of time in return for rent or other compensation. Leases meeting the criteria for a capital lease transfer substantially, all the benefits and risks of ownership from the lessor to the lessee.

c. Leasehold Improvements. Leasehold improvements are defined as improvements to leased property. When leasehold improvements meet or exceed DoD capitalization criteria, such improvements shall be capitalized and amortized for the remainder of the lease period or 20 years, whichever is less.

d. Internal Use Software. Internal use software includes application and operating system programs, procedures, rules, and any associated documentation pertaining to the operation of a computer system or program that is used for operational or other internal use. Normally, software is an integral part of an overall system having interrelationships between software, hardware, personnel, procedures, controls, and data.

B. Stewardship PP&E

Per reference (b), stewardship PP&E is a category of PP&E which consists of tangible assets classified as either heritage assets or stewardship land.

1. Heritage Assets. Per reference (b), heritage assets are recognized to be assets of historical or natural significance; cultural, educational, or artistic importance; or possess significant architectural characteristics. They are expected to be preserved in museums or registered with the Naval Historical Center or the National Museum of the Marine Corps.

2. Stewardship Land. Per reference (b), stewardship land is land and land rights owned by the federal government but not acquired for or in connection with items of general PP&E. Examples of stewardship land include land used as forests and parks, and land used for wildlife and grazing.

010202. Operating Material & Supplies (OM&S)

Per reference (a), OM&S consists of tangible property to be consumed in normal operations. OM&S shall be categorized as: held for use; held in reserve for future use; held for repair; or excess, unserviceable and obsolete. Excluded are (a) goods that have been acquired for use in constructing real property, (b) stockpile materials, and (c) inventory held for sale. Repairables and consumables that are not for sale are considered OM&S.

010203. Inventory

Per reference (d), inventory is materiel, titled to the U.S. Government, held for sale or issue, held for repair, or held pending transfer to disposal. This definition covers the same population of items as the definition for inventory in Chapter 4 “Inventory and Related Property,” of Volume 4 of reference (b). Inventory does not include tangible personal property to be consumed in normal operations, OM&S as defined by Volume 4 of reference (b).

0103 LEGAL AND ADMINISTRATIVE RESPONSIBILITIES

The legal and administrative responsibilities of property control are inherent at all levels of command. As a Service Component, the legal foundation for property control is established as a matter of public law and is further defined by statutory regulations. This publication outlines the duties and responsibilities of commanders, directors, supervisors and those directly responsible for the proper stewardship and management of property in the possession of the Marine Corps. See the Legal Foundation Overview in Appendix A for more information.

0104 MARINE CORPS PHILOSOPHY

Per reference (e), United States Marine Corps philosophy is based upon the principle that proper control of property is inseparable from command. Mission critical assets and their availability are essential for commanders to perform their assigned missions.\

0105 MILITARY, CIVILIAN, AND CONTRACTOR PERSONNEL

All military, civilian and contractor personnel will operate and maintain government systems, equipment, and supplies in the best possible condition, in constant readiness, and in the absolute minimum quantities necessary to accomplish assigned tasks.

0106 MARINE CORPS PROPERTY MANAGERS

Property managers will provide the proper allocation, control, use, and safeguard of property under Marine Corps control. Property management tenets apply to each individual and limit the use of property to official purposes only.

0107 SUPPLY DISCIPLINE

Supply discipline is mandatory for all personnel and is essential to account for, protect, and maintain available government systems, equipment, and supplies for operational requirements. Subordinate commanders are responsible to their commanders for prudent management, control, storage, and cost-effective use of property under their jurisdiction.

010701. Accountability

Accountability of Marine Corps property will be established upon receipt, delivery, or acceptance.

A. Accountable Property Records

Marine Corps accountable property records will be established and maintained using information technology. Per reference (f), the use of automatic identification technologies to assist in property accountability is mandatory unless demonstrably proven through cost benefit or other analysis that implementation would not be practicable. Additionally, per reference (g), accountable property meeting established criteria will receive item unique identification marking in order to track the lifecycle of items within supply, maintenance and property accountability systems.

B. Accountability of Marine Corps Property

The accountability of Marine Corps property throughout its lifecycle will not be compromised by virtue of its status (i.e., excess, obsolete or unserviceable) or physical location (e.g., in-transit, in theater, or loaned to a contractor).

C. Accountable Property System of Record (APSR)

Accountability of Marine Corps property will be maintained in the following approved APSRs (See Chapter 4 within this Volume for detailed information):

1. Defense Property Accountability System (DPAS).
2. Global Combat Support System – Marine Corps (GCSS-MC).
3. Stock Control System (SCS).
4. Ordnance Information System – Marine Corps (OIS-MC)
5. Defense Medical Logistics Standard Support Automated Information System (DMLSS AIS).

0108 LOST, DAMAGED, OR DESTROYED GOVERNMENT PROPERTY

Property management responsibility includes the determination or assessment of pecuniary liability for the loss, damage, or destruction of government property resulting from negligence, willful misconduct or deliberate unauthorized use.

0109 VARYING LEVELS OF RESPONSIBILITY

DoD and Marine Corps policy provide for varying levels of responsibility and roles when managing or controlling property.

VOLUME 1: CHAPTER 2

“PROPERTY MANAGEMENT ROLES AND RESPONSIBILITIES”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 2

PROPERTY MANAGEMENT ROLES AND RESPONSIBILITIES

0201 GENERAL

This chapter prescribes general and specific roles and responsibilities for the proper management of Marine Corps property and resources. Throughout this Directive, the basic tenets of accountability and responsibility are defined as follows:

020101. Accountability

Per reference (e), accountability is the obligation imposed by law, lawful order, or regulation on an officer or other person for keeping current, complete and accurate records of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping. Property accounting is a rigorous form of property control that entails a significant investment in personnel and resources in order to maintain the required records and associated audit trails.

020102. Responsibility

Per reference (h), responsibility is defined as “the obligation for the proper custody, care, and safekeeping of property or funds entrusted to the possession or supervision of an individual.” Any person having public property, funds, and/or other government provided resources in their custody or under their supervision assumes a public trust that the property will be used only for its intended purpose and as authorized by law or regulations.

0202 GENERAL ROLES AND RESPONSIBILITIES

It is DoD and Marine Corps policy that all military, civilian and contractor personnel will operate and maintain government systems, equipment, and supplies in the best possible condition, in constant readiness, and in the absolute minimum quantities necessary to accomplish assigned tasks. Responsibilities applicable to all personnel include

020201. Accurately maintaining property records to reflect the current inventory and condition of property, to include government commercial purchase card (GCPC) purchases.

020202. Ensuring that all personnel carefully and economically use and safeguard property.

020203. Providing adequate security, protection, and storage for property.

020204. Ensuring that property found on installations, and not accounted for, is identified, reported, and recorded on accountable property records.

020205. Making approved adjustments to the accountable property records to reflect all discovered shortages and excesses according to prescribed directives.

020206. Making recommendations to accountable officers (AOs) for the prevention and correction of fraud, waste, and abuse activity.

020207. Adhering to all Marine Corps and DoD policies concerning the acquisition of specific classes of supply.

0203 SPECIFIC ROLES AND RESPONSIBILITIES

In addition to the general responsibilities applicable to all DoD and Marine Corps personnel, the following Marine Corps specific roles and responsibilities will be established to fulfill mandates set forth in references (i) and (j), reference (o), and reference (e) requirements for the management of equipment, materiel, and resources within the Marine Corps. Paragraphs 0204 through 0215 below provide applicable details. See Figure 2-1 at the end of this chapter for additional detail.

0204 COMMANDANT OF THE MARINE CORPS (CMC)

The CMC provides policy and procedures through various directives, to include this publication, for the management of property and resources under Marine Corps control. Further, the CMC provides resources and a basic organizational structure with which to discharge the supply management duties of commanders at various echelons.

0205 COMMANDING OFFICER (CO)/ACCOUNTABLE OFFICER (AO)

Per reference (e), a CO is one who is properly appointed to command an organization, or who under applicable provisions of law, regulations, or orders, succeeds to such command due to transfer, incapacity, death, or absence of the previous CO. Marine Corps COs are titled as commander, commanding general, CO, director, or inspector-instructor (I-I). Other titles used to designate Marine Corps COs shall be made only with the specific approval of the CMC. The titles officer in charge (OIC) or non-commissioned officer in charge (NCOIC) do not normally denote a CO; however, in specific instances, superiors in the chain of command may delegate command authority to OICs or NCOICs to the extent required for them to carry out their assigned tasks.

020501. Accountability of public resources is inherent to command. This responsibility cannot be delegated. In pecuniary and fiduciary terms, this responsibility is a COs role as an AO. This function is tied to both responsibilities set forth in references (i) and (j) relative to the proper accountability of appropriations or materials and services associated to an activity. For the purposes of this policy, the term “CO” is synonymous with “Accountable Officer” unless otherwise designated. Within certain unique command structures, general officers or other individuals, designated as the AO for the organization, may be responsible for those tasks/duties normally inherent to the billet of CO. COs/AOs will place specific emphasis on the following responsibilities:

- A. Ensuring that a supply officer/APO, or personal property manager is appointed in writing to perform administrative duties associated with accounting for property and funds within the organization.
- B. Ensuring that responsible officers (ROs) and/or responsible individuals (RIs) are appointed in writing to directly manage assets in sub-custody accounts; including the timely and accurate recording of accountable property transactions and maintenance of key supporting documents (KSD).
- C. Ensuring that physical inventories of accountable property under their purview are conducted at periods prescribed in applicable directives.
- D. Approving inventory gain/loss adjustments to correct discrepancies identified during physical inventories (i.e., annual, quarterly, cyclic, spot inventories).
- E. Ensuring that the accountable property records are properly adjusted in response to approved financial liability investigations for property loss (FLIPL).
- F. Identifying the proper urgency and validity of requests for materiel in accordance with reference [\(k\)](#).
- G. Properly identifying, reporting, and determining the correct disposition of unserviceable, repairable, or excess property.
- H. Validating the accuracy of accountable property records and the validity of property locations.
- I. Providing effective management, direction, and controls for committing or obligating public funds.
- J. Providing guidance and training on accountability standards to ROs, custodians, and other personnel as required.
- K. Providing guidance on required contingency location closure actions under their purview.

020502. Commanding General/Commander

A general officer has the authority to appoint the most appropriate officer as the AO. Once appointed, this AO will have the same authority associated with the management of a supply account as a CO would. If the AO in this case is prohibited from performing certain duties associated with supply procedures (i.e., does not have convening authority for Judge Advocate General Manual (JAGMAN) investigations), the action will be referred to the next higher level in the chain of command which has the appropriate authority.

020503. Unique Command Organizations

There are chain-of-command peculiarities associated with certain command elements such as a regiment or special-purpose/contingency Marine Air-Ground Task Force. The regimental commander, major subordinate command, Marine Expeditionary Force, or Marine Force general officer has the authority to appoint the most appropriate officer as the AO in these instances of particular commands (e.g., Headquarters Company/Battery Commander). If the AO in this case is prohibited from performing certain duties associated with supply procedures (i.e., does not have convening authority for JAGMAN investigations), the action will be referred to the next higher level in the chain of command which has the appropriate authority (e.g., Regimental CO).

0206 APPROVING AUTHORITY

An approving authority is defined as a Marine Corps officer or DoD civilian employee authorized to appoint investigating officers (i.e., financial liability officers), and approve or disapproved investigations of property loss (i.e., FLIPL). The approving authority also may act as the appointing authority or designate an appointing authority in writing (see appointing authority responsibilities in paragraph 0206). By virtue of command, the CO (0-5 level) at most Marine Corps units is both the approving authority and the appointing authority for FLIPLs arising within their command or under their supervision. Reference (b) prescribes detailed policy and guidance for approving and appointing authorities. The approving authority's responsibilities may be delegated; however, the delegations must be in writing. The approving authority shall:

020601. Designate an appointing authority, when needed.

020602. Establish procedures and designate a person to initiate and conduct an inquiry immediately after the loss, damage, destruction, or theft is discovered.

020603. Evaluate each investigation of property loss and either approve recommendations to assess financial liability or relieve those involved from liability, responsibility or accountability. The approving authority approves or disapproves all investigations of property loss, within their authorized dollar value threshold, unless otherwise delegated in writing.

020604. Ensure that all gains and losses that require a formal investigation are promptly and thoroughly investigated.

020605. Determine whether to delegate to the appointing authority the authority to approve or disapprove an investigation of property loss when there is no evidence of negligence or abuse or theft.

0207 APPOINTING AUTHORITY

An appointing authority is a Marine Corps officer or DoD civilian employee designated in writing by the approving authority. The approving authority will normally be senior to the appointing authority. The approving authority also may act as the appointing authority. The appointing authority appoints financial liability officers, if required; approves or disapproves the recommendations of the supply officer or financial liability officer; and recommends actions to the approving authority if required.

The appointing authority is normally senior to the supply officer and financial liability officer. The appointing authority is responsible for the following tasks:

- 020701. Appoint an investigating officer (i.e., financial liability officer), if needed.
- 020702. Appoint a board in lieu of a financial liability officer to conduct the investigation, if warranted. Reasons for considering appointment of a board include complexity, size, or unique type of loss due to negligence or abuse.
- 020703. Provide administrative guidance to the financial liability officer.
- 020704. Approve or disapprove the recommendations of the financial liability officer and forward personal recommendations to the approving authority if required.
- 020705. Approve or disapprove investigations of property loss when there is no evidence of negligence or abuse and authorization has been delegated in writing by the approving authority.
- 020706. Approve or disapprove investigations of property loss when the loss, damage, destruction or theft is less than \$100,000 and authorization has been delegated in writing by the approving authority.

0208 SUPPLY OFFICER/ACCOUNTABLE PROPERTY OFFICER (APO)

020801. Per reference (g), an APO is an individual who, based on his or her training, knowledge, and experience in property management, accountability, and control procedures, is appointed by proper authority to establish and maintain an organization's accountable property records, systems, and/or financial records, in connection with property, irrespective of whether the property is in the individual's possession. This includes the requirement for maintaining a complete trail of all transactions, suitable for audit, and the ability to implement and adhere to associated internal controls. Within most Marine Corps organizations, the term "accountable property officer" is synonymous with the term "supply officer." Although most consumer level supply accounts have a supply officer assigned to execute supply administration and property accounting functions for the command, unique organizations like Marine Corps Logistics Command (MARCORLOGCOM) and Marine Corps Systems Command may appoint APOs to manage various supply accounts for the command. In all cases, the CO/AO shall designate, in writing, a supply officer/APO to perform supply and financial management functions for the command. Delegation of accounting responsibilities to the supply officer/APO does not relieve the CO/AO of accountability. Specific responsibilities of a supply officer/APO are as follows:

- A. Serve as a special staff officer to the CO/AO.
- B. As a member of the CO's/AO's staff, ensure that the CO/AO is made fully aware of the command's current supply and fiscal postures.
- C. Post changes to the property records for all transactions as required (e.g., loan, loss, damage, disposal, inventory adjustments, item modification, transfer, and sale).

- D. Designate custodial areas within an accountable area and appoint property custodians, in writing, for each custodial area designated.
- E. Monitor the acquisition, storage, utilization, transfer, and disposal of property.
- F. Properly and uniquely identify and mark property received and issued as appropriate.
- G. Issue custody receipts or similar documents for all property assigned to an individual or organization.
- H. Evaluate culpability when property loss has been reported; report and recommend appropriate action and assist in investigations, as required, according to established procedures (see reference [\(b\)](#)).
- I. Certify that property assigned to a unit or organization is properly inventoried; perform a joint physical inventory (with the gaining organization) when transferring the organization's property account; properly execute and sign required documentation.
- J. Develop physical inventory plans and procedures, schedule physical inventories, and assist in their completion, in accordance with Volume 4 of this Directive.
- K. Ensure electronic interfaces are used between the APSR and mandated enterprise systems (e.g., Wide Area Workflow).
- L. Recommend corrective procedural changes to the CO/AO so that detrimental supply situations may be prevented or corrected.

020802. In most cases, the supply officer/APO will also assume the roles and responsibilities of fiscal/budget & accounting officer, supply resource manager, certifying officer, and supply automated information system (AIS) administrator as follows:

A. Fiscal/budget & Accounting Officer

In the absence of a comptroller, the CO/AO shall designate in writing, via an appointment letter and a DD Form 577, "Appointment/Termination Record – Authorized Signature," a fiscal/budget & accounting officer to perform financial management functions for the command. In most organizations, fiscal/budget & accounting officer duties are inherent to the supply officer/APO billet and include the following responsibilities:

1. Provide guidance and direction of financial matters throughout the organization as a staff service to the CO.
2. Track all activities/programs that will have a financial impact on the organization. This includes budget plans and program schedules.

3. Perform applicable budget formulation, execution, and review functions for future, current, and expired fiscal years.
4. Provide guidance to fund managers responsible for the administration of travel payments (i.e., advances and settlements).
5. Ensure budget authorizations and allotments are passed to subordinate elements in a timely manner.
6. Maintain oversight of transactions posted in the accounting system to ensure validity and accuracy of postings. These evaluations should include proper usage of funds, coding structures used, validity of obligations, and timely posting of financial information.
7. Conduct evaluations and analyses of fund manager activities to assist in the prompt detection and correction of problems in connection with established financial procedures, practices, records and accounting system problems and deficiencies.
8. Ensure proper records and source documents supporting fund execution are maintained by appropriate activities such as fund managers.
9. Ensure proper use of appropriations by purpose, time, and amount to include meeting the criteria of bona-fide need.
10. Train delegated fund holders in the proper utilization of the accounting system.
11. Act as a liaison with the Defense Finance and Accounting Service (DFAS) on all accounting issues.
12. Maintain required currency in fiscal training.

B. Supply Resource Managers

Supply Resource Managers must be appointed in writing by the CO/AO via an appointment letter and a DD Form 577. Although the responsibility for oversight of financial management belongs to the comptroller or a fiscal/budget & accounting Officer, supply resource managers receive authorized funds on behalf of the CO/AO as a resource to accomplish and execute their assigned missions. In most organizations, supply resource manager duties are inherent to the supply officer/APO billet. In some situations, the CO/AO may allocate funds to support a given function which is subsequently administered by a staff officer who has primary cognizance over the function supported (e.g., facilities office may oversee facilities requisitions, or the consolidated administration office may oversee temporary additional duty (TAD) and local travel etc.). In these scenarios, the staff officer will be appointed by the CO/AO as a fund holder responsible for coordinating execution and reconciliation of funds with the supply resource manager. Responsibility on behalf of the CO/AO for overall supply resource management is entrusted to the supply officer/APO. Supply resource managers are responsible for, but not limited to, the following duties and responsibilities:

1. Compiling and executing the budget in accordance with the financial plan for the current fiscal year.
2. Monitoring the execution of the financial plan for all fiscal years available for obligation and five additional years thereafter.
3. Preparing source documents.
4. Recording accounting transactions into the accounting system.
5. Reconciling the accounting system with source documents on a cyclic basis.
6. Maintaining financial records and source documents in accordance with current directives.
7. Identifying and providing information to the comptroller on Unmatched Disbursements and Negative Unliquidated Obligations on error and exception listings.
8. Conducting Unliquidated Orders and outstanding travel order validations.
9. Performing the functions as the supply AIS administrator for funding execution automated systems.

C. Certifying Officer

The CO/AO will appoint the supply officer/APO as the certifying officer in writing via an appointment letter and a DD Form 577. Certifying officers should be a supervisor with knowledge of the subject matter for which assigned, background or experience in preparation of vouchers for payment, knowledge of appropriations and other funds and accounting classifications, and knowledge of the payment process (e.g., availability of funds and location of designated paying and accounting offices). Responsibilities of the certifying officer include:

1. Attesting to the correctness of statements, facts, accounts, and amounts appearing on payment vouchers, and certifying the vouchers as correct and proper for payment.
2. Certifying and forwarding payment vouchers to the disbursing office.
3. Providing oversight to departmental accountable officials (DAOs) to strengthen internal controls. DAOs (i.e., Responsible officers, supply resource manager/fund holders) provide information, data, or services to certifying officers upon which the latter rely on to properly certify vouchers for payment.
4. Providing oversight and training to others involved in the payment certification process (e.g., DAO's, fund holders, receipt and acceptors) in order to prevent incorrect or erroneous payments.

D. Supply AIS Administrator

The role of the supply AIS administrator is inherent within the supply officer/APO billet and must be identified in the appointment of the supply officer/supply resource manager by the CO/AO. As the supply officer/supply resource manager is responsible for overall supply administrative functions and funding execution for the command, he/she must maintain controls for access to systems that are used to obligate the activity's appropriations or alter its accountable/custodial records and balances. Responsibilities of the supply AIS administrator include:

1. Maintaining all requests for access to automated system(s) used to support purchase requests, requisitioning, receipt and acceptance, equipment accountability, financial management, and other supply chain management functions.

2. Managing all system authorization access requests for supply AIS functions.

3. Recommending the appointment of additional supply AIS administrators to assist in the performance of supply AIS administrator responsibilities as required. Other pseudonyms for this function include group administrator, unit user account manager (UUAM), user administrator, workflow manager, etc.

0209 RESPONSIBLE OFFICER (RO)/PROPERTY CUSTODIAN

An RO/property custodian is an individual appointed in writing by the AO, who accepts custodial responsibility for property, typically by signing a hand-receipt. The RO is directly responsible for the physical custody of accountable property under their control. COs/AOs appoint ROs via an appointment letter to manage property within the command with specific emphasis on the following responsibilities:

020901. Manual and/or automated tracking and recording of transactions affecting classes of supply under their functional control.

020902. Expeditious reporting of automated and/or manual property record adjustments to the supply officer and AO.

020903. Timely identification, reporting, and disposition of serviceable, unserviceable, repairable, and excess materiel.

020904. Maintenance and security of auditable and/or accountable documents (known as KSDs).

020905. Immediately reporting all incidents involving lost, stolen, or damaged government property to the CO/AO.

020906. Management of contingency location closure actions affecting property under their control.

0210 RESPONSIBLE INDIVIDUAL (RI)

An RI is any person appointed in writing by an RO/property custodian to have custodial responsibility for property in their possession. RIs (i.e., military, DoD civilians, government contractors) are directly responsible for the physical custody, accountability, and safekeeping of accountable property under their control and place specific emphasis on the following responsibilities:

021001. Planning and forecasting requirements to meet mission goals.

021002. Preparing and forwarding materiel requests to the proper agency or individuals. This includes submission of request for supplies and services to the requisitioning authority before executing acquisition or requisitioning (military standard requisition and issue procedures or GCPC action).

021003. Signing custody receipts or listings for property charged to their organization.

021004. Reporting losses or irregularities relating to property to immediate commanders, AOs, and/or supply officers.

021005. Taking action to reconcile and correct accountable property records.

021006. Reporting unusual purchase patterns to commanders.

0211 CUSTODIAL RESPONSIBILITY

RIs having custodial responsibility may be held liable for the loss, damage, or destruction of property caused by willful misconduct, deliberate unauthorized use, or negligence in the use, care, custody, or safeguard of the property.

0212 KEY SUPPORTING DOCUMENTS

Personnel having custodial responsibility for the management of property must maintain key supporting documents that provide evidence of ongoing management and internal controls to account for property. KSDs include, but are not limited to:

021201. Properly documented and itemized physical inventories taken at required intervals.

021202. Copies of each document or computer record that confirms the acquisition or movement of property.

021203. Certificates of transfer between responsible/accountable personnel.

0213 RELIEF FROM CUSTODIAL RESPONSIBILITY

COs/AOs provide relief from custodial responsibility after reviewing and approving the following:

021301. Documents or computer records (i.e., KSDs) showing the turn-in or transfer of items to another custodian.

021302. Approved reports (i.e., KSDs) that prove the disposition of, or relief from responsibility for items that have become unusable due to damage, loss, deterioration, obsolescence, or destruction.

021303. Approved inventory adjustments, or a prescribed document (i.e., KSD) to adjust the accountable property records incidental to the loss of property.

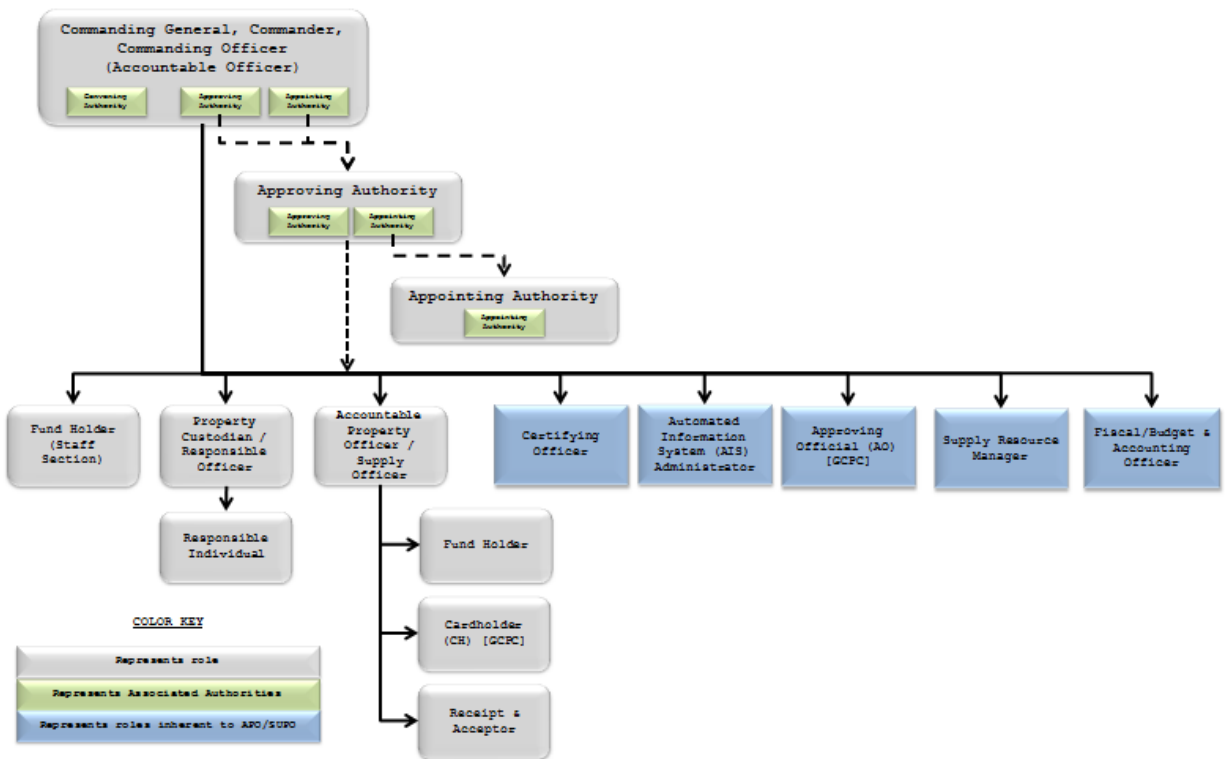


Figure 2-1 USMC Property Management Roles

<p>VOLUME 1: CHAPTER 3</p> <p>“MARINE CORPS CONTRACTORS”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

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CHAPTER 3

MARINE CORPS CONTRACTORS

0301 GENERAL

Contractors provide a wide variety of useful services that help agencies accomplish their missions. Agencies use service contracts to acquire special knowledge and skills not available in the government, obtain cost-effective services, or obtain temporary or intermittent services. Marine Corps activities will ensure compliance with the following policy regarding contractor roles and responsibilities for managing general property, plant and equipment to include government furnished equipment and material in the possession of contractors.

0302 PROHIBITIONS

Although contractors perform valuable services, they are prohibited from performing certain functions. Specifically, contractors may not execute those functions that are "inherently governmental functions." An inherently governmental function is an activity that is so intimately related to the public interest as to mandate performance by federal employees. Per references [\(b\)](#), [\(l\)](#) and [\(m\)](#); an inherently governmental function includes activities that require either the exercise of discretion in applying government authority, or the making of value judgments in making decisions for the government."

0303 GOVERNMENTAL FUNCTIONS

030301. Inherently governmental functions normally fall into two categories:

- A. The exercise of sovereign government authority.
- B. The establishment of procedures related to the oversight of monetary transactions and entitlements.

030302. Per reference [\(m\)](#), an inherently governmental function involves, among other things, the interpretation and execution of the laws of the United States as to commissioning, appointing, directing, or controlling officers or employees of the United States; or "exerting ultimate control over the acquisition, use, or disposition of government property, real or personal, tangible or intangible, of the United States, including the collection, control, or disbursement of federal funds."

0304 DISCRETIONARY AUTHORITY

Per reference [\(b\)](#), those functions of the AO and supply officer that involve the exercise of substantive discretionary authority in determining the government's requirements and controlling government assets cannot be performed by a contractor and must be retained by the government.

0305 RESPONSIBILITIES

The responsibilities of the AO and supply officer as an individual and as a position cannot be contracted and should be removed from supporting contracting documents before solicitation.

0306 ADMINISTRATIVE FUND CONTROL

Per reference (b), the responsibility for administrative fund control cannot be performed by a contractor and must be retained by the government. In the area of supply management, the contractor can process all required paperwork, less funds obligation documents, which must be done by a government employee (fund manager, contracting officer, credit card holder, etc.) designated as responsible for funds control. The contractor can also process such documents as Reports for Survey and adjustments to stock levels; however, approval authority must remain with the government (AO and supply officer). In all cases, the administrative control of funds must be retained by the government since contractors or their employees cannot be held responsible for violations of the United States Code (U.S.C.)

0307 FUNCTIONS PERFORMED BY CONTRACTORS

Contractors can perform certain functions in support of the AO or supply officer when those functions are performed in accordance with the criteria defined by the government. These functions must be mandatory requirements, requiring no personal judgment or discretion on the part of the contractor. When performed in support of the AO or the supply officer, the following functions can be performed by contractors:

030701. Stock control and property control operations

030702. Materiel management operations in support of self-service supply centers, central issue facilities or consolidated storage programs, clothing initial issue points, and reparable issue points to include:

- A. Preparing catalogs.
- B. Receiving operations (does not include government certification of acceptance which authorizes payment for goods received from commercial vendors or contractors).
- C. Storage operations.
- D. Issue operations.
- E. Data conversions, files, document control, and organizing inventory adjustments.
- F. Item management, materiel management, and similar accounting functions.

0308 FUNCTIONS NOT TO BE PERFORMED BY CONTRACTORS

The following AO and supply officer functions are inherently governmental and cannot be performed by contractors for the Marine Corps:

- 030801. Procurement management
- 030802. Certifying the acceptance of goods received from commercial vendors or contractors, which authorizes the payment for goods received
- 030803. Preliminary and final approval authority for discretionary actions such as determining requirements.
- 030804. Preliminary and final approval authority for inventory gain or loss adjustment transactions for property.
- 030805. Authorizing disposal actions for property.

0309 MANAGING CONTRACTOR FUNCTIONS

In certain cases, contractors may be required to perform functions that are generally not considered to be inherently governmental but are closely associated with the performance of inherently governmental functions. Per reference [\(m\)](#), when functions that generally are not considered to be inherently governmental approach being in that category because of the nature of the function, agencies must give special consideration to using federal employees to perform those functions. If contractors are used to perform such work, agencies must give special management attention to contractor's activities to guard against their expansion into inherently governmental functions. The proper identification of inherently governmental functions and closely associated functions is the first step for meeting these requirements. Section 5-1 and Appendix B of reference [\(m\)](#) provide guidelines and definitions.

030901. Closely Associated Functions.

The following is an illustrative list of functions that are closely associated with the performance of inherently governmental function:

- A. Performing budget preparation activities such as workload modeling, fact finding, efficiency studies, and cost analysis.
- B. Providing support for developing policies, including drafting documents and conducting analyses, feasibility studies, and strategy options.
- C. Support acquisition activities such as conducting market research, developing inputs for governmental cost estimates, drafting Statements of Work, and other pre-award contract documents.
- D. Disseminating information regarding agency policies or regulations, such as conducting agency training courses.
- E. Providing technical advice in the provision of inspection services.

030902. Oversight of Contractor Functions.

If a Marine Corps activity determines that contractor performance of a function closely associated with an inherently governmental function is appropriate, the activity shall:

A. Limit or guide a contractor's exercise of discretion and retain control of governmental functions by both:

1. Establishing in the contract, specified ranges of acceptable decisions and/or conduct; and
2. Establishing in advance, a process for subjecting the contractor's discretionary decisions and conduct to meaningful oversight and, whenever necessary, final approval by a Marine Corps official.

B. Assign a sufficient number of qualified government employees, with expertise to administer or perform the work, to give special management attention to the contractor's activities, in particular, to ensure that they do not expand to include inherently governmental functions.

C. Take appropriate steps to avoid or mitigate conflicts of interest by conducting pre-award contract reviews to ensure that contractor performance is in accordance with objective standards and contract specifications.

VOLUME 1: CHAPTER 4

“ACCOUNTABLE PROPERTY SYSTEM OF RECORD”

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.

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CHAPTER 4

ACCOUNTABLE PROPERTY SYSTEM OF RECORD (APSR)

0401 GENERAL

An APSR is a government system used to control and manage accountable property records. It is an “official” record-keeping system used to manage all nonexpendable and other specially designated property issued to an activity, in accordance with reference (n). To be considered an APSR, the system must be able to perform property management functions capturing all lifecycle events affecting the assets. The APSR must be integrated with the core financial system(s) and must maintain an auditable record of all lifecycle events. Individual property records must be maintained for each asset managed in the APSR. The Deputy Commandant, Installations and Logistics, as the Marine Corps enterprise ground equipment manager and logistics portfolio manager, has approved use of the APSRs listed in the paragraphs below to ensure accurate accountability and management of property and resources.

0402 GLOBAL COMBAT SUPPORT SYSTEM-MARINE CORPS (GCSS-MC)

GCSS-MC provides a single point of entry for all requests for products and services, integrating data and providing greater access to near-real-time, accurate information up and down the logistics chain. With greater asset visibility and improved access to timely, reliable information, commanders can make faster, better-informed decisions. Key performance objectives are reduced customer wait time, improved logistics response time, and decreased dependence on forward-positioned stocks. Within GCSS-MC, the Installed Base and perpetual inventories are the accountable records (rather than internal reports that can be extracted such as the Mechanized Allowance List or Consolidated Memorandum Receipts. Key features of GCSS-MC include:

- 040201. Enterprise-wide accountability and visibility of Marine Corps ME, certain OM&S, and inventory held by organic and intermediate units/activities.
- 040202. Automated service requests and requisitioning.
- 040203. Automated preventive maintenance scheduling.
- 040204. Near real-time reporting and viewing of acquisition, logistics, and financial data.
- 040205. Integrated financial management functions.

0403 STOCK CONTROL SYSTEM (SCS)

SCS is used by MARCORLOGCOM to account for end items positioned in support of the approved acquisition objective for war reserve, depot maintenance float allowances, and headquarters-approved excesses. It is also used to account for inventory and OM&S positioned at MARCORLOGCOM and in Defense Logistics Agency (DLA) distribution depots for the Marine Corps. It provides enhanced processing of property transactions and management information. The

high-level functional areas contained in the SCS are asset-management functions consisting of requisitioning, item technical data, inventory management, due-in/receipts, materiel returns (excess), ME and secondary item management, depot support, disposal, reclamation, and miscellaneous supporting functions; distribution functions; and financial accounting functions.

0404 DEFENSE PROPERTY ACCOUNTABILITY SYSTEM (DPAS)

DPAS is a web-based DoD property management system. It is the APSR for over 20 DoD agencies and military services. The program is administered by the Office of the Under Secretary of Defense (SECDEF) for Acquisition, Technology and Logistics, a branch of the Office of the SECDEF, and contains the following capabilities for managing and accounting for property:

040401. Provides accountability for real property/stewardship land, military property, heritage assets, personal property, and government-furnished equipment.

040402. Provides asset management capabilities for life-cycle management, inventory management, redistribution/asset visibility, maintenance, and authorized allowances.

040403. Provides property financial reporting capabilities by calculating depreciation based on asset type, and by operating as a stand-alone system or by interfacing with accounting systems.

0405 DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT AUTOMATED INFORMATION SYSTEM (DMLSS AIS)

The DMLSS AIS is the primary support system for all military logistics functions associated with managing medical supplies and equipment. The DMLSS AIS achieves integration and interoperates with other standard DoD systems such as DFAS and DLA. Other DMLSS AIS interfaces include military theater medical information systems, other medical and non-medical AIS systems, as well as financial, procurement, and military wholesale logistics systems. Critical logistics functions (modules) within DMLSS AIS include:

040501. Automatic replenishment of inventories and enhanced processing of materiel receipts using wireless technology and bar-code scanners.

040502. Automated inventory/materiel management functions that interface with financial systems. Additional functions provide options for replenishing inventory via prime vendor, vendor-managed inventory, and Defense Supply Center Philadelphia contracts.

040503. Readiness tracking for multiple organizations.

0406 ORDNANCE INFORMATION SYSTEM – MARINE CORPS (OIS-MC)

OIS-MC is the accountable system designated by Program Manager Ammo, as the Marine Corps Inventory Control Point, to manage Class V(W) ammunition. 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. Other key capabilities of OIS-MC include:

- 040601. Lot and serialized item tracking
- 040602. Inventory visibility and maintenance
- 040603. Tech data management
- 040604. Allowance management.

VOLUME 1: APPENDIX A

“LEGAL FOUNDATION OVERVIEW”

SUMMARY OF SUBSTANTIVE CHANGES

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

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APPENDIX A

LEGAL FOUNDATION OVERVIEW

1. Public Law - United States Code (U.S.C.)

The U.S.C. is the codification by subject matter of the general and permanent laws of the United States. The U.S.C. was first published in 1926. The next main edition was published in 1934, and subsequent main editions have been published every six years since 1934. In between editions, annual cumulative supplements are published in order to present the most current information. It is divided by broad subjects into 51 titles and published by the Office of the Law Revision Counsel of the U.S. House of Representatives. Title 10, U.S.C. (reference (i)) outlines the role of the armed forces.

a. Subtitle A – General Military Law, Chapter 2 – Department of Defense, Section 111, Executive Department.

The DoD is an executive department of the United States, consisting of “The Office of the Secretary of Defense...The Department of the Navy...”

b. Subtitle C – Navy and Marine Corps, Chapter 555 – Administration, Section 6011, Navy Regulations.

U.S.C. Section 6011 states that “United States Navy Regulations shall be issued by the Secretary of the Navy.”

2. United States Navy Regulations

a. Authority.

Chapter 1, Statutory Authority for United States Navy Regulations, states that “Title 10, United States Code, Section 6011, provides that United States Navy Regulations shall be issued by the Secretary of the Navy. Regulations issued under this authority are permanent regulations of general applicability, as opposed to regulations issued by the Secretary under Article 0104.” (Chapter 1, paragraph 0102).

b. Purpose.

The “United States Navy Regulations are the principal regulatory documents of the Department of the Navy, endowed with the sanction of law, as to duty, responsibility, authority, distinctions, and relationships of various commands, officials and individuals. Other directives issued within the Department of the Navy shall not conflict with, alter or amend any provision of Navy Regulations.” (Chapter 1, paragraph 0103).

c. Commandant of the Marine Corps (CMC).

As part of the Department of the Navy (DON), the United States Marine Corps is subject to the statutory requirements set forth in the United States Navy Regulations.

(1) “Subject to the authority, direction, and control of the Secretary of the Navy, the CMC shall exercise supervision, consistent with the statutory authority assigned to commanders of the unified or specific combatant commands, over such of the members and organizations of the Navy and the Marine Corps as the Secretary determines.” (Chapter 5, paragraph 0503).

(2) Delegated Authority and Responsibility. “The Commandant of the Marine Corps shall command: (1) the operating forces of the Marine Corps; and (2) such shore activities as may be assigned by the Secretary.” (Chapter 5, paragraph 0505).

(3) “The Commandant shall be responsible to the Secretary of the Navy for the utilization of resources by, and the operating efficiency of, all commands and activities under such command.” (Chapter 5, paragraph 0505).

(4) “In addition, the Commandant has the following specific responsibilities:”

(a) “To plan for and determine the needs of the Marine Corps for equipment, weapons or weapons systems, materials, supplies, facilities, maintenance, and supporting services...”. (Chapter 5, paragraph 0505)

(b) “Subject to guidance from the Assistant Secretary of the Navy (Financial Management), to formulate budget proposals for the Headquarters, Marine Corps, the Operating Forces of the Marine Corps, and other activities and programs as assigned.” (Chapter 5, paragraph 0505).

d. Headquarters Marine Corps (HQMC).

The United States Navy Regulations also lay out the parameters for HQMC, which are to assist the Commandant, and “prepare detailed instructions for the execution of approved plans and supervise the execution of those plans and instructions.” (Chapter 5, paragraph. 0504).

3. Marine Corps Manual (MARCORMAN)

While the United States Navy Regulations apply to the Marine Corps, 10 U.S.C., Section 6012 also makes provision for “Additional regulations for Marine Corps.” Accordingly, the Commandant, as a member of the Joint Chiefs of Staff, is also responsible for promulgating these additional statutory regulations, in consonance with United States Navy Regulations, as prescribed by 10 U.S.C., for how the Marine Corps operates as a part of the DON. To that end, the CMC publishes the MARCORMAN, in accordance with United States Navy Regulations, for the instruction and guidance of all persons in the DON in matters concerning the Marine Corps.

a. Purpose

(1) The MARCORMAN is the basic publication of the United States Marine Corps issued by the CMC and approved by the Secretary of the Navy (SECNAV). It is a regulatory publication for the DON as defined in U.S. Navy Regulations.

(2) The MARCORMAN is binding upon all persons in the DON in matters concerning Marines and the Marine Corps.

b. Scope

(1) The MARCORMAN supplements U.S. Navy Regulations with:

(a) Regulations of the SECNAV for the Marine Corps.

(b) Delineations of the fields of authority of the CMC.

(c) Regulations of the CMC implementing U.S. Navy Regulations.

(2) The MARCORMAN contains broad regulatory policies of the CMC either originated within the Marine Corps or derived from statutes and from directives of the President of the United States, the SECDEF, and the SECNAV.

c. Use

(1) The MARCORMAN is designed primarily for use by Marine Corps commanders and their staffs, Navy officers exercising command over Marines, the staff of the CMC, and the staffs of the bureaus and offices of the DON.

(2) The MARCORMAN should be used with U.S. Navy Regulations to ascertain departmental policy as it relates to the Marine Corps. When details on a specific subject are desired, the manual should be used with Marine Corps directives and other applicable issuances of the DON.

(3) MARCORMAN is the foundation to how the Marine Corps organizes, trains, and equips forces as Service Component defined by 10 U.S.C.

4. Accountability and Responsibility

a. Subtitle C – Navy and Marine Corps.

The foundation for a commander's responsibilities relative to the accountability of equipment and property charged to them is found in reference (i) Subtitle A, Part IV provides this framework in two chapters as follows:

(1) Chapter 161, Section 2721

(a) Under regulations prescribed by him, the S shall have the records of the fixed property, installations, major equipment items, and stored supplies of the military departments maintained on both a quantitative and a monetary basis, so far as practicable.

(b) The regulations prescribed pursuant to subsection (a) shall include a requirement that the records be maintained as follows:

1. To the extent practicable, provide up-to-date information on all items in the inventory of the DoD.

2. Indicate whether the inventory of each item is sufficient or excessive in relation to the needs of the Department for that item.

3. Permit the Secretary of Defense to include in the budget submitted to Congress under section 1105 of reference (j) for each fiscal year, information relating to the amounts proposed for each appropriation account in such budget for inventory purchases of the DoD; and the amounts obligated for such inventory purchases out of the corresponding appropriations account for the preceding fiscal year.

(2) Chapter 165, Section 2788.

The Secretary of a military department may prescribe regulations for the accounting for the property of that department and the fixing of responsibility for that property.

b. Title 31 – Money and Finance, Subtitle II - The Budget Process.

Reference (j) frames the etymology behind the definition of requisition authority, because therein is found that law requires there be traceability (and liability) to a person for the over-obligation of appropriated funds. Specifically, the following Sections apply.

(1) Chapter 13 – Appropriations

(a) Section 1301 – Application. Appropriations shall be used only for purpose for which the appropriations were made, except as otherwise provided by law.

(b) Section 1341 – Limitations on expending and obligating amounts. An officer may not make or authorize an expenditure or obligation exceeding an amount available in an appropriation or fund for the expenditure or obligation.

(c) Section 1349 – Adverse personnel actions. An officer or employee of the United States Government or of the District of Columbia government violating section 1341 of this title shall be subject to appropriate administrative discipline including, when circumstances warrant, suspension from duty without pay or removal from office.

(d) Section 1350 – Criminal penalty. An officer or employee of the United States Government or of the District of Columbia government knowingly and willfully violating section 1341 (a) or 1342 of this Title shall be fined not more than \$5,000, imprisoned for not more than 2 years, or both.

(2) Chapter 15 – Appropriation Accounting

(a) Section 1511 – Definition and application. “Appropriations” mean appropriated amounts, funds, and authority to make obligations by contract before appropriations.

(b) Section 1514 – Administrative division of apportionments. The official having administrative control of an appropriation shall prescribe a system of administrative control which can restrict obligations or expenditures from each appropriation to the amount of apportionments or reapportionments of the appropriation, and enable the official to fix responsibility for an obligation or expenditure exceeding an apportionment or reapportionment. The system shall also be able to administratively divide appropriations with the objective of financing each operating unit, at the highest practical level, from not more than one administrative division for each appropriation affecting the unit.

(c) Section 1517 – Prohibited obligations and expenditures. An officer shall not make or authorize an expenditure, or obligation exceeding an apportionment; or the amount otherwise permitted by regulations.

(d) Section 1518 – Adverse personnel actions. An officer violating section 1517 shall be subject to appropriate administrative discipline including, when circumstances warrant, suspension from duty without pay or removal from office.

(e) Section 1519 – Criminal penalty. An officer who knowingly and willfully violates section 1517 of this Title shall be fined not more than \$5,000, imprisoned for not more than two years, or both.

5. Requisition Authority

a. Background.

Requisition authority is that authority vested in someone to expend real appropriated dollars. Before the advent of a mechanized supply system (e.g., SASSY or GCSS-MC), expenditure of appropriated dollars started with the creation of a document number in a log book, usually maintained by a supply officer. That document number had unit identification and financial information attached to it that enabled the expenditure of appropriated dollars. The owner of that document number (i.e., a commander) was accountable and liable for the obligation of appropriated dollars created by the processing of that document number. The authority to create this obligation is requisition authority.

b. Definition.

The lawful authority to obligate appropriated funds whereby accountability and liability for such obligation can be attached to an individual delegated by the CMC to perform such obligations. This delegation is conferred upon COs as defined by the MARCORMAN. Requisition authority is inherent to commands/activities with the Table of Organization (T/O) mission to submit and process financial transactions to fill requirements, and to manage both the fiscal and supply responsibilities inherent to the full life cycle of the transactions and the goods/services procured by them (i.e., from creation of a request through to closing/retirement/disposal). Commands charged with this mission must also possess the T/O structure necessary to perform these functions. A supply officer or civilian equivalent (position description must include designation as a property and funds manager) with appropriate supporting supply staff are authorized to submit requisitions on behalf of these commands to obligate appropriated funds, unless stated otherwise in the most current MCBul 5400 or mission statement. The following activities typify commands that require requisition authority: Supply operations, purchasing, acquisition, creation of orders for TAD, and labor (to include time keeping).

c. Application.

To be appointed with requisition authority, it is not enough that someone is able to expend appropriated dollars, but there must also be a mechanism in place whereby the goods/services for which these funds were expended are tracked in a lifecycle management process (i.e., generation of requirement all the way through to disposal). By law, someone has to be held accountable for the obligation of appropriated funds (more specifically, the over-obligation of funds). Similarly, this same person has the responsibility to physically account for the supplies and equipment that are bought with appropriated funds. This mission is delegated down by the CMC to COs through the issuance of orders and through Tables of Organization and Equipment over which someone is appointed as the AO. The distinction on who can serve as an AO hinges upon court-martial and non-judicial punishment (NJP) authority, because the AO needs to be able to adjudicate matters relative to any loss, damage, or theft of government property over which he/she is charged.

d. Principles.

To ensure proper authority is associated with the management and use of public resources (e.g., appropriations, materiel, equipment, etc.) associated to and enabled by the use of a requisitioning DoD Activity Address Code, the following principles apply for establishing requisition authority for an activity:

(1) Commanders.

The MARCORMAN defines a commander as one who is properly appointed to command an organization, or who under applicable provisions of law, regulations, or orders, succeeds to such command due to transfer, incapacity, death, or absence of the previous CO. Marine Corps commanders are titled as Commandant, Commander, Commanding General, CO, Director, I-I. Other titles used to designate Marine Corps commanders shall be made only with the specific approval of the CMC. The titles OIC or NCOIC do not normally denote a commander; however, in specific

instances, superiors in the chain of command may delegate command authority to OICs or NCOICs to the extent required for them to carry out their assigned tasks.

(2) Roles and Responsibilities.

The CMC appoints subordinate commanders to execute the mission of the Marine Corps. The MARCORMAN establishes that, inherent to the appointment of a commander is the authority to carry out a number of responsibilities.

(a) The management of finances.

(b) Administration of all authorizations of funds formally granted through an operating budget or allotment. This responsibility cannot be delegated in whole or part within the command. Accordingly, COs are personally responsible for any act of their own, or an act of a subordinate, which causes an over-commitment, over-obligation, or over-expenditure of an authorization of funds and may be subjected to the penalties as set forth in Section 3679 Revised Statutes (31 U.S.C. 665). Note: The information formerly contained in Section 665 of 31 U.S.C. has been revised and is now found in chapters 13 and 15, of reference (j).

(c) Accountable Officer. Accountability of public resources is inherent to command. In pecuniary and fiduciary terms, this responsibility is a commander's role as an AO. As stated above, this function is tied to responsibilities in references (i) and (j) relative to the proper accountability of appropriations or materials and services associated to an activity. Volume 12, chapter 7 of reference (b) defines AO as an individual appointed by proper authority to establish and maintain an organizations accountable property records, systems, and/or financial records, in connection with government property, irrespective of whether the property is in the individual's possession.

(d) Convening Authority. A commander must have the requisite authority necessary to adjudicate matters relative the abuse of public resources provided to the command/activity. Reference (o), Manual for Courts Martial (MCM), states that the authority to convene courts-martial is independent of rank and is retained as long as the convening authority remains a commander in one of the designated positions (Rule 504, Convening courts-martial, and page II-48, reference (o)). These designated positions are defined in reference (p), the Uniform Code of Military Justice (UCMJ).

1. UCMJ. Articles 22-24 establish who can convene the various types of courts-martial, and Article 15 elaborates on NJP authority as follows:

(a). Article 22 describes the authority to convene a general court-martial as the CO of a division, a separate brigade, or a corresponding unit of the Marine Corps, or the CO of a wing of the Marine Corps.

(b). Article 23 describes the authority to convene a special court-martial as the CO of any Marine brigade, regiment, detached battalion, or corresponding unit; the CO of any Marine barracks, wing, group, separate squadron, station, base, auxiliary air field, or other place where members of the Marine Corps are on duty.

(c). Article 24 describes the authority to convene a summary court-martial. When only one commissioned officer is present with a command or detachment he shall be the summary court-martial of that command or detachment and shall hear and determine all summary court-martial cases brought before him. Summary courts-martial may, however, be convened in any case by superior competent authority when considered desirable by him.

(d). Article 15 describes the lowest level of authority necessary to effectively adjudicate matters relative to the role of an AO. Article 15 establishes that the following persons may serve as a NJP authority for the purposes of administering NJP proceedings.

(1) Commander. As provided by regulations of the Secretary concerned, a commander may impose NJP upon any military personnel of that command. “Commander” means a commissioned or warrant officer who, by virtue of rank and assignment, exercises primary command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a “command.” “Commander” includes a commander of a joint command. Subject to subparagraph 1d(2) of reference (o), and any regulations of the Secretary concerned, the authority of a commander to impose NJP as to certain types of offenses, certain categories of persons, or in specific cases, or to impose certain types of punishment, may be limited or withheld by a superior commander or by the Secretary concerned.

(2) Officer In Charge (OIC). If authorized by regulations of the Secretary concerned, an OIC may impose NJP upon enlisted persons assigned to that unit.

(3) Principal Assistant. If authorized by regulations of the Secretary concerned, a commander exercising general court-martial jurisdiction or an officer of general or flag rank in command may delegate that commander’s powers under Article 15 to a principal assistant. The Secretary concerned may define “principal assistant.”

2. Punishments. The final piece in determining the lowest level of authority necessary to fulfill AO responsibilities is linked to the maximum level of punishment authorized for NJP proceedings. Per the MCM, the Secretary concerned may limit the power granted by Article 15 with respect to the kind and amount of the punishment authorized. The maximum punishment that may be authorized from NJP proceedings is dependent upon both the accused and the presiding authority of the proceedings.

(a) If the accused is a commissioned or warrant officer, the presiding authority must be a CO over the accused, or an officer exercising general court-martial jurisdiction, an officer of general or flag rank in command, or a principal assistant as defined in paragraph 2c, Part V of reference (o).

(b) If the accused is any other military personnel of the command, the level of authority necessary to impose the broadest scope of punishment rests with COs of the grade of Major or Lieutenant Commander or above, or a principal assistant as defined in paragraph 2c of Part V of reference (o).

(e) Succession to Command. In addition to the foregoing, AO responsibilities are also tied to succession to command, as provided in reference (e). Chapter 1, paragraph 1007.2 of

reference (e) lays out the policy for succession to command. Whoever lawfully succeeds to command must also possess the requisite legal authority necessary to discharge AO legal responsibilities as previously discussed. This is found in reference (o).

e. Criteria.

Based on the foregoing, the following are the criteria which qualify a commander to have, or the ability to appoint an AO to have on his behalf, requisition authority for a command/ activity.

- (1) Must be officially appointed to office of Commander by orders issued by the CMC.
- (2) Must possess sufficient level of judicial authority (courts-martial & NJP) to adjudicate matters relative to the disposition of accountable supplies and equipment (field grade or above).
- (3) Command/activity must have authorized mission (by approved mission statement in T/O) to requisition supplies, equipment, materiel, and or services.
- (4) Command/activity must have authorized mission (by approved mission statement in T/O) to possess financial management capability (resources and allocated funds) that enable requisitioning.
- (5) Command/activity must have authorized mission (by approved mission statement in T/O) to possess supply accountability capability (personnel and resources to account for and track supplies and equipment through life cycle from initial request to retirement/disposal) for requisitioned items

VOLUME 2

“DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE”

SUMMARY OF VOLUME 2 CHANGES

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VOLUME 2: DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE

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REFERENCES

- (a) MCO 5311.1D
- (b) Title 31 United States Code (U.S.C.)
- (c) DoD Directive 4140.1, "Materiel Management Policy."
- (d) DoD FMR 7000.14-R, "Department of Defense Financial Management Regulation"
- (e) DoD 4000.25-6-M, "Department of Defense Activity Address Directory,"
- (f) DLM 4000.25-1, "Military Standard Requisitioning and Issue Procedures (MILSTRIP), Appendix 2.2 - Service and Agency Codes."
- (g) DLM 4000.25 "Defense Logistics Management System (DLMS)"
- (h) MCO 4400.203
- (i) MCO 4610.37F
- (j) MCO 7010.19
- (k) MCO P4400.82F
- (l) Title 10, United States Code (U.S.C.), as amended through Jan 7, 2011
- (m) Marine Corps Manual (MARCORMAN), 21 Mar 1980, as amended
- (n) DoD Manual 4525.8-M "Official Mail Manual"
- (o) DoDM 4140.01 "Supply Chain Materiel Management Procedures"
- (p) DLM 4000.25, Vol 6 "Logistics Systems Interoperability Support Services
- (q) DTR 4500.9-R, "Defense Transportation Regulation (DTR)"
- (r) Marine Corps Reference Publication (MCRP) 5-12D "Organization of Marine Corps Forces"
- (s) DLMS Memo, "ADC 226, Revision of MILSTRIP, MILSBILLS and DLMS to add Authority Code edits Supply/Finance/MILSTRIP/MILSBILLS/DoDAAC)", March 1, 2007
- (t) Manual for Courts-Martial
- (u) MCO 4470.1a
- (v) DLM 4000.25-4 "Defense Automatic Addressing System (DAAS)"
- (w) MCO 4600.7
- (x) DFARS PGI 204.201 "Contract Distribution"
- (y) DFARS PGI 204.270 "Electronic Document Access"
- (z) DoD 4000.25-2-M "Military Standard Transaction Reporting and Accounting Procedures"
- (aa) Federal Acquisition Circular 2001-26

VOLUME 2: CHAPTER 1

“GENERAL OVERVIEW”

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CHAPTER 1

GENERAL OVERVIEW

0101 GENERAL

This Volume provides updated policy and procedures for the management of Marine Corps Department of Defense Activity Address Codes (DoDAACs). It ensures that the Marine Corps' portion of the Department of Defense Activity Address Directory (DoDAAD) is accurately maintained, that systems which use DODAAC data are properly aligned, and that effective internal controls are in place per DoD regulations. This policy also directs the management of Marine Corps Routing Identifier Codes (RICs) and provides the criteria and requirements for establishing, updating, or deleting DoDAACs and RICs. Adherence to the provisions established in this policy will facilitate greater fidelity in fiduciary and pecuniary responsibilities, as well as greater accuracy in the accountability of equipment.

0102 TERMS

010201. General

The proper identification of a command, agency, activity, or unit is critical in the Marine Corps. Most often, a unit's identity is associated with its name. Headquarters, U.S. Marine Corps (HQMC) is the namesake for the highest echelon of command within the Marine Corps; however, in order to identify HQMC within various information systems, an abbreviated identifier is created and used to represent the organization. Each of the systems upon which we rely to conduct critical business operations across the Marine Corps require some means other than a unit's name to properly identify Marine Corps organizations. Just as a Social Security Number (SSN) is used to identify a person in various systems, unit identifiers are used to identify commands, agencies, activities, and units within various systems.

010202. Unit Identifiers

The Marine Corps uses various codes to represent the identity of a unit within Marine Corps information systems. There are several five and six-position unit identifiers which must not be confused. Each has a particular function within the system for which it was created. The following unit identifiers are most commonly used within the Marine Corps.

A. Unit Identification Code

Unit Identification Codes (UICs) are assigned by different agencies for different purposes. The following UICs are used within Marine Corps information systems to ensure proper execution of readiness reporting, equipment accountability, and financial management.

1. Financial UIC. A financial UIC is a five-digit numeric identifier which is used for financial reporting. For all units of the Department of the Navy (DON), the Navy Financial Management & Comptroller (FM&C) Office is responsible for assigning and maintaining a record of all financial UICs. The Defense Finance and Accounting Service (DFAS) is the executive agent who carries out this function on behalf of the Department of the Navy Financial Management and

Comptroller (DON FM&C). A financial UIC is used for any Marine Corps command/activity that uses Navy financial management systems. Activities using Operations and Maintenance, Marine Corps (O&M MC) funds are designated by a Marine Corps DoDAAC. For Operations and Maintenance, Navy (O&M N) funds, organizations are identified by a Navy DoDAAC. Activities with Marine Corps DoDAACs at the Operational Budget (OPBUD) or Sub-Operating Budget (SUBOPBUD) levels (a.k.a. Allotment Recipient Identifier (ARI) or Sub-Allotment Recipient Identifier (SRI) levels) must first be registered as financial UICs with DFAS. The Deputy Commandant for Installations and Logistics (DC I&L) performs this action by requesting a UIC from DFAS. The Marine Corps uses this five-digit, numeric identifier in its financial systems by adding an "M" at the beginning, which creates the DoDAAC. The DoDAAC is then loaded to Standard Accounting Budget and Reporting System (SABRS) by the Deputy Commandant, Programs & Resources (DC P&R) Accounting and Financial Systems Branch (RFA) for use as a financial UIC. This occurs only if the unit is planned to operate at the OPBUD (ARI) or SUBOPBUD (SRI) levels and will have an "M" DoDAAC. If the unit is below this level, a DoDAAC is created for the unit without first obtaining a five-digit UIC from DFAS. If a Marine unit requires a Navy DoDAAC, it must first be registered as a financial UIC with DFAS prior to the creation of the Navy DoDAAC.

2. Bureau Code Number. A Bureau Code Number (BCN) is a five-digit, numeric field used to identify the holder of the funds or OPBUD. The BCN for O&M MC appropriation will be the financial UIC code assigned to the allotment authorization (formerly OPBUD or SUBOPBUD) provided to commands. For example, III Marine Expeditionary Force (MEF's) financial UIC "67438" appears as the BCN for the 3rd Marine Division, 3rd Marine Logistics Group (MLG), and 1st Marine Aircraft Wing, because III MEF is the SUBOPBUD holder for all three major commands (MAJCOMs). For allotment holders, the first two alpha-numeric digits of the BCN are the budget project, and the last three numeric digits are the allotment holder. In the Marine Corps, a BCN is an SRI. See Appendix A for additional information.

3. Total Force Structure Management System UIC. A Total Force Structure Management System (TFSMS) UIC is a six-position alpha-numeric identifier which is created by the Deputy Commandant, Combat Development & Integration (DC CD&I), Total Force Structure Division (TFSD) for Navy and Marine Corps organizations (as per reference [\(a\)](#)). It is not the same as a five-digit financial UIC. The TFSMS UIC associates manpower and equipment requirements to the organization in accordance with the organization's wartime (core) mission and approved unit Table of Organization and Equipment (TO&E).

4. Plans, Policies, and Operations, Readiness Branch UIC (PP&O POR UIC). A PP&O POR UIC is a six-position alpha-numeric identifier created by the Deputy Commandant, Plans Policies & Operations (DC PP&O) Readiness Branch (POR). Temporary units such as provisional units that are designated readiness-reportable in Defense Readiness Reporting System Marine Corps (DRRS-MC) use a DC PP&O POR UIC. Permanent units resident in TFSMS that are designated readiness-reportable in DRRS-MC use a TFSMS UIC. The numbers of these provisional units change depending upon operational requirements.

B. Reporting Unit Code

Reporting Unit Codes (RUCs), like financial UICs, are five-position, numeric identifiers. RUCs are created by the Deputy Commandant, Manpower and Reserve Affairs (DC M&RA) to identify a unit, activity, or sub-reporting unit for manpower reporting in Marine Corps Total Force System (MCTFS). RUCs are also assigned to identify echelons of commands that may not submit unit diaries (e.g., division, regiment, aircraft wing, and aircraft group). Personnel assignments and reporting are based not only on the RUC but also on the Monitored Command Code (MCC); a three-digit code used for personnel assignments.

Note: A RUC is not the same as a DoDAAC or UIC.

C. Department of Defense Activity Address Code

A DoDAAC is a six-position, alpha-numeric identifier which is created by the Marine Corps Central Service Point (CSP) at DC I&L and is used extensively throughout logistics and financial information systems. The DoDAAC is used by DC P&R as a UIC within the Marine Corps' financial reporting systems (i.e., SABRS and the Programming and Budget Documentation Database (PBDD)). The following are some common uses of a DoDAAC:

1. Major Command Recipient Identifier. A MAJCOM Recipient Identifier (MRI) is a DoDAAC used in SABRS to identify a command that receives funds directly from HQMC. MAJCOM Recipients may pass funds to Allotment Recipients within their command. Examples of MAJCOM Recipients are Commander, U.S. Marine Corps Forces Pacific; Commander, U.S. Marine Corps Forces Command; Commander, Marine Corps Logistics Command (MARCORLOGCOM); and Commander, Marine Corps Combat Development Command.

2. Allotment Recipient Identifier. An ARI is a DoDAAC used in SABRS to identify a command that receives an allotment or OPBUD from an MRI. Examples of ARIs are Commander, Marine Corps Installations East, and Commander, Marine Corps Installations West. MRIs are also ARIs when they pass funds to themselves. An example of an MRI that passes funds to itself as an ARI is Commander, Marine Corps Forces Pacific.

3. Sub-allotment Recipient Identifier. An SRI is a DoDAAC used in SABRS to identify a subordinate command that receives a portion of an allotment or OPBUD from an ARI. Examples of SRIs are Marine Corps Air Station Miramar, Marine Corps Base Camp Pendleton, and I MEF. MAJCOM Recipients are also Allotment/Sub-allotment Recipients when they pass funds to themselves. An SRI is the lowest level at which legal responsibility (as per reference (b)) can be passed. See also financial UIC above.

4. Work Center Identifier. A Work Center Identifier (WCI) is a DoDAAC used in SABRS to identify a subdivision of an SRI. These activities are held administratively responsible for funds management.

5. Major Activity Command. A Major Activity Command (MAC) is a six-position alpha-numeric code used to identify a command that has received funds through an OPBUD or SUBOPBUD, or has significant administrative control and influence on the use of authorized funds within the command. The MAC is the same as the WCI. The MAC identifies the unit

electronically for accounting and reporting purposes and is constructed by using an "M" (Marine Corps) in position one, followed by the five-digit UIC.

6. Activity Address Code. An Activity Address Code (AAC) is an archaic term still used within certain legacy systems, as well as in SABRS. In SABRS, it is used to identify DoDAACs with authority code 00. The more widely used term is DoDAAC.

7. Business Partner Number. The Office of the Secretary of Defense (OSD) implemented the Business Partner Number (BPN) in 2003 to identify federal agencies and DoD activities with requisition authority that enter into agreements with one another for the purpose of acquiring materials and services. Activities must identify themselves with a unique BPN on all intra-governmental transactions. All BPNs for DoD activities are listed in the Federal Registry (FedReg) System with each BPN containing the six-character DoDAAC unique to its activity. As such, accurate DoDAAC assignment and management is critical as FedReg pulls information automatically from the DoDAAD.

8. Document Numbers. A document number is used to uniquely identify a specific transaction derived from a source document for recording, tracking, and management purposes. Per reference (d), Resource Managers are responsible for document number management as well as maintenance of the source documents for which the document numbers were created. There are three types of document numbers used: the Standard Document Number, Military Standard (MILS) Requisitioning and Issue Procedures (MILSTRIP) Document Number, and Procurement Instrument Identification Number (PIIN). See Appendix B.

D. Routing Identifier Code (RIC)

A RIC is a three-digit code used to identify an activity for the purpose of routing logistics transactions. Every RIC is associated to a DoDAAC, but not every DoDAAC associates to a RIC.

0103 DEPARTMENT OF DEFENSE ACTIVITY ADDRESS DIRECTORY

The DoDAAD is a set of interactive database tables, sometimes referred to as the DoD Activity Address File (DoDAAF) which is managed by Defense Logistics Agency Transactions Services (DLA TS), formerly known as the Defense Automatic Addressing System Center (DAASC). It is the single authoritative data source (ADS) for address information for DoD component application systems' data requirements. These data requirements are fulfilled by the use of DoDAACs. As such, the DoDAAD contains all DoDAACs used throughout the DoD and is the official repository for both DoDAACs and RICs. Policy governing the DoDAAD is published in reference (e) under the authority of reference (c) DLA TS is responsible for editing, routing, and electronic transmission of logistics transactions to the military services, federal agencies, and contractors.

010301. The DoDAAD is a collection of addresses and alpha-numeric codes which identify units and organizations throughout the defense establishment, along with certain governmental agencies and civilian contractors which requisition, contract for, ship, or receive materiel/services; fund/pay bills; and/or account for DoD-owned supplies and materiel under the Defense Logistics Management System (DLMS).

010302. The DoDAAD system provides identification codes, clear text addresses, and selected data characteristics of organizational activities needed for requisitioning, marking, shipping document preparation, billing, and similar applications. The DoDAAD is used by all DoD components and by the General Services Administration (GSA).

010303. The DoDAAD is an interactive relational database that stores identification, routing, address and other information for authorized use, including military components and agencies, participating federal agencies, authorized contractors, and authorized special program activities, such as state and local governments. The DoDAAD supports business application system's data and interoperability requirements, including (but not limited to) supply chain, materiel management, distribution, transportation, maintenance, finance, and acquisition systems. Among other uses, DoDAAD information is used throughout the federal supply system for identification, requisitioning, shipping and billing.

010204. The DoDAAD is comprised of DoDAACs, which may be referentially linked to RICs. DoDAAC and RIC assignment is based on service and agency codes identified in reference [\(f\)](#). A unit, activity or organization may have more than one DoDAAC for different purposes.

VOLUME 2: CHAPTER 2

“ROLES AND 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 2

ROLES AND RESPONSIBILITIES

0201 GENERAL

Management of the DoDAAD is a concerted effort between many DoD agencies and services that are registered within the DoDAAD. Each service and agency is required to maintain its portion of the DoDAAD accurately to ensure compliance with standard policy and procedures. For the Marine Corps, the responsibility for proper DoDAAD management requires a coordinated effort on the part of many internal and external stakeholders as outlined below.

0202 DEFENSE LOGISTICS MANAGEMENT STANDARDS OFFICE

The Defense Logistics Management Standards Office (DLMSO) serves as the DoD executive agent for logistics information exchange, and serves as a DoD enterprise service provider supporting the OSD Supply Chain Integration Office, the OSD Defense Procurement and Acquisition Policy Office, and the OSD Comptroller Office. The DLMSO is responsible for administering DoD policy regarding the management of logistics transactions supported by both the Defense Logistics Standard Systems (DLSS) and DLMS. It is also responsible for establishing DoDAAD policy through the DoDAAD Process Review Committee (PRC).

0203 DEFENSE LOGISTICS AGENCY TRANSACTION SERVICES

DLA TS is the official repository for DoDAACs and RICs and is responsible for maintaining DoDAACs in the DoDAAD. DLA TS is also responsible for editing, routing, and transmitting electronic logistics transactions to the military services, federal and civil agencies, and contractors.

0204 DEFENSE FINANCE AND ACCOUNTING SERVICE

DFAS is responsible for validating billing information for DoDAAC accounts billed through their service centers. DFAS also serves as the DON FM&C executive agent for the assignment of DON financial UICs and DoDAACs. DFAS maintains the DON UIC table for all Navy and Marine Corps financial management operations.

0205 HEADQUARTERS, UNITED STATES MARINE CORPS

The DoDAAD facilitates both logistics and financial business processes within the Marine Corps. Though developed collaboratively across all functional DoDAAD stakeholders, the policy for managing the Marine Corps' portion of the DoDAAD is published on behalf of HQMC by DC I&L. HQMC responsibilities for managing the DoDAAD are provided below.

020501. Director, Marine Corps Staff

The Director, Marine Corps Staff (DMCS) establishes management controls over activities under his purview that are registered in the DoDAAD, and ensures that they are operating in compliance with this policy. The supply officer of Headquarters and Service Battalion, HQMC (a.k.a. the HQMC Supply Officer) will serve as the MAJCOM DoDAAC monitor for HQMC DoDAACs (MAJCOM C1).

020502. Deputy Commandant, Installations and Logistics

DC I&L is responsible to the Commandant of the Marine Corps (CMC) for establishing logistics policy and serves as the CMC agent responsible for DoDAAC/RIC management. As the DoDAAC manager of the Marine Corps, DC I&L ensures that the provisions of this policy are implemented and that strict compliance to its tenets is maintained.

A. Logistics Plans, Policy, and Strategic Mobility Division

The Director, Logistics Plans, Policy, and Strategic Mobility Division (LP), and more specifically the Logistics Policy and Capabilities Branch (LPC), executes the functions of the DoDAAC and Logistics Automated Information System manager of the Marine Corps. LPC is responsible for management of the Marine Corps' portion of the DoDAAD, to include:

1. Publishing policy for DoDAAC management and ensuring that USMC DoDAAC business rules are published within defense logistics management standards as necessary (i.e., assignment logic, MAJCOMs, etc.).
2. Serving as the Marine Corps' representative to the DLMS DoDAAD PRC.
3. Serving as the MAJCOM DoDAAC monitor to the Navy for Navy DoDAACs assigned to Marine Corps units under Navy MAJCOM "NB."
4. Serving as the Marine Corps liaison to DFAS and the DON FM&C for requesting BCNs from the Navy for DoDAACs that will be established as SRIs in the Marine Corps' financial accounting system, SABRS.
5. Serving as the Marine Corps liaison to DFAS and the DON FM&C for requesting Navy DoDAACs for United States Marine Corps (USMC) activities.
6. Coordinating with DC P&R (RFA) for the proper assignment of DoDAAC authority codes and for loading new DoDAACs to SABRS as necessary.
7. Reviewing and approving all DoDAAC requests (new, updates, or deletions) received at the CSP via NAVMC 11718.
8. Appointing CSP managers to perform the functions associated with DoDAAC management.

9. Ensuring that USMC DoDAAC data is accurately maintained and that periodic reporting of metrics is provided to HQMC, Defense Logistics Agency (DLA), and OSD as required.

10. Assigning/designating MAJCOM DoDAAC monitors.

11. Ensuring proper system integration for systems that utilize DoDAAC data.

12. Coordinating TFSMS updates with DC CD&I, and Global Combat Support System – Marine Corps (GCSS-MC) updates with Marine Corps System Command (MARCORSYSCOM), to ensure the accurate alignment of logistics data across the Marine Corps enterprise.

13. Receiving requirements for Navy DoDAACs (Service Designator Codes N, R, and V) from Marine Corps units and forwarding to the Navy CSP; also coordinating with Deputy Commandant, Aviation (DC AVN) Aviation Supply Logistics (ASL) and DC CD&I (TFSD) to review DoDAAC requirements for Marine Corps units with Navy personnel.

14. Coordinating with Commanding General, Training and Education Command (CG TECOM) to ensure that effective training programs are implemented in accordance with this policy.

15. Ensuring that Field Supply and Maintenance Analysis Office (FSMAO) Teams inspect for compliance with this policy and provide assistance as necessary.

B. Contracts Division

The Contracts Division (LB) is responsible for Marine Corps policy guidance on contracting and is also responsible for approving procurement authority for Marine Corps DoDAACs.

C. DoDAAD Central Service Point

Per reference [\(e\)](#) and reference [\(g\)](#), each service has a CSP which is responsible for ensuring the accuracy and currency of the DoDAACs assigned to that service. The CSP for the Marine Corps, located within DC I&L (LPC-2), is responsible for:

1. Monitoring and approving new DoDAAC assignments, changes, or terminations as outlined in this policy and as prescribed by reference [\(e\)](#) and reference [\(g\)](#).

2. Validating DoDAAC requests against adjacent databases (i.e., TFSMS, SABRS, GCSS-MC, MCTFS, etc.) prior to making changes to the DoDAAD.

3. Creating new DoDAACs using the Marine Corps' DoDAAC assignment logic rules.

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4. Working with MAJCOM DoDAAC monitors to validate and process requested changes to DoDAACs.
5. Controlling the transmission of DoDAAC maintenance data to DLA TS.
6. Editing DoDAAC updates before they are processed into the DLA TS Web DoDAAD system.
7. Serving as the Navy's MAJCOM DoDAAC monitor for Navy MAJCOM NB.
8. The CSP for the Marine Corps may be contacted at:

Deputy Commandant, Installations and Logistics (LPC-2)
Headquarters, U.S. Marine Corps
3000 Marine Corps Pentagon (Room: 2E211)
Washington, DC 20350
Com: 571.256.7123 (DSN 260)
Email: USMCDoDAACMGR@usmc.mil

020503. Deputy Commandant, Programs and Resources

A. DC P&R is responsible for developing and defending Marine Corps financial requirements, policies, and programs. The P&R Department formulates the principles and policies that enable effective control and oversight of all Marine Corps financial operations to include budget execution, reporting on Marine Corps appropriations, and audit and review functions. DC P&R is the functional advocate for financial management systems (e.g., SABRS) and as such provides financial management policy input to DC I&L in support of logistics policy. Specific to DoDAAC management, DC P&R coordinates with DC I&L to ensure that DoDAACs are properly used within financial management systems (e.g., SABRS, PBDD, etc.).

B. RFA is responsible for ensuring that units and activities are loaded to SABRS, and for validating requisition and billing authority codes relative to Marine Corps DoDAACs and BPNs per reference [\(d\)](#).

020504. Deputy Commandant, Plans, Policies, & Operations

DC PP&O is responsible for establishing management controls over activities under his purview that are registered in the DoDAAD, and ensuring that they operate in compliance with this policy.

020505. Deputy Commandant, Combat Development and Integration (CD&I)

DC CD&I is responsible for the activities listed below.

A. Establishing management controls over activities under his purview that are registered in the DoDAAD, and ensure that they operate in compliance with this policy.

B. Prior to the activation of Marine Corps organizations, coordinating with DC I&L to ensure that capability exists within each organization necessary to provide for requirements fulfillment and/or accountability of resources.

C. Coordinating with DC I&L, DC PP&O, and the Marine Forces (MARFORs) for the timely update or retirement of TFSMS data for permanent and temporary organizations.

020506. Deputy Commandant, Aviation

Deputy Commandant, Aviation (DC AVN) is responsible for the activities listed below.

A. Establishing management controls over activities under his purview that are registered in the DoDAAD, and ensuring that they operate in compliance with this policy.

B. Aviation units requiring Navy DoDAACs shall submit their requirements to DC I&L (LPC-2), via DC AVN (ASL), who will contact the Navy DoDAAC CSP to establish Navy DoDAACs accordingly.

020507. Deputy Commandant, Manpower and Reserve Affairs

DC M&RA is responsible for the activities listed below.

A. Upon activation of a new unit, coordinating with DC I&L, DC P&R, and DC CD&I to ensure the proper assignment of unit identifiers required to enable system alignment (i.e., MCTFS) in accordance with this policy and reference [\(a\)](#).

B. Coordinating with the CSP at DC I&L (LPC-2) to ensure that proper mailing addresses are used for Type of Address Code (TAC) 1 fields for all DoDAACs.

020508. Director, Command, Control, Communications, and Computers

The Director, Command, Control, Communications, and Computers (C4) is responsible for the activities listed below.

A. Establishing management controls over activities under his purview that are registered in the DoDAAD and ensure that they operate in compliance with this policy.

B. Ensuring that as Department of the Navy, Deputy Chief Information Officer Marine Corps and all USMC systems that are part of the Marine Corps Information Environment and use DoDAAC authoritative data are aligned to the DoDAAD accordingly.

020509. Inspector General of the Marine Corps

The Inspector General of the Marine Corps' responsibilities include developing and implementing an inspection program to ensure compliance with this policy and the proper management of internal controls.

0206 COMMANDERS, MARINE CORPS FORCES

Marine Corps Force Commanders are responsible for the activities listed in the following sections.

020601. Establishing management controls over commands/activities under their purview that are registered in the DoDAAD, and ensure that they operate in compliance with this policy.

020602. Identifying MAJCOM DoDAAC monitors to DC I&L for the management of all DoDAACs that fall under the purview of each operating force MAJCOM.

020603. Coordinating all requests for new or updated DoDAACs with the CSP at DC I&L.

020604. Coordinating all requests for UIC assignments for task organized and provisional units with DC PP&O POR.

020605. Coordinating with MARCORLOGCOM to ensure the appropriate GCSS-MC source routing rules are properly established with the Business Rules Mapping 100 Form (BR-100) submission.

020606. Developing and implementing internal command policies and procedures to facilitate the execution of this policy.

0207 SUPPORTING ESTABLISHMENT

020701. Commanding General, Marine Corps Logistics Command

The Commanding General, MARCORLOGCOM is responsible for the activities listed below.

A. Establishing management controls over activities under his purview that are registered in the DoDAAD, and ensuring that they operate in compliance with this policy.

B. Identifying a MAJCOM DoDAAC monitor to DC I&L for the management of all DoDAACs that fall under the purview of MARCORLOGCOM (MAJCOM C5).

C. Serving as the MAJCOM DoDAAC monitor for all contractor DoDAACs to ensure that Government Furnished Property (GFP) equities are properly managed; in accordance with reference (h), ensuring that the Management Control Activity (MCA) facilitates all requirements for contractor-related DoDAACs.

D. Maintaining close coordination with MARCORSYSCOM Program Executive Officer Enterprise Information Systems (EIS) GCSS-MC Program Office; DC I&L; and DC CD&I, to ensure accurate alignment of logistics data in GCSS-MC (e.g., UIC/DoDAAC associations).

020702. Commanding General, Training and Education Command

CG TECOM is responsible for the activities listed below.

A. Establishing management controls over activities under his purview that are registered in the DoDAAD and ensuring that they operate in compliance with this policy.

B. Ensuring that training programs support the guidance contained within this policy.

C. Identifying a MAJCOM DoDAAC monitor to DC I&L for the management of all DoDAACs that fall under the purview of TECOM (MAJCOM C4).

020703. Commander, Marine Corps Systems Command

The Commander, MARCORSYSCOM is responsible for the activities listed below.

A. Establishing management controls over activities under his purview that are registered in the DoDAAD and ensuring that they operate in compliance with this policy.

B. In coordination with DC I&L, ensuring that the provisions of this policy support Total Life Cycle Management of programs and equipment.

C. Identifying a MAJCOM DoDAAC monitor to DC I&L for the management of all DoDAACs that fall under the purview of MARCORSYSCOM (MAJCOM C6).

D. Coordinating with the MARCORLOGCOM MCA for the establishment of contractor DoDAACs supporting Marine Corps systems.

E. Coordinating logistics data integration with DC CD&I, DC I&L, and CG MARCORLOGCOM to ensure that proper data associations (e.g., UIC/DoDAAC/ Equipment Denisty List (EDL)/GCSS-MC Source Routing Rules) are displayed within GCSS-MC.

020704. Commander, Marine Corps Installations Command

The Commander, Marine Corps Installations Command (MCICOM) is responsible for the activities listed below.

A. Establishing management controls over commands/activities under his purview that are registered in the DoDAAD, and ensuring that they operate in compliance with this policy.

B. Identifying MAJCOM DoDAAC monitors to DC I&L for the management of all DoDAACs that fall under the purview of MCICOM (MAJCOM C2) and each Supporting Establishment MAJCOM.

C. Developing and implementing internal command policies and procedures to facilitate the execution of this Order.

0208 INDIVIDUAL COMMANDS AND ACTIVITIES

Every command and activity that has a DoDAAC is responsible for ensuring that the information within the DoDAAC is maintained accurately in order to minimize disruption to logistics and financial systems. All Marine Corps commands and activities will submit requests to update their DoDAACs to the CSP via their MAJCOM DoDAAC monitor.

0209 MAJOR COMMAND DODAAC MONITORS

For the purposes of DoDAAC management, the term “MAJCOM” has a dual meaning: the MAJCOM codes themselves and the commands those codes represent. Per reference [\(g\)](#), every DoDAAC has a two-digit code called a MAJCOM. This code designates the MAJCOM to which the unit possessing the DoDAAC belongs. There are currently 27 active MAJCOMs in the Marine Corps, each with a unique MAJCOM code (see Appendix C). By this structure, DoDAAD hierarchy is established within the Marine Corps.

020901. Each MAJCOM will appoint a primary and an alternate MAJCOM DoDAAC monitor through whom all requests are routed. Any changes in point of contact (POC) information, office symbol, and/or telephone number should be forwarded on an as-occurring basis to the CSP at DC I&L. In the event both MAJCOM DoDAAC monitors are unavailable for an extended period, the command will either appoint a new primary MAJCOM DoDAAC monitor or contact the CSP for assistance.

020902. Each MAJCOM DoDAAC monitor in the Marine Corps is responsible for managing the DoDAACs belonging to his or her MAJCOM as designated in the DoDAAD.

020903. The MAJCOM DoDAAC monitor receives, reviews, and approves/disapproves DoDAAC requests (additions, changes, and deletions) initiated by a unit within his or her MAJCOM or by the MAJCOM itself. The MAJCOM DoDAAC monitor shall review requests to ensure the information contained in the request is valid, is aligned to the proper authority, and is associated to the proper UIC per the information provided in this policy, and to ensure that the DoDAAC is properly enabling the intended business process for which it is being requested or updated. This function is also the focal point for the annual validation of all DoDAAC accounts within the command.

020904. MAJCOM Monitors for Contractor DoDAACs

Contractor DoDAACs are obtained primarily to enable the contractual arrangement between the government and the private sector for processes related to GFP or Contractor Acquired Materiel (CAM). Reference (h) tasks the MCAs at MARCORLOGCOM and MARCORSYSCOM with the responsibility of managing GFP/CAM on behalf of the Marine Corps. Accordingly, the MCAs shall serve as the MAJCOM DoDAAC monitor for all contractor DoDAACs. Consequently, all requests for contractor DoDAACs will be routed through the MCAs for screening and approval prior to final approval and action by DC I&L and the CSP.

0210 MARINE CORPS CONTRACTING OFFICERS

While the MCA is responsible for managing GFP/CAM, the responsibility for managing contractor DoDAACs lies with the Contract Administration Officer or Defense Contract Management Agency (DCMA) Office that has administrative oversight of the contract. Sponsors of contractors who have Marine Corps DoDAACs are responsible for the accuracy of the data contained in the contractor's DoDAAC. All requests for contractor DoDAACs shall be forwarded to the CSP via the MAJCOM DoDAAC monitor. Specifically, contracting officers who have administrative oversight of contracts for which DoDAACs are assigned and are responsible for:

- 021001. Ensuring that the DoDAAC assigned by the CSP is included in the contract.
- 021002. Ensuring that the contract delineates how that DoDAAC is to be used (shipping, requisitioning, etc.).
- 021003. Ensuring that the contract stipulates how the GFP/CAM will be returned to the government prior to termination of the contract's term, since the DoDAAC is deleted upon expiration of the contract.
- 021004. Submitting new DoDAAC requests for contractors, and ensuring that all data contained in the request is accurate.
- 021005. Initiating contractor DoDAAC change requests to include extensions of contract expiration dates. Contractor DoDAACs will automatically be deleted based on the expiration date of the contract.
- 021006. Monitoring contractor DoDAACs for contracts they have initiated to ensure any necessary modifications or extensions are submitted prior to a contract expiring.

VOLUME 2: CHAPTER 3

“DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE ESTABLISHMENT”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 3

DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE ESTABLISHMENT

0301 UNITED STATES NAVY

030101. Systems

The Navy's UICs and DoDAACs are the same as the Marine Corps'; however, unlike the Marine Corps, the Navy maintains three distinct databases for UICs in addition to their stewardship of Navy DoDAACs in the DoDAAD. Any command/activity that is performing a Marine Corps business process tied to a Navy system must be registered in the Navy's systems as a Navy UIC and, as necessary, a Navy DoDAAC.

A. Navy UIC List

The Navy's UIC list contains all five-digit UICs for Navy commands and shore activities that require registration and identity in Navy systems, especially financial management and accounting systems. The Navy's UIC list is maintained by DFAS as the executive agent of the DON FM&C Office.

B. Standard Naval Distribution List

The Standard Naval Distribution List is the official listing of all established commands and detachments of the U.S. Navy (including homeport and permanent duty station assignments for fleet units). It is maintained and published by Director, Navy Staff, Director of Management, Organization and Management Branch (DNS-33) on behalf of the Secretary of the Navy and Chief of Naval Operations. It may be accessed at <http://doni.documentservices.dla.mil>.

C. Total Force Manpower Management System

The Navy's Total Force Manpower Management System (TFMMS) is the Navy's ADS for total force manpower requirements, active-duty manpower personnel, Navy/Reserve personnel, Navy manpower authorizations, and end strength. TFMMS supplies information to other civilian and military personnel accounting and distribution systems to assist them in their total force management functions. TFMMS's approach is to track and display Navy manpower requirements through the use of unique Billet Identification Numbers.

030102. Navy DoDAACs

Three general categories of DoDAACs applicable to Marine Corps activities with Navy DoDAACs are published in reference (e), "Department of Defense Activity Address Directory": "N", "R", and "V" prefixed codes identify Marine activities which must have a Navy identifier for Navy systems/business processes. While the requirements to maintain Navy DoDAACs are the same as for maintaining Marine Corps DoDAACs, the process is slightly different. See Chapter 4 of this Volume.

0302 UNITED STATES MARINE CORPS

Two general categories of DoDAACs applicable to the Marine Corps are published in reference (e): "M" prefixed codes, identifying Marine Corps units; and "L" prefixed codes, identifying contractors with which the Marine Corps conducts business. The maintenance of current and accurate DoDAAC information is a command responsibility.

030201. Requirements

There are four primary criteria for creating a Marine Corps DoDAAC: authority, UIC, mission, and capability.

A. Authority

Every DoDAAC must be assigned to a commander who has overall responsibility for that DoDAAC and how it is used. It is the commander's authority that directs the DoDAAC to be used for supply/fiscal and accounting business processes for which it is established. Applicable business processes that may be enabled or restricted for certain DoDAACs include the authority to requisition material (thereby obligating government funds), to be used as a shipping (Ship To) destination, to be used for billing, and to be used to account for government property and material within an Accountable Property System of Record (APSR).

1. The NAVMC 11718 identifies this assignment and the commander's validation that the command has adequate personnel structure (i.e., supply/fiscal officer, accountable property officer (APO), supply chief, supply/fiscal clerks, warehousemen) to perform the supply/fiscal accounting business processes enabled by the DoDAAC.

2. HQMC DC I&L approves two-digit authority codes which are used to restrict requisitioning, shipment, and billing by DoDAAC. Authority codes identify the capabilities and limitations that are associated with a particular DoDAAC and are used to prevent unauthorized requisitioning and billing by activities that do not have the authority or that lack the capability to manage applicable transactions within logistics and financial systems. See Appendix D for more information on authority codes.

3. When a unit's assigned Table of Organization (T/O) does not include adequate supply management personnel to perform the command's supply/fiscal accounting business processes, the unit is assigned a Ship-To-Only DoDAAC. This designates that the unit/activity is authorized to receive shipments, but cannot requisition or pay bills. It also implies that the activity has the requisite capability in trained personnel to do proper receipt and acceptance of materials received. In this case, a supporting activity will be identified to fulfill supply management functions (e.g., requisition management, funds obligations and expenditures) on behalf of the supported activity/unit.

4. Separately, if the supported activity requires its own DoDAAC but possesses no supply management personnel, a supporting activity will be assigned an additional DoDAAC in order to provide the applicable supply support to the supported activity. In this situation, the supporting activity shall be accountable for the DoDAAC of the supported activity. In

either case, the NAVMC 11718 shall include a certification that supply/fiscal accounting personnel are in place or that supply/fiscal management functions will be performed by a supporting activity on behalf of the requesting activity.

B. UIC

Every DoDAAC shall be associated to a UIC. The specific DoDAAC/UIC association depends on the type of unit/activity.

1. Permanent Activity. If the DoDAAC is required for a standing unit/activity that is represented by a UIC in TFSMS, the TFSMS UIC shall be used. Marine Corps Bulletin (MCBUL) 5400s establish permanent units in the Marine Corps and assign UICs.

2. Task-organized Activity. See chapter 5 in this Volume on task organizations.

3. UICs for Contractor DoDAACs. The UIC used for contractor DoDAACs shall be the UIC of the sponsoring command (e.g., contractor DoDAAC L00001 associated to UIC M38001 for MARCORLOGCOM, and DoDAAC L00002 associated to UIC M37101 for MARCORSYSCOM).

C. Mission

The newly created unit/activity must have a mission requirement that includes one or more of the following responsibilities: to requisition, ship, receive, fund/pay bills, and/or account for supplies, materiel, equipment, services, and any other requirement under policy and procedures issued by CMC and higher headquarters.

D. Capability

In order to perform supply/fiscal management functions in support of the unit mission, the unit/activity must have the requisite capability in trained supply management personnel (i.e., supply/fiscal officer, APO, and staff). Since most supply sections are assigned by T/O at the battalion level, units below the battalion/separate company level will not normally have DoDAACs assigned unless specified by HQMC. It is the responsibility of the activity commander to ensure that a property and/or financial accounting capability are provided as necessary to accomplish the mission of the unit/activity. Units that do not have the supply/fiscal accounting personnel capability will require the assistance of a supporting activity/unit tasked to provide the required support.

030203. DoDAAC Assignment Logic

DoDAACs are created by the CSP at DC I&L according to a specific assignment methodology to ensure consistency and proper alignment to other identifiers. The CSP is responsible for creating DoDAACs using published assignment logic rules. To facilitate this, the internal assignment logic in Appendix E is used for creating DoDAACs. This information is kept on file by DLA TS and is published by DLMSO within DoD policy as the Marine Corps' business rules for DoDAAC assignment logic. HQMC is responsible for developing, maintaining, and providing this information to DLMS on an as-occurring basis. DoDAACs may be based on MILSTRIP RICs (e.g., MMR100 identifies the General Account of the Supply Management Unit (SMU), 3d Supply Battalion, 3d MLG (RIC MR1)). Assigned DoDAACs will be unique and will not duplicate existing DoDAACs published in the DoDAAD.

030204. "M"-Prefixed DoDAACs

"M"-prefixed DoDAACs are assigned for Marine Corps units as follows:

A. Sub-allotment Recipient Identifier (SRI)-Level Units

In the initial construction of the six-digit DoDAAC prescribed by reference (e), if the activity has an existing financial UIC assigned by DFAS, the DoDAAC will be created by adding an "M" prefix to the five-digit UIC. DC P&R is responsible for creating financial accounting records in USMC financial management systems (i.e., SABRS).

1. When the requirement for a new DoDAAC arises that could potentially require inclusion in the DON UIC table, in order to ensure system alignment, DFAS shall be contacted to obtain a financial UIC which will then be used to create the new DoDAAC. DC I&L requests financial UICs from the DON FM&C via DFAS.

2. These financial UICs are then used to create the "M" DoDAAC for use in SABRS (when it is O&M, MC appropriations) and "N", "R", or "V" DoDAACs for Navy Systems (when it is O&M, N appropriations).

B. Work Center Identifier/Battalion-level Units

When a unit is created below the BCN/SRI level (i.e., at the battalion level), if the unit has an existing TFSMS UIC, the CSP shall use that UIC to create the DoDAAC. If, however, no financial or TFSMS UIC exists, the CSP shall unilaterally create a new DoDAAC from the DoDAAD according to the CSP's DoDAAC Assignment Logic for creating unique DoDAACs. WCIs are usually a M4XXXX series DoDAAC.

C. Requisitioning DoDAACs

DoDAACs of all units authorized to requisition against funds allotted to the command will be loaded to SABRS Table 208. Failure to incorporate all DoDAACs authorized to charge funds under the applicable MRI/ARI/SRI/WCI/AAC will result in rejected requisitions. See also Appendix A.

D. Non-Appropriated Fund (NAF) DoDAACs

DoDAACs for business processes which utilize Non-Appropriated Funds (NAF) are not listed in SABRS Table 208; however, they still require authority code 00. These DoDAACs are listed in, and governed as per reference [\(j\)](#).

030205. L-Prefixed DoDAACs

Since each service component's CSP assigns DoDAACs independent of one another for contractors supporting their service component, a commercial activity may be identified by different DoDAACs assigned by each of the services. Furthermore, since DoDAACs for contractors are specific to a particular address, and since contractors can have multiple addresses necessary for the facilitation of various contracts, a single contractor may have multiple DoDAACs for a given service. These L-prefixed DoDAACs are assigned for contractors supporting the Marine Corps on existing contracts and must include all mandatory contractor information required by the contractor fields of the DoDAAC (see chapter 4 of this Volume). Contractor DoDAACs are not loaded to USMC financial management systems.

030206. All the data elements contained in the DoDAAC, and outlined on NAVMC Form 11718, shall be included when requesting a DoDAAC from the CSP (see Appendix F).

030207. Once loaded, DoDAACs will not be changed or deleted, except by specific request of the command concerned.

VOLUME 2: CHAPTER 4

DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE 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.

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 4

DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE MANAGEMENT

0401 THE DODAAC MANAGEMENT PROCESS

While situations vary for requesting the creation, update, or deletion of DoDAACs, the basic process remains largely the same. Figure 4-1 identifies the process flow for routing of information to request, update, or delete DoDAACs from the DoDAAD.

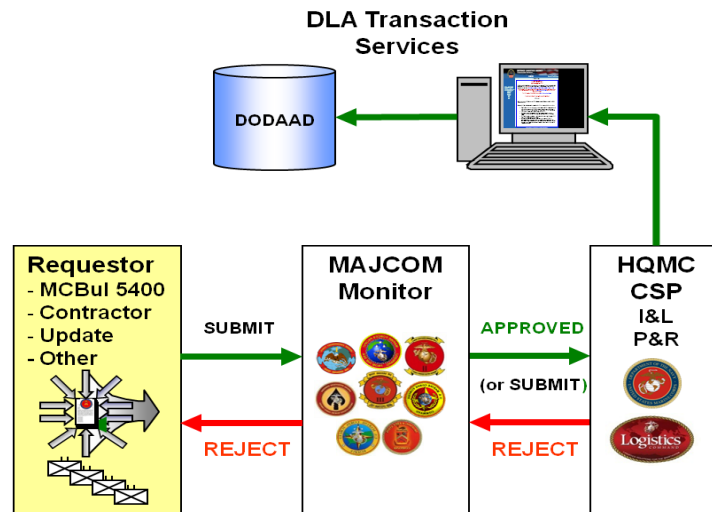


Figure 4-1. DoDAAC Management Process

0402 ROLE-BASED PROCESS

While currently not enabled by information technology, the DoDAAC management process is role-based, as depicted in Figure 4-2. There are core functions that largely apply to anyone. These include the ability to search, view, and request a DoDAAC. This may be done via DLA TS at <https://www.transactionservices.dla.mil/DAASINQ/default.asp>. Only authorized requestors within a MAJCOM may request changes, updates, or deletions to existing DoDAACs.

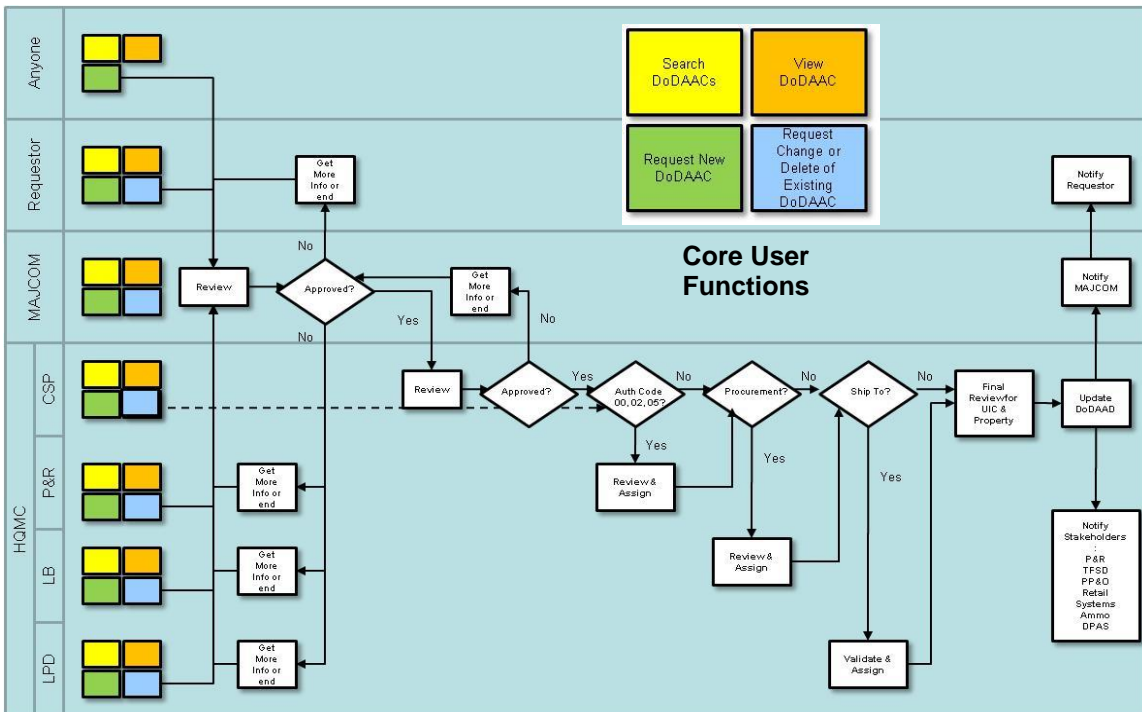


Figure 4-2. Detailed Workflow Process

0403 DODAAC REQUESTS

All DoDAAC requests are facilitated by a completed and approved NAVMC 11718 DoDAAC Request Form. Requests are generated by either an existing DoDAAC-holder or potential requestor and are forwarded to the MAJCOM monitor for validation and approval. The request is then forwarded to HQMC for action. If the request requires further validation/approval, it will be forwarded to other stakeholders across HQMC for review before arriving at the CSP for appropriate action. If the request is approved, the CSP manager then creates, updates, or deletes the DoDAAC via the DoDAAD update application of DLA TS and notifies the MAJCOM and requestor once action has been completed. Completed NAVMC 11718s will then be archived electronically by the CSP manager at DC I&L (LPC-2).

0404 TYPES OF REQUESTS

There are four types of DoDAAC requests: new, change, delete, and unit rotations. While detailed instructions for each are included in the NAVMC 11718, the following additional guidance is provided:

040401. Request for a New DoDAAC

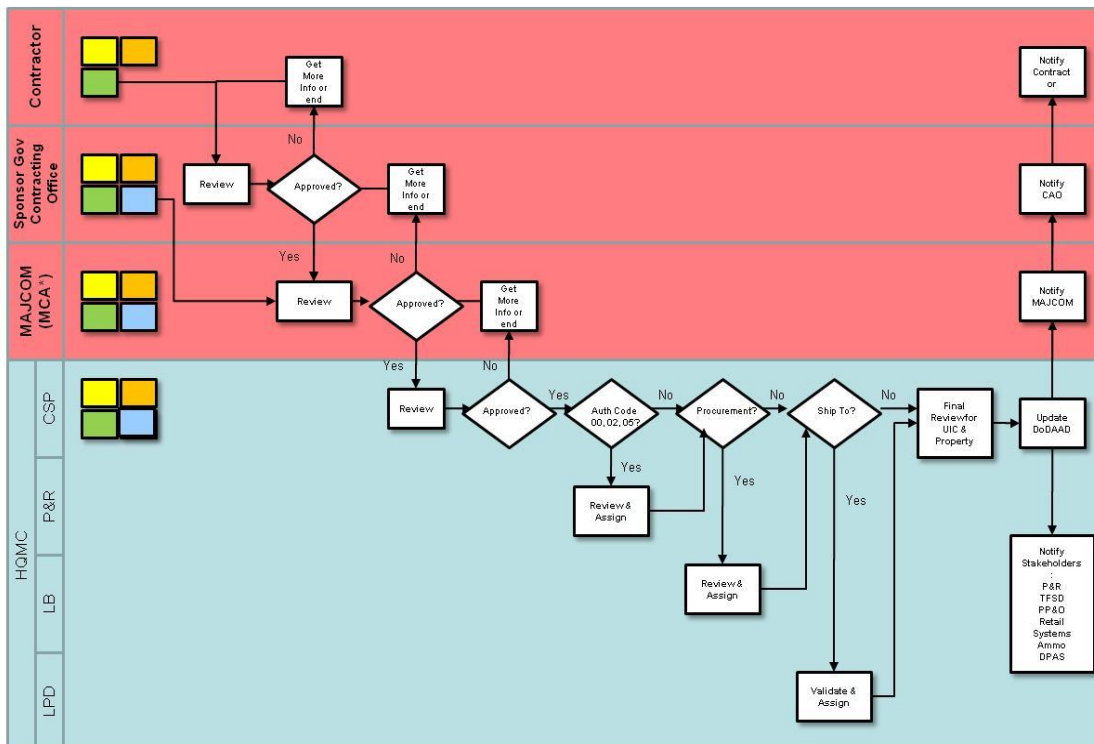
Every DoDAAC is tied to the authority of the commander to whom it is assigned, and each is given an authority code as necessary to perform the business processes for which the DoDAAC is being requested to enable. There are several situations for which the creation of a new DoDAAC may be required:

A. Marine Corps Bulletin 5400

Per as per reference (a), whenever a new unit is activated, DC CD&I publishes guidance concerning how the new permanent unit shall be established. This guidance is provided via a MCBul 5400 which details all of the requisite instructions (i.e., unit name, unit identifiers, readiness reporting instructions, etc.) for every stakeholder in order to facilitate the activation of the new organization. For the creation of a DoDAAC, the process outlined in chapter 3 of this Volume applies to ensure that proper system alignment for the unit identifiers is accomplished. The MCBul 5400 and NAVMC 11718 shall be forwarded to the CSP, via the corresponding MAJCOM monitor, to create the new DoDAAC.

B. Contractors

When the Marine Corps requires support from a contractor that requires them to perform any of the business processes outlined in chapter 3 of this Volume, the Marine Corps contracting officer creating the contract will request a DoDAAC through the MCA at MARCORLOGCOM who acts as the MAJCOM monitor for all contractors doing business with the Marine Corps. The contracting officer shall ensure that the NAVMC 11718 is prepared with all pertinent information as required by chapter 3 and appendix F of this policy. Note: Contractor DoDAACs are set to automatically delete on the expiration date of the contract. Figure 4-3 details the process for requesting contractor DoDAACs.



*The MCA is the Management Control Activity (MarCorLogCom) who is responsible for managing Government Furnished Property (GFP) and Contractor Acquired Material (CAM).

Figure 4-3. Detailed Workflow Process for Contractor DoDAACs

C. Contingency, Exercise, and Other Accounts

Whenever there is a requirement to enable requisitioning, shipping, receiving, funding/paying bills, and/or accounting for resources for a readiness reportable unit in DRRS-MC, a DoDAAC is required. Permanent units reporting readiness in DRRS-MC will use the TFSMS UIC. Whether the DoDAAC is required in support of an exercise or real world contingency, there is a planning process that considers all of the factors necessary to enable the unit to carry out its core or assigned mission. The DoDAAC is just one of these planning factors. See Chapter 5 in this Volume on unit deployments.

040402. Request to Change a DoDAAC

All Marine Corps activities are responsible for ensuring that the data contained within their DoDAAC is maintained accurate on an as-occurring basis. Whenever it becomes necessary to change the information contained in a DoDAAC (i.e., change to mailing address, deployments, etc.), a DoDAAC change request shall be forwarded to the CSP via the MAJCOM monitor. All of the data elements contained in the NAVMC 11718 shall be completed as part of the request (see Appendix F). For task organization, refer to chapter 5 in this Volume.

040403. Request to Delete a DoDAAC

Whenever it becomes necessary to delete a DoDAAC, a NAVMC 11718 shall be forwarded to the CSP via the MAJCOM monitor. When a DoDAAC is deleted, it remains listed in the DoDAAD for five years past the deletion date before being purged by DLA TS.

A. Marine Corps Bulletin 5400

Per as per reference [\(a\)](#), when a unit is to be deactivated, DC CD&I publishes guidance for executing the deactivation. This guidance is provided via a MCBul 5400 which details all requisite instructions for every stakeholder. The MAJCOM monitor shall forward the NAVMC 11718 request to delete the DoDAAC, along with the corresponding MCBul 5400, to the CSP. The CSP manager at DC I&L will then delete the DoDAAC and forward the information to the requisite business process owners (i.e., SASSY, GCSS-MC, SABRS, etc.). This action, however, shall be conducted only after supply and financial system records for the DoDAAC have been properly closed out by the unit/MAJCOM.

B. Contractors

When a contract reaches its expiration date without being renewed, the DoDAAC created for that contract will automatically be deleted. For contractor DoDAACs that were not set to automatically expire, the CSP manager shall periodically review the DoDAAD and delete any contractor DoDAACs whose contract expiration dates have passed. If a contractor's RIC is tied to a series of National Stock Number (NSNs) for direct procurement, the contracted logistics support RIC becomes obsolete and a logistics reassignment to Management and Productivity Branch (MPB) at DC P&R transferring procurement and support responsibility needs to be accomplished prior to the deletion of the DoDAAC and its associated RIC.

C. Other Accounts

When a DoDAAC was created to enable a particular business process, and that business process has been completed (i.e., end of a deployment or exercise), the MAJCOM monitor shall forward the NAVMC 11718 request to delete the DoDAAC to the CSP. The CSP manager will then delete the DoDAAC and forward the information to the requisite business process owners (i.e., SASSY, GCSS-MC, SABRS, etc.). NOTE: This action shall be conducted only **after** all system records for the DoDAAC have been properly closed out by the unit/MAJCOM.

D. DoDAAC Deletion

Commands shall not initiate DoDAAC deletion action until all outstanding requisitions (supply and fiscal actions) using that DoDAAC have been completed or canceled (including cancellation confirmation). A request for deletion of a DoDAAC will not be approved unless the command includes the statement "All outstanding requisitions for this DoDAAC have been canceled/completed." The MAJCOM is responsible for archiving accountable records for ten years (3 years active and 7 years archived).

E. Marine Corps activities that have been assigned Navy DoDAACs shall utilize DFAS Form 9025 to make changes to their Navy DoDAACs. The same workflow process shall be followed for processing these forms (i.e., unit to MAJCOM to HQMC CSP); however, approval signatures are not required on this form. Instructions for completing this form are contained in Appendix G. For any business process that uses Navy systems, a Navy DoDAAC is required, and if the process also involves Navy funding (O&M N), a Navy UIC must first be obtained (see chapter 3 in this Volume). DFAS is the CSP for Navy DoDAACs, and the Marine Corps CSP is the MAJCOM DoDAAC monitor to the Navy for Navy MAJCOM NB.

0405 DODAAC VALIDATION AND MAINTENANCE

The maintenance of current and accurate address information in the DoDAAD is a command responsibility. All Marine Corps units/activities shall ensure that their DoDAAC information is maintained current within the DoDAAD, in accordance with as per reference [\(e\)](#) and this policy.

040501. Annual Validation

In order to ensure that DoDAAC/RIC data is being properly maintained, DC I&L will task every MAJCOM DoDAAC monitor to validate Marine Corps DoDAACs and RICs on an annual basis. This annual validation will occur during the second quarter of each fiscal year. Commanders will review the data provided by DC I&L and submit corrections according to the instructions provided herein.

040502. Proper Maintenance

Commanders must pay particular attention to the assignment of DoDAACs with requisition authority (authority code 00) and ensure that DoDAACs assigned this authority code meet the definition contained in this policy. In order to maintain the DoDAAD's accuracy, all Marine Corps activities shall review and validate DoDAACs/RICs on a continuing basis and ensure that all address information is accurate and current. If required, take timely action to add, revise, or delete DoDAAC/RIC data per the policies outlined herein. Requests for changes shall be forwarded via NAVMC 11718 as outlined in chapters 4 and 5 in this Volume.

0406 DODAACS AND ORGANIZATIONAL CHANGE MANAGEMENT

Reference (a) defines the Total Force Structure Process. This policy explains how the Marine Corps orchestrates organizational change. Once all of the planning factors are established for activating, deactivating, reorganizing, or relocating an existing organization, it is codified into a directive that lays out all the steps to be taken by all stakeholders across the Marine Corps to enable the organizational change. This directive is the MCBul 5400. Since DoDAACs are used to enable the business processes of an organization, it is critical that all equities are properly identified during the planning process for the following organizational changes.

040601. Unit Activations

In order to be assigned the appropriate DoDAAC, newly activated organizations must have the mission, authority, and capability to perform all of the business processes envisioned for the activity. If an organization lacks the proper capability for accountability of resources for which the DoDAAC is required, it shall be supported by another activity either through its own DoDAAC or through an additional DoDAAC managed by the supporting activity on behalf of the supported activity. In either case, all supported and supporting relationships will be identified within MCBul 5400 in order to ensure the proper accountability of resources (i.e., property, materiel, services, funds, etc.).

040602. Unit Deactivations

Whenever an organization is scheduled to be deactivated, a MCBul 5400 will identify the actions required to ensure the proper close out of all systems using the DoDAAC for the activity. All close out actions must be accomplished prior to deleting the DoDAAC.

040603. Unit Reorganizations/Relocations

Any unit reorganizations or relocations that impact a unit's DoDAAC must be reflected in the DoDAAC's official information via the NAVMC 11718. This ensures that the DoDAAD reflects the current state of the organization.

VOLUME 2: CHAPTER 5

“UNIT DEPLOYMENTS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 5

UNIT DEPLOYMENTS

0501 ORIGINATION

If it is determined that a DoDAAC is required to enable certain business operations during unit deployments, the MAJCOM will direct the submission of a DoDAAC Request (NAVMC 11718) and forward it to the CSP at DC I&L on behalf of the unit(s) affected by the deployment. For example, if a repair parts block must be forward-deployed to enable a maintenance detachment to perform field-level maintenance, a DoDAAC will be required to enable ship-to and requisition capability for that parts block. The DoDAAC will be used to create the account within the requisite systems to create the block. In any case, the unit requiring the DoDAAC shall forward the DoDAAC request to the CSP, via the corresponding MAJCOM monitor.

0502 PLANNING FACTORS

The same planning factors considered during the planning process for new unit activations apply for the establishment of task organized units and provisional units. Key logistics planning factors include how the organization will conduct property accountability and control, readiness reporting, requisitioning, shipping, and billing. The identity of the unit within logistics and financial systems needs to be properly registered to ensure the successful execution of logistics business processes whether the deployment is a unit rotation in support of an enduring requirement, or the stand-up of a provisional unit. It is critical that all relevant system owners be properly notified by the initiator of the deployment (i.e., DC PP&O, MARFOR, MEF) to ensure that all authoritative systems are updated with required changes. A DoDAAC Request (NAVMC 11718) is necessary to change an existing DoDAAC or to create a new DoDAAC. Whatever the type of deployment, the alignment of the organizational UIC to the correct DoDAAC is the key event from which all subsequent system changes cascade ensuring uninterrupted business processes for logistics operations, financial management, and equipment reporting.

0503 TERMS

050301. Task Organized Unit

A temporary grouping of forces designed to accomplish a particular mission. These organizations are generally formed using a designated unit as the core element with augmentation of temporary reassigned personnel and equipment from other organizations based on the requirements to accomplish its assigned mission. The core unit's TO&E, resident in TFSMS and identified by a UIC, serves as the baseline for logistics planning (e.g., personnel and equipment sourcing). If the unit's assigned mission equipment requirements are different from their core Table of Equipment (T/E) captured in TFSMS, the unit will use an approved equipment density list (EDL) to capture the equipment requirements.

050302. Provisional Unit

A service or combatant commander-(COCOM) directed temporary assembly of personnel and equipment organized for a limited period of time for accomplishment of a specific mission. Provisional units that are required to report readiness are identified by PP&O-provided UICs. Examples are a SPMAGTF or a named organization approved by HQMC. Provisional Units can be registered in TFSMS using the PP&O-provided UIC along with the HQMC approved EDL.

0504 DODAAC/UIC DATA ALIGNMENT

050401. All Marine Corps approved APSRs will have appropriate DoDAAC/UIC alignment established to account for equipment and materiel at the DoDAAC level. UICs will not be used for accountability of equipment whether the unit is core or provisional. Within Marine Corps APSRs, DoDAACs are used to identify equipment sets that fill the T/E requirements of a unit. As such, every DoDAAC will be associated to a unit's UIC. The specific DoDAAC/UIC association depends on the type of unit/activity. For example, if the DoDAAC is required for a permanent unit represented by a UIC in TFSMS, the DoDAAC will be associated to the UIC. A DoDAAC required for a provisional unit will be associated to the PP&O POR UIC assigned to the unit. The relationship between a UIC and DoDAAC is one of "requirements" to "resources." Within TFSMS, a DoDAAC is used to identify the property account ID that satisfies the requirements represented by the T/E of a UIC.

050402. Maintaining the relationship between UIC and property account ID (DoDAAC) within TFSMS is the product of the DoDAAC update process. This relationship principally identifies the unit's core mission equipment requirements and the property account (DoDAAC) that satisfies these requirements. A unit's core mission structure is the TO&E resident in TFSMS. The DoDAAD is the ADS for the relationship between UICs and DoDAACs. Per this guidance, all other systems shall consume this data directly from DoDAAF to ensure data integrity across the Marine Corps enterprise. Procedures for establishing DoDAAC/UIC alignment in support of equipment accountability and reporting are provided below.

0505 TYPES OF DEPLOYMENTS

For the purposes of DoDAAC management, there are generally four types of deployment scenarios: training exercises, contingencies, unit rotations, and deployments afloat. Whenever a DoDAAC is required to account for equipment requirements in support of a task organization or a unit executing an assigned mission different from their wartime (core) mission, the unit will either maintain the same DoDAAC, request an exercise DoDAAC, or request a contingency DoDAAC via their appropriate chain of command (Major Subordinate Command (MSC) or MEF DoDAAC Monitor).

050501. Training Exercises

An infantry battalion may provide a company for a local training exercise. In this example, the company is not detached from its parent battalion as it is performing training at a temporary location. The DoDAAC assigned to the unit will not change.

A. Task-Organized Exercise

A task-organized exercise involves the creation of an exercise DoDAAC to facilitate a newly-formed task-organized unit conducting an exercise. An exercise DoDAAC is created using assignment logic of “MM____” series DoDAACs already established for the applicable MEF (See Appendix E). The third digit of the DoDAAC will be an alpha character. Exercise DoDAACs will be associated to the assigned TFSMS UIC of the unit. The NAVMC 11718 will be used to request the DoDAAC in accordance with this policy.

B. Unit Provides a Detachment in Support of a Task-Organized Exercise

When a unit provides a detachment of personnel and/or equipment for a task-organized exercise, the detachment is no longer under the tactical control (TACON) of their parent organization. For example, a battalion detaching a company of personnel and/or equipment to another unit for a training exercise at a deployed location would assign the company as TACON to the unit gaining the resources. Align the exercise DoDAAC to the UIC of the unit that gained the personnel and equipment.

C. Unit Conducts Training in Support of a Task-Organized Exercise

When a unit is conducting training and has personnel and/or equipment temporarily located away from the location of the unit, these resources still belong to the parent unit. For example, when a battalion provides a company for a training exercise at an alternate location from the unit, the unit continues to report on the resources even though they may be geographically separated. Align the exercise DoDAAC to the UIC of the parent unit.

050502. Contingencies

A contingency involves the creation of a contingency DoDAAC to facilitate a task-organized or provisional unit conducting an assigned mission within a theater under the jurisdictional control of one of the unified commands or in support of a national command authority. In these instances, create a contingency DoDAAC using the assignment logic of “MX____” series DoDAACs (See Appendix E). Align the contingency DoDAAC to the appropriate TFSMS or PP&O POR UIC (e.g., M99XXX). For example, SPMAGTF-12 CE (PP&O POR UIC M99999) receives attachments from other reporting units. In this instance, align the DoDAAC to the PP&O POR UIC M99999.

A. Units providing detachments to the task-organized or provisional unit will be assigned the contingency DoDAAC. The DoDAAC will be associated with the PP&O POR UIC.

B. For units executing an assigned mission, other than their wartime (core) mission, (e.g., an infantry battalion performing the assigned mission of Marine Expeditionary Unit (MEU) Battalion Landing Team or SPMAGTF), the DoDAAC will not change and the unit will use the same TFSMS UIC.

C. Supply activities attached to task organized and/or provisional units involved in an overseas contingency operation and geographically separated from their retail level supply support activity will:

1. Route all supply requisitions directly to the “in-theater” supporting Marine Corps retail activity or other service inventory activity, if available.

2. Have their source routing rules set to requisition directly to DAASC when not directly supported by an “in-theater” Marine Corps retail activity.

D. General Guidance

1. DoDAACs assigned to contingency task-organized units or provisional units will be for limited periods not to exceed two years. At the end of the two years, the organizing authority will determine if the DoDAAC assigned is still required for the contingency or provisional unit. Recommendations to permanently maintain the DoDAAC must be made through the appropriate channels.

2. Organizations providing equipment in support of contingency task-organization or provisional unit property accounts is not a basis for sourcing/requisitioning military equipment (ME) from agencies outside the MARFOR in which the unit is organized. ME shortfalls will be internally sourced or will be identified to the activity which established the task-organized or provisional unit.

3. ME used to organize a contingency task-organization or provisional unit will not exceed the overall approved acquisition objective (AAO)/Table of Equipment of the activity/MARFOR which established the unit.

050503. Unit Rotations

A rotation of forces involves a relief in place/transfer of authority. As this transfer of authority affects all business processes for which each commander is responsible, it is essential that applicable systems be updated with correct unit information prior to the date of transfer. To facilitate this, updating DoDAAC/UIC associations of the units involved follows a similar process.

A. Unit Deployment Program

In order to ensure uninterrupted business processes for both organizations, DoDAAC updates must be performed within TFSMS, GCSS-MC, and the DoDAAD. Updates to all three systems must occur simultaneously. In order to ensure consistency and proper timing for updating DoDAAC/UIC associations for both units, the following procedures apply:

1. TFSMS Updates. In order to ensure that proper equipment allowance information is fed from TFSMS to GCSS-MC for accurate asset management, the permanent UIC of each command must be associated with the DoDAAC of the equipment set that the unit is falling in on. Example: A deploying unit from 2d Marine Division (MARDIV) must disassociate its UIC from the DoDAAC (equipment set) at Camp Lejeune and associate (align) it with the DoDAAC of a supply account in Okinawa. The reverse actions must occur for a unit deployment program (UDP) unit redeploying from Okinawa to Camp Lejeune. TFSMS updates for both units will be requested by the MAJCOM in the Continental United States (CONUS) via naval message. The request will be

submitted to DC I&L (LPC-2) via the MEF G-4 and will identify the exact date for TFSMS updates to take effect for both commands.

2. GCSS-MC Updates. Similar updates must be performed within GCSS-MC to ensure proper DoDAAC/UIC associations for requisitioning and supply processes. Updates for the deploying and redeploying units must be accomplished by submitting separate Abstract BR-100 forms. Both units must submit their Abstract BR-100 to the MAJCOM G-4. The MAJCOM G-4 will include both Abstract BR-100 forms as attachments to the naval message discussed above. Once the message is received and approved at DC I&L (LPC-2), the Abstract BR-100 forms will be forwarded to MARCORLOGCOM for execution. GCSS-MC updates for both commands will be executed on the same day as the updates within TFSMS.

3. DoDAAD Updates. Finally, updates must be performed within the DoDAAD to display updated DoDAAC/UIC associations for both units as they change location. Accordingly, each unit will submit a DoDAAC Change Request (NAVMC 11718) using the Unit Rotation portion of the form, and submit them to the MAJCOM G-4 in CONUS). The NAVMC 11718 for each unit will be submitted to DC I&L (LPC-2) via the MEF G-4 as the second attachment to the naval message discussed. Once the NAVMC 11718 for each command has been reviewed and approved at DC I&L LPC-2, the forms will be passed to the CSP manager for execution. DoDAAC updates will be executed on the same day as the updates in TFSMS and GCSS-MC.

4. UDP Summary. As a summary, the MAJCOM for both the deploying and redeploying units involved in a UDP rotation will submit a naval message to DC I&L (LPC-2) via the MEF G-4. The body of the message will identify DoDAAC/UIC associations to be updated in TFSMS. The naval message will include requested GCSS-MC updates (Abstract BR-100 forms for each unit) as one attachment; and requested DoDAAC updates (NAVMC 11718) for both units as a separate attachment. DC I&L will approve and forward requested TFSMS updates to DC CD&I (TFSD) for execution. Requested GCSS-MC updates will be forwarded to MARCORLOGCOM for execution. Finally, DoDAAC updates within the DoDAAD will be executed by the CSP at I&L.

B. Overseas Contingency Operation

In the case of a RIP/TOA for an overseas contingency operation (OCO), there may be more than two MAJCOMs involved. As such, the Unit Rotation section of the NAVMC 11718 shall be used; however, the request must be properly coordinated between each MAJCOM to ensure that all unit DoDAACs are properly and simultaneously updated coincident with the actual transfer of authority. Careful attention must be given to ensuring that each DoDAAC is properly associated to the correct UIC.

050504. Deployments Afloat

Whenever a unit deploys aboard a naval vessel, not only does the DoDAAC need to be updated, but that information needs to be communicated to the Navy to ensure that its systems are similarly updated for cargo routing. The principal system for this information is the Cargo Routing Information File (CRIF). The following guidance is provided to ensure that the unit's address information is correctly reflected in logistics systems.

A. Submit NAVMC 11718

The deploying unit shall submit a completed/approved NAVMC 11718 DoDAAC Change Request to update the unit's DoDAAC information. The NAVMC 11718 must be submitted to the MAJCOM monitor for approval and forwarding to the CSP at DC I&L. Since DoDAAC updates are relatively quick, this process should be communicated at least one week in advance of the date for requested changes.

B. Updates to the Cargo Routing Information File

Supported units shall use the CRIF for cargo routing by ensuring that their TAC-2 freight addresses are loaded to the CRIF prior to deployment. This update is conveyed through both the NAVMC 11718 and notification to the Naval Supply Command via naval message sent from the MAJCOM. The CSP will update the TAC 2 of the unit coincident with the date requested to effect the change, and shall notify the Naval Supply Command of the change. The CSP will coordinate with the Naval Supply Systems Command Logistics Operations Center (NAVSUP LOC) to ensure that the consolidation and containerization point (CCP), aerial port of debarkation (APOD), water port of debarkation (WPOD), & break bulk point (BBP) information submitted by the unit does not conflict with the proper cargo routing intended for the unit. Appendix H provides additional guidance relative to the CRIF and deployments afloat.

VOLUME 2: CHAPTER 6

“DODAAC CHARACTERISTICS AND DATA”

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

DODAAC CHARACTERISTICS AND DATA

0601 GENERAL

A DoDAAC is a six-position, alpha-numeric code that uniquely identifies a unit, activity, or organization in logistics and financial business systems within DoD DLMS. The first position designates the particular service/agency element of ownership. An alpha character in the first position indicates DoD, and a numeric character in the first position indicates non-DoD. The remaining five positions are assigned by each service's CSP.

0602 DODAAC DATA FIELDS

While the DoDAAC itself is a six-digit, alpha-numeric identifier, this identifier contains a series of over 100 data fields which comprise its pedigree characteristics. The DoDAAC is the ADS for most of these data elements and/or their association to an activity. Since DoD information systems use this data during business operations, it is critical that the data fields be properly identified when new DoDAACs are created. It is equally vital that this information be kept current on an as-occurring basis by units who already have a DoDAAC. Including the DoDAAC as a data field, there are 97 data fields currently in use by the Marine Corps. Following are the data fields which comprise a Marine Corps DoDAAC's pedigree (see also Appendix F):

060201. Unit Identification Code (UIC)

The UIC data field was originally requested by United States Transportation Command (USTRANSCOM) for unit move purposes. For the Marine Corps, however, this field represents either the TFSMS UIC assigned by DC CD&I (TFSD), or the adhoc/provisional UIC assigned by DC PP&O POR to which the DoDAAC will be associated. Every DoDAAC shall be associated to a UIC. TFSMS is the ADS for TFSMS UICs assigned to permanent organizations, and DRRS-MC is the ADS for DC PP&O POR UICs assigned to provisional units.

060202. Authority Code

The authority code is a two-digit code used to restrict requisitioning, shipment, and billing by DoDAAC. It is assigned by DC I&L to identify the authority associated to a DoDAAC necessary to conduct the business processes for which the DoDAAC was originally established. For further information on the assignment of authority codes, see Appendix D. The DoDAAC is the ADS for this data element.

060203. Major Command Code

The MAJCOM code is a two-digit code that designates the MAJCOM to which the unit is subordinate within the DoDAAC. This code is used by MAJCOM DoDAAC monitors to manage unit DoDAACs within each MAJCOM. These codes are synonymous with Command Designator Codes used in supply systems for equipment stratification, and are contained in the latest version of reference (k). See also Appendix C. The DoDAAC is the ADS for this data element.

060204. Combatant Commander

This is a 10-character field that denotes the COCOM to which the unit is attached (i.e., NORTHCOM, etc.). This field is system-generated.

060205. Last Update

This date represents the date that any data field of the DoDAAC was last changed/updated by the CSP.

060206. Procurement Authority Flag

The procurement authority flag is a one-digit field that, when entered with a “Y”, designates that a unit is authorized to write contracts against its DoDAAC. The DoDAAD is the ADS for this data element. Approval for this authority must be requested from, and can only be granted by DC I&L (LB), through the unit’s chain of command. This approval must be granted prior to submitting a DoDAAC request to the CSP. Units without this flag are not authorized to write contracts against their DoDAAC. There are currently 31 Marine Corps DoDAACs that have this authority, which is delegated from Office of the Under Secretary of Defense (OUSD) for Acquisition, Technology and Logistics (AT&L) through the Director of Defense Procurement and Acquisition Policy (DPAP) to the Department of the Navy’s Deputy Assistant Secretary of the Navy for Research, Development and Acquisition. DASN, in turn, delegates this authority for the Marine Corps to DC I&L and the Commander of Marine Corps Systems Command . DC I&L (LB) advises the Commandant in all contracting matters and delegates contract authority to subordinate contracting officers. MARCORSSCOM maintains separate contracting authority for purposes of systems/programs acquisition.

060207. Enterprise Identifier Flag

This code is for CSP use and identifies the DoDAAC as an enterprise record. This field is tied to the NEVER REUSE field. The DoDAAD is the ADS for this data element.

060208. Never Reuse

Used by the CSP for non-expiring DoDAACs for use in the Enterprise Unique ID registry. The permanent DoDAAC concept will require two new fields: “Cancelled/Never Reuse Flag” and “Enterprise Identifier Flag.” Neither field will be set within the DoDAAC update page; both will be system-generated.

060209. Routing Identifier Code

The RIC field is no longer used within the DoDAAC’s pedigree.

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060210. Communication Routing Identifiers

Communication Routing Identifiers (COMMRI) are codes established by DLA TS which are used to transmit data associated to the DoDAAC. While three COMMRI are listed for a DoDAAC, only two are generally used.

A. Data Pattern or Status COMMRI

Data Pattern (DP) COMMRI are associated to DoDAACs by DLA TS. They are used for the transmission of transactional data submitted against the DoDAAC. The DoDAAD is the ADS for the association of this data element to a DoDAAC/activity.

B. Plain Language Address COMMRI

There are only two Plain Language Address (PLAD) COMMRI used for the Marine Corps. One is used for unclassified transmissions (RHMFIUU), and the other is used for classified transmissions (RHMFISS). In both cases, PLAD information is maintained by the Marine Corps Network Operations and Security Command on behalf of the Defense Information Systems Agency. The PLAD fields in the DoDAAD are no longer used for Marine Corps DoDAACs.

C. Billing COMMRI

Billing for active duty units throughout the Marine Corps is consolidated at DFAS. The DoDAAD is the ADS for the association of this data element to a DoDAAC/activity. The Billing COMMRI for all Marine Corps DoDAACs (other than contractors), unless otherwise specified, is RUQABAS, which correlates to the following TAC 3 address:

DFAS CLEVELAND
ATTN: USMC JAFBC
1240 EAST NINTH STREET
CLEVELAND OH 44199-2055

060211. Operating Materials and Supplies (OM&S) / Military Equipment (ME) Characteristics

A. ME Holding / OM&S Consuming

DoDAACs that hold ME and consume OM&S will be designated as such. These DoDAACs are typically associated with consumer-level supply accounts within the operating forces and supporting establishment.

B. OM&S Holding

OM&S holding DoDAACs will be designated as such on the NAVMC 11718 and recorded in SABRS. For purposes of proper reporting to the United States Standard General Ledger, a DoDAAC cannot hold both ME and OM&S on its property records. These OM&S holding DoDAACs are required to report OM&S levels on a semi-annual basis in accordance with DoD 7000.14R, Department of Defense Financial Management Regulation.

060212. Type of Address Code (TAC) Information

There may be up to four distinct addresses contained in the DoDAAD for each DoDAAC. These distinct delineations are Type of Address Code (TAC) designations. [Note: This should not be confused with “TAC” meaning Transportation Account Code. See reference (i).] Each TAC for a DoDAAC contains specific information relative to the owner of that DoDAAC and is defined as follows:

A. TAC 1

Referred to as owner information, the TAC 1 identifies the mailing address of the owner and correlates to the POC information contained for the DoDAAC. The U.S. Postal Service maintains the official repository of permanent mailing addresses. DC M&RA establishes policy for proper mailing addresses of all Marine Corps activities in accordance with reference (n). The Military Postal Service Agency establishes and maintains all deployed mailing addresses (the U.S. Army is the executive agent). Units requiring changes to their TAC 1, or new addresses for deployed contingencies, should notify their postal officer to obtain the valid mailing address. This information should then be submitted for inclusion in the DoDAAC. The DoDAAD is the ADS for the association of this address information to a unit for logistics and financial systems. Each requisitioning activity must have a TAC 1 address. TAC 1 address information fields are as follows:

1. Line 1. Thirty-five-character field, first line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DoD Logistics System. Authorized conventions for TAC 1 Line 1 are: COMMANDANT, COMMANDER, COMMANDING GENERAL, COMMANDING OFFICER, DIRECTOR, INSPECTOR-INSTRUCTOR, or OFFICER IN CHARGE.

2. Line 2. Thirty-five-character field, the second line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DoD Logistics System. This is usually an abbreviated rendering of the unit's name. Examples include: 7TH ENGRSPTBN, 3RD DENBN, 2ND ANGLICO, 1ST CBT ENGRSPTBN, II MHG, etc.

3. Line 3. Thirty-five-character field, the third line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DoD Logistics System (normally the street address). Examples include: PSC 2017, PO BOX 15320, 3D STREET MCAS, 1401 VANDEGRIFT BLVD MCB, etc. Note, it may also include building number, but should at least include either a post office box or street address.

4. Line 4. Thirty-five-character field, the fourth line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DoD Logistics System. The fourth line is generally created by the system by virtue of data entered for City, State, and ZIP Code fields.

5. Line 5. Thirty-five-character field, the fifth line of the mailing address of the unit, reserved solely for the country name associated with the International Organization for Standardization (ISO) 3166-1 country code and is automatically created for the Military Shipping Label (MSL) by the other data elements of the TAC. The MSL supports five lines, and United States Postal Service (USPS) requires that the country name be spelled out in English on the last line of the address.

6. City of TAC 1 mailing address. City of mailing address.

7. State of TAC 1 mailing address. This is a two-position alpha code of the state in the mailing address. If the address is outside of the United States it will be null.

8. ZIP Code of TAC 1 mailing address. United States Parcel Postal Code of the mailing address, expressed as either a five-position code or ten-position with a hyphen after the fifth position.

9. Two-digit International Organization for Standardization (ISO) Country Code. The code is assigned by ISO and is the most widely accepted of the different country code standards maintained within the DoDAAD.

10. Three-digit ISO Country Code. The code is assigned by ISO.

11. International Postal Code. There are two postal code fields in the DoDAAC. The ZIP is used exclusively for United States postal codes. The International Postal Code (IPC) ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.

12. Effective Date. In Julian date format (yyyyddd), this is the date upon which the address became effective. The effective date is provided in the Plan of Action and Milestones (POAM) requirement stipulated by the MCBUL 5400 or as specified on the Government-issued contract).

13. Delete Date. In Julian date format (yyyyddd), this is the date upon which the address was deleted. After this date, the address is no longer valid. The delete date is provided in the POAM requirement stipulated by the MCBUL 5400, or as specified on the government-issued contract.

14. MILSTRIP Country Code. This is a two-character MILSTRIP country code. The code is assigned by DoD and is published in reference [\(f\)](#).

15. Foreign Military Sales (FMS) Country Code. This is a two-character FMS country code. The code is assigned by DoD and is published in reference [\(f\)](#).

B. TAC 2

Referred to as ship-to information, the TAC 2 identifies the ship-to or freight address for the activity (when the in-the-clear freight shipping address differs from the TAC 1). If no ship-to information is entered, the TAC 1 address is used. If the activity's shipping/receiving is serviced by a Distribution Management Office (DMO) or Traffic Management Office (TMO), the information of the DMO/TMO would be used for the TAC 2. A TAC 2 is required for all overseas activities, to include BBP, CCP, APOD, and WPOD. Assistance in determining the proper BBP, CCP, APOD, and WPOD should be obtained from the transportation office supporting the unit concerned. If additional assistance is required, units should contact the Marine Corps DoDAAD CSP by message. The DoDAAD is the ADS for the association of this address information to a unit for logistics and financial systems. CONUS TAC 2 addresses will include a standard point location code which will be assigned by the Marine Corps CSP. TAC 2 address information fields are as follows:

1. Line 1. Thirty-five-character field, the first line of the shipping address of the ship-to activity. Examples include: TRAFFIC MANAGEMENT OFFICER, SUPPLY OFFICER, COMMANDING OFFICER, etc.

2. Line 2. Thirty-five-character field, the second line of the ship-to activity, usually the name of the shipping/receiving activity. Examples include: MATERIAL DISTRIBUTION CENTER, 2D SUPPLY BN, MCAS NEW RIVER, etc.

3. Line 3. Thirty-five-character field, the third line of the mailing address of the ship-to activity (normally the street address). This cannot be a PO Box or PSC. It must be a physical location. It should include a street address, but in the absence of such, a building number should be provided, and/or a "Mark For" and the unit or DoDAAC for whom the shipping/receiving is being performed.

4. Line 4. Thirty-five-character field, the fourth line of the ship-to address of the unit, activity, or organization that is authorized to receive material from the DoD Logistics System. This line is generally created by the system by virtue of data entered for City, State, and ZIP Code fields.

5. Line 5. Thirty-five-character field, the fifth line of the ship-to address of the unit, reserved solely for the country name associated with the ISO 3166-1 country code, and automatically created for the MSL by the other data elements of the TAC. The MSL supports five lines, and USPS requires the country name to be spelled out in English on the last line of the address.

6. City of TAC 2 address. City of ship-to address.

7. State of TAC 2 address. This is a two-position alpha code of the state in the ship-to address. If the address is outside the United States it will be null.

8. ZIP Code of TAC 2 address. United States Parcel Postal Code of the ship-to address, expressed as either a five-position code or ten-position with a hyphen after the fifth position.

9. Two-digit ISO Country Code. The code is assigned by ISO and is the most widely accepted of the different country code standards maintained within the DoDAAD.

10. Three-digit ISO Country Code. The code is assigned by ISO.

11. International Postal Code. There are two postal code fields in the DoDAAC. The ZIP is used exclusively for United States postal codes. The IPC ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.

12. Effective Date. In Julian date format (yyyyddd), this is the date upon which the address became effective. The effective date is provided in the POAM requirement stipulated by the MCBUL 5400 or as specified on the Government-issued contract).

13. Delete Date. In Julian date format (yyyyddd), this is the date upon which the address was deleted. After this date, the address is no longer valid. The delete date is provided in the POAM requirement stipulated by the MCBUL 5400 or as specified on the Government-issued contract.

14. MILSTRIP Country Code. This is a two-character MILSTRIP country code. The code is assigned by DoD and is published in reference [\(f\)](#).

15. Foreign Military Sales Country Code. This is a two-character country code. The code is assigned by DoD and is published in reference [\(f\)](#).

C. TAC 3

Referred to as bill-to information, the TAC 3 identifies the billing address or the activity responsible for payment of bills. If no bill-to information is entered, the TAC 1 address is used. The DoDAAD is the ADS for the association of this address information to a unit for logistics and financial systems. TAC 3 address information fields generally follow the same conventions as that used for TAC 1 which are as follows:

1. Line 1. Thirty-five-character field, the first line of the mailing address of activity that will make payment (bill to address).

2. Line 2. Thirty-five-character field, the second line of activity that will make payment (bill to address).

3. Line 3. Thirty-five-character field, the third line of the mailing address of activity that will make payment (bill to address).

4. Line 4. Thirty-five-character field, the last line of the mailing address of activity that will make payment (bill to address).

5. Line 5. Thirty-five-character field, the fifth line of the billing address of the unit, reserved solely for the country name associated with the ISO 3166-1 country code and automatically created for the MSL by the other data elements of the TAC. The MSL supports five lines, and USPS requires the country name to be spelled out in English on the last line of the address.

6. City of TAC 3 billing address. City of mailing address.

7. State of TAC 3 billing address. Two-position alpha code of the state in the mailing address. If the address is outside the United States it will be null.

8. ZIP Code of TAC 3 billing address. United States Parcel Postal Code of the mailing address, expressed as either a five-position code or ten-position with a hyphen after the fifth position.

9. Two-digit ISO Country Code. The code is assigned by ISO and is the most widely accepted of the different country code standards maintained within the DoDAAD.

10. Three-digit ISO Country Code. The code is assigned by ISO.

11. International Postal Code. There are two postal code fields in the DoDAAC. The ZIP is used exclusively for United States postal codes. The IPC ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.

12. Effective Date. In Julian date format (yyyyddd), this is the date upon which the address became effective. The effective date is provided in the POAM requirement stipulated by the MCBUL 5400 or as specified on the Government-issued contract).

13. Delete Date. In Julian date format (yyyyddd), this is the date upon which the address was deleted. After this date, the address is no longer valid. The delete date is provided in the POAM requirement stipulated by the MCBUL 5400 or as specified on the Government-issued contract).

14. MILSTRIP Country Code. This is a two-character MILSTRIP country code. The code is assigned by DoD and is published in reference [\(f\)](#).

15. Foreign Military Sales Country Code. This is a two-character country code. The code is assigned by DoD and is published in reference [\(f\)](#).

D. TAC 4

Referred to as commercial small parcel shipping information, the TAC 4 identifies the commercial shipping address (e.g., address used by the USPS, United Parcel Services, Federal Express, etc.). If no commercial shipping information is entered, the TAC 2 is used. The DoDAAD is the ADS for the association of this address information to a unit for logistics and financial systems. TAC 4 address information fields are as follows:

1. Line 1. Thirty-five-character field, the first line (normally the unit name) of the mailing address used for delivery of small parcel carriers (used only when the TAC 2 address is not sufficient for delivery).

2. Line 2. Thirty-five-character field, the second line (normally the street address) of the mailing address used for delivery of small parcel carriers (used only when the TAC 2 address is not sufficient for delivery).

3. Line 3. Thirty-five-character field, the third line of the mailing address used for delivery of small parcel carriers (used only when the TAC 2 address is not sufficient for delivery).

4. Line 4. Thirty-five-character field, the last line of the mailing address used for delivery of small parcel carriers (used only when the TAC 2 address is not sufficient for delivery).

5. Line 5. Thirty-five-character field, the fifth line of the billing address of the unit, reserved solely for the country name associated with the ISO 3166-1 country code and automatically created for MSL by the other data elements of the TAC. The MSL supports five lines, and USPS requires the country name to be spelled out in English on the last line of the address.

6. City of TAC 4 address. City of mailing address.

7. State of TAC 4 address. This is a two-position alpha code of the state in the mailing address. If the address is outside the United States it will be null.

8. ZIP Code of TAC 4 address. United States Parcel Postal Code of the mailing address, expressed as either a five-position code or ten-position with a hyphen after the fifth position.

9. Two-digit ISO Country Code. The code is assigned by ISO and is the most widely accepted of the different country code standards maintained within the DoDAAD.

10. Three-digit ISO Country Code. The code is assigned by ISO.

11. International Postal Code. There are two postal code fields in the DoDAAC. The ZIP is used exclusively for United States postal codes. The IPC ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.

12. Effective Date. In Julian date format (yyyddd), this is the date upon which the address became effective. The effective date is provided in the POAM requirement stipulated by the MCBUL 5400 or as specified on the Government-issued contract).

13. Delete Date. In Julian date format (yyyyddd), this is the date upon which the address was deleted. After this date, the address is no longer valid. The delete date is provided in the POAM requirement stipulated by the MCBUL 5400 or as specified on the Government-issued contract).

14. MILSTRIP Country Code. This is a two-character MILSTRIP country code. The code is assigned by DoD and is published in reference [\(f\)](#).

15. Foreign Military Sales Country Code. This is a two-character country code. The code is assigned by DoD and is published in reference [\(f\)](#).

060213. Transportation Information

The following fields provide additional transportation data for the DoDAAC:

A. Consolidation and Containerization Point

The CCP three-character code is used for shipping purposes when supplies are shipped via surface freight. The code is defined in reference [\(q\)](#). Currently there are only two valid values for a CCP: 101 (East Coast Consolidation Point, address found in DoDAAC W25N14), or 301 (West Coast Consolidation Point, address found in DoDAAC W62N2A). Every outside CONUS (OCONUS) DoDAAC will either have 101 or 301 assigned. CCPs are not assigned to CONUS DoDAACs. The DoDAAD is the ADS for the association of this data element to a DoDAAC/activity.

B. Standard Point Location Code

The Standard Point Location Code is a system-generated, nine-character field which denotes a CONUS location capable of processing shipments. It is assigned by the National Motor Freight Traffic Association and is associated with a DoDAAC based on the TAC 2 shipping address (TAC 1 if TAC 2 does not exist). The DoDAAD is the ADS for this information.

C. Geo-Location

This field is no longer used.

D. Break Bulk Point

The BBP is the location that material is shipped to and broken into smaller shipments for onward movement. For units who are supported by consolidated shipping/receiving, the BBP is the DoDAAC of the Shipping & Receiving activity (i.e., DMO/TMO, etc.).

E. Air Lines of Communication

The Air Lines of Communication code is a one-character field assigned by the Army. The DoDAAD is the ADS for this information.

F. Bill of Lading Office Code

The Bill of Lading Office Code (BLOC) is a four-character code defined in reference (q) and can be downloaded from the USTRANSCOM Table Management Distribution System (TMDS) website. The DoDAAD logic was changed in 2009 to directly load the BLOC from TMDS, so the CSP no longer directly enters this data.

G. CONUS or OCONUS

This one-character field (“C” or “O”) simply denotes whether or not the unit is within the CONUS or OCONUS. It is system-generated.

H. Aerial Port of Debarkation

The APOD code is defined in the Defense Transportation Regulation (DTR). DLA TS downloads a table of APOD information from USTRANSCOM to load the drop-down values in the DoDAAD update application. A new copy of the APOD is downloaded every time the table is updated by USTRANSCOM.

I. Water Port of Debarkation

The WPOD code is defined in the DTR. DLA TS downloads a table of WPOD information from USTRANSCOM to load the drop-down values in the DoDAAD update application. A new copy of the WPOD is downloaded every time the table is updated by USTRANSCOM.

060214. Plain Language Address Information

The DoDAAC no longer uses this information.

060215. Contract Information

In order to create “L” DoDAACs for contractors supporting the Marine Corps, the following additional fields are required. Once the DoDAAC is created, the DoDAAD is the ADS for the association of these data elements to an activity for logistics and financial systems:

A. Contract Number

This is a 17-character field used to enter the current valid support contract for which the DoDAAC was created. Multiple contracts can be associated to a single DoDAAC; however, only one contract will be resident in the DoDAAD. This should be the longest running contract.

B. Contract Expiration Date

This is a seven-character field used to enter the expiration date of the support contract for which the DoDAAC was created. Upon creation by the CSP, the DoDAAC is set to automatically delete on this date.

C. Contract Sponsor

This is a nine-character field used to enter the major command who funded the contract, which is usually the command being supported by the contract. For the Marine Corps, the requisitioning DoDAAC funding the contract is entered.

D. Contract Administration Office

This is a six-character field denoting the DoDAAC of the Contract Administration Office that wrote the contract (the procurement authority).

E. Commercial and Government Entity Code

The Commercial and Government Entity (CAGE) Code is a five-character field provided to enter CAGE code of the contractor (or government activity, if applicable). All contractors must have a valid CAGE registered in the Central Contract Registration (CCR) in order to acquire a DoDAAC.

060316. Point of Contact Information

The DoDAAC provides three mandatory data fields for POC information:

A. POC

This is a 30-character field used to provide the rank/title/name of the unit/activity POC for the DoDAAC. DoDAACs with an authority code of "00," must have the appointed APO / supply officer listed as the POC for that respective DoDAAC in the DoDAAD.

B. E-mail

This is a 40-character field used to provide the e-mail address of the unit/activity POC for the DoDAAC.

C. Phone

This is a 21-character field used to provide the telephone number for the unit/activity POC for the DoDAAC. Note: the system only recognizes 10-digit phone number configurations.

060317. CSP Managed Fields

The following additional fields are part of a DoDAAC's pedigree that is managed by the CSP:

A. Accounting Disbursing Station Number/Fiscal Station Number

This six-character code identifies the service payment office. This field is not validated within the DoDAAD; it is service-defined and service-dependent. The Army and Air Force set a five-digit numeric code; the Navy and Marine Corps mostly use a DoDAAC; DLA and other agencies use a mix of numeric codes and DoDAACs. For the Marine Corps, 067443 is used for all DoDAACs except for MARCORLOGCOM DoDAACs that use Navy Working Capital Fund, in which case 067004 is used. The DoDAAD is the ADS for this information.

B. Free Form

One-character field used to denote free form used.

C. Notes

Four-thousand-character, free-form field for CSP notes. Only the CSP has visibility of this field.

060218. Classified Addresses

Classified addresses have distinct open issues for which the guidance published in the DLMS order, reference [\(g\)](#) applies.

0603 EXAMPLES

The following are examples of correctly rendered TAC information:

060301.	<u>TAC 1</u>	Owner Information
A.	M12200	COMMANDER CJTF HOA CAMP LEMONIER DJIBOUTI APO AE 09363
B.	MMA100	OFFICER IN CHARGE MAINT FLOT ACCT, CODE 570 814 RADFORD BLVD STE 20301 ALBANY GA 31704-0301
C.	M28020	COMMANDING OFFICER 3D SUPPLY BN 3D MLG FMFPAC UNIT 38416 FPO AP 96604-8416

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060302. TAC 2

All Marine Corps commanders with requisition authority shall submit a TAC 2 address designating the supporting traffic management/ receiving address. Examples of TAC 2 addresses for the preceding TAC 1 addressees are:

A. M12200 TRAFFIC MANAGEMENT OFFICER
CJTF HOA
OPERATION ENDURING FREEDOM
CAMP LEMONIER DJIBOUTI 09351

B. MMA100 OFFICER IN CHARGE
MF MMA100 IIP TEL 229 639 6659
BUILDING 1260 BAY 1 DOOR 1
ALBANY GA 31704

C. TAC 2 OCONUS. Overseas activities cannot use a PO Box. They must include the complete geographic location along with the name of the unit and primary organization to which identified, including the APOD, WPOD, CCP, and BBP.

M28020 OFFICER IN CHARGE
MATERIAL DISTRIBUTION CENTER
MF M28020, BLDG 400, CAMP KINSER
OKINAWA JP 901 2100

D. TAC 2 (Activities Aboard Navy Ships). Per the information contained in reference [\(p\)](#), reference [\(q\)](#) and Appendix H to this policy, units embarked aboard naval vessels shall use the following TAC 2 address:

M11110 CALL NAVSUP GLS TRANSPORTATION
CML 757 443 5434 DSN 646 5434
OUTCONUS 312 646 5434

060303. TAC 3

The proper TAC 3 for most Marine Corps activities is as follows:

M28020 DFAS CLEVELAND
ATTN: USMC JAFBC
1240 EAST NINTH STREET
CLEVELAND OH 44199-2001

060304. TAC 4

When used, the TAC 4 shall utilize the TAC 1 information but may include more specific or commercial carrier-recognizable information to ensure commercial parcels can be delivered to an exact location within an activity.

M01264 UNITED STATES MARINE CORPS
 VMM 264 MAG 26 2ND MAW
 BUILDING AS-515 RM 295
 MCAS NEW RIVER NC 28545-1016

0604 DODAAC AND RIC QUERIES

Activities and commands may review their DoDAAC and RIC information in the DoDAAD using the DLA TS website's DAASC Inquiry System (DAASINQ). See Figures 6-1 and 6-2 below.

DoDAAC INFORMATION			
DoDAAC:	M21500		
DODAAD SERVICE/AGENCY:	MARINE S		
AUTHORITY CODE:	00 - Requisitioner	UIC:	M21500
MAJ COMMAND:	M1 - I MEF		
COCOM:	USNORTHCOM	LAST UPDATE:	05-APR-12
PROCUREMENT AUTHORITY FLAG:	No		
ENTERPRISE IDENTIFIER FLAG:	No	CANCELLED/NEVER REUSE FLAG:	No
RIC:			
COMMR(s) INFORMATION			
DP:	RU\$AHUO	PLAD:	RU\$VICBD
		BILL:	RU\$GABA\$
TAC INFORMATION			
T A C 1	<ul style="list-style-type: none"> • COMMANDING OFFICER • 7TH ESB 1ST MLG • BOX 555677 • CAMP PENDLETON CA 92055-5677 • 		EFF DATE: 01/26/2009 DEL DATE:
	CITY: CAMP PENDLETON	ZIP: 92055-5677	IPC ZIP: CA06
	STATE/APO/PROVINCE: California		STATE(A/N)/PROVINCE: CA06
	COUNTRY NAME: UNITED STATES		
ISO CC: U\$U\$A	MIL \$ CC:	FIP \$ CC: U\$	FM \$ CC:
T A C 2	<ul style="list-style-type: none"> • TRAFFIC MANAGEMENT OFFICER • MF SUP OFF 7TH ESB 1ST MLG M21500 • BLDG 140173 MCB PHONE 760 725 5349 • CAMP PENDLETON CA 92055-5627 • 		EFF DATE: 01/26/2009 DEL DATE:
	CITY: CAMP PENDLETON	ZIP: 92055-5627	IPC ZIP: CA06
	STATE/APO/PROVINCE: California		STATE(A/N)/PROVINCE: CA06
	COUNTRY NAME: UNITED STATES		
ISO CC: U\$U\$A	MIL \$ CC:	FIP \$ CC: U\$	FM \$ CC:
T A C 3	<ul style="list-style-type: none"> • DFAS CLEVELAND • ATTN: USMC JAFBC • 1240 EAST NINTH STREET • CLEVELAND OH 44199-2055 • 		EFF DATE: 05/27/2011 DEL DATE: ADSNFSN:
	CITY: CLEVELAND	ZIP: 44199-2055	IPC ZIP: OH09
	STATE/APO/PROVINCE: Ohio		STATE(A/N)/PROVINCE: OH09
	COUNTRY NAME: UNITED STATES		
ISO CC: U\$U\$A	MIL \$ CC:	FIP \$ CC: U\$	FM \$ CC:
T A C 4	<ul style="list-style-type: none"> • • • • • 		EFF DATE: DEL DATE:
	CITY:	ZIP:	IPC ZIP:
	STATE/APO/PROVINCE:		STATE(A/N)/PROVINCE:
	COUNTRY NAME:		
ISO CC:	MIL \$ CC:	FIP \$ CC:	FM \$ CC:
TRANSPORTATION INFORMATION			
CCP:		SPLC:	885513290
GEO LOCATION:		BBP:	
DSS ALOC:		BLOC:	
CONUS/OCONUS: C	WPOD:	APOD:	
PLAD INFORMATION			
PLA:	SEVENTH ENGR SPTBN		
DEL DATE:		EFF DATE:	03/14/1997
CONTRACT INFORMATION			
Note: If multiple contracts are authorized use of this DoDAAC, only the longest running contract is recorded and displayed.			
CONTRACT NO:	CAGE CODE:	EXP DATE:	
ADMIN OFF:	CONTRACTING SERVICE/AGENCY:		
POC INFORMATION			
POC:			
PHONE:			

Figure 6-1. DoDAAC Query Search Results from DAASC Inquiry System (DAASINQ)

RIC INFORMATION					
RIC:	MPB	RIC DODAAC:	M98820		
DODAAD SERVICE/AGENCY:	MARINE				
MAJ COMMAND:	C5 - MCLC				
COCOM:	USNORTHCOM	LAST UPDATE:	03-MAR-12		
COMMRI(s) INFORMATION					
DP:	RUQABNB				
TAC INFORMATION					
T A C 1	<ul style="list-style-type: none"> • COMMANDER • MCLC, WPN SYSTEMS MGMT CTR, P70 • 814 RADFORD BLVD STE 20320 • ALBANY GA 31704-0320 • 				EFF DATE: 03/02/2012
					DEL DATE:
	CITY:	ALBANY	ZIP:	31704-0320	IPC ZIP:
	STATE/APO/PROVINCE:	Georgia			STATE(A/N)/PROVINCE:
	COUNTRY NAME:	UNITED STATES			GA/13
	ISO CC:	US/USA	MILS CC:		FIPS CC:
				FMS CC:	

Figure 6-2. RIC Query Search Results from DAASC Inquiry System (DAASINQ)

VOLUME 2: CHAPTER 7

“ROUTING IDENTIFIER CODE CHARACTERISTICS AND DATA”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 7

ROUTING IDENTIFIER CODE CHARACTERISTICS AND DATA

0701 ROUTING IDENTIFIER CODES

A RIC is a three-digit, alpha-numeric code that uniquely identifies a unit, activity, or organization that requires the ability to route transactions or receive transactions routed to it (e.g., source of supply) within logistics and financial business systems within DLMS and DLSS. The first position designates the particular service/agency element of ownership. An alpha character in the first position indicates DoD, and a numeric character in the first position indicates non-DoD. The remaining two positions are assigned by each service's CSP.

0702 PURPOSE

RICs serve multiple purposes in that they are supply source codes, intersystem routing codes, and consignor (shipper) codes. RICs are three-character codes associated with a DoDAAC and a unique seven-character COMMRI for routing purposes. There may be more than one RIC associated with a single DoDAAC; however, each individual RIC may be associated with only one DoDAAC. RICs are entered into the DoDAAD with a three-character prefix "ZZZ." RICS are discussed in Appendix 2.03 of reference (f).

0703 RIC DATA FIELDS

While the RIC itself is a three-digit, alpha-numeric identifier, this identifier represents a series of 24 data fields which comprise its pedigree characteristics. The DoDAAD is the ADS for most of these data elements and/or their association to an activity. Since activities within DoD information systems use this data to conduct business with the unit represented by the RIC, it is critical that the data fields are properly identified when a new RIC is created. It is equally vital that this information be kept current on an as-occurring basis by units who already have a RIC. Including the RIC as a data field, there are 24 fields currently in use by the Marine Corps. The following are the data fields which comprise a Marine Corps RIC's pedigree (see also Appendix F of this Volume):

070301. RIC DoDAAC

Every RIC must be associated to a DoDAAC. Since a RIC only has one Type of Address Code (TAC), the TAC of the RIC will always be the same as the TAC 1 of the DoDAAC to which it is associated. Every other data element of the RIC will also be the same as the DoDAAC to which the RIC is associated (i.e., MAJCOM code, status COMMRI, etc.).

070302. Major Command Code

Just as with DoDAACs, every RIC has a MAJCOM code which will be the same as that of the RIC's DoDAAC.

070303. Creation Date

This date appears in the system to capture the date that the RIC was created.

070304. Data Pattern or Status COMMRI

DP COMMRI are associated to RICs and DoDAACs by DLA TS. They are used for the transmission of transactional data submitted against the RIC/DoDAAC. The DoDAAD is the ADS for the association of this data element to a RIC/DoDAAC/activity.

070305. Combatant Commander

This is a 10-character field that denotes the COCOM to which the unit is attached (i.e., NORTHCOM, etc.). This field is system-generated.

070306. Last Update

This date represents the date that any data field of the RIC was last changed/updated by the CSP.

070307. TAC 1

Referred to as owner information, the TAC 1 identifies the mailing address of the owner, and correlates to the POC information contained for the DoDAAC. DC M&RA establishes policy for proper mailing addresses of all Marine Corps activities per reference [\(n\)](#). Units requiring changes to their TAC 1, or who require new addresses for deployed contingencies should notify their postal officer to obtain the valid mailing address. This information should then be submitted for inclusion in the DoDAAC. The DoDAAD is the ADS for the association of this address information to a unit for logistics and financial systems. Each requisitioning activity must have a TAC 1 address with a TAC 2 and TAC 3. Additionally, the TAC 1 shall be used for CONUS freight shipments if no TAC 2 is listed. The TAC 1 of a RIC will always be the same as its corresponding DoDAAC. TAC 1 address information fields are as follows:

A. Line 1

Thirty-five-character field, first line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DoD logistics system. Authorized conventions for TAC 1 Line 1 are: COMMANDANT, COMMANDER, COMMANDING GENERAL, COMMANDING OFFICER, DIRECTOR, INSPECTOR-INSTRUCTOR, or OFFICER IN CHARGE.

B. Line 2

Thirty-five-character field, the second line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DoD logistics system. This is usually an abbreviated form of the unit's name. Examples include: 7TH ENGRSPTBN, 3RD DENBN, 2ND ANGLICO, 1ST CBT ENGRSPTBN, II MHG, etc.

C. Line 3

Thirty-five-character field, the third line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DoD logistics system (normally the street address). Examples include: PSC 2017, PO BOX 15320, 3D STREET MCAS, 1401 VANDEGRIFT BLVD MCB, etc. Note: it may also include building number, but should at least include either a PO or Street address.

D. Line 4

Thirty-five-character field, the fourth line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DoD logistics system. The fourth line is generally created by the system by virtue of data entered for City, State, and ZIP fields.

E. Line 5

Thirty-five-character field, the fifth line of the mailing address of the unit, reserved solely for the country name associated with the ISO 3166-1 country code and automatically created for the MSL by the other data elements of the TAC. The MSL supports five lines, and the USPS requires the country name to be spelled out in English on the last line of the address.

F. City of TAC 1 mailing address

City of mailing address.

G. State of TAC 1 mailing address

This is a two-position alpha code of the state in the mailing address. If the address is outside of the United States it will be null.

H. ZIP Code of TAC 1 mailing address

United States parcel postal code of the mailing address, expressed as either a five-position code or ten-position with a hyphen after the fifth position.

I. Two-digit International Organization for Standardization (ISO) Country Code.

This code is assigned by ISO and is the most widely accepted of the different country code standards maintained within the DoDAAD.

J. Three-digit ISO Country Code

This code is assigned by ISO.

K. International Postal Code

There are two postal code fields in the DoDAAC. The ZIP Code is used exclusively for United States Postal codes. The IPC ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.

L. Effective Date

In Julian format (yyyyddd), the date upon which the address became effective.

M. Delete Date

In Julian format (yyyyddd), the date upon which the address was deleted. After this date this address is no longer valid. NOTE: If a DoDAAC is deleted that also has a RIC associated to it, the CSP will also delete the associated RIC.

N. MILSTRIP Country Code

This is a two-character MILSTRIP country code. The code is assigned by DoD and is published in reference [\(f\)](#).

O. Foreign Military Sales Country Code

This is a two-character FMS country code. The code is assigned by DoD and is published in reference [\(f\)](#).

070308. Central Service Point-Managed Fields

The following additional fields are part of a RIC's pedigree and are managed by the CSP:

A. Free Form

One-character field used to denote free form used.

B. Notes

4,000-character, free form field for CSP notes. Only the CSP has visibility of this field.

VOLUME 2: CHAPTER 8

“DODAACS AND UICS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 8

DODAACS AND UICS

0801 GENERAL

Since the relationship between DoDAACs and UICs in the Marine Corps can be complex, the following information is provided specifically to address the use of and interrelationship between these two identifiers. Unlike a UIC, a DoDAAC is used to enable a business process on behalf of an organization within logistics, financial, acquisition, and services systems that are part of, linked to, or use the data constructs of DLMS, DLSS, and/or MILS portfolio of systems (i.e., MILSTRIP MILSTRAP, Military Standard Billing System (MILSBILLS), etc.). The DoDAAC is the DoD business standard used to identify an activity within these systems.

0802 AUTHORITY

Since a DoDAAC is used to enable a business process, it is tied to the authority behind that business process and the laws, statutes, and regulations which govern the business process, to include how resources (i.e., appropriations, property, and materiel) associated to the DoDAAC are utilized and managed per reference [\(b\)](#), [\(d\)](#), [\(l\)](#), [\(m\)](#), [\(o\)](#) and [\(r\)](#). Appendix A of this Volume outlines the DoDAAC's relationship to a commander's authority.

0803 DODAAC USES

All Marine Corps approved APSRs will align and account for equipment and materiel at the accountable officer's/commander's DoDAAC level. A UIC or RUC will not be used for accountability of resources. The following interrelationships of DoDAACs and UICs are provided. See also Appendix I of this Volume.

080301. Financial

A financial UIC is a five-digit code created by DFAS on behalf of the DON. Whenever a Marine Corps activity has a business process that ties back to a Navy system, that activity must be registered in the Navy's system(s) via a financial UIC and a DoDAAC. The following guidance is provided:

A. Bureau Control Number

Every MRI, ARI, and SRI in SABRS is a BCN, and is registered as a UIC in the DFAS UIC list. When the Marine Corps requires a new BCN for a command, a request will be forwarded to the DC I&L, (LPC) via DC P&R (RFA). The request will identify the code required and its intended relationship within SABRS hierarchy (i.e., MRI/ARI/SRI). See figure 8-1. DC I&L (LPC) will submit a Navy UIC/DoDAAC Request to DFAS (via e-mail to UIC/DoDAAC@DFAS.MIL) (see Appendix G of this Volume). DFAS will process the request and provide a notification back to DC I&L (LPC) (via e-mail to USMCDoDAACMGR@USMC.MIL) of the new UIC/BCN. The CSP manager at DC I&L will then create an "M"-series DoDAAC utilizing the BCN/SRI and assign it authority code 05. Once created, DC I&L (LPC) will then notify DC,

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P&R (RFA) (via e-mail to SABRSTABLESANDACCESS@USMC.MIL) of the new DoDAAC to be used as the new BCN/SRI (or MRI/ARI as necessary) within SABRS. DC I&L (LPC) will also notify the requestor and all other stakeholders impacted by the new DoDAAC. Every MRI/ARI/SRI will be assigned authority code 00. MRIs, ARIs, and SRIs can all be the same DoDAAC. See figure 8-1 and Appendix A of this Volume.

B. Work Center Identifier

Whenever a DoDAAC is required for use as a WCI within SABRS, a request will be forwarded to the CSP at DC I&L (LPC), via DC P&R (RFA), to approve and create the DoDAAC using authority code 02. Once created, DC I&L (LPC) will notify DC P&R (RFA) as noted above. WCIs cannot be the same as an MRI/ARI/SRI or AAC. See also figure 8-1 below and Appendix A of this Volume.

C. Activity Address Code (Requisitioning DoDAAC)

All requests for requisitioning DoDAACs will be submitted in accordance with chapters 4 and 5 of this Volume. All requests will identify the proper SABRS hierarchy for the new DoDAAC. An AAC cannot also be an MRI/ARI/SRI/WCI. See also figure 8-1 below and Appendix A of this Volume.

MRI	ARI	SRI	SCI	AAC	AUTH_CODE	ACTY_NAME	STREET1	STREET2	CITY	STATE
M39878	M39878	M39878	M49878	M39878	05	COMMANDING GENERAL	MARINE CORPS RECRUITING CMD	3280 RUSSELL ROAD	QUANTICO	VA
M39878	M39878	M39878	M49878	M49878	02	COMMANDING GENERAL	MARINE CORPS RECRUITING CMD	3280 RUSSELL ROAD	QUANTICO	VA
M39878	M39878	M39878	M49878	M5492	00	COMMANDING GENERAL	MARINE CORPS RECRUIT COMMAND	3280 RUSSELL RD	QUANTICO	VA
M39878	M67889	M67889	M47889	M67889	05	COMMANDING GENERAL	EASTERN RECRUITING REGION	PO BOX 19001	PARRIS ISLAND	SC
M39878	M67889	M67889	M47889	M47889	02	COMMANDING GENERAL	EASTERN RECRUITING REGION	PO BOX 19001	PARRIS ISLAND	SC
M39878	M67889	M67889	M47889	M10111	00	COMMANDING GENERAL	EASTERN RECRUIT REGION	PO BOX 19001	PARRIS ISLAND	SC
M39878	M67889	M67011	M47011	M67011	05	COMMANDING OFFICER	1ST MARINE CORPS DISTRICT, NY	605 STEWART AVE	GARDEN CITY	NY
M39878	M67889	M67011	M47011	M47011	02	COMMANDING OFFICER	1ST MARINE CORPS DISTRICT, NY	605 STEWART AVE	GARDEN CITY	NY
M39878	M67889	M67011	M47011	M80001	00	COMPTROLLER (SUPPLY)	HQ 1ST MARINE CORPS DISTRICT	605 STEWART AVE	GARDEN CITY	NY
M39878	M67889	M67011	M47011	M80012	00	COMPTROLLER (UTILITIES)	HQ 1ST MARINE CORPS DISTRICT	605 STEWART AVE	GARDEN CITY	NY
M39878	M67889	M67011	M47011	M80014	00	COMPTROLLER (MAINTANANCE)	HQ 1ST MARINE CORPS DISTRICT	605 STEWART AVE	GARDEN CITY	NY
M39878	M67889	M67011	M47011	M80204	00	COMPTROLLER (RS ENE)	HQ 1ST MARINE CORPS DISTRICT	605 STEWART AVENUE	GARDEN CITY	NY
M39878	M67889	M67011	M47011	M80741	00	COMMANDING OFFICER	US MARINE CORPS BUILDING 54	BAY 5 DDC	NEW CUMBERLAND	PA
M39878	M67889	M67011	M47011	M83900	00	COMPTROLLER (RS ALB)	HQ 1ST MARINE CORPS DISTRICT	605 STEWART AVENUE	GARDEN CITY	NY
M39878	M67889	M67011	M47011	M83902	00	COMPTROLLER (RS BUF)	HQ 1ST MARINE CORPS DISTRICT	605 STEWART AVENUE	GARDEN CITY	NY
M39878	M67889	M67011	M47011	M83903	00	COMPTROLLER (RS WNE)	HQ 1ST MARINE CORPS DISTRICT	605 STEWART AVENUE	GARDEN CITY	NY
M39878	M67889	M67011	M47011	M83904	00	COMPTROLLER (RS NYK)	HQ 1ST MARINE CORPS DISTRICT	605 STEWART AVE	GARDEN CITY	NY
M39878	M67889	M67011	M47011	M83925	00	COMPTROLLER (RS WPA)	HQ 1ST MARINE CORPS DISTRICT	605 STEWART AVENUE	GARDEN CITY	NY
M39878	M67889	M67011	M47011	M83966	00	COMPTROLLER (RS JER)	HQ 1ST MARINE CORPS DISTRICT	605 STEWART AVENUE	GARDEN CITY	NY

Figure 8-1. SABRS Table 208 Extract

D. Navy DoDAAC

Since all Navy DoDAACs are also Navy (financial) UICs, whenever a Marine Corps activity requires a Navy DoDAAC (e.g., aviation units), the procedures for a BCN/SRI above will be followed, except the Navy UIC/DoDAAC request will identify that *both* a UIC and DoDAAC are required. Once the UIC is created, DFAS will also then create a Navy DoDAAC and both will be identified back to DC I&L (LPC) who will then notify the requestor and other stakeholders impacted by the new UIC/DoDAAC.

080302. Total Force Structure Management System

In TFSMS, a UIC is used to identify requirements for personnel structure and equipment for permanent organizations established by a Marine Corps Bulletin 5400 (MCBul 5400). Within Marine Corps APSRs, DoDAACs are used to identify equipment sets that fill the T/E requirements of an activity's UIC. As such, every DoDAAC will be assigned to a UIC. The relationship between a TFSMS UIC and DoDAAC is one of "requirements" to "resources." In systems that consume both the TFSMS UIC and DoDAAC (e.g., GCSS-MC), the relationship can be likened to "owner" and "assets." The reason for this is because of how the DoDAAC is consumed by TFSMS. Within TFSMS, a DoDAAC is used to identify the property account ID that satisfies the requirements represented by the T/E of a UIC. Figure 8-2 illustrates this relationship between UIC and property account ID. It should be noted that DoDAACs are not only used as property account IDs in TFSMS. Some UICs in TFSMS do not have a T/E (e.g., Reserve I&I) but have a registered DoDAAC used as a "Ship To Only" DoDAAC that contains TAC 1 through TAC 4 mail/shipping information for the organization.

A. Wartime (Core) Mission

Maintaining the relationship between UIC and property account ID (DoDAAC) within TFSMS is the product of the DoDAAC update process. This relationship principally identifies the unit's core mission equipment requirements and the property account (DoDAAC) that satisfies these requirements. A unit's core mission structure is the TO&E resident in TFSMS. The DoDAAC is the ADS for the relationship between the UICs and DoDAACs. Per this guidance, all other systems shall consume this data directly from DoDAAF to ensure data integrity across the enterprise.

B. Assigned Mission/Deployments

Whenever a DoDAAC is required to enable business processes or account for equipment requirements in support of a task organization or unit executing an assigned mission different from their wartime (core) mission, the unit will either maintain the same DoDAAC, request an exercise DoDAAC, or request a contingency DoDAAC via the appropriate chain of command (MSC or MEF DoDAAC Monitor). Chapter 5 of this Volume provides detailed procedures for DoDAAC/UIC establishment and alignment in support of training exercises, contingencies, or unit rotations.

080303. Defense Readiness Reporting System – Marine Corps

A. Permanent units established by a MCBul 5400 and designated to report readiness in DRRS-MC will use a TFSMS-assigned UIC to capture the readiness of its wartime (core) mission requirements.

B. Provisional units (not resident in TFSMS), designated to report readiness in DRRS-MC will use a DC PP&O POR UIC. These units will use a manning document and EDL to capture the readiness of resources. DC PP&O POR shall notify DC I&L LP of the UIC; and DC I&L (LPC) will associate the deployment DoDAAC to this UIC in the DoDAAD.

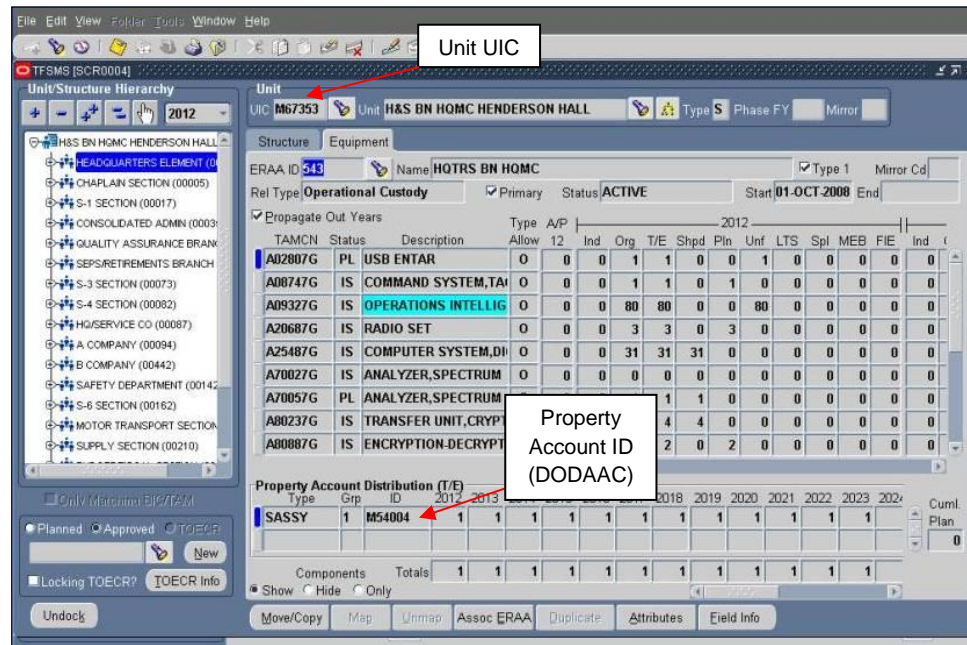


Figure 8-2.—TFSMS UIC and DoDAAC Relationship

VOLUME 2: APPENDIX A

“APPROPRIATIONS, FUNDS, AND ACCOUNT CLASSIFICATION”

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX A

APPROPRIATIONS, FUNDS, AND ACCOUNTING CLASSIFICATION

1. Appropriations and Funds

To properly understand appropriation accounting, it is necessary to understand the difference between appropriations and funds.

a. Appropriations

An appropriation is an authorization by Congress to incur obligations for specified purposes and to make payments therefor from the Treasury. Simply stated, an appropriation is the result of an act of Congress to provide the funding authority for the Navy to accomplish specific functions or missions.

(1) Types of Appropriation Acts

To establish or amend an appropriation, Congress can pass three different types of appropriation acts: (1) regular, (2) supplemental, and (3) deficiency.

(a) Regular Appropriation Act

A regular appropriation act is the first appropriation act passed by Congress for a specific purpose for a particular fiscal year.

(b) Supplemental Appropriation Act

A supplemental appropriation act changes the monetary limitation, the purpose, or both, of an appropriation that is still available for obligation or for payment of existing obligations. A supplemental appropriation act may also be used to establish an appropriation that was not included in the regular appropriation act.

(c) Deficiency Appropriation Act

A deficiency appropriation act allows Congress to change the monetary limitation of a particular appropriation to permit the liquidation of known or anticipated obligations when the sums appropriated in the regular appropriation act are not sufficient to meet these obligations. Just as there are different acts by which appropriations can be established or amended, there are also different types of appropriations.

(2) Types of Appropriations

Although there are several types of appropriations, each type is designated by its own special term. The status of the appropriation is the determining factor. In the explanation of the following terms, notice how the status of the specific appropriation figures strongly in the definition of each term and actually establishes basic conditions under which the Navy must use that particular appropriation.

(a) Annual Appropriation

An annual appropriation is available for the incurring of obligations only in the fiscal year specified in the appropriation act. An annual appropriation is also referred to as a one-year appropriation.

(b) Multiple-year Appropriation

A multiple-year appropriation is available for the incurring of obligations for a definite period of time, but the period of time must exceed one fiscal year.

(c) Continuing Appropriation

A continuing appropriation is available for the incurring of obligations until the appropriation is exhausted or until the purpose for which the appropriation was made is accomplished. Also referred to as a no-year appropriation, a continuing appropriation has no fixed period of time.

(d) Current Appropriation

A current appropriation is available for the incurring of obligations only during the current fiscal year. This is also called an unexpired appropriation.

(e) Expired Appropriation

An expired appropriation is one that is no longer available for additional obligations, but it is still available for two years from the date of expiration for liquidation of any existing obligations.

(f) Definite Appropriation

A definite appropriation has the amount stated in the appropriation act as a specified sum of money.

(g) Indefinite Appropriation

An indefinite appropriation is one that does not have a specific amount stated in the appropriation act. Instead, the specific amount is determined at some future date from the sources specified in the appropriation act.

(h) Lapsed Appropriation

A lapsed appropriation is one that has an undisbursed balance, but by law is not available for disbursement.

(3) Types of Appropriation Accounts

Once an appropriation is passed, an appropriation account is established to make amounts available for expenditure and obligation from the Treasury. Appropriation accounts include not only accounts to which money is directly appropriated, but also revolving funds, working funds, and trust funds. (These funds will be discussed later.) There are three types of appropriation accounts: (1) open, (2) closed, and (3) successor.

(a) Open Appropriation Account

An open appropriation account is an account that has not had the balance transferred to a successor account or to surplus. The appropriation in the account may be expired or unexpired.

(b) Closed Appropriation Account

A closed appropriation account is an account that has had the balance transferred to a successor account or to surplus. The appropriation in the account is lapsed.

(c) Successor Account

A successor account is an account established for the payment of obligations applicable to appropriations for the same general purposes, but which have either lapsed or been discontinued. A successor account is available indefinitely for the payment of obligations chargeable to any of its predecessor accounts.

b. Funds

A fund, as used in connection with appropriations, is a sum of money or other resources, usually segregated, to be expended or used for specified purposes. Funds differ from appropriations in that they are usually permanent in nature and do not expire unless they are revoked by Congress. Three types of funds are commonly used by the Navy: (1) general, (2) trust, and (3) revolving.

(1) General Fund

The general fund of the Treasury is the fund into which all receipts of the United States Government are deposited, except for those from specific sources required by law to be deposited into other designated funds. Appropriations from the general fund are made by Congress to carry on the general and ordinary operations of the government.

(2) Trust Fund

A trust fund is used to deposit amounts received or appropriated and held in trust according to an agreement or a legislative act. These amounts may only be used or expended according to the terms of the trust or act. An example of a trust fund is Ship's Stores Profits, Navy. Profits from the ship's store are held in this account and may only be used for authorized expenses of the ship's store and the welfare and recreation of Navy personnel.

(3) Revolving Fund

A revolving fund is established to finance a cycle of operations to which reimbursements and collections are returned for reuse in such a manner as to maintain the principal of the fund. The amount of the fund may be in the form of cash, inventory, receivables, or other assets. An example of a revolving fund is the Navy Stock Fund, which is used to purchase and maintain stocks of common supply items required for the support and operation of the Navy.

2. Accounting Classification Code

In the Navy's financial management system, the accounting classification code provides a uniform system for accumulating and reporting a variety of accounting information. This code is shown on all purchase requests as well as the resulting obligation and expenditure documents. The accounting classification code identifies the activity responsible for accounting for the associated appropriation (or part of the appropriation). It also assists in the forwarding of copies of public voucher disbursements and elections to the accountable activity for analysis of obligations and expenditures. The detail required in a particular accounting classification code may vary, depending on the appropriation and type of transaction involved. An example of an accounting classification code that contains the maximum number of elements is shown in figure A-1. The figure also illustrates the order in which the accounting data should be entered on the required documents. The following sections will explain the significance of each of these elements and the order in which they should be used. The position and significance of the alphanumeric characters in each element will also be discussed.

a. Appropriation or Fund

In every accounting classification code, the first element represents the appropriation or fund. (Refer to number 1 on the left side of figure A-1. This represents the first element in the accounting classification code used as the example.) The appropriation or fund indicates the legal source of each transaction. In most cases, the appropriation code will consist of only seven alphanumeric characters. It may; however, contain up to nine characters, depending on the reporting requirements. The first two digits in the example are 1 and 7, or 17, which represents the Department of the Navy. The third digit, 8, is the last digit of the fiscal year for that particular annual appropriation. If the letter "X" is used in the third position instead of a number, then the appropriation is a continuing appropriation. If the letter "M" is used in the third position, then the appropriation is a successor appropriation. The next four digits (1453) indicate the type of appropriation. In the case of a fund, these four digits would indicate the type of appropriation and the particular type of fund used within that appropriation.

b. Subhead

The second element of the accounting code (indicated as number 2 on the left side of the figure) is the subhead. This element identifies the charges (or credits) to the appropriation or fund (indicated in element 1) for the particular transaction. The subhead consists of four characters. The first two characters identify the administering office. The last two characters identify the purpose of the subhead. For example, the subhead 2201 in figure A-1 identifies the administering office, 22, as the Bureau of Naval Personnel and the purpose, 01, as pay and allowances of officer personnel.

c. Object Class

The object class is the third element in the accounting classification code. (Refer to number 3 in figure A-1.) It consists of three digits. The object class designates the nature of the services, articles, or other items involved, as distinguished from the purpose for which obligations were incurred. There are four major categories of object classes:

- (1) personal services and benefits
- (2) contractual services and supplies
- (3) acquisition of capital assets
- (4) grants and fixed charges.

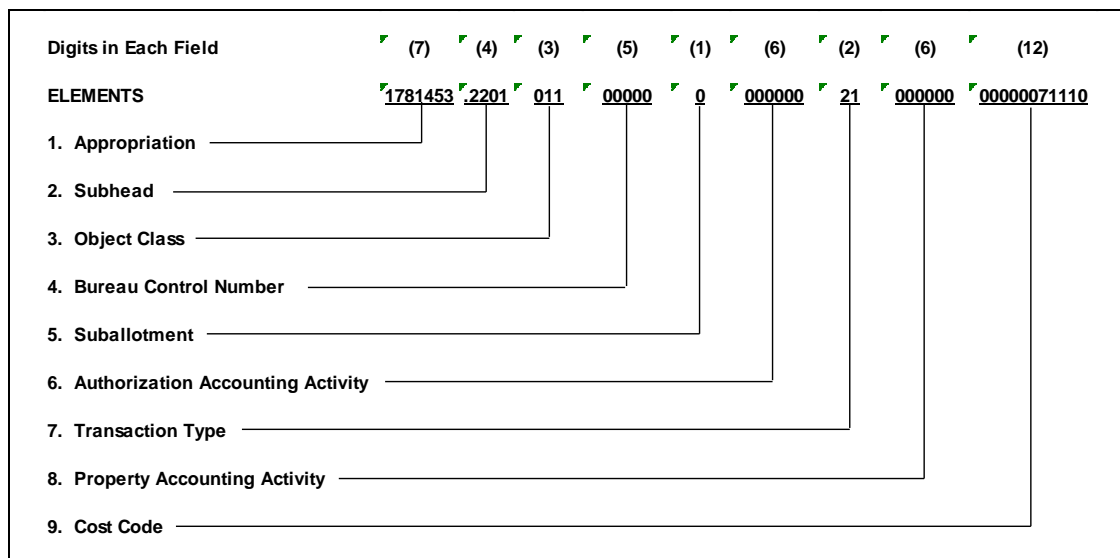


Figure A-1. The accounting classification code.

The Office of Management and Budget (OMB) directs the use of these classifications whenever the object class is required in the submitting of budget requests and reporting of data. The object class will appear as part of the accounting code required for obligations, costs, or disbursements.

d. Bureau Control Number

The fourth element in the accounting classification code is the BCN. As shown in figure A-1 (number 4), the BCN consists of five digits and represents the allotment authorization number. All funds within an appropriation account to be used for commitments, obligations, and expenditures are issued through allotments. An allotment is a subdivision of the appropriation that provides the funding authority for the accomplishment of a specific function or mission. The first two digits of the BCN designate the budget project; the next three digits constitute the serial number assigned to the allotment. In some cases, funds are not provided by an allotment. In these cases, the BCN is coded to identify other necessary accounting information.

e. Sub allotment

The sub allotment is the fifth element of the accounting classification code. (Refer to number 5 in figure A-1.) It further subdivides the allotment. The suballotment consists of one character that can be either alpha or numeric, as determined by the holder of the allotment.

f. Authorization Accounting Activity

As shown in figure A-1, the authorization accounting activity is the sixth element of the accounting classification code. It is composed of six digits and identifies the activity designated to perform allotment accounting and other accounting assignments. For this element, the UIC of the designated accounting activity is used. Since financial UICs only contain five digits, a zero prefix is added to make six digits. Notice that in the accounting data presented in figure A-1, the authorization accounting activity is not required. In cases such as these, six zeroes are used to fill the field.

g. Transaction Type

The seventh element represents the transaction type. Because most Navy accounting transactions are performed by machine, use of the two-digit alphanumeric transaction code allows for machine identification of the following categories:

- (1) Stores account purchases
- (2) Plant property account purchases
- (3) Other special suspense-type accounts
- (4) Formal and other special obligation accounting
- (5) Successor appropriations
- (6) Register and listing identification
- (7) Other transactions of special interest

In some cases, the functional account number (FAN) may serve the same purpose as the transaction type code.

h. Property Accounting Activity

The eighth element consists of the property accounting activity. As shown in figure A-1, this element consists of six digits. This six-digit element; however, can be constructed in several different ways, depending on the purpose of the expenditure. When the transaction code indicates a purchase for a stores account, the UIC of the activity designated to take the property into the stores account must be used. If the transaction code designates the purchase of plant property, the DoDAAC of the activity for which the plant property was purchased must be used.

i. Cost Code

The final element of the nine accounting classification code elements is the cost code. It is made up of 12 alphanumeric characters. The cost code provides additional information that may be needed for the preparation of detailed reports. The cost code is also used in reports that require shortened coding. The construction of the cost code is determined by the authorization accounting activity. Some items that often appear in cost codes are job order numbers, fund codes, FANs, and UICs.

3. Additional Accounting Components

The basic accounting classification code is made up of the nine elements discussed. In addition to the nine basic elements, there are other aspects or components of appropriation accounting classification code data. These important data items include allotments, FANs, UICs, and all financial transactions involving the international balance of payments (BOP).

a. Allotments

In the DON, an allotment is defined as an authorization granted, within and pursuant to an allocation or sub-allocation, to an office, command, activity, or component of the operating forces for the purpose of incurring commitments, obligations, and expenditures within a specified amount pursuant to the purpose for which the allotment was granted and according to instructions issued by the administering office. Simply stated, an allotment is a means by which available funds within an appropriation can be authorized, issued, and administered to the Navy so that they can be used to meet the financial obligations to support a specific function or mission. The granting of an allotment automatically reduces the available balance of the specific appropriation, but does not constitute a specific financial commitment or obligation on the part of Congress. Instead, the holder of the allotment becomes the authorized agent who may create commitments, obligations, and expenditures against the appropriation within the scope of the granted allotment. There are generally two types of allotments used in disbursing transactions: (1) regular and (2) centrally managed. They differ only in their individual limitations and accountability requirements.

(1) Regular Allotments

A regular allotment provides the normal operating budget for a command or activity. It is granted quarterly and is used for an activity's day-to-day operations. The commanding officer of the activity must closely monitor these funds to make certain they last through the entire quarter and their proper use and accountability can be readily demonstrated to the granting authority.

(2) Centrally Managed Allotments

A centrally managed allotment (CMA) is a formal administrative subdivision of funds (allocation or allotment) that is managed at the highest practical level and allows officials at a lower echelon to charge obligations or expenditures to the CMA for authorized purposes without further determination or certification of fund availability for individual transactions. Fund balances at the allocation/allotment level are subject to the provisions of reference (b). The same management internal control requirements apply for centrally-managed allotments as for regular allotments.

b. Functional Account Numbers

FANs classify transactions according to the use for which the transactions were made. They are used as reference numbers to determine the content of certain accounts used in various reports. The FANs themselves will often not be evident in the accounting classification code, but will appear as part of the cost code. In some cases, the FAN will be used in some other element, such as the BCN in permanent-change-of-station travel accounting data.

c. Unit Identification Codes

The UIC is a five-digit number that identifies an entity in the DON or DoD. Every command has a UIC. In fact, UICs are also assigned to civilian contractors and others who do business with DoD. Besides being used in the accounting classification code, UICs also appear in the Paid By section of public vouchers to aid in the identification of the disbursing officer of the agency making payments. UICs are also used in the Joint Uniform Military Pay System for such things as the distribution of leave and earnings statements and identification of the responsible paying offices for pay and allowances.

d. International Balance of Payments

The identification of financial transactions involving other countries is important to the United States Government. The economic well-being of the United States is directly influenced by the international BOP. The Comptroller of the Navy is responsible for coordinating and developing policies and procedures regarding foreign currency exchanges and other international financial transactions involving the Department of the Navy. The comptroller establishes procedures for the use of foreign currency in those countries in which the United States has Status of Forces Agreements, NATO Agreements, or Base Rights Agreements. Favored nation exchange rates for official transactions and for accommodation exchanges for United States personnel are sought by the comptroller as well. Any transaction that affects the international BOP must carry a two-character alpha code identifying the country involved in the transaction. An example is "CA" for Canada. Reference (c), contains the assigned country codes and the rules for applying them. As well as the

required country codes, you must also be aware of any applicable expenditure or collection category codes. In fact, any voucher that requires a country code must also have either a three-digit expenditure category code for disbursements or a two-digit source code for collections. These codes apply to transactions affecting disbursements and collections involving any appropriation, including all general, revolving, deposit, special, or trust funds, as well as any general fund receipt accounts established by the Treasury Department for collection or miscellaneous receipts.

VOLUME 2: APPENDIX B

“DOCUMENT NUMBERS”

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.

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APPENDIX B

DOCUMENT NUMBERS

1. **Standard Document Number (SDN)**

The SDN is a 15-position document number used for all non-Interdepartmental Billing (IDB) requisitions. The example below shows the breakdown of an SDN:

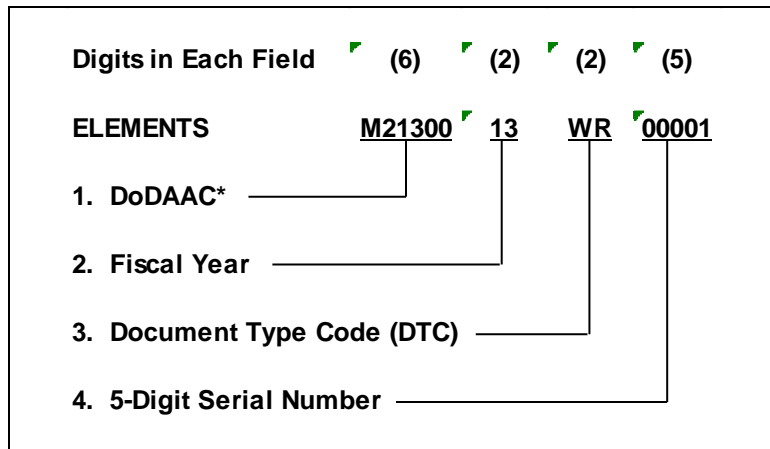


Figure B-1.—Standard Document Number.

POSITION **CONTENT**

- 1-6 Requisitioning DoDAAC of the requesting/issuing activity.
- 7-8 Last two digits of the fiscal year in which the document was created.
- 9-10 Document Type Code (DTC) identifies the type of request being created to obtain goods or services.
- 11-15 5-digit Serial Number (See definition below.).

NOTE: The serial number is locally assigned to distinguish individual source documents. The serial number may be created using both alpha and numeric characters. Serial numbers assigned when creating SDNs cannot be repeated during the fiscal year for the same DoDAAC and Document Type Code. Resource managers will provide guidance on assigning SDN's, to include specific guidance on serial number assignments made by a fund manager. Further, resource managers will provide guidance on creating a document number log (i.e., spreadsheet, database, log book, etc.) to assist fund managers in maintaining control over the assignment of SDNs during the fiscal year to ensure SDNs are not assigned to more than one source document.

2. **MILSTRIP Document Number**

The 14-position MILSTRIP document number is assigned to requisitions processed through a government source of supply and for open purchase requisitions. The example below shows the breakdown of a MILSTRIP document number:

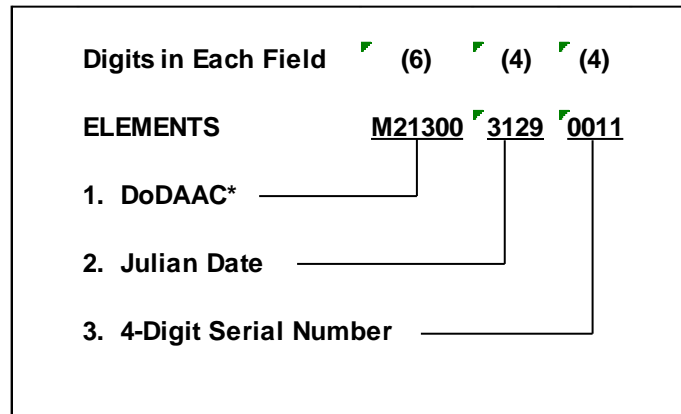


Figure B-2. MILSTRIP Document Number.

POSITION CONTENT

1-6	Requisitioning DoDAAC of the requesting/issuing activity.
7-10	Julian Date (See definition below.).
11-14	4-digit Serial Number, locally assigned to distinguish individual source documents.

NOTE: The Julian Date is composed of a one-digit calendar year (e.g., 1 represents calendar year 2001) followed by the current three-digit Julian Date (e.g., 001 represents 01 January, 365 represents 31 December except for leap year).

3. Procurement Instrument Identification Number (PIIN)

a. Per Federal Acquisition Regulations (FAR), the PIIN shall be used to identify all procurement documents (purchase orders, delivery orders, requests for quotation, etc.). The PIIN shall be used in its entirety by all Marine Corps contracting offices, purchasing offices, and commissaries. The construct of a PIIN includes use of a DoDAAC. The PIIN is a 13-position document number used by contract issuing activities to identify procurement actions. The PIIN is the proper document number to cite when recording obligations applicable to contracts. The Supplementary Procurement Instrument Identification (SPIIN) is a four-position document number and is the call or order number used for Blanket Purchase Agreements, Indefinite Delivery Contracts, and Basic Ordering Agreements.

b. Construction

The basic PIIN shall be retained for the life of the particular instrument and shall consist of 13 alpha-numeric characters. Major elements of the PIIN shall be separated by dashes. The example below shows the breakdown of a PIIN:

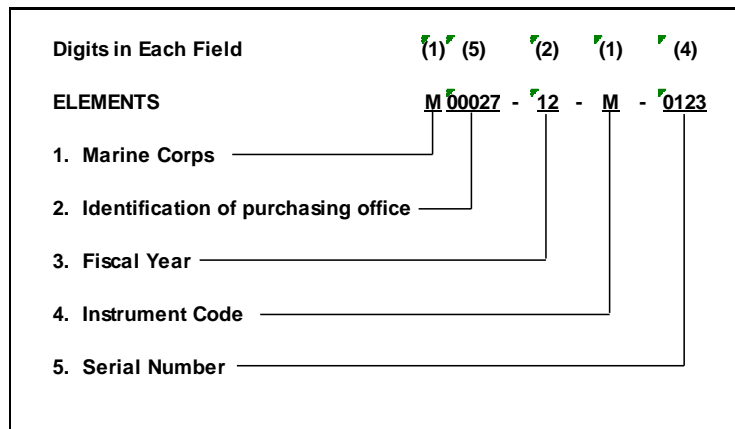


Figure B-3. Procurement Instrument Identification Number.

<u>POSITION</u>	<u>CONTENT</u>
1	The first position shall consist of the letter "M" for Marine Corps.
2-6	The second through sixth positions shall consist of the five-digit unit identification number assigned to the activity by the NavCompt Manual, Volume 2. Those activities having been assigned less than five-digit unit identification numbers shall place zeros before the number to fill the requirement for five digits.
7-8	The seventh and eighth positions shall be the last two digits of the fiscal year in which the PIIN is assigned.
9	The ninth position shall be a capital letter assigned to indicate the Type of Instrument Code, as follows: A = BPA's and board and lodging agreements. B = IFB. C = Contracts, except indefinite delivery-type. D = Indefinite delivery-type contracts. F = Delivery orders placed with or through other government departments or agencies or against contracts placed by such department or agencies; i.e., outside the DoD and including blind-made supplies.

<u>POSITION</u>	<u>CONTENT</u>
	G = Basic ordering agreement.
	L = Lease agreements (overseas only).
	M = Purchase order, manual (assigned W when numbering capability of M becomes exhausted during a fiscal year). Orders against DLA supply bulletins (commissary sales).
	P = Purchase order, automated (assign V when numbering capability of P becomes exhausted during a fiscal year).
	Q = Request for quotation, manual.
	R = Request for proposal.
	T = Request for quotation, automated (assign U when numbering capability of T becomes exhausted during a fiscal year).

- 10-13 The 10th through 13th positions shall be the serial number of the instrument. Separate series of serial numbers will be used as follows:
- A, F, M, and P may use the same serial number sequence.
 - C, D, and L may use the same sequence.
 - Q, R, and T may use the same sequence.
 - B must use a separate numbering sequence.

- 14-17 A SPIIN will be used when position 9 is coded A, G, or H and sometimes if position 9 is a D. The four positions will be alpha-numeric and will not contain the letters I and O or all zeros, spaces, dashes, or hyphens.

Note: Each series of PIINs for the same activity shall commence with the number 0001 at the start of each fiscal year. When more than 9,999 numbers are required, alpha-numeric numbers shall be assigned. (The letters I and O shall not be used.)

- c. Supply bulletins which are issued by the DLA as part of the DoD are not numbered in PIIN format. Therefore, the use of alpha character "M" is the designation to be utilized for orders placed against DLA supply bulletins.

VOLUME 2: APPENDIX C

“MAJOR COMMAND CODES”

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX C

MAJOR COMMAND CODES

USMC DODAAC MAJOR COMMAND CODES (MAJCOM)			
MAJCOM CODE	MAJOR COMMAND	POC	
B1	MCI EAST	MCI East	910 451 4893
B2	MCI WEST	MCI West G-4	760 725 9058
B3	MCI PAC	MCI Pac G-4	315 645 3017
C1	HQTRS USMC	I&L LPC	571 256 7123
C2	MCI COM	MCI Com G-4	703 695 6980
C3	MC RECRUITING COM	MCRC G-4	703 432 9222
C4	TRNG 7 ED COM	TECOM G-4	703 784 1169
C5	MARCORLOGCOM (Marine)	MCLC LOC	229 693 9391
	MARCORLOGCOM (Contractor)	MCLC MCA	229 693 5684
C6	MARCORSYSCOM	MCSC ALPS	703 432 3533
H1	MARFORCOM	MARFORCOM G-4	757 836 0756
H2	MARFORPAC	MARFORPAC G-4	808 477 8477
H3	MARSOC	MARSOC G-4	910 440 0744
H4	MARFOREUR	MARFOREUR G-4	314 431 2094
H5	MARFORSOUTH	MARFORSOUTH G-4	314 431 2094
H6	MARFORAF	MARFORAF G-4	305 437 2620
H7	MARCENT	MARCENT G-4	813 827 7016
H8	MARFORNORTH	MARFORNORTH G-4	504 697 8837
M1	I MEF	I MEF G-4	760 763 0647
M2	II MEF	II MEF G-4	910 451 9627
M3	III MEF	III MEF G-4	315 622 7243
M7	VII MEF (MEF FWD)	MARCENT G-4	813 827 7016
P1	MPS-1	BIC LogDiv	904 714 6255
P2	MPS-2	BIC LogDiv	904 714 6255
P3	MPS-3	BIC LogDiv	904 714 6255
PB	PREPO PGM BIC	BIC LogDiv	904 714 6255
PN	MCP P-N	BIC LogDiv	904 714 6255
R1	MARFORRES	MARFORRES G-4	504 697 8837

VOLUME 2: APPENDIX D

“DODAAC AUTHORITY CODES”

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX D

DODAAC AUTHORITY CODES

1. Authority Code

The authority code is a two-digit code used to restrict requisitioning, shipment, and billing by DoDAAC. In March 2007, the DLMSO published an Approved DLMS Change to implement authority codes for DoDAACs, per reference (s). Reference (s) established these codes on behalf of OSD in order to restrict requisitioning, shipment, and billing by DoDAAC. This ADC further revised DLMS, MILSTRIP and MILSBILLS to identify DoDAAC authorities for requisitioning, shipment and billing, and to provide for DLA TS and source of supply rejection under DLMS, MILSTRIP and MILSBILLS of requisitions or bills, as appropriate. These authority codes are applicable to all service components of the DoD. Accordingly, there are eight authority codes which may be assigned to a DoDAAC. They are as follows:

CODE	DESCRIPTION	DEFINITION
0	Requisition	Full authority. Authorized to initiate a requisition/purchase for goods and services. Authorized ship-to and bill-to.
		Required: POC, TAC 1
		Business Rules: No restrictions
		DAAS DoDAAC Authority Code Edit: no additional edit
1	Ship-To Only	Can only be used as a ship-to address with no other implicit authority.
		Required: POC, TAC 1, (TAC 2 and/or TAC 4)
		Business Rules: Not authorized to requisition or bill-to
		DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in
2	Finance (Bill-To Only)	DoDAAC can only be used as a bill-to
		Required: POC, TAC 1, TAC 3
		Business Rules: Cannot requisition, can not be used as a ship-to designation
		DAAS DoDAAC Authority Code Edit: DoDAAC may only be used in the
3	Do Not Ship-To	Cannot be used as a ship-to destination
		Required: POC, TAC 1
		Restriction: TAC 2 and TAC 4 are not allowed
		Business Rules: Can not be used as a ship-to designation
4	DDS Only	DLA Disposition Services (DDS) (e.g., State agencies surplus). Used to identify activities who have no requisition authority other
		Required: POC, TAC 1
		Business Rules: Cannot requisition new material. Only authorized to obtain materials from DDS (DoD excess only).
		DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with DDS RIC (S9D) in record positions 4-6
5	Non-Requisition	Cannot initiate a purchase or request for goods and services
		Required: POC, TAC 1
		Business Rules: Cannot requisition/purchase any good/services.
		DAAS DoDAAC Authority Code Edit: DoDAAC cannot be used in requisition in the requisitioner field (record positions 30-35).
6	Free Issue	No cost option. This activity is restricted to items that are available without cost (e.g., DDS, NGA Maps)
		Required: POC, TAC 1
		Business Rules: Cannot requisition/purchase any good/services. Similar to DDS, but can request free of cost items (e.g., DDS, NGA maps)
		DAAS DoDAAC Authority Code Edit: DoDAAC may only be used with signal code D or M
7	Administrative	Administrative only. This code is used for information/identification purposes only (e.g., Defense Courier Service, or for future DoDAAC activation, such as in the case of DoDAACs reserved for contingencies (at which time a different Authority Code may be assigned.))
		Required: POC, TAC 1
		Business Rules: Cannot requisition, can not be used as a ship-to designation, and can not be used for billing. Information/identification use only.
		DAAS DoDAAC Authority Code Edit: DoDAAC may not be used in a requisition in record positions 30-35 or in record positions 45-50 as a "ship to" or "bill to"

Figure D-1. DoDAAC Authority Codes

2. Internal USMC Business Rules

As the Marine Corps implements authority codes, application of these codes to our systems must be closely managed in order to meet the intent of these codes as prescribed by OSD. Accordingly, the following business rules apply for Marine Corps use of DoDAAC authority codes:

a. Authority Code 00 – Full or Requisition Authority

Authority Code 00, the most controversial of authority codes, designates full authority which is also referred to as requisition authority. Requisition authority is that authority vested in someone to obligate appropriations. Before the advent of a mechanized supply system (i.e., SASSY), expenditure of appropriated dollars started with the creation of a document number in a log book usually maintained by a supply officer. That document number had unit identification and financial information associated to it that enabled the obligation of appropriated dollars. The owner of that document number was accountable and liable for the obligation of appropriated dollars created by the processing of that document number. The authority to create this obligation is requisition authority. Requisition authority is defined by existing statute and policy, per reference [\(m\)](#) as follows:

(1) United States Code

Title 31 is the foundation in defining requisition authority, as it legally requires that there be traceability (and liability) to an individual for the over-obligation of appropriated funds as a violation of the Anti-Deficiency Act. Specifically, the following sections apply:

(a) Section 1301

Appropriations shall be used only for the purpose for which the appropriations were made, except as otherwise provided by law.

(b) Section 1341

An officer may not make or authorize an expenditure or obligation exceeding an amount available in an appropriation or fund for the expenditure or obligation.

(c) Section 1349

An officer or employee of the United States Government or of the District of Columbia government violating section 1341 (a) or 1342 of this title shall be subject to appropriate administrative discipline including, when circumstances warrant, suspension from duty without pay or removal from office.

(d) Section 1350

An officer or employee of the United States Government or of the District of Columbia government who knowingly and willfully violates section 1341 (a) or 1342 of this Title shall be fined not more than \$5,000, imprisoned for not more than 2 years, or both.

(e) Section 1511

An appropriation means appropriated amounts, funds, and authority to make obligations by contract before appropriations.

(f) Section 1514

The official having administrative control of an appropriation shall prescribe a system of administrative control which can restrict obligations or expenditures from each appropriation to the amount of apportionments or reapportionments of the appropriation, and enable the official to fix responsibility for an obligation or expenditure exceeding an apportionment or reapportionment. The system shall also be able to administratively divide appropriations with the objective of financing each operating unit, at the *highest* practical level, from not more than one administrative division for each appropriation affecting the unit.

(g) Section 1517

An officer shall not make or authorize an expenditure, or obligation exceeding an apportionment; or the amount otherwise permitted by regulations.

(h) Section 1518

An officer violating section 1517 shall be subject to appropriate administrative discipline including, when circumstances warrant, suspension from duty without pay or removal from office.

(i) Section 1519

An officer who knowingly and willfully violates section 1517 of this Title shall be fined not more than \$5,000, imprisoned for not more than 2 years, or both.

(2) The Marine Corps Manual

Per reference [\(m\)](#), CMC appoints subordinate commanders to execute the mission of the Marine Corps. Inherent in this appointment is the authority to carry out a number of responsibilities. The Marine Corps Manual provides the following guidance as it relates to commanders and their responsibilities.

(a) Commander

One who is properly appointed to command an organization, or who under applicable provisions of law, regulations, or orders, succeeds to such command due to transfer, incapacity, death, or absence of the previous Commanding Officer (CO). Marine Corps commanders are titled as Commandant, Commander, Commanding General, CO, Director, and Inspector-Instructor. Other titles used to designate Marine Corps commanders shall be made only with the specific approval of the CMC. The titles Officer in Charge (OIC) or Noncommissioned Officer in Charge do not normally denote a commander; however, in specific instances, superiors in the chain

of command may delegate command authority to OICs or Noncommissioned Officers in Charge to the extent required for them to carry out their assigned tasks.

(b) The management of finances is inherent to command.

(c) The commander is responsible for the administration of all authorizations of funds formally granted through an operating budget or allotment. This responsibility *cannot be delegated* in whole or part within the command. Accordingly, COs are personally responsible for any act of their own, or an act of a subordinate, which causes an over-commitment, over-obligation, or over-expenditure of an authorization of funds and may be subjected to the penalties as set forth in Chapters 13 (Appropriations) and Chapter 15 (Appropriation Accounting) formally Section 3679 Revised Statutes and Section 665 of reference [\(b\)](#).

(3) Accountable Officer

Another critical criterion of requisition authority is a commander's role as an accountable officer as it relates to equipment accountability. A commander's role as an accountable officer is tied to Title 10 responsibilities relative to equipment accountability. Per reference [\(m\)](#), the criteria for an accountable officer are also tied to succession to command. The following are germane:

(a) United States Code (U.S.C.) Title 10

The foundation for a commander's responsibilities relative to the accountability of equipment and property charged to them is found in Title 10 of U.S.C. Subtitle A, Part IV provides this framework in two chapters as follows.

1. Chapter 161, Section 2721

Under regulations prescribed by him, the Secretary of Defense shall have the records of the fixed property, installations, major equipment items, and stored supplies of the military departments maintained on both a quantitative and a monetary basis, so far as practicable. The regulations prescribed pursuant to this subsection shall include a requirement that the records maintained under such subsection (1) to the extent practicable, provide up-to-date information on all items in the inventory of DoD; (2) indicate whether the inventory of each item is sufficient or excessive in relation to the needs of the Department for that item; and (3) permit the Secretary of Defense to include in the budget submitted to Congress under section 1105 of reference [\(b\)](#) for each fiscal year, information relating to the amounts proposed for each appropriation account in such budget for inventory purchases of DoD, and the amounts obligated for such inventory purchases out of the corresponding appropriations account for the preceding fiscal year.

2. Chapter 165, Section 2788

The Secretary of a military department may prescribe regulations for the accounting for the property of that department and the fixing of responsibility for that property.

(b) The Marine Corps Consumer Level Supply Policy Manual

Accountability is inherent to command and the CO of a unit having a consumer-level supply account is accountable by virtue of acceptance of command.

(c) Succession to Command

Reference (m), Chapter 1, paragraph 1007.2 establishes the policy for succession to command. Not every CO, however, can be an accountable officer. Whoever lawfully succeeds to command must also possess the requisite legal authority necessary to discharge accountable officer legal responsibilities. The reference (t) states that the authority to convene courts-martial is independent of rank and is retained as long as the convening authority remains a commander in one of the designated positions (Rule 504, Convening courts-martial, and page II-48, MCM.) These designated positions are defined in the Uniform Code of Military Justice.

1. General Court-Martial

Article 22 describes the authority to convene a general court-martial as the CO of a division, a separate brigade, or a corresponding unit of the Marine Corps, or the CO of a wing of the Marine Corps.

2. Special Court-Martial

Article 23 describes the authority to convene a special court-martial as the CO of any Marine brigade, regiment, detached battalion, or corresponding unit; the CO of any Marine barracks, wing, group, separate squadron, station, base, auxiliary air field, or other place where members of the Marine Corps are on duty.

3. Summary Court-Martial

Article 24 describes the authority to convene a summary court-martial. When only one commissioned officer is present with a command or detachment he shall be the summary court-martial of that command or detachment and shall hear and determine all summary court-martial cases brought before him. Summary courts-martial may, however, be convened in any case by superior competent authority when considered desirable by him.

4. Article 15

The lowest level of authority necessary to effectively adjudicate matters relative to the role of an accountable officer is tied to whoever may impose nonjudicial punishment. Article 15 establishes that the following persons may serve as a nonjudicial punishment authority for the purposes of administering nonjudicial punishment proceedings:

a. Commander

As provided by regulations of the Secretary concerned, a commander may impose nonjudicial punishment upon any military personnel of that command. “Commander” means a commissioned or warrant officer who, by virtue of rank and assignment, exercises primary command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a “command.” “Commander” includes a commander of a joint command. Subject to subparagraph 1d(2) of the reference (t) and any regulations of the Secretary concerned, the authority of a commander to impose nonjudicial punishment as to certain types of offenses, certain categories of persons, or in specific cases, or to impose certain types of punishment, may be limited or withheld by a superior commander or by the Secretary concerned.

b. OIC

If authorized by regulations of the Secretary concerned, an OIC may impose nonjudicial punishment upon enlisted persons assigned to that unit.

c. Principal Assistant

If authorized by regulations of the Secretary concerned, a commander exercising general court-martial jurisdiction or an officer of general or flag rank in command may delegate that commander’s powers under Article 15 to a principal assistant. The Secretary concerned may define “principal assistant.”

5. Punishments

The final piece in determining the lowest level of authority necessary to fulfill accountable officer responsibilities is linked to the maximum level of punishment authorized for nonjudicial punishment proceedings. Per reference (t), the Secretary concerned may limit the power granted by Article 15 with respect to the kind and amount of the punishment authorized. The maximum punishment that may be authorized from nonjudicial punishment proceedings is dependent upon both the accused and the presiding authority of the proceedings.

a. If the accused is a commissioned or warrant officer, the presiding authority must be a CO over the accused, or an officer exercising general court-martial jurisdiction, an officer of general or flag rank in command, or a principal assistant as defined in paragraph 2c, Part V of reference (t).

b. If the accused is any other military personnel of the command, the level of authority necessary to impose the broadest scope of punishment rests with COs of the grade of major or lieutenant commander or above, or a principal assistant as defined in paragraph 2c of Part V of the reference (t).

(4) Criteria

To be appointed with requisition authority, it is not enough that someone is able to obligate appropriations. There must also be a mechanism in place whereby the goods/services for which these obligations were made are tracked in a lifecycle management process (i.e., generation of requirement all the way through to disposal). By law, someone has to be held accountable for the obligation of appropriated funds (more specifically, the over-obligation of funds). Similarly, this person has the responsibility to physically account for the supplies and equipment that are bought with appropriated funds. This mission is delegated down by the CMC to COs through the issuance of orders and through TO&E over which someone is appointed as the accountable officer. The distinction on who can serve as an accountable officer hinges upon court-martial and non-judicial punishment authority, because the accountable officer needs to be able to adjudicate matters relative to any loss, damage, or theft of government property over which he/she is charged. The proper definition for requisition authority must include all the tenets of these statutes and regulations; therefore, the following criterion qualifies possession of requisition authority for a commander and the command/activity:

(a) The command/activity must have an authorized mission (by approved mission statement in the T/O) to requisition supplies, equipment, materiel, and or services.

(b) The command/activity must have an authorized mission (by approved mission statement in the T/O) to possess financial management capability (resources and allocated funds) that enable requisitioning.

(c) The command/activity must have an authorized mission (by approved mission statement in the T/O) to possess supply accountability capability (personnel and resources to account for and track supplies and equipment through its life cycle from initial request to retirement/disposal) for requisitions and requisitioned items.

(d) The command/activity must have requisite training staff (S-3) to ensure that people charged with responsibility to execute accountability are properly trained in their respective Training and Readiness tasks.

(e) The command/activity must have requisite logistics staff (S-4) to coordinate logistics business processes on behalf of the command (i.e., armory, ammunition, etc.).

(f) The person appointed to command this activity must be officially appointed to the office of commander by orders issued by the CMC.

(g) This person must fulfill the duties of an accountable officer for purposes of exercising Title 10 responsibilities relative to equipment accountability.

(h) This person must possess sufficient level of judicial authority (courts-martial & non-judicial punishment) to adjudicate matters relative to the disposition of accountable supplies and equipment (field grade or above).

(5) Definition. According to reference (b), liability and accountability for the obligation of apportionments (appropriated funds) must be traceable to an individual. The CMC is responsible for the obligation of appropriated funds provided to the Marine Corps. The Commandant confers this requisition authority upon COs above the company grade, as defined by reference (m), who may in turn delegate an appointee (e.g., supply officer) to carry out this function. Requisition authority is inherent to commands/activities with the T/O mission to submit and process/manage financial transactions to fill requirements, and to manage both the fiscal and supply responsibilities inherent to the full life cycle of the transactions (e.g., from creation of a request through to closing/retirement/disposal) and the goods/services procured by them (i.e., maintaining formal equipment accountability, sub custody, and requisitioning records, etc.). Commands charged with this mission must therefore possess the T/O supply and fiscal structure necessary to perform all of these functions. A supply officer or civilian equivalent with appropriate supporting supply staff are authorized to submit requisitions on behalf of these commands to obligate appropriated funds, unless stated otherwise in the most current MCBul 5400 or mission statement. The following command-level tasks require requisition authority, as delegated by the commander: supply operations, purchasing, acquisition, creation of orders for temporary additional duty (TAD), and labor (to include time keeping). Commands with requisition authority are assigned an authority code of “00” for their DoDAAC in the DoDAAD. For the purposes of this policy, requisition authority is defined as a DoDAAC activity whose commander has the authority and capability to commit financial obligations of appropriated funds (e.g., COs who have supply officers). DoDAACs with an authority code of “00,” must have the appointed APO/ supply officer listed as the POC for that respective DoDAAC in the DoDAAD.

b. Authority Code 01 – Ship-To Authority

Authority code “01” designates that the unit/activity identified by the DoDAAC is authorized to receive shipments only, but cannot requisition. It also implies that the activity has the requisite capability in trained personnel to do proper receipt and acceptance of materials shipped to it.

c. Authority Code 02 – Bill-To Authority

Authority code “02” designates that the unit/activity identified by the DoDAAC is authorized to be billed or to pass funding. In the Marine Corps, this authority code is used only for WCIs in SABRS, as identified in Figure A-2.

d. Authority Code 03 – Cannot Ship-To Authority

Authority code “03” designates that the unit/activity identified by the DoDAAC cannot receive shipments. This authority code is not currently used in the Marine Corps.

e. Authority Code 04 – DDS Authority

Authority code “04” designates that the unit/activity identified by the DoDAAC is authorized to obtain materiel from DLA Disposition Services, formerly known as DRMO. DoDAACs with authority code “04” cannot requisition new materiel. This authority code is not currently in use by the Marine Corps.

f. Authority Code 05 – Non-requisition Authority

Authority code “05” designates that the unit/activity identified by the DoDAAC cannot purchase any goods/services. In the Marine Corps, this authority code is used only for SRIs in SABRS, as identified in Figure A-2.

g. Authority Code 06 – Free Issue Authority

Authority code “06” designates that the unit/activity identified by the DoDAAC is authorized to requisition items that are available without any cost. This unit/activity cannot requisition/purchase goods and services that incur a cost to the government. Examples include maps and flight publications available from DLA through Account Management and Provisioning System (AMPS)/(Mapping Enterprise Business System) MEBS. Ammunition Supply Point (ASP) DoDAACs that requisition Class V(W) for resupply are assigned authority code “06,” since the ammunition has already been “purchased” by the Inventory Control Point (ICP) of the Marine Corps. These transactions, therefore, do not incur a cost.

SABRS DODAAC Authority Code Assignment					
Level	Title	Authority Code	Business Rules	EXAMPLES	
MRI	Major Recipient ID	05	- Cannot be the same as a WCI or DODAAC. - Labor/Pay (DCPS/MCTFS). - Authorization DICs that need to acknowledge 05 are: IAA, DAA, AL1, AL3, DEX, FRA, ADG, ARI, and all others but those listed for authority code 02. - Funds distribution to the WCI level.	M67025	MARFORPAC
ARI	Allotment Recipient ID			M67025	MARFORPAC
SRI	Sub-allotment Recipient ID			M68450	IMEF
WCI	Work Center ID	02	- A WCI can NOT be a BCN and therefore A WCI can NOT be a SRI - A WCI can NOT be used in DTS, SAB1TRVL, MCPDT MROWS or for "manual" spending transactions. - Authorization DICs that need to acknowledge Authority Code 02 are: AL5, OT1, OT2, & OTX, FRA and ADG - DTC=TO/CT/CS (all "travel" both civilian and military) can NOT be a WCI - Funds distribution to the BEA and BESA level is by WCI only	M57081	3D MAW
AAC	Activity Address Code (Execution)	00	- An AAC that has authority code=00 can NOT be a WCI - DTC=TO/CT/CS (all "travel" both civilian and military) - All other execution - Document Numbers can only be created and submitted on Requests/Demands using the AAC (Requisitioning DoDAAC) of the command/activity, by personnel who have been delegated (in writing) by the commander of that command/activity, on a signed delegation of authority/duties letter (DD 577). - Activities who do not have an AAC in SABRS, yet receive funding, and are thus supported by a command/activity with the capability/authorization to requisition on their behalf, must use the appropriate transfer document (i.e., MIPR-DD448, Work Request-NC2275/NC2276 or Inter-Fund w/Signal Code) so the bill can be sent to the supporting activity, or they can use the direct cite in lieu of Marine Corps to Marine Corps reimbursables.	M00039	MAG-39

Figure A-2. SABRS DoDAAC Authority Codes

h. Authority Code 07 – Administrative Authority

Authority code “07” designates that the unit/activity identified by the DoDAAC is purely an administrative record. DoDAACs with this authority code cannot perform any business processes. In the Marine Corps, this authority code is generally used by the CSP at DC I&L for management purposes usually leading to a decision to delete a DoDAAC no longer required.

VOLUME 2: APPENDIX E

“USMC DODAAC ASSIGNMENT LOGIC”

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

APPENDIX E

USMC DODAAC ASSIGNMENT LOGIC

Component DoDAAC Assignment Logic			
Marine Corps: L, M			
Position	Code	Description	
1	L	All Marine Corps Contractors	
	M	Marine Corps units/activities	
The following additional positions are used for M DODAACs; however, there are exceptions to each general rule:			
2	0	Aviation Combat Element (ACE) units/activities	
	1	Ground Combat Element (GCE) units/activities	
	2	Logistics Combat Element (LCE) units/activities	
	3	Supporting Establishment (SE) units/activities (bases and stations)	
	4	HQMC Programs & Resources (P&R) use and Training and Education Command (TECOM) units/activities	
	5	HQMC use and Marine Corps Logistics Command units/activities	
	6	DFAS/HQMC Programs & Resources (P&R) use	
	7	HQMC and Marine Forces Reserve units/activities	
	8	Marine Corps Recruiting Command use	
	9	HQMC use, Marine Forces (deployed), and Marine Corps Logistics Command use	
	M		Assigned in coordination with Marine Corps Logistics Command (LCC) to establish Intermediate-level Supply Activities (i.e., SMU Gen Acct, etc.), and accounts for exercises. The following are general conventions, but exceptions exist.
			MMAXxx = Albany account
			MMB = Barstow account
			MMC = Camp Pendleton account
			MMF = Maintenance Float (Reparable Issue Point) Accounts
			MMG = Subfloat accounts for I MEF (no longer assigned using this convention).
			MMH/J = Miscellaneous Intermediate-level accounts or deployed account.
			MMK = Hawaii account
			MML = Camp Lejeune account
			MMM/N = MarForRes account
			MMP = Camp Lejeune, Base account
			MMQ = Quantico account
			MMR = Okinawa account
			MMS = MARSOC & Miscellaneous accounts
			MMT = MCAGCC 29 Palms account
			MMV = Blount Island account
			MMW = Parris Island account
		MMX = Various intermediate-level accounts, generally used for MCCA, SE, and deployed contingency operational support accounts.	
		MMY = Yuma account	
	N - P		Various; Detachments, Dept of State, etc.
	S		Maintenance Float Sub-accounts (a.k.a. Sub Float Accounts)
	T		Class II accounts
	W		Messhalls & Food Service
X		Marine Forces in support of Unified Commands; Contingency DoDAACs: used for creating task-organized, deployed accounts in support of Overseas Contingency Operations (OCO).	
		MX0xxx = USPACOM (MARFORPACOM)	
		MX1xxx = USNORTHCOM (MARFORNORTHCOM)	
		MX2xxx = USSOUTHCOM (MARFORSOUTHCOM)	
		MX3xxx = USAFRICOM (MARFORAFRICOM)	
		MX4xxx = USCENTCOM (MARFORCENTCOM)	
		MX5xxx = USEUCOM (MARFOREUCOM)	
	MX6 - MX9 = Reserved for future use		
Y - Z		Reserved for expansion	

VOLUME 2: APPENDIX F

“USMC DODAAC REQUEST (NAVMC 11718)

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.

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX F

NAVMC 11718 "USMC DODAAC / RIC REQUEST"

NAVMC 11718 (Rev. 12-2014) (EF)		<input type="button" value="Print Form"/>
FOUO - Privacy sensitive when filled in.		
USMC DODAAC / RIC REQUEST <small>(Read Additional Instructions, Authority Codes, and Major Command Codes before completing form.)</small>		
<p>To request changes to the Department of Defense Activity Address Directory (DoDAAD), complete this form by entering data in the shaded areas and forward to the U.S. Marine Corps DoDAAD Central Service Point (CSP) – via the appropriate MAJCOM DoDAAC Monitor(s) – along with a copy of the MCBul 5400 (as applicable). The CSP can be reached at USMCD00AAACMGR@usmc.mil. NOTE: All fields are mandatory. Enter information in shaded areas.</p>		
SECTION I - TYPE OF REQUEST <small>(Check One)</small>		
DEPARTMENT of DEFENSE ACTIVITY ADDRESS CODE (DoDAAC)		
<input type="checkbox"/> A. NEW DoDAAC <small>(Enter DoDAAC being requested (from MCBul 5400 as applicable).)</small>		
<input type="checkbox"/> B. DELETE <small>(Enter DoDAAC being deleted.)</small>		
C. <input type="checkbox"/> UPDATE <input type="checkbox"/> CHANGE <small>(Enter DoDAAC being updated/changed.)</small>		
D. UNIT ROTATION (NOTE: If this DoDAAC Update is for a Unit Rotation, enter the DoDAAC of the other unit(s) involved here):		
<small>(Enter Secondary MAJCOM)</small>	<input type="text"/>	<small>(Enter Secondary DoDAAC)</small>
<small>(Enter Tertiary MAJCOM)</small>	<input type="text"/>	<small>(Enter Tertiary DoDAAC)</small>
ROUTING IDENTIFICATION CODE (RIC)		
<input type="checkbox"/> E. NEW RIC <small>(Enter DoDAAC to which this RIC will be associated and fill out TAC 1 information below.)</small>		
F. <input type="checkbox"/> UPDATE <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE <small>(Enter RIC.)</small>		<small>(Enter DoDAAC to which this RIC will be associated.)</small>
G. REASON FOR REQUEST: <small>(Provide a brief description why this request is being submitted. If new DoDAAC, ensure reason justifies Authority Code requested.)</small>		
SECTION II - DoDAAC IDENTITY INFORMATION		
1. UNIT IDENTIFICATION CODE (UIC): <small>(Enter the Unit's UIC of this DoDAAC from either TFSMS or DRRS-MC.)</small>		4. PROCUREMENT AUTHORITY FLAG: <small>(Enter Y ONLY if authorized by HQMC LB to write contracts against this DoDAAC.)</small>
2. MAJOR COMMAND (MAJCOM) CODE: <small>(Enter MAJCOM.)</small>		5. STATUS COMM: <small>(Enter COMM.)</small>
3. AUTHORITY CODE: <small>(Enter requested Authority Code. 00, 02, & 06 require Commander's approval.)</small>		6. BILLING COMM: <small>(Enter COMM.)</small>
SECTION III - STANDARD ACCOUNTING, BUDGET AND REPORTING SYSTEM (SABRS) HIERARCHY <small>(Enter the Hierarchy for this DoDAAC that will be loaded to Table 206 in SABRS.)</small>		
7. MAJOR COMMAND RECIPIENT IDENTIFIER (MRI):		
8. ALLOTMENT RECIPIENT IDENTIFIER (ARI): <small>(Enter ARI if this request is for a DoDAAC that will be used as a SRI, WCI, or AAC.)</small>		
9. SUBALLOTMENT RECIPIENT IDENTIFIER (SRI): <small>(Enter SRI if this request is for a DoDAAC that will be used as a WCI or AAC.)</small>		
10. WORK CENTER IDENTIFIER (WCI): <small>(Enter WCI if this request is for a DoDAAC that will be used as an AAC.)</small>		
SECTION IV - TAC 1 INFORMATION		
11. LINE 1: <small>(Enter first line of Unit's official mailing address; normally unit/activity commander's title.)</small>		
12. LINE 2: <small>(Enter second line of Unit's official mailing address; normally name of the unit/activity.)</small>		
13. LINE 3: <small>(Enter third line of Unit's official mailing address; normally the street address or Post Office Box of the unit/activity.)</small>		
14. LINE 4: <small>(Enter fourth line of Unit's official mailing address in the following fields.)</small>		
14A. COUNTRY (--mil-, fip-, fms-)	14B. STATE/PROVINCE:	
14C. CITY:	14D. ZIP CODE:	14E. INTERNATIONAL ZIP CODE:
15. LINE 5 (RESERVED FOR DLA USE ONLY.)		

FOR OFFICIAL USE ONLY

Adobe LiveCycle Designer 9










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SECTION V - TAC 2 INFORMATION		
16. LINE 1: (Enter first line of the Unit's official shipping address; normally the supporting DMO/TMO.)		
17. LINE 2: (Enter second line of Unit's official shipping address; normally the building number of the DMO/TMO.)		
18. LINE 3: (Enter third line of Unit's official shipping address; normally the street address or Post Office Box of the DMO/TMO.)		
19. LINE 4: (Enter fourth line of Unit's official mailing address in the following fields; normally the supporting DMO/TMO.)		
19A. COUNTRY (--mil-, fip-, fms-)	19B. STATE/APO/PROVINCE:	
19C. CITY:	19D. ZIP CODE:	19E. INTERNATIONAL ZIP CODE:
20. LINE 1 (RESERVED FOR DLA USE ONLY.)		
SECTION VI - TAC 3 INFORMATION		
21. LINE 1: (Enter first line of the Unit's official billing address.)		
22. LINE 2: (Enter second line of Unit's official billing address.)		
23. LINE 3: (Enter third line of Unit's official billing address; normally the street address or Post Office Box of the unit/activity.)		
24. LINE 4: (Enter fourth line of Unit's official billing address in the following fields.)		
24A. COUNTRY (--mil-, fip-, fms-)	24B. STATE/APO/PROVINCE:	
24C. CITY:	24D. ZIP CODE:	24E. INTERNATIONAL ZIP CODE:
25. LINE 1 (RESERVED FOR DLA USE ONLY.)		
26. ADSN/FSN: (Enter 087443, except for MGLC Navy Working Capital Fund DoDAAC's use 087004.)		
SECTION VII - TRANSPORTATION INFORMATION		
27. CONSOLIDATION AND CONTAINERIZATION POINT (CCP): <input type="text"/>	28. BREAK BULK POINT: (Enter DoDAAC of supporting DMO/TMO/DMC or any subsequent BBP.)	29. AERIAL PORT OF DEBARKATION (APOD): (Enter the applicable APOD.)
		30. WATER PORT OF DEBARKATION (WPOD): (Enter the applicable WPOD.)
SECTION VIII - POINT OF CONTACT INFORMATION		
31. POC NAME: (Enter POC of person primarily associated with this DoDAAC; Last, First, Middle Initial. - For Contractor DoDAAC's, enter POC of Government representative.)		
32. POC E-MAIL:	33. POC PHONE NUMBER: (10 digit commercial/DSN.)	

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SECTION IX - CONTRACTOR INFORMATION <i>(Enter the following information if DoDAAC is for a USMC Contractor.)</i>		
34. CONTRACT NUMBER:	35. CAGE CODE:	36. CONTRACT ADMINISTRATION OFFICE: <i>(Enter DoDAAC of Procurement Authority for this contract.)</i>
37. CONTRACT SPONSOR: <i>(Enter Requisitioning DoDAAC of Command that funded this contract.)</i>		38. CONTRACT EXPIRATION DATE:
SECTION X - APPROVAL AUTHORITY INFORMATION <i>(For Contractor DoDAACs, complete blocks 44 & 45 only. For Marine DoDAACs, complete blocks 46 through 48.)</i>		
CONTRACTOR DODAACS (L) - (If this request is for a Contractor DoDAAC, enter approvals in blocks 44 and 45 only.)		
39.a. CONTRACT SPONSOR: <i>(Enter rank/full name of contracting officer or funding authority approving this contract.)</i>	b. SPONSOR SIGNATURE 	c. Date
40.a. MANAGEMENT CONTROL ACTIVITY (MCA): <i>(Enter rank/full name of MCA Authority approving this request.)</i>	b. MCA (MAJCOM) 	c. Date
By affixing signature hereto, the MCA verifies the information contained herein and approves this request to update the DoDAAF, MCA, stop here and forward to CSP.		
MARINE DODAACS (M) - (The following signature blocks document the commander's authority for this DoDAAC and ties the responsibility for any business processes using this DoDAAC to this commander. Supply Officer approval is necessary only for authority code 00. The MAJCOM DoDAAC Monitor approval is required for all NAVMC 11718s.)		
41.a. SUPPLY OFFICER: <i>(Enter rank/full name if requesting full authority.)</i>	b. SUPPLY OFFICER SIGNATURE 	c. Date
42.a. COMMANDING OFFICER: <i>(Enter rank/full name of this DoDAAC's/RIC's authority.)</i>	b. COMMANDER'S OFFICER (SIGNATURE) 	c. Date
By affixing signature hereto, the Commander acknowledges responsibility for all resources managed by and through this DoDAAC.		
43.a. COMPTROLLER OFFICER (G-8) <i>(Enter rank/full name of this DoDAAC's/RIC authority.)</i>	b. COMPTROLLER OFFICER SIGNATURE 	c. Date
44.a. MAJCOM DODAAC MONITOR <i>(Enter rank/full name MAJCOM MONITOR)</i>	b. MAJCOM SIGNATURE 	c. Date
By affixing signature hereto, the MAJCOM Monitor verifies the information contained herein and approves this request to update the DoDAAF.		
45.a. HQMC: Authority codes 00, 02, & 05 <i>(Enter approved authority code & comments)</i>	Approved Code  Amplifying Comments	b. HQMC APPROVAL SIGNATURE 
46.a. CENTRAL SERVICE POINT: Request completed (sign and date).	Amplifying Comments	b. CSP SIGNATURE 

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website at: <https://navalforms.documentservices.dla.mil>

MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE CORPS
Appendix F **MCO 4400.201-V2**

13 JUN 2016

INSTRUCTIONS FOR COMPLETING DODAAC / RIC REQUEST FORM					
Field No.	DODAAC / RIC FIELD		DEFINITION	SPONSOR/ACTION OFFICE	INSTRUCTIONS
	NAME	NUMBER OF CHARACTERS			
SECTION I - TYPE OF REQUEST					
A - F	Type of Request		DoDAAC or RIC. For DoDAAC, is it a new DoDAAC, update to existing DoDAAC, deletion, or Unit Rotation? For RIC, is it a new RIC, or an update/deletion of an existing RIC.	Unit	Check the box that applies. If new DODAAC, enter DODAAC being requested (if applicable). This would usually come from the MCOB 5460. If update/change/delete, enter the DODAAC being affected. If Unit Rotation, enter all DODAACs being affected. If the request is for a RIC, enter the RIC and associated DoDAAC of the RIC.
G	Reason		Explanation as to why this DoDAAC / RIC is either being requested or updated. Provide purpose for which the DoDAAC / RIC will be used.	Unit	Enter full justification for which a DODAAC/RIC is being requested (i.e., requisitioning, shipping, free-issue, etc.)
SECTION II - IDENTIFY AND AUTHORITY INFORMATION					
1	UIC	6	UIC from Total Force Structure Management System (TFSMS) or Defense Readiness Reporting System-Marine Corps (DRRS-MC) used for Readiness Reporting and Equipment Allowance Information.	UNIT/TFSMS/DRRS-MC	EVERY DoDAAC must be associated to a UIC. Enter the UIC from TFSMS or DRRS-MC for this unit to which the DoDAAC will be associated.
2	Major Command (MAJCOM) Code	2	Major Command Code	ISL LP	Enter two-digit command code from Major Command Code table (attached)
3	Authority Code	2	Authority Code (see Authority Code table)	ISL LP	Enter code from table (attached). NOTE: 00, 02 & 05 must be approved by HQMC and require completion of Section II (except for HAF activities).
4	Procurement Authority Flag	1	Procurement Authority Flag has been requested by the Acquisition Community to track which DoDAACs have been given procurement authority. Units without a procurement flag cannot write contracts against their DoDAAC.	ISL LB	If unit will be performing contracting actions, request for procurement authority must be obtained separately from HQMC DC ISL LB, and the warranted contracting officer identified in that request.
5	Status COMMR	7	Data Pathway Communication Routing Identifier (COMMR)	MCLC	Enter DP COMMR
6	Billing COMMR	7	Billing COMMR	MCLC	Enter Billing COMMR
SECTION III - STANDARD ACCOUNTING, BUDGET AND REPORTING SYSTEM (SABRS) HIERARCHY					
7	MRI	6	A Major Command Recipient is a command that receives funds directly from HQMC. MRIs may pass funds to ARIs within their command.	PAR/Comptroller	Enter the MRI for this DoDAAC.
8	ARI	6	An Allotment Recipient Identifier is a command that receives an allotment or OPBUID from a MRI. MRIs are also ARIs when they pass funds to themselves.	PAR/Comptroller	Enter the ARI for this DoDAAC (blank if request is for an ARI or above).
9	SRI	6	A Suballotment Recipient Identifier is a subordinate command that receives a portion of an allotment or OPBUID from an ARI. MRIs are also ARIs/SRIs when they pass funds to themselves. SRI is the lowest level at which legal responsibility (31 USC 1517 authority) can be passed.	PAR/Comptroller	Enter the SRI for this DoDAAC (blank if request is for an SRI or above).
10	WCI	6	A Work Center Identifier is a subdivision of a SRI. These activities are held administratively responsible (31 USC 1514).	PAR/Comptroller	Enter the WCI for this DoDAAC (blank if request is for a WCI or above).
SECTION IV - TAC 1 INFORMATION					
11	T1_ADDR1	35	The first line (normally name) of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System.	Postal	Enter first line of mailing address (normally Commanding Officer)
12	T1_ADDR2	35	The second line (normally the street address) of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System.	Postal	Enter second line of mailing address (normally unit name)
13	T1_ADDR3	35	The third line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System.	Postal	Enter third line of mailing address (normally PO Box info)
14	T1_ADDR4	35	The fourth line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System.	Postal	The fourth line of the TAC is system-generated based on information provided in the following fields:
14A	Country		List the name of the Country in which this DoDAAC is physically located. If this is an APO/FPO, list United States and enter the APO/FPO in the State field.	Postal	Enter country
14B	State/APO/Province		State, APO/FPO, or Province.	Postal	Enter State, Province, or APO/FPO.
14C	City		City	Postal	Enter the City
14D	ZIP		Full ZIP Code and suffix.	Postal	Enter the ZIP code and suffix.
14E	T1_IPC_ZIP	10	International Postal Code. There are two postal code fields in the DoDAAC. The 'zip' is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal	Enter as applicable
15	T1_ADDR5	35	The Military Shipping Label (MSL) supports five lines and USPS requires the country name be spelled out in English on the last line of the address. The 5th line is reserved solely for the country name associated with the ISO 3166-1 country code and is automatically created for the MSL by the other data elements of the TAC.	DLA	DLA use only.
SECTION V - TAC 2 INFORMATION					
16	T2_ADDR1	35	The first line (normally name) of the mailing address of the ship to activity	ISL LPD and DMO/TMO	Enter first line of the shipping address (i.e., TMO, MDC, etc.)
17	T2_ADDR2	35	The second line (normally the street address) of the ship to activity	ISL LPD and DMO/TMO	Enter second line of shipping address (i.e., unit name)
18	T2_ADDR3	35	The third line of the mailing address of the ship to activity	ISL LPD and DMO/TMO	Enter third line of shipping address (i.e., Bldg # of location of TMO, MDC, etc.)
19	T2_ADDR4	35	The fourth line of the mailing address of the ship to activity	ISL LPD and DMO/TMO	Enter fourth line of shipping address (i.e., city/base, state, & ZIP)
19A	Country		List the name of the Country in which this DoDAAC is physically located. This CANNOT be an APO/FPO.	Postal	Enter country. NOTE: Foreign countries MUST also enter OCP & APO/WPOD info.
19B	State/Province		State or Province. CANNOT be an APO/FPO.	Postal	Enter State or Province
19C	City		Enter the name of the City	Postal	Enter the City
19D	ZIP	10	Enter the full ZIP Code and suffix.	Postal	Enter the ZIP code and suffix.
19E	T2_IPC_ZIP	10	International Postal Code. There are two postal code fields in the DoDAAC. The 'zip' is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal	Enter as applicable
20	T2_ADDR5	35	The Military Shipping Label (MSL) supports five lines and USPS requires the country name be spelled out in English on the last line of the address. The 5th line is reserved solely for the country name associated with the ISO 3166-1 country code and is automatically created for the MSL by the other data elements of the TAC.	DLA	DLA use only.

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Appendix F **MCO 4400.201-V2**

13 JUN 2016

INSTRUCTIONS FOR COMPLETING DODAAC / RIC REQUEST FORM					
Field No.	DODAAC / RIC FIELD		DEFINITION	SPONSOR/ACTION OFFICE	INSTRUCTIONS
	NAME	NUMBER OF CHARACTERS			
SECTION I - TYPE OF REQUEST					
A - F	Type of Request		DODAAC or RIC. For DoDAAC, is it a new DoDAAC, update to existing DoDAAC, deletion, or Unit Rotation? For RIC, is it a new RIC, or an update/deletion of an existing RIC.	Unit	Check the box that applies. If new DODAAC, enter DODAAC being requested (if applicable). This would usually come from the SCS/9400. If update/delete/deletion, enter the DODAAC being affected. If Unit Rotation, enter all DODAACs being affected. If the request is for a RIC, enter the RIC and associated DoDAAC of the RIC.
G	Reason		Explanation as to why this DODAAC / RIC is either being requested or updated. Provide purpose for which the DODAAC / RIC will be used.	Unit	Enter full justification for which a DODAAC/RIC is being requested (i.e., requisitioning, shipping, free-issue, etc.)
SECTION II - IDENTIFY AND AUTHORITY INFORMATION					
1	UIC	6	UIC from Total Force Structure Management System (TFSMS) or Defense Readiness Reporting System-Marine Corps (DRRS-MC). Used for Readiness Reporting and Equipment Allowance information.	UNITFSMS/DRRS-MC	EVERY DoDAAC must be associated to a UIC. Enter the UIC from TFSMS or DRRS-MC for the unit to which the DoDAAC will be associated.
2	Major Command (MAJCOM) Code	2	Major Command Code	ISL LP	Enter two-digit command code from Major Command Code table (attached).
3	Authority Code	2	Authority Code (see Authority Code table)	ISL LP	Enter code from table (attached). NOTE: 00, 02 & 05 must be approved by HQMC and require completion of Section II (except for NAF activities).
4	Procurement Authority Flag	1	Procurement Authority Flag has been requested by the Acquisition Community to track which DoDAACs have been given procurement authority. Units without a procurement flag cannot enter contracts against their DoDAAC.	ISL LB	If unit will be performing contracting actions, request for procurement authority must be obtained separately from HQMC DC ISL LB, and the warranted contracting officer identified in that request.
5	Status COMMM	7	Data Path/In Communication Routing Identifier (COMMM)	MCLC	Enter DP COMMM
6	String COMMM	7	String COMMM	MCLC	Enter String COMMM
SECTION III - STANDARD ACCOUNTING, BUDGET AND REPORTING SYSTEM (SABRS) HIERARCHY					
7	MR	6	A Major Command Recipient is a command that receives funds directly from PS&M. MRs may pass funds to ARs within their command.	F&R/Comptroller	Enter the MR for this DoDAAC.
8	AR	6	An Allocation Recipient Identifier is a command that receives an allotment or OPBLD from a MR. MRs are also ARs when they pass funds to themselves.	F&R/Comptroller	Enter the AR for this DoDAAC (blank if request is for an AR or above).
9	SR	6	A Suballocation Recipient Identifier is a subordinate command that receives a portion of an allotment or OPBLD from an AR. MRs are also ARs/SRs when they pass funds to themselves. SR is the lowest level at which legal responsibility (31 USC 1517) authority can be passed.	F&R/Comptroller	Enter the SR for this DoDAAC (blank if request is for an SR or above).
10	WG	6	A Work Center Identifier is a subdivision of a SR. These activities are held administratively responsible (31 USC 1514).	F&R/Comptroller	Enter the WG for this DoDAAC (blank if request is for a WG or above).
SECTION IV - TAC 1 INFORMATION					
11	T1_ADDR1	35	The first line (normally name) of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System.	Postal	Enter first line of mailing address (normally Commanding Officer)
12	T1_ADDR2	35	The second line (normally the letter address) of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System.	Postal	Enter second line of mailing address (normally unit name)
13	T1_ADDR3	35	The third line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System.	Postal	Enter third line of mailing address (normally PO Box info)
14	T1_ADDR4	35	The fourth line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System.	Postal	The fourth line of the TAC is system-generated based on information provided in the following fields.
14A	Country		List the name of the Country in which this DoDAAC is physically located. If this is an APO/FPO, list United States and enter the APO/FPO in the State field.	Postal	Enter country
14B	State/APO/Province		State, APO/FPO, or Province.	Postal	Enter State, Province, or APO/FPO
14C	City		City	Postal	Enter the City
14D	ZIP		Full ZIP Code and suffix	Postal	Enter the ZIP code and suffix
14E	T1_IPC_ZIP	10	International Postal Code. There are two postal code fields in the DoDAAC. The "zip" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal	Enter as applicable
15	T1_ADDR5	35	The Military Shipping Label (MSL) supports five lines and USPS requires the country name be spelled out in English on the last line of the address. The MS line is reserved solely for the country name associated with the ISO 3166-1 country code and is automatically created for the MSL by the other data elements of the TAC.	DLA	DLA use only.
SECTION V - TAC 2 INFORMATION					
16	T2_ADDR1	35	The first line (normally name) of the mailing address of the ship to activity.	ISL LFD and DMGT/MO	Enter first line of the shipping address (i.e., TMO, MOC, etc.)
17	T2_ADDR2	35	The second line (normally the street address) of the ship to activity.	ISL LFD and DMGT/MO	Enter second line of shipping address (i.e., unit name)
18	T2_ADDR3	35	The third line of the mailing address of the ship to activity.	ISL LFD and DMGT/MO	Enter third line of shipping address (i.e., Bldg # of location of TMO, MOC, etc.)
19	T2_ADDR4	35	The fourth line of the mailing address of the ship to activity.	ISL LFD and DMGT/MO	Enter fourth line of shipping address (i.e., city/state, state, & ZIP)
19A	Country		List the name of the Country in which this DoDAAC is physically located. This CANNOT be an APO/FPO.	Postal	Enter country. NOTE: Foreign countries MUST also enter CCP & APO/FPO info.
19B	State/Province		State or Province. CANNOT be an APO/FPO.	Postal	Enter State or Province
19C	City		Enter the name of the City	Postal	Enter the City
19D	ZIP	10	Enter the full ZIP Code and suffix	Postal	Enter the ZIP code and suffix
19E	T2_IPC_ZIP	10	International Postal Code. There are two postal code fields in the DoDAAC. The "zip" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal	Enter as applicable
20	T2_ADDR5	35	The Military Shipping Label (MSL) supports five lines and USPS requires the country name be spelled out in English on the last line of the address. The MS line is reserved solely for the country name associated with the ISO 3166-1 country code and is automatically created for the MSL by the other data elements of the TAC.	DLA	DLA use only.

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INSTRUCTIONS FOR COMPLETING DODAAC / RIC REQUEST FORM (continued)					
Field No.	DODAAC FIELD		DEFINITION	SPONSORATION OFFICE	INSTRUCTIONS
	NAME	NUMBER OF CHARACTERS			
SECTION VI - TAC 3 INFORMATION					
21	TS_ADDR1	20	The first line (usually series) of the mailing address of activity that will make payment (bill to address).	PBR / Comptroller	Enter first line of billing information (usually "DFAS COLUMBUS" if for a Marine unit)
22	TS_ADDR2	35	The second line (usually the street address) of activity that will make payment (bill to address).	PBR / Comptroller	Enter second line of billing information (ATTN:KUNSGS-CFNY)
23	TS_ADDR3	35	The third line of the mailing address of activity that will make payment (bill to address).	PBR / Comptroller	Enter third line of billing information (PO BOX 369022)
24	TS_ADDR4	30	The last line of the mailing address of activity that will make payment (bill to address).	PBR / Comptroller	Enter fourth line of billing information (COLUMBUS OH 43239 8022)
24A	Country		List the name of the Country which the DODAAC is physically located. If this is an AFPO/FPO, list United States and enter the FPO in the State field.	Postal	Enter country
24B	State/FPO/Province		Enter the State, AFPO/FPO, or Province.	Postal	Enter State, Province, or AFPO/FPO
24C	City		Enter the name of the City.	Postal	Enter the City
24D	ZIP	10	Enter the full ZIP Code and suffix.	Postal	Enter the ZIP code and suffix
24E	TS_LIC_ZIP	10	Enter the license/Postal Code. There are two postal code fields in the DODAAC. The first is used only for United States Postal codes. The TS_LIC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal	Enter as applicable
25	TS_ADDR5	25	The Military Shipping Label (MSL) supports five lines and USPS requires the country name be spelled out in English on the last line of the address. The fifth line is reserved solely for the country name associated with the (SC 2186-1) country postal and is automatically created for the MSL by the other data elements of the TAC.	DLA	DLA use only.
26	ADDR_PSN	6	Accounting Delivering Station Number/Postal Station Number. This code identifies the Service payment office. This field is not validated within the DODAAC. It is Service defined and service dependent. Army and Air Force use a five digit numeric code. Navy and Marine mostly use a DODAAC, DLA and Other (NWS, NSA, etc.) use a mix of numeric codes and DODAACs.	Unit	Enter default for all DODAACs except for MSLC DODAACs; that use Navy Working Capital Plans. In which case use 00706.
SECTION VII - TRANSPORTATION INFORMATION					
27	CCP	3	Consolidation and Cost administration Point. The code applies when supplies are to be shipped via surface freight. The code is defined in the Defense Transportation Regulation (DTR) and carries values are either the valid values for a COP, 121 (East Coast Consolidation Point, address found in DoDAAC NSGN14) or 301 (West Coast Consolidation Point, address found in DoDAAC WZND2).	ML LPO and DMO/TMO	Enter the COP if this is an OCONUS DoDAAC (181 or 301).
28	T2_BSP	7	Break Bulk Point. The location that material is shipped to and broken into smaller shipments for onward movement. NOTE: Only one BSP is ever active at one time. If the TAC 2 is blank, the T1_BSP is the true BSP.	ML LPO and DMO/TMO	Enter DODAAC of supporting DMO/TMO/DMC.
29	T2_APOD	3	Final Part of Desoblation. The code is defined in the Defense Transportation Regulation (DTR). DODAAC downloads a table of APOD information from USSTRANSCOM that the download table in the DODAAC update application. A new copy of the APOD is downloaded every time the table is updated by USSTRANSCOM.	ML LPO and DMO/TMO	Enter the APOD if this is an OCONUS DoDAAC.
30	T2_WPOD	3	Water Port of Desoblation. The code is defined in the Defense Transportation Regulation (DTR). DODAAC downloads a table of WPOD information from USSTRANSCOM that the download table in the DODAAC update application. A new copy of the WPOD is downloaded every time the table is updated by USSTRANSCOM.	ML LPO and DMO/TMO	Enter the WPOD if this is an OCONUS DoDAAC.
SECTION VIII - POINT OF CONTACT INFORMATION					
31	POC_NAME	50	Point of Contact. Identifies the POC that can provide information on the DODAAC Mutual Covertions.	Unit	Enter full, five, alpha value of POC for this DODAAC.
32	POC_EMAIL	40	Email of Government POC.	Unit	Enter email address of POC.
33	POC_PHONE_NUMBER	25	Telephone of POC.	Unit	Enter 10 digit commercial phone number of POC or 10 digit DSN if OCONUS.
SECTION IX - CONTRACTOR INFORMATION					
<i>(NOTE: A USMC Contractor DoDAAC is only required if the contract is between the USMC and the private company.)</i>					
34	CONTRACT_NO	17	Contract Number as filed in when the DODAAC accepts it as a contractor with an active contract.	Unit/Contracting Office	Enter the USMC Contract number that establishes the agreement between the USMC and the private company.
35	CAGE_CODE	8	Commercial and Government Entity Code, identifies the activity.	Unit/Contracting Office	Enter the CAGE Code from the Central Contractor Registry database (CCR) for this private company.
36	CONTRACT_ACMN_DFP	6	DODAAC of Procurement Authority that wrote the contract.	Unit/Contracting Office	Enter the DODAAC of the Procurement Authority that approved the contract.
37	CONTRACT_SPONSOR_VEL CONTRACTING SERVICE AGENCY	6	The Authority Code (O) DoDAAC of the unit whose appropriations were obligated to fund this contract.	Unit/Contracting Office	Enter the Requesting DoDAAC of the unit funding this contract.
38	CONTRACT_EXPI_DATE	8	Contract Expiration Date.	Unit/Contracting Office	Enter contract expiration date (MM/DD/YYYY).
SECTION X - APPROVAL AUTHORITY INFORMATION					
<i>(NOTE: Contractor DoDAAC requests use blocks 39-43. Marine DoDAAC requests use blocks 44 through 46.)</i>					
CONTRACTOR DoDAACs					
39	CONTRACT_SPONSOR	50	For contractor DoDAACs, enter the approval of either the Contracting Office that wrote the contract or the Contract Authority who requested and approved the funding for this contract (i.e., MSLC ALPS, MSLC FOO, etc.)	Activity	Enter the rank/name of Contract Sponsor. Digitally sign and date.
40	MANAGEMENT/CONTROL ACTIVITY (MCA)	NA	All contractor DoDAACs have the sole purpose of providing a means to account for and ship Government Furnished Property (GFP) or Contractor Acquired Material (CAM) per the contract terms of MCO 4400.201. The MCA is responsible to the Marine Corps for accounting for GFP/CAM and is therefore the MAJCOM for all contractor DoDAACs.	MCA	Enter the rank/name of MCA. Digitally sign and date. Contractor DoDAAC Request can be forwarded to HQMC at this point.
MARINE DoDAACs					
41	SUPPLY OFFICER	NA	For requisitioning DoDAACs, list the name of the Supply Officer responsible for accounting for goods and services procured by this DoDAAC. Authority Code (O) requests the unit/activity base a supply officer or a validated contracting office.	Unit/Activity	Enter the rank/name of unit supply officer. Digitally sign and date.
42	COMMANDING OFFICER	NA	DoDAACs are accountable to a Commander. List the name of the CO accountable for this DoDAAC's use.	Unit/Activity	Enter the rank/name of commanding officer of unit. Digitally sign and date. Forward to MAJCOM.
43	COMPTROLLER OFFICER	NA	COMPTROLLER IS RESPONSIBLE FOR UNIT'S FINANCIAL HIERARCHY (MCA, ASL, SLL, AND MCO).	Unit/Activity/GB	Enter the rank/name of Comptroller Officer G-6. Digitally sign and date. Forward to MAJCOM DoDAAC Monitor.
44	MAJCOM DODAAC WROV/DI	NA	The MAJCOM DODAAC Monitor is responsible to manage all DODAACs within the MAJCOM. All requests within a given MAJCOM shall be approved by the MAJCOM Monitor.	MAJCOM	Enter the MAJCOM DODAAC Monitor's information. Digitally sign as (1 5 2) (7) (unit) (1211).
45	HQMC	NA	HQMC approval. HQMC shall approve all DoDAAC requests which change Authority Code and/or requests for Procurement Authority.	NA/HQMC	HQMC will approve or provide amplifying comments. Digitally sign and date.
46	CSP	NA	The CSP will execute the approved changes and document that the request has been completed.	MAJCOM	CSP will provide comments and document completion (or rejection) as necessary. Digitally sign and date.

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INSTRUCTIONS FOR COMPLETING DODAAC / RIC REQUEST FORM (continued)					
Field No.	DODAAC FIELD		DEFINITION	SPONSOR/FUNCTION OFFICE	INSTRUCTIONS
	NAME	NUMBER OF CHARACTERS			
SECTION VI - TAC 3 INFORMATION					
21	T3_ADDR1	35	The first line (normally name) of the mailing address of activity that will make payment (bill to address)	PAU / Comptroller	Enter first line of billing information (normally "OFAS COLUMBUS" if for a Marine unit)
22	T3_ADDR2	35	The second line (normally street address) of activity that will make payment (bill to address)	PAU / Comptroller	Enter second line of billing information (ATTN KINGSGA CITY)
23	T3_ADDR3	35	The third line of the mailing address of activity that will make payment (bill to address)	PAU / Comptroller	Enter third line of billing information (PO BOX 396022)
24	T3_ADDR4	35	The last line of the mailing address of activity that will make payment (bill to address)	PAU / Comptroller	Enter fourth line of billing information (COLUMBUS OH 43234-6022)
25A	Country		List the name of the Country in which the DoDAAC is physically located. This is an APO/FPO, but United States and enter the FPO in the State field.	Postal	Enter country
25B	State/AFPO/Province		Enter the State, AFPO/FPO, or Province.	Postal	Enter State, Province, or AFPO/FPO
25C	City		Enter the name of the City.	Postal	Enter the City
25D	ZIP	10	Enter the full ZIP Code and suffix.	Postal	Enter the ZIP code and suffix
25E	T3_IPC_ZIP	10	International Postal Code. There are two postal code fields in the DoDAAC. The "IP" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal	Enter as applicable
26	T3_ADDR5	35	The Military Shipping Label (MSL) supports five lines and USPS requires the country name be spelled out in English on the last line of the address. The fifth line is reserved solely for the country name associated with the ISO 3166-1 country code and is automatically created for the MSL by the other data elements of the TAC.	DIA	DIA use only.
26	ACSN_FSN	8	Accounting/Disbursing Station Number/Post/Station Number. This code identifies the Disbursing Station Number. This field is not validated within the DoDAAC. It is Service dependent and Service dependent. Army and Air Force use a four digit number code. Navy and Marine mostly use a DoDAAC, DIA and other (WFE, NSA, etc.) use a mix of numeric codes and DoDAACs.	LINE	Enter WFE/AC for all DoDAACs except for MSLC DoDAACs (in that case use 00704).
SECTION VII - TAC 4 INFORMATION					
27	T4_ADDR1	35	The first line (normally name) of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery)	Postal (DMS) / TMO	Enter first line of mailing address (normally Commanding Officer)
28	T4_ADDR2	35	The second line (normally the street address) of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery)	Postal (DMS) / TMO	Enter second line of mailing address (normally unit name)
29	T4_ADDR3	35	The third line of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery)	Postal (DMS) / TMO	Enter third line of mailing address (must be an actual location - 98q no)
30	T4_ADDR4	35	The last line of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery)	Postal (DMS) / TMO	Enter fourth line of mailing address (normally city/state, zip, etc code)
30A	Country		List the name of the Country in which the DoDAAC is physically located. This is an APO/FPO, but United States and enter the FPO in the State field.	Postal	Enter country
30B	State/AFPO/Province		Enter the State, AFPO/FPO, or Province.	Postal	Enter State, Province, or AFPO/FPO
30C	City		Enter the name of the City.	Postal	Enter the City
30D	ZIP	10	Enter the full ZIP Code and suffix.	Postal	Enter the ZIP code and suffix
30E	T4_IPC_ZIP	10	International Postal Code. There are two postal code fields in the DoDAAC. The "IP" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal	Enter as applicable
31	T4_ADDR5	35	The Military Shipping Label (MSL) supports five lines and USPS requires the country name be spelled out in English on the last line of the address. The fifth line is reserved solely for the country name associated with the ISO 3166-1 country code and is automatically created for the MSL by the other data elements of the TAC.	DIA	DIA use only.
SECTION VIII - TRANSPORTATION INFORMATION					
32	COF	3	Consolidation and Containerization Point. The code applies when supplies are to be shipped via surface freight. The code is defined in the Defense Transportation Regulation (DTR) and containers are only for unit issues for a COP: 101 (East Coast Consolidation Point, address found in DoDAAC W029114) or 301 (West Coast Consolidation Point, address found in DoDAAC W62024).	USL LFO and DMO/TMO	Enter the COF if this is an OODNUS DoDAAC (01 or 301).
33	T3_BSP	7	Break Bulk Point, the location that material is shipped to and broken into smaller shipments for onward movement. MCOE: Only use BSP if user enters an air line. If the TAC 2 is blank, the T3_BSP is the true BSP.	USL LFO and DMO/TMO	Enter DoDAAC of supporting DMO/TMO/DAC.
34	T3_APOD	3	Anti Port of Detachment. The code is defined in the Defense Transportation Regulation (DTR). DAASC downloads a table of APOD information from USTRANSCOM's Anti-Port of Detachment values in the DoDAAC update application. A new copy of the APOD is downloaded every time the table is updated by USTRANSCOM.	USL LFO and DMO/TMO	Enter the APOD if this is an OODNUS DoDAAC.
35	T3_WPOD	3	Water Port of Detachment. The code is defined in the Defense Transportation Regulation (DTR). DAASC downloads a table of WPOD information from USTRANSCOM's Anti-Port of Detachment values in the DoDAAC update application. A new copy of the WPOD is downloaded every time the table is updated by USTRANSCOM.	USL LFO and DMO/TMO	Enter the WPOD if this is an OODNUS DoDAAC.
SECTION IX - POINT OF CONTACT INFORMATION					
36	POC_NAME	NA	Point of Contact. Identifies the POC that can provide information on the DoDAAC.	LINE	Enter last, first, middle initial of POC for the DoDAAC.
37	POC_EMAIL	40	Email of Government POC.	LINE	Enter full e-mail address of POC.
38	POC_PHONE_NUMBER	21	Telephone of POC.	LINE	Enter 10-digit commercial phone number of POC or 10-digit DSN if OODNUS.
SECTION X - CONTRACTOR INFORMATION					
(NOTE: A USMC Contractor DoDAAC is only required if the contract is between the USMC and the private company.)					
39	CONTRACT_NO	17	Contract number as filed in when the DoDAAC belongs to a contractor with an active contract.	LINE/Contracting Office	Enter the USMC Contract number that establishes the agreement between the USMC and the private company.
40	GAGE_CODE	5	Commercial and Government Entity Code. Identifies the activity.	LINE/Contracting Office	Enter the GAGE Code from the Central Contractor Registry database (CCR) for the private company.
41	CONTRACTING OFFICE	8	DoDAAC of Procurement Authority that wrote the contract.	LINE/Contracting Office	Enter the DoDAAC of the Procurement Authority that approved the contract.
42	CONTRACTING OFFICE	8	The Authority Code 00 DoDAAC of the unit whose appropriations were obligated to fund this contract.	LINE/Contracting Office	Enter the Requisitioning DoDAAC of the unit funding this contract.
43	CONTRACT_EXPIRES	8	Contract Expiration Date.	LINE/Contracting Office	Enter contract expiration date (ddmmyyyy).
SECTION XI - APPROVAL AUTHORITY INFORMATION					
(NOTE: Contractor DoDAAC requests use blocks #1 & #5. Marine DoDAAC requests use blocks #1 through #4.)					
CONTRACTOR DoDAACs					
44	CONTRACT SPONSOR	NA	For contractor DoDAACs, enter the approval of either the Contracting Officer that wrote the contract or the Contract Authority who requested and approved the funding for this contract (i.e., MCOE AOPS, WSLC ROD, etc.)	Activity	Enter the nickname of Contract Sponsor. Digitally sign and date.
45	MANAGEMENT CONTROL ACTIVITY (MCA)	NA	All contractor DoDAACs serve the purpose of providing a means to account for and ship Government Furnished Property (GFP) or Contractor Acquired Material (CAM), per the conditions of MOD 7400 (IC). The MCA is responsible to the Marine Corps for accounting for GFP/CAM and is therefore the MAJCOM for all contractor DoDAACs.	MCA	Enter the nickname of MCA. Digitally sign and date. Contractor DoDAAC Request can be forwarded to HQMC at this point.
MARINE DoDAACs					
46	SUPPLY OFFICER	NA	For requisitioning DoDAACs, list the name of the Supply Officer responsible for accounting for goods and services procured by this DoDAAC. Authority Code 05 requires the unit/activity name a supply officer or warranted contracting officer.	LINE/Activity	Enter the nickname of unit supply officer. Digitally sign and date.
47	COMMANDING OFFICER	NA	DoDAACs are accountable to a Commander. List the name of the CO accountable for the DoDAAC's use.	LINE/Activity	Enter the nickname of commanding officer of unit. Digitally sign and date. Forward to MAJCOM.
48	COMPTROLLER OFFICER	NA	COMPTROLLER IS RESPONSIBLE FOR UNITS FINANCIAL HIERARCHY (MFC, AFS, SR, AND WFC).	LINE/Activity/US	Enter the nickname of Comptroller Officer G-5. Digitally sign and date. Forward to MAJCOM DoDAAC Monitor.
49	MAJCOM DoDAAC MONITOR	NA	The MAJCOM DoDAAC Monitor is responsible to manage all DoDAACs within the MAJCOM. All requests within a given MAJCOM unit be approved by the MAJCOM Monitor.	MAJCOM	Enter the MAJCOM DoDAAC Monitor's information. Digitally sign and date. Forward to HQMC.
50	HQMC	NA	HQMC approval. HQMC shall approve all DoDAAC requests which change Authority Code enable for requests for Procurement Authority.	MAJCOM	HQMC will approve or provide any other comments. Digitally sign and date.
51	CSP	NA	The CSP will approve the approved changes and document that the request has been completed.	MAJCOM	CSP will provide comments and document completion (or rejection) as necessary. Digitally sign and date.

VOLUME 2: APPENDIX G

“NAVY UIC DODAAC REQUEST”

SUMMARY OF SUBSTANTIVE CHANGES

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

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APPENDIX G

NAVY UIC – DODAAC REQUEST

NAVY UIC - DODAAC REQUEST DFAS-CLEVELAND TREASURY DIVISION CODE JAFBA					
HEADQUARTERS/BSO CONTACT WILL FORWARD REQUEST TO UIC_DODAAC@DFAS.MIL (UIC UNDERSCORE DODAAC AT DFAS.MIL). ADDITIONAL DETAILS CAN BE SUBMITTED VIA EMAIL. REQUIRED FIELDS HIGHLIGHTED OR STATE REQUIRED.					
SECTION A. POINT OF CONTACT (POC) INFORMATION:					
1. BSO/CMD HQTRS CONTACT NAME:		2. BSO NO:		3. DATE:	
4. REQUESTING ACTIVITY POC NAME:		5. PHONE:		6. E-MAIL ADDRESS:	
SECTION B. UIC INFORMATION:					
1. REQUEST TYPE: <input type="checkbox"/> NAVY <input type="checkbox"/> CONTRACTOR		2. ACTION:	3. EXISTING UIC NUMBER:		
4. PURPOSE CODE(S) ARE REQUIRED, A MAXIMUM OF 3 CAN BE SELECTED:		<input type="checkbox"/> C CONTRACTOR <input type="checkbox"/> Z ADMIN	<input type="checkbox"/> F FINANCIAL	<input type="checkbox"/> D NIMA-DMA-ASO FORMS-PUBS	
<input type="checkbox"/> M MATERIAL REQUISITIONING		<input type="checkbox"/> J JUMPS-MANPOWER-DJMS	<input type="checkbox"/> S SHIPPING	<input type="checkbox"/> N NCIS	<input type="checkbox"/> T TRAINING
5. UIC LONG TITLE /STREET ADDRESS/CITY/ STATE/ZIP/COUNTRY:					
6. SHORT TITLE:		7. PLA:		8. UIC AAA:	
SECTION C. DODAAC INFORMATION: AN AUTHORITY CODE IS REQUIRED.					
1. SERVICE DESIGNATOR: <input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> V <input type="checkbox"/> Q		2. AUTHORITY CODE (SELECT 1):			
3. TAC ADDRESS CODES (1: MAILING, 2: SHIPPING, 3: BILLING)					
TAC 1:					
TITLE/STREET ADDRESS/CITY/ STATE/APO-FPO/ZIP CODE/COUNTRY:					
TAC 2 (NO BOXES APO, FPO, POB, ALLOWED IN TAC 2):				CHECK IF SAME AS TAC 1: <input type="checkbox"/>	
TITLE/STREET ADDRESS/CITY/ STATE-PROVINCE/ZIP CODE/COUNTRY:					
IF FOREIGN INCLUDE APOD/WPOD CODES.		APOD:		WPOD:	
TAC 3 BILLING ADDRESS:		CHECK IF SAME AS TAC 1: <input type="checkbox"/>		AAA/FSN:	
TITLE/STREET ADDRESS/CITY/ STATE/APO-FPO/ZIP CODE/COUNTRY:					
SECTION D. CONTRACTOR INFORMATION:					
1. CONTRACT NUMBER:		2. EXPIRATION DATE:		3. CAGE CODE:	
COMMENTS:					

DFAS FORM 9025 INSTRUCTIONS

SECTION A: CONTACT INFORMATION

1. BSO: Enter name of headquarters/BSO contact. 2. Enter BSO number. 3. Enter date.
4. Activity POC: Enter requestor name. 5. Enter requestor phone. 6. Enter requestor email.

SECTION B: UIC INFORMATION

1. Request Type: Indicate if request is for a Navy UIC/DODAAC or a Navy Contractor UIC/DODAAC.
2. Action: Indicate the type of action required: NEW (if request is for a new UIC/DODAAC to be established), UPDATE or DELETE (for an existing UIC/DODAAC). Note: A DODAAC may be disestablished without disestablishing the UIC. If the UIC is disestablished, the corresponding DODAAC will also be disestablished.
3. Existing UIC number: Enter existing UIC number for update or delete action of an existing UIC or DODAAC. For a new establishment leave blank, except for Military Sealift Command assigning vessels.
4. Purpose Codes: Select up to three purpose codes to indicate what the UIC will be used for:
C- For Navy Contractors & Procurement Instrument Preparation. Contractor UICs are coded CM (Contractor - Material Requisitioner), or CS (Contractor - Shipping Only). Material requisitioning includes shipping and billing and the corresponding DODAAC's authority code would be 00 (Full Requisitioner), for CS the corresponding authority code would be 01 (Ship To Only).
D - A component UIC to facilitate shipment of NIMA (formerly DMA) products or NAVICP formerly ASO) Cog 'I' materials (Forms and Pubs).
F - Financial Accounting. An activity performs or has accounting for fund authorization, budget, NIF, RDT&E, property, payroll, inventory, or Appropriation Purchases Account.
J - JUMPS. Joint Uniform Military Pay System. (JUMPS)/ Manpower and Personnel
S - Shipping Only. Corresponding DODAACs will have an authority code 01 (Ship to Only).
M - Material requisitioning. Corresponding DODAACs will be assigned authority code 00 (Full Requisitioning).
N - Navy Cost Information System (NCIS)/Five Year Defense Program (FYDP).
5. UIC Title: Enter UIC long title, address, city, state, zip and province/country if needed.
6. Enter UIC short title (optional). 7. Enter Plain Language title (optional). 8. Enter Authorized Accounting Authority (Same as AAA/FSN DODAAC TAC 3).

SECTION C: DODAAC INFORMATION

1. Select service designator to assign to DODAAC: N = Standard Navy, R = Pacific Fleet Mobility, V = Atlantic Fleet Mobility, Q = Navy Contractor.
2. Select Authority Code for level of requisitioning authority to be assigned to the DODAAC.
3. TAC Address Codes:
TAC 1: Enter the complete mailing address including full street number and name, foreign or domestic zip code, city, state, province and country information when needed.
TAC 2: Same as TAC 1 except no boxes are allowed. TAC 2 must reflect a full physical address for freight deliveries. Foreign addresses should include air and water ports of debarkation if known.
TAC 3: Enter Authorized Accounting Authority (AAA) or Financial Station Number (FSN). Enter complete mailing address or check same as TAC 1 if applicable.

SECTION D: CONTRACTOR INFORMATION:

1. Enter complete contract number. 2. Enter contract expiration date. 3. Enter contract cage code.

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DFAS Form 9025 – Navy UIC – DoDAAC Request. Available for download from the Department of the Navy, Naval Forms Online (NFOL) website at:

<https://navalforms.documentservices.dla.mil>

VOLUME 2: APPENDIX H

“ADDITIONAL CRIF GUIDANCE”

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX H

ADDITIONAL CRIF GUIDANCE

1. The CRIF is the automated authoritative source for CONUS and OCONUS outbound cargo routing for all mobile naval units, deployed Coast Guard vessels, and aviation squadrons, including components of Expeditionary Strike Groups (ESG)/Amphibious Ready Groups (ARG). The CRIF provides shipping addresses for unit's transportation priority (TP) codes: one, two, and three to DLA TS. DLA TS distributes CRIF information to government sources of supply and logistics systems to ensure automated processing of shipments to the correct location. The CRIF can be used for CONUS/OCONUS addresses, as well as ship's addresses. Any location in the world can be loaded to the CRIF.
2. The CRIF allows units to synchronize delivery of resupply/sustainment with their movement, whether afloat or ashore, by specifying when and where it will be located during a deployment. For example, a MEU can have its material routed with the ship(s) it is embarked on; and a Navy Riverine Squadron can establish a derivative DoDAAC for a deployed unit and use the CRIF to route material to a particular location ashore. The pipeline established by the CRIF effectively reduces wait time by increasing materiel throughput velocity to deployed units.
3. Use of the CRIF enables naval expeditionary forces (supported units) to leverage the cargo routing capabilities of the NAVSUP LOC (supporting unit). NAVSUP LOC manages and controls the CRIF, which is the Navy's single source of current shipping addresses for all Navy and deployed Coast Guard ships.
4. The goals of utilizing the CRIF in support of integrating with Naval Logistics are:
 - a. To integrate policy, doctrine, business processes, technologies, and systems to optimize logistics performance in support of future operations.
 - b. To integrate, or make interoperable, the Naval Service's logistics systems and technologies to achieve interdependency in the maritime domain; to include capabilities for electronically requesting, processing, and tracking material over the last tactical mile.
 - c. To exploit current and future inventory positioning and distribution capabilities by leveraging best of breed Naval Service capabilities and maintaining partnerships with DLA, U.S. Transportation Command, and other Services.
5. From approximately C-45 through R-10, deploying naval units shall leverage the capabilities of the CRIF to streamline the resupply and sustainment distribution pipeline and eliminate redundant handling of cargo as units move from location to location while deployed.
6. Supported units shall use the CRIF for cargo routing by ensuring their TAC-2 freight addresses are loaded to the CRIF prior to deployment. Supported units shall also keep the NAVSUP LOC informed of unit locations via Fleet Freight Routing (FFR) messages or e-mail during the duration of deployment. Afloat units going ashore for an extended time (e.g. > 14 days), must notify NAVSUP LOC via FFR if the unit desires to receive inbound shipments while ashore. The use of the

CRIF as a logistics multiplier contributes to a higher state of unit readiness by reducing warfighter wait time for resupply/sustainment.

7. Supported units embarking aboard Navy ships shall also provide their DoDAACs to the ship's supply departments for inclusion in the ship's FFR messages. This will allow synchronized delivery of embarked units resupply with the assigned ship via replenishment at sea through a single naval transportation pipeline. Units operating ashore can route material to either a single static location or from location to location as the situation dictates.

8. Special distribution procedures are often in effect for forces engaged in large-scale/joint operations. Units should validate information concerning the routing of sustainment cargo through consolidation and CCP and shipments routed via worldwide express contracts with procedures in effect at the time of deployment.

9. NAVSUP LOC serves as the Navy's Airlift Clearance Authority (ACA) responsible for providing clearance or challenging requests for all Navy (and Marine aviation) material airlift shipments originating in CONUS. Commander, Marine Corps Logistics Command is the Marine Corps' ACA for Marine ground forces. Any material being shipped via air will be validated per Service criteria in place at the time of shipment. Most material designated for air shipment will be automatically validated; however, material meeting airlift clearance challenge criteria requires ACA validation.

a. Navy airlift clearance challenge criteria. Units have 48 working hours to respond to a NAVSUP LOC ACA challenge unless the shipment is pre-validated. Units may pre-validate requisitions for shipment by contacting the NAVSUP LOC ACA and requesting that material be pre-approved for air shipment. Shipping hazardous material via air requires a longer lead time due to diplomatic clearance requirements, which vary by country. The following criteria apply:

- > 50 cubic feet
- > 500 lbs
- Date of requisition > 90 days
- Transportation cost > \$4000

b. Marine Corps airlift clearance challenge criteria. The Marine Corps ACA will challenge shipments exceeding the established criteria as stated above. The ACA will send a naval message/email to units requesting movement with request to reply within 72 hours or shipment will be downgraded to surface movement. Responses must include a justification for air movement. The following criteria apply:

- > 50 cubic feet
- > 500 lbs

10. Additional Tasks

a. Supported units shall designate an action officer for all matters pertaining to the CRIF.

b. Conduct liaison with internal and external organizations to ensure that the CRIF accurately reflects unit cargo routing requirements. Continuous communication with all parties involved in CRIF management is the key to success.

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- c. Within the deployment window of C-45 to C-10, units will submit NAVMC 11718 DoDAAC Change Requests to update their DoDAACs and the CRIF.
- d. By C-15, the deploying unit will provide primary and secondary email addresses for the appropriate Service ACA to contact when an air shipment is being challenged.
- e. Afloat naval expeditionary units will maintain continuous liaison with ESG/ARG ship's supply officers to ensure that subsequent FFR messages accurately reflect unit cargo routing requirements. Once expeditionary unit DoDAACs have been added to the CRIF, these units will be tethered to the location(s) of the ships and will be included on the ESG/ARG FFR unless otherwise stated. If units do not want their cargo routed to the ships, appropriate information (location and effective dates) must be provided to the ship's supply officers and NAVSUP LOC to ensure desired cargo routing. The CRIF can be used to route TP 1, TP 2, and TP 3 material to different locations. Also, specific DoDAACs can be tied to other ships during split ARG operations.
- f. During the unit's redeployment phase (R-30 to R-10), units will submit a NAVMC 11718 to their MAJCOM DoDAAC monitor to resume routing cargo to the unit's home station.

11. Additional points of contact:

- a. NAVSUP LOC Fleet Locator:
DSN 646-5425, Commercial: (757) 443-5425
NIPR: nolsc_fleet_locator@navy.mil
SIPR: nolsc_fleet(space)locator@navy.smil.mil
- b. Navy Airlift Clearance Authority (NAVSUP LOC)
(757) 443-5434 or DSN: 646-5434
- c. Marine Corps Airlift Clearance Authority Representative
Commercial (760) 577-7875/7660, Fax: (760) 577-7643

12. Additional references: References [\(q\)](#) and [\(u\)](#).

VOLUME 2: APPENDIX I

“DODAAC PROCESSES AND SYSTEMS”

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APPENDIX I

DODAAC PROCESSES AND SYSTEMS

A DoDAAC is used to enable a business process in some system. There are over 40 business areas within the Marine Corps, each of which encompasses multiple business processes and systems. See the figure below.

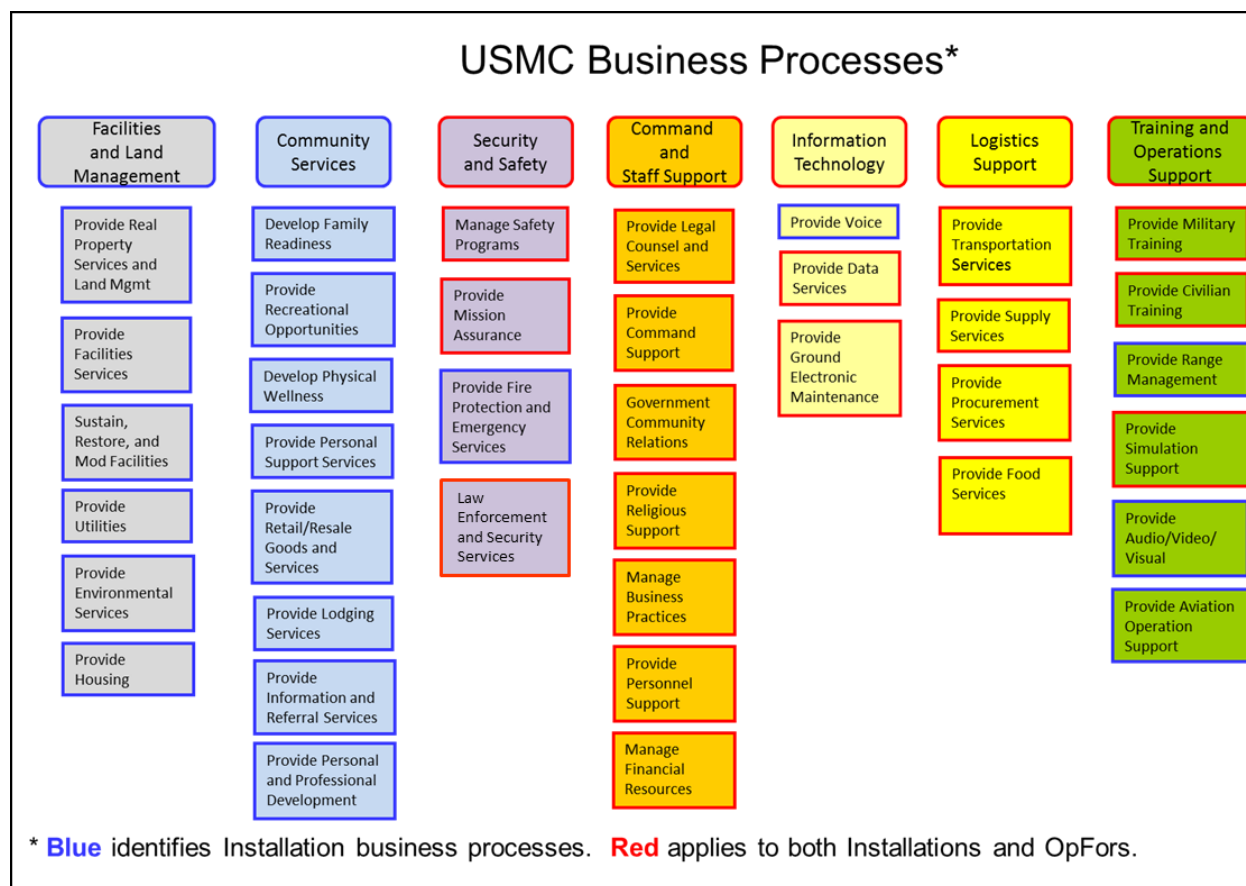


Figure I-1.—Marine Corps Functional Business Areas

The following are some major business processes and systems which use DoDAAC data. For every activity in the Marine Corps, if a mission requirement exists for the activity to perform any one of these business processes, the activity must have a DoDAAC to register in these systems, and the activity must have a commander with the appropriate capability in personnel structure to execute these business processes in accordance with statute regulations and policies.

3-in-1 Tool (Order, Receipt, and Payment): a technology-based solution to record and transfer data when conducting on-the-spot, over-the-counter, field purchases of supplies and non-personal services (cash and carry type purchases), which have traditionally been conducted using an SF44. The 3-in-1 tool is a small lightweight device that will capture and record purchase, payment, and receiving information including the user's receipt of goods and vendor acknowledgement of payment. The

device will automatically transfer that data to the 3-in-1 module in the Joint Contingency Contracting System.

AMPS (Account Management and Provisioning System): DLA's enterprise account management system used to manage access to dozens of applications. Used with MEBS to obtain maps and flight publications.

AMS TAC (Automated Manifest System, Tactical): a legacy application used by traffic management personnel to provide instant and automated access to manifest information regarding contents of containers and pallets.

CASM (Contingency Acquisition Support Model): a web-based application designed to assist individuals responsible for initiating contracting requirements in an expeditionary environment. The application identifies the documents required to initiate a contract, provides templates for the documents, prompts the user for information required to complete the documents, and routes the documents to appropriate reviewers and approvers. CASM also alerts individuals when to take action on the requirements package. CASM's output is a completed, approved contract requirements package for a forward deployed contracting office to take action.

CCR (Central Contractor Registration): a highly secure, single repository of vendor data used government wide. Vendor registration provides common data in one central location via a simple web application accessed by a browser. The CCR lists CAGE and other vendor information for all contractors doing business with the Marine Corps. The TAC1 of all contractor DoDAACs shall be the same as their address information listed for their CAGE in the CCR. This system has been incorporated into System for Award Management (SAM).

CMOS (Cargo Movement Operations System): a combat support system that automates installation cargo movement during peacetime, and deployment cargo and passenger movement during contingency operations. The Air Force is responsible for the development of this system.

CRIF (Cargo Routing Information File): the automated authoritative source for CONUS and OCONUS outbound cargo routing for all mobile naval units, deployed Coast Guard vessels and aviation squadrons, including components of ESG/ ARG. The CRIF, managed by Naval Operations Logistics Support Center (NOLSC), provides shipping addresses for unit's TP Codes one, two and three to DLA TS. DLA TS distributes CRIF information to government sources of supply and logistics systems to ensure automated processing of shipments to the correct location. The CRIF can be used for CONUS and OCONUS addresses, as well as ship's addresses. Any location worldwide can be loaded into the CRIF.

DAMES (DAASC Automated Message Exchange System): provides a communications capability that allows a DAMES customer to exchange logistics data with the US Government and the DoD logistics community. DAMES is a PC-based system providing the capability to communicate with DAAS, sending and receiving logistics transactions and narrative traffic. The MS Windows version of DAMES communicates via TCP/IP via the internet. The DAMES server manages the input and output files for DAMES users that utilize 'FTP' as their method of exchanging logistics data with the DAASC. As data is received, the server validates the format of the input file, and passes the data to the DAASC Network Control System (DNCS) for processing. As DAAS outputs data to a DAMES

'FTP' customer, the DAMES server software manages the transmission of the data to the DAMES customer site. The customer interfaces with the DAMES server via their DAMES PC software package. Customer profile information on the DAMES server is updated during DNCS file maintenance. See reference [\(z\)](#).

DCPDS (Defense Civilian Personnel Data System): a computer-supported system designed to improve the accuracy, responsiveness, and usefulness of data required for civilian personnel management within the Army and DoD. In DCPDS, each civilian employee has a master record reflecting over 15,000 characters of data. The database contains current, projected, and historical positions. It also contains employee personnel management data, such as education level, work experience, current grade and step, awards history, projected training requirements and completed training. Workforce analysis on a variety of topics can be provided to assist in making sound, well-informed personnel management decisions. Examples of products DCPDS products include, performance ratings and awards distribution; discipline and adverse actions taken; fill actions or separation actions taken and/or pending; current or projected retirement eligible; employees on temporary appointments, details, and promotions; employees participating in formal training programs; and employees with military recall status.

DCPS (Defense Civilian Payroll System): the DoD system used to pay Federal employees of DoD.

DLMS (Defense Logistics Management System): a process governing logistics functional business management standards and practices rather than an Automated Information System (AIS). The DLMS interprets, prescribes, and implements DoD policy in the functional areas of supply, transportation, acquisition (contract administration), maintenance, and finance. Joint committees administer the requirements of these functional areas. The DLMS provides a functional infrastructure for the establishment and maintenance of procedural guidelines required for its user community to carry out DoD logistics policy. The DLMS is authorized by reference [\(c\)](#).

DLSS (Defense Logistics Standard Systems): the MILS system for data exchange. Being replaced by DLMS.

DMLSS (Defense Medical Logistics Standard Support): the DMLSS AIS has joint interoperability requirements which directly support the DoD medical community's core mission functional areas. The focused objective of the DMLSS program is to support the Military Health System health care delivery mission by providing timely materiel, facilities, services, and information resources essential to patient care in both peacetime and wartime. The DMLSS AIS is the primary support system for all military logistics functions associated with Medical Treatment Facilities (MTF) worldwide. Critical MTF logistics functions managed include medical equipment inventories, consumable supplies management, and similar related inventory services. This program automates these critical medical logistics by standardizing hospital computer data inventory processes. This impacts the MTF by reducing the time that health care personnel must spend on routine logistics activities. DMLSS achieves integration and interoperates with other standard DoD systems such as DFAS and DLA. DMLSS is deployed to virtually all CONUS & OCONUS MTFs as well as combat and field units in support of medical logistics requirements. Other DMLSS interfaces include military theater medical information systems, other medical and non-medical AIS systems as well as financial, procurement, civil engineering, and military wholesale logistics systems.

DoD E-Mall (DLA Electronic Commerce Mall (or DoD E-Mall): a DLA managed website used for online procurements of commonly used items. For the Marine Corps, use of DoD E-Mall is only authorized for non-MILSTRIP requirements. Materiel that has a National Stock Number is not authorized for procurement through DoD E-Mall and must be requisitioned through the appropriate Marine Corps system. DoD E-Mall keys off of an activity's DoDAAC.

DoDAAD (Department of Defense Activity Address Directory): automated database of all DoDAACs.

DoDAAF (Department of Defense Activity Address File): database file that contains the DoDAAD.

DPAS (Defense Property Accountability System): a DoD property management system. It is the APSR for over 20 DoD agencies and military Services. This program is administered by OUSD AT&L, a branch of OSD. In the Marine Corps, DPAS uses DoDAACs to establish accounts.

DRRS-MC (Defense Readiness Reporting System - Marine Corps): designed and implemented on 30 April 2010, DRRS-MC is the Marine Corps' readiness reporting system that fulfills reference (1) responsibilities and provides readiness information for congressional testimony, quarterly readiness reports to congress, joint combat capability assessments, and the Commandant's Planning Guidance. DRRS-MC captures both unit resource and MET/mission assessments of units designated to report readiness on both core and assigned missions. Force structured units (units established by MCBul 5400) designated as readiness reporting units in DRRS-MC use TFSMS UICs to report readiness on core and assigned missions. When applicable, units not residing in TFSMS (ad hoc/provisional units) designated to report readiness in DRRS-MC use DC PP&O POR UICs to capture the readiness of these units in DRRS-MC.

DTS (Defense Travel System): a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (TAD travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank accounts and the Government Travel Charge Card vendor. The Defense Business Transformation Agency (BTA) has program (technical) oversight of DTS and the Defense Travel Management Office, OUSD (P&R) has functional oversight.

DTTS (Defense Transportation Tracking System): provides electronic tracking of shipments while enroute and increases security and response capability in the event of accident or incident. It is DoD policy to track all Security Risk Category (SRC) I through IV munitions shipments using Satellite Motor Surveillance Service (SM). Shipments of Uncategorized Division 1.1 through 1.3 munitions will use SM at the option of the DoD shipper service headquarters. The rates charged by munitions carriers for SM will be expressed as a separate accessorial charge and will be considered with other line haul charges to determine the overall low rate for rating and routing purposes under references (q), (v) and (w).

EDA (Electronic Document Access): part of the Marine Corps' paperless acquisition portfolio, EDA is a joint repository used by the program management, finance, disbursing, contracting, industry trading partners, other federal agencies, and the logistics community to store and manage common documents. EDA has been undergoing a transformation since 2008 to store and manage procurement data standard (PDS) compliant contract data as well as historic PDF files and key elements of the

electronic data interchange (EDI) transactions. This allows EDA to present contract data in a standard format regardless of which contract writing system generated the contract transaction. In January 2011, EDA implemented a management reporting system capability to enable greater search functionality of contract data, and to facilitate downloads of this data to industry, legacy and future contract writing systems, and any other system that consume contract award data. Combined with data from the Federal Procurement Data System (FPDS), this integrated data environment enables custom extracts of data to a myriad of other functional systems. EDA is a critical capability for the contract writing and administration environment. Therefore, EDA is a mandatory DoD system for the following:

- Master repository for unclassified DoD contracts, orders and modifications in accordance with reference (q). Classified environments are encouraged to mirror the EDA data environment to ensure data integrity can be achieved across the department.
- In accordance with reference (x), all contracting officers are required to have an EDA account. This ensures that all contracting officers have access to contract deficiency reports on their own contracts, and have access to ordering instruments and useful examples from other offices. The DPAP is partnering with the EDA program office to explore search tools for identifying examples of contracts for similar efforts.
- To ensure timely and accurate reporting, DPAP also uses EDA data to scorecard contract action reporting to FPDS.
- To enable data capture of the required contractor delivery dates in support of contractor performance measurements in Past Performance Information Retrieval System – Statistical Reporting at the DoD enterprise level.

E-MIPR (Electronic Military Interdepartmental Purchase Request): a web-based application that enables the transmission of MIPR Form 448-1 & 448-2 using B2B technologies. The eMIPR™ web application runs in the .MIL domain in a secure 128-bit encrypted environment. It makes the process of MIPR creation, acceptance, tracking, and management efficient, accurate and secure.

EPLS (Excluded Parties List System): a web application that uses B2B technologies to electronically create, send/receive, and maintain up-to-date status of MIPR (Form 448-1 / Form 448-2) documents. The eMIPR™ web application runs in the .MIL domain in a secure 128-bit encrypted environment. It makes the process of MIPR creation, acceptance, tracking, and management efficient, accurate and secure.

FAS (Fuels Automated System): most of the fuel obtained to operate vehicles, generators, etc. is obtained from the Defense Logistics Agency-Energy (DLA-E), a subordinate command of DLA. DLA-E controls all fuel operations for all DoD agencies. Whether in garrison or deployed, the fuel farm or pumping stations are normally DLA-E owned. A Voyager fuel card or Fuel Key is required by activities using the fuel farm. This is based on the type of pumps used at the installation. The Voyager card should be accepted at commercial fuel stations. It contains the unit's DoDAAC which is used in the supplementary address field of the record used within the Material and Services Financial Information Pointer Cross Reference Table (Table 030) to process fuel charge transaction in SABRS. The Fuel Key is electronically coded with a unique serial number associated to the

activity's DoDAAC and Fund Code. The fuel card or key information is entered into FAS and used for monthly billings to consumer activities in the form of an IDB. The IDBs are processed in accordance with MILSBILLS standards and will have Document Identifier Code (DIC) beginning with "FJ."

Each time the card is used at a fuel farm, FAS creates an electronic record of the purchase and passes this transaction to SABRS. SABRS uses Table 030 to obtain the required financial code information to post the fiscal obligation transaction.

If a match for the MAC and DoDAAC in the supplementary address field are found, the incoming record is linked to fiscal data element information and a commitment, obligation and expense transaction (COE) is posted in SABRS with a system identification code of BSME. The monthly IDB processed will "marry up" with the COE record in SABRS based on the transaction's MILSTRIP document number.

FAS are a "purple" DoD system. If a command's financial data is not entered in this system and associated with the fuel card or key, SABRS will not receive a record to process the obligation for fuel charges; however, the Marine Corps will still get a billing based on the DoDAAC on the card or key.

Key process and management internal control checks are:

- Ensuring that FAS is updated with correct data elements (i.e. DoDAAC, Fund Code, etc.) to ensure an electronic transaction is passed to SABRS to commit, obligate, and expense fuel purchases.

- Ensuring that SABRS is receiving electronic records from FAS for processing, and that SABRS is receiving IDBs (at least monthly) for previous FAS purchases.

- Ensuring that Voyager cards are only being used to purchase fuel for authorized vehicles and that only authorized personnel are allowed to check the cards out for use.

FedReg (Federal Register): the BPN was implemented by DoD in 2003 to identify federal agencies and DoD activities that have requisition authority to enter into agreement with one another for the acquisition of, or provision for, goods and services. Activities must identify themselves with a unique BPN on all intra-governmental transactions. All BPNs must be registered in the FedReg via the DoDAAD. The BPN for DoD activities is a nine-character, alpha-numeric identifier consisting of "DoD" followed by the six-character DoDAAC (e.g., "DoD" plus "M67353" is a BPN of "DoDM67353"). The FedReg BPN is loaded automatically from the DoDAAD; consequently, proper DoDAAC assignment is critical to maintaining proper management control over requisition authority. FedReg is being replaced by SAM.

FPDS-NG (Federal Procurement Data System - Next Generation): the Office of Federal Procurement Policy, reference (b) requires the administrator for Federal Procurement Policy to establish a computer-based FPDS for collecting, developing and disseminating procurement data to Congress, the Executive Branch, and private sector. The FPDS Program Management Office (FPDS PMO) within the Office of the Integrated Acquisition Environment (IAE) oversees the operation of the FPDS-NG while GSA's contractor operates and maintains the system. Executive departments

and agencies are responsible for collecting and reporting data to FPDS-NG as required by FAR. The Federal Government uses the reported data to measure and assess the impact of Federal procurement on the nation's economy, the extent to which awards are made to businesses in the various socio-economic categories, the impact of full and open competition on the acquisition process, and other procurement policy purposes. FPDS-NG contains data that the Federal Government uses to create recurring and special reports to the President, Congress, the Government Accountability Office (GAO), Federal executive agencies and the general public. FPDS-NG is part of the Marine Corps' paperless acquisition portfolio.

GPC (Government Purchase Card): the GPC Program (also known as the GSA SmartPay Program) provides charge cards to agencies/departments throughout the U.S. Government. The GPC Program is intended to streamline the small purchase and payment process, minimize paperwork, eliminate impress fund transactions, and to simplify the administrative effort associated with procuring goods and services under the micro-purchase threshold. The GPC Program is established using master contracts negotiated with national banks (e.g., Citibank, JP Morgan Chase, and U.S. Bank).

GCSS-MC (Global Combat Support System - Marine Corps): the system was designed to operate within the Marine Corps technical infrastructure and incorporates a seamless logistics information system, integrating supply and maintenance functionality through a common user interface and relational database. GCSS-MC uses an enterprise resource planning solution – Oracle® 11i eBusiness Suite software – and enables numerous organizational changes and redesigned supply and maintenance procedures. GCSS-MC provides the foundation for an energetic multi-year, multi-phased logistics modernization program that will dramatically enhance the model for warfighter support. Unlike legacy supply systems, GCSS-MC uses the TFSMS UIC as the identifier for establishing a customer account. The UIC is also used as the principal identifier for accountability of end items within the system. The DoDAAC is associated to the customer account and is used as the identifier for conducting business across DLMS (i.e., requisitioning, etc.). It is therefore key that the relationship between UICs and DoDAACs be maintained current within the DoDAAF to enable this relationship.

GRSC (Garrison Retail Supply Chain): consists of a collection of retail ServMart stores located on Marine Corps installations (Marine Corps Logistics Base (MCLB), Albany, Georgia and Barstow, California; Marine Corps Base, Camp Pendleton, CA; Marine Corps Base, Camp Lejeune, NC; Marine Corps Base, Quantico, VA; Marine Corps Base, Camp Butler, JA; Marine Corps Base, Kaneohe Bay, HI). These ServMarts provides support to installations and its tenant activities with services, office supplies, commercial industrial products (i.e., select hand tools, cleaning supplies, etc.) and maintenance repair and operations supplies in direct support for installations and tenant activities.

ServMarts supported under the GRSC do not replace the requisition process for supply system items; Supply Class with dedicated systems of record to include, but not limited to Class V, Class VII, Class VIII and Class IX. Requirements for system items will be requisitioned via the appropriate ADS in order to build supply demand data history. However, commercial readily available items of a non-military specific nature may be procured via the ServMarts and demand data provided to the SMU as required.

HMMS (Hazardous Material Management System): a DoD system used for managing hazardous materials and waste compliance reporting.

INFADS (Internet Navy Facilities Assets Data Store): the official Navy database used to track custody and control of Class I (land) and Class II (facilities) property. Commander, Naval Facilities Engineering Command is the administrator of INFADS and the custodian of the Navy's official Real Property Inventory (RPI). MCICOM is the Marine Corps' manager of Real Property.

JDRS (Joint Discrepancy Reporting System): used by Marine Aviation activities to submit Product Quality Deficiency Reports (PQDRs), EIS, and Technical Publication Deficiency Reports.

JOPES (Joint Operational Planning and Execution System): the Chairman of the Joint Chiefs of Staff joint planning system. It covers the planning spectrum from the National Command Authorities (NCA) through the Chairman, to the COCOMs and the joint task force commanders. JOPES governs all aspects of conventional joint military operations planning and execution. It is the tool used by all echelons of planners and operators to speak a commonly understood language. JOPES furnishes joint commanders and war planners at all levels with standardized policies, procedures, and formats to produce and execute a variety of required tasks (i.e., planning, execution and deployment (time-phased force and deployment data [TPFDD]) management). JOPES is not simply a computer system. It includes automated data processing (ADP) support for planners and commanders by providing both hardware (computers) and software (programs) to facilitate joint operation planning and execution. JOPES software applications support a variety of planning and execution functions. Together, the computer hardware and software systems assist planners to develop detailed deployment requirements, estimate logistics and transportation requirements, assess transportation feasibility, prioritize and track deployment status during execution, and refine deployment requirements and monitor the deployment. JOPES is the principal system within the DoD to translate NCA policy decisions into the joint COCOMs air, land and sea operations. It does this by precisely defining DoD war planning and execution policies, designating specific procedures and formats, and providing ADP support to convert NCA decisions into joint operation plans.

LMARS/CWT (Logistics Metrics Analysis Reporting System/Customer Wait Time): this system is populated with information from the MILSTRIP and MILSTRAP transactions that flow through the DAAS. LMARS/CWT reports response time within any of the 12 nodes of the logistics pipeline. All reporting timeframes are in terms of days. LMARS/CWT maintains historical data since its inception in February 1997. Standard reports are available (via the web also) on a monthly basis.

MDSS II (Marine Air-Ground Task Force (MAGTF) Deployment Support System II): a standalone system used by Marine Corps operating forces to support Force Deployment Planning and Execution (FDP&E). It is the database and interface hub for unit deployments. Through the use of extensive reference files, the system provides actual data to JFRG II to create an executable TPFDD. It reads/writes standard MSL, and active Radio Frequency Identification tags. It collects and formats data for transmission to the ITV server and exchanges information with Marine Corps, other service and joint logistics, movement and distribution systems.

MEBS (Mapping Enterprise Business System): a DLA system used to obtain maps and flight publications which are shipped free issue to an activity's DoDAAC. Units that have subscriptions for maps/flight pubs via MEBS should either be requisitioning DoDAACs (00) or Free Issue (06). Squadrons that do not have their own requisitioning DoDAAC may often obtain a 06 DoDAAC solely for subscribing through MEBS.

MILSBILLS (Military Standard Billing System): the system provides data elements, codes, standard mechanized procedures, and formats to be used for billing, collecting and related accounting for sales of materiel and services prescribed for the Inter-fund Billing System.

MILSCAP (Military Standard Contract Administration Procedures): prescribes uniform procedures, rules, data elements, codes, formats, and time standards concerning the interchange of contract related information between and among DoD Components. Being replaced by DLMS. See reference [\(p\)](#).

MILSTAMP (Military Standard Transportation and Movement Procedures): establishes uniform procedures and documents for the generation, documentation, communication and use of transportation information, thus providing the capability for control of shipments moving in the DoD transportation system. The MILSTAMP regulation (DoD 4500.32R, Vols I and II) has been incorporated into Part II (Cargo Movement) of reference [\(q\)](#). The former MILSTAMP provisions have been realigned with the appropriate subject matter within DTR Part II.

MILSTRAP (Military Standard Transaction Reporting and Accountability Procedures): prescribes uniform procedures for recording inventory management data passed between elements of a single Service or Agency distribution system or between the various distribution systems of the DoD. The forms, formats, and codes provide for standard transaction reporting and accountability procedures for item accountability and financial inventory of DoD materiel. The prescribed codes are mandatory for inter- and intra-DoD Component use when data are interchanged among distribution system elements. See reference [\(y\)](#).

MILSTRIP (Military Standard Requisitioning and Issue Procedures): prescribes uniform procedures, data elements, codes, formats, forms and time standards for the interchange of logistics information relating to requisitioning, supply advice, supply status, materiel issue/receipt, lateral redistribution, and materiel return processes. The procedures govern the interchange of information for all materiel commodities between supported activities and supply control/distribution systems of the DoD. See reference [\(f\)](#).

MOCAS (Mechanization of Contract Administration Services): used for the management and payment of complex contracts including multi-funded contracts and line items. It provides support for source acceptance of contracts requiring higher level or specialized quality assurance requirements, administration of government property furnished to contractors, and management of contractor business systems and contract closeout. MOCAS provides DCMA with an enterprise source of contract management data for all its military service and defense agency customers. Payments from MOCAS account for approximately 60% of the dollars paid to vendors by DoD.

MOWASP (Mechanization of Warehousing and Shipping Procedures): the Marine Corps ICP and remote storage activity (RSA) storage and distribution system. It is one of five most critical legacy logistics systems used by MARCORLOGCOM. Operational users at the Fleet Support Centers Albany, GA., and Barstow, CA. use MOWASP to process the following transactions: Due-In, Receipt, Due Verification, Material Release, Material Release Advice, Physical Inventory, Demand, Storage Item Correction, and Inventory Adjustments. MOWASP obtains its information via DAAS or from direct feeds from the SCS or Technical Data Management System (TDMS). It allows MARCORLOGCOM logistics systems the ability to implement DLMS. DPAS will replace the warehouse components of MOWASP.

MUMMS (Marine Corps Unified Material Management System): manages the in-stores element of the Marine Corps' inventory which is under central inventory management control. The system incorporates all standardized requirements of DoD. It is compatible with DLA, GSA, and other military Services through the use of standardized formats and languages. The in-stores element consists of the following organizational components: ICP, MCLB, Albany, two RSA's, and Direct Support Stock Control (DSSC) activities. The administrative tasks and functions available in MUMMS are organized into 15 subsystems operated as one integrated system from the ICP through a large-scale computer program. The subsystems are interrelated and data in each subsystem are available to the others for use. The subsystems fall into three general areas. Two areas, supply/financial and technical, pertain to the functions at the ICP. The third area pertains to RSA functions. There are eight subsystems in the supply/financial area. These are concerned primarily with inventory control, accounting, procurement, budget, and supply management reports. The five subsystems in the technical area perform such functions as provisioning, technical data, war reserve, data control, and applications. The remaining two subsystems deal with the RSA functions of MOWASP and DSSC. A brief summary of each of the 15 subsystems follows:

a. Stores Accounting Subsystem (SS 04)

The Stores Accounting Subsystem is designed as an automated operation to record and accumulate all data required for financial analysis of inventory movement, and to control and account for cash resources as well as financial inventory balances. From the input data, current and timely management and financial control reports are produced to support decision making and for financial control actions under the budget process. This system receives transactions which affect the Marine Corps Stock Fund and Marine Corps Appropriation Stores Account Master Inventory and Direct Support Stock Control records, computes the dollar value of the transactions, and updates the store's inventory balance records. These transactions are accumulated into various files to be used for the preparation of management reports, financial reports, budget reports, and reconciliation of supply and fiscal transactions.

b. Automated Procurement Subsystem (SS 05)

The Automated Procurement Subsystem provides semiautomatic purchase requests for commercial purchases generated by the Inventory Control Subsystem. In addition, it provides previous procurement history and other data necessary for the buyer to select bidders, evaluate responses, and process the award.

c. Mechanization of Warehousing and Shipping Procedures (SS 06)

The MOWASP Subsystem is an automated procedure for shipment of supplies, receipts, in-storage operations, and preparation of management reports. This subsystem is required due to the adoption of the MILSTRIP and MILSTAMP automated procedures. It covers the receiving process, the issue and shipment process, the preservation and packaging process, operation inspection of technical items, and space reporting.

d. Direct Support Stock Control Subsystem (SS 07)

The DSSC Subsystem is designed to record and accumulate all data required for routine record keeping; requisitioning, reporting to the Inventory Control and Stores Accounting Subsystems; and maintaining history. The accounts within the subsystem are: self-service centers; retail clothing outlets; subsistence accounts; ammunition accounts; petroleum, oil, and lubricant ; and separate individual clothing accounts.

e. Technical Data Management Subsystem (SS 08)

The Technical Data Management Subsystem is designed to capture and record the elements of technical and management data related to items of supply and/or production. The detailed procedures of this subsystem outline specific functions and responsibilities necessary to maintain pertinent files of data related to items of supply and production and provide a means of ready retrieval of stored data through the use of inquiry techniques. The subsystem provides notification of cataloging and management data changes to Marine Corps organizations and certain DoD activities; interfaces with and provides information to, other materiel management systems; and is compatible with DoD/DLA materiel management systems.

f. Applications Subsystem (SS 09)

The Applications Subsystem provides an automated capability to maintain certain elements of current management data for all preferred stock numbered items in the supply system. It computes retention levels for special item categories to ensure protection of assets. It is also the source for the Marine Corps Stock List, SL-6; and provides data for the maintenance of other stock lists.

g. Provisioning Subsystem (SS 10)

The Provisioning Subsystem ensures that initial spares, repair parts, special tools, test equipment, and support equipment required for initial support of new items are procured and protected from general issue and distributed in a timely basis to appropriate organizations. This subsystem, through other subsystems, enables supply support with Integrated Materiel Managers (DLA/GSA); updates/establishes application files; causes new items to be entered into the Inventory Control Subsystem; and prepares Marine Corps Stock List, SL-4.

h. War Reserve Subsystem (SS 11)

This subsystem develops the record of mobilization (D-day) materiel requirements authorized for acquisition in the Marine Corps. Requirements, established by various withdrawal plans, are processed routinely in the Marine Corps inventory management systems to ensure the protection of assets. The records developed by this subsystem provide input to AAO. Upon execution of a withdrawal plan, this subsystem generates the necessary transactions to the appropriate Marine Corps inventory management system (wholesale/retail) to cause the release of required materiel. The overall concept is tailored to provide immediate response to the MAGTF materiel support requirements at D-day or any "short of war" situation.

i. Special Programs Subsystem (SS 15)

The Special Programs Subsystem is intended to support those programs special in nature which cannot be routinely controlled or processed by other subsystems within MUMMS. It addresses those programs, regardless of size, which involves considerable interface with two or more subsystems, to more clearly portray an overview of the required actions or functions.

j. Supply Management Information Subsystem (SS 16)

MUMMS is a very broad system. A system of this magnitude needs a focal point for collecting useful data from all of the subsystems and for collating it into meaningful reports for management personnel. The Supply Management Information Subsystem is designed to fulfill this vital role within MUMMS. This subsystem will incorporate all of the processes and procedures necessary to support this centralized materiel management approach. Each subsystem design includes processes for generating prescribed output to this subsystem. All of this data will be collected in the SS 16 data bank, from which it will be retrieved for integrated processing on schedule.

k. Allotment Accounting Subsystem (SS 17)

The Allotment Accounting Subsystem is a manual/mechanized system which records funding data from the time the ICP initiates a requisition until its funds are liquidated. This subsystem provides up-to-date information on funds allotted to the ICP on an accelerated basis, including the recording of necessary funding data from computer-generated buy recommendations, manually generated buy recommendations, direct delivery buy notices, and MILSTRIP requisitions. In addition, it provides techniques for monitoring funds to ensure that over commitments/obligations do not occur. The allotment file and other associated files furnish all necessary data for the preparation of reports for local management and for submission to CMC.

NALCOMIS (Naval Aviation Logistics Command Management Information System): a component of NAMP, NALCOMIS provides a modern, real time, responsive, computer based management information system. The three objectives of NALCOMIS are to increase aircraft readiness by providing local maintenance and supply managers with timely and accurate information required in their day-to-day management and decision making process, reduce the administrative burden on the fleet, and improve the quality of reported data.

NAMP (Naval Aviation Maintenance Program): the objective of the NAMP is to achieve and continually improve aviation material readiness and safety standards established by the CNO/COMNAVAIRFOR, with coordination from the CMC, with optimum use of manpower, materiel, facilities, and funds. COMNAVAIRFOR aviation material readiness standards include:

- a. Repair of aeronautical equipment and materiel at that level of maintenance which ensures optimum economic use of resources.
- b. Protection of weapon systems from corrosive elements through the prosecution of an active corrosion control program.
- c. Application of a systematic planned maintenance program and the collection, analysis, and use of data in order to effectively improve materiel condition and safety.

NSWC Small Arms Registry: Naval Surface Warfare Center (NSWC) Crane is the Marine Corps Component Registry that serves as the ADS for full lifecycle asset tracking through serialization control for small arms/light weapons in accordance with reference (z). NSWC Crane, Indiana manages the Marine Corps Serialized Small Arms Accountability Program, which meets DoD serialized small arms/light weapons reporting and property accounting requirements, provides the means for timely and accurate tracking of each small arm's status, and augments established security procedures. The registry establishes accounts for organization's serialized small arms by way of the DoDAAC.

OIS (Ordnance Information System): a vertically integrated, web-enabled collection of user applications, internal processes, and report generators operating against a distributed Oracle® relational database. The Joint Ammunition Standard System was terminated leaving the Services to find a solution. Marine Ammunition Accounting Reporting System was a batch process system that would need to be modernized to support "real time" asset visibility as directed in the CINC 129 requirements document. An analysis of alternatives was conducted and the decision was made to partner with the Navy Ammunition Logistics Center to develop a Naval system to manage supply Class V ammunition. The joint solution is the Ordnance Information System (OIS) which brings together functionality of many legacy systems into a web-based, shared data environment.

One Touch (Navy One Touch Support): Navy online requisitioning portal which interfaces with DAAS via the DoDAAC.

ORCA (Online Representations and Certifications Application): a Federal mandate for vendors as published in references (z), and (aa). ORCA was developed as part of the BPN, which is a component of the IAE E-Gov initiative. ORCA provides the SAM with data for registered vendors of the Federal government. The mandate requires that each Service:

- a. Provide representations and certifications electronically via the BPN website (orca.bpn.gov/) thus reducing the administrative burden on vendors who have been submitting the same representations and certifications repeatedly for various solicitations.
- b. Maintain current representations and certifications on an annually basis.

c. Make changes that affect only one solicitation by completing sections of specific provisions that are required by the FAR, included in the solicitation.

PBDD (Program Budget Development Database): the Marine Corps Program Objective Memorandum (POM) is developed through the PBDD. The key to the PBDD is the Marine Corps Programming Code (MCPC). All initiatives and funding tracks for Major Allotment Recipients are associated with a MCPC. HQMC P&R is the functional manager of the PBDD. The PBDD uses DoDAACs to identify commands and must be reconciled annually against the DoDAAD for accuracy.

PBIS (Program Budget Information System): the Navy's primary information system for developing and submitting the DON's long range financial plan (POM) and budget to OSD, and for allocating the funds appropriated and monitoring their execution. This includes the Marine Corps. PBIS consists of a server complex in the Pentagon on the Navy Marine Corps Internet, and a backup site at a secure location. PBIS provides functionality that allows users to create, modify, query, and generate reports on DON POM and budget data.

PDREP (Product Data Reporting and Evaluation Program): the DON program that supports requirements regarding the reporting, collection and use of supplier performance information identified in the Code of Federal Regulations, FAR, Defense Federal Acquisition Regulation Supplement (DFARS) and Navy regulations. PDREP supports Navy management of the supply chain ensuring first time quality and on-time delivery of materials for both critical and non-critical applications. It promotes continuous process improvement for increased materiel readiness and decreased deficiency issues, providing an overall cost savings to DoD and the Navy. The program is sponsored by the Office of the Assistant Secretary of the Navy Research, Development and Acquisition ASN (RD&A) and is the designated SECNAV PDREP program authority. Within ASN (RD&A), the DASN Expeditionary Programs and Logistics Management (ELM) is the primary office of responsibility and provide program guidance and policy regarding PDREP and its use. SECNAV Instruction 4855.3 is the foundation of the PDREP program and establishes requirements for all DON Activities to report supplier performance information in PDREP. The PDREP (AIS) is the single authorized DON database used to record, collect, retrieve and analyze supplier performance data. PQDR) discrepancies (Supply Discrepancy Reports - SDR), Receipt Inspection (Material Inspection Results - MIR), Contract Delivery Performance (Contract Award Data – CAD), Supplier Audits, Supplier Survey Data, Non-Conforming Materials, Premature Material Failures, Naval Bulletins, Special Quality Data and other relevant supplier information. The PDREP AIS supports the documentation, storage and retrieval of multiple record types displaying supplier product and performance information. It is Item Unique Identification (IUID) compliant providing automated data retrieval from the IUID registry for easier reporting of Unique Item Identifier materials. The program also provides an AD HOC feature that allows for creation of unique reports, designed specifically by the individual user.

PQDR (Product Quality Deficiency Report): the cross-Component process that provides quality deficiency data to activities responsible for design, development, purchasing, production, supply, maintenance, and contract administration so that action may be initiated to determine cause, take corrective action, and prevent recurring deficiencies. The PQDR is used to report deficiencies occurring in major weapon systems, secondary/consumable/repairable items, spare and repair parts, government-owned products used during development and testing, and items supplied as

government-furnished property, to include warranted, Contractor Logistics Support, commercial off-the-shelf (COTS), and Marine Corps Common Hardware Suite items. Any individual may report a product quality deficiency. An individual/Activity that discovers defective materiel and submits a PQDR is known as the originator/originating point. Even if a deficient item is useable, the deficiency must still be reported. PQDR uses ship-to DoDAACs like “in boxes” as a means of facilitating transmission of information within the system.

PR Builder (Purchase Request Builder): part of the Marine Corps’ paperless acquisition portfolio, PR Builder is the front-end of the Marine Corps acquisition process. It is used by Marine Corps commands to electronically create, route for approval, and apply funding to purchase requests (PRs), funding documents (FDs), and miscellaneous payments (MiscPay). PR Builder reports, near real-time commitment transactions to SABRS. PR Builder also interfaces with the Standard Procurement System (SPS) to provide the contracting office with contract information associated appropriation data. MARADMIN 444/12 mandated the use of PR Builder for all Marine Corps Inter/Intra Government Transactions effective 1 October 2012. PR Builder contains DoDAACs for all Marine Activities that are authorized to requisition (DoDAACs w/authority code 00).

RAMP (Reportable Asset Management Process): an Air Force system that was adopted by the Marine Corps to replace the functionality of the legacy MUMMS Subsystem for Controlled Item Management, known as Subsystem 13 (SS 13). RAMP interfaces with TFSMS for allowances and end item stratification by way of TFSMS Type Support Codes and Command Designator Codes (a.k.a. MAJCOMs).

SABRS (Standard Accounting Budget and Reporting System): the official accounting system for the Marine Corps designed to meet fiduciary standards established by the GAO, OMB, United States Treasury Department, and DoD. SABRS accounts for all Marine Corps funds throughout the life of the appropriation. Normally, this will include the year authorized to incur new obligations and five subsequent years to complete receipt and expenditures on established undelivered orders. SABRS uses DoDAACs to identify its various commands and establishes a hierarchy of MRIs, ARIs, SRIs, WCIs, and AACs that reflect an operational command and control based on funds distribution. Table 208 of SABRS must be maintained accurate with the DoDAAD on an as occurring basis to ensure that all Authority Code 00 DoDAACs in SABRS are reflected in the DoDAAD, and vice versa (except for NAF activity DoDAACs). HQMC I&L (LPC) and P&R (RFA) ensures constant dialog between the CSP and the SABRS Table Load Manager to ensure that accuracy is maintained.

SAM (System for Award Management): a Federal Government owned and operated free web site that consolidates the capabilities in CCR/FedReg and ORCA. Future phases of SAM will add the capabilities of other systems used in Federal procurement and awards processes.

SCS (Stock Control System): an Air Force system that was fielded at Marine Corps Logistics Command in 1995 to replace legacy subsystems of MUMMS for ICP accountability of equipment, supplies and materiel. The system itself is comprised of a 3270 mainframe online portal and a mid-tier web-based application which provides users with capabilities for materiel management that include technical research, finding parts, reading item manager notes, and getting status of requisitions sent to Marine Corps ICPs. The SCS website opens in the Asset Inquiry page but the SCS program can also do requisition inquiries and part number inquiries.

SPS (Standard Procurement System): part of the Marine Corps' paperless acquisition portfolio, the SPS is a software suite providing front-office business services to acquisition professionals in the United States DoD. SPS is an outgrowth of the DoD corporate information management (CIM) initiatives in the early 1990s and provides standard business processes and data management across disparate acquisition communities, including:

- Posts, camps, and stations
- Inventory Control Points
- Major Weapon Systems
- Contingency contracting

STORES (Subsistence Total Order and Receipt Electronic System): a PC-based system that enables the Military Services to send requirements to multiple vendors via EDI. STORES are based on accounts which are represented by DoDAACs. It must be reconciled with the DoDAAD on an as occurring basis to ensure the accounts contained in the system have valid DoDAACs. With the touch of a button, a cook in the dining hall can have an entire grocery list automatically ordered to different vendors for milk, bread, and other grocery items. STORES uses EDI transactions for price and item information, orders, receipts, and trading partner profiles among Defense Supply Center Philadelphia, customers, and vendors. It also sends requirements for produce to the Defense Subsistence Offices using EDI. All STORES price, item, and receipt information passes to the customer's food management system to adjust inventory records. The STORES Management Information System (MIS) serves as the engine behind the system. The MIS is the repository of all catalog, order, and receipt information worldwide. It is a network that creates and distributes catalogs from the MIS as EDI transactions. Copies of orders and receipts transmitted from each of the STORES PCs flow to the MIS, establishing financial records and producing reports. The Joint Food Management System, a DLA-financed system, is planned to replace STORES and the Service's food management systems. It will incorporate all menu planning, recipes, replenishment, inventory, head count, budgeting, and accounting functions performed by legacy systems, in addition to the catalog, order, receipt, and management information currently provided by STORES. The joint system will be accessible via the Web from any computer. It will utilize commercial off the shelf software, with some customization to address the requirements of a system that must operate in peacetime and in war.

STRATIS (Storage Retrieval Automated Tracking Integrated System). STRATIS was originally developed as the stand alone warehouse management system for the Marine Corps. The STRATIS application is fielded at six locations around the world and is in the Operations and Support phase of its lifecycle and requires IT support services to meet its day-to-day supply mission requirements.

TAMIS (Total Ammunition Management Information System): serves as the Marine Corps standard for forecasting training ammunition at Marine Corps and other training facilities. TAMIS is used to provide training ammunition from an ASP to its customers. TAMIS user accounts are manually created using DoDAACs. As such, the DoDAACs contained in TAMIS are not automatically updated as changes occur within the DoDAAD. If a unit changes location (due to unit rotation) and accepts a new DoDAAC for the command, appropriate updates must be made within TAMIS and the DoDAAD to ensure proper accountability and support of ammunition at the new location.

MCTFS (Marine Corps Total Force System): an electronic system that contains personnel and pay data of all active and reserve Marine Corps personnel, and personnel data of retired Marine Corps personnel. The system also contains mission-essential personnel information for selected civilian employees and contractors affiliated with the Marine Corps. Career data created prior to 1988 was migrated from legacy personnel systems. The system contains five-digit RUCs which are used for reporting, and MCCs which are used for personnel assignments. The system maintains personnel and pay information for Marine Corps personnel including, but not limited to, the following:

- Name, rank/grade, SSN, date of birth, citizenship, marital status, home of record, dependents information including their SSNs, records of emergency data, enlistment contract or officer acceptance form identification, duty status, component code, population group, sex, ethnic group, duty information, duty station/ personnel assignment, unit information, security investigation date/type, leave account information, separation document code, test scores/information, language proficiency, military/civilian/off-duty education, training information to include marksmanship data, physical fitness data, Swim qualifications, military occupational specialties, military Skills and schools, awards, combat tour information, aviation/pilot/flying time data, reserve drill information, reserve unit information, lineal precedence number, limited duty officer/warrant officer footnote, TAD data, overseas deployment data, limited medical data, conduct and proficiency marks, years In service, promotional data, weight control and military appearance data, commanding officer assignment/relief data, joint Military Occupational Specialty data, and related data.

- Pay data includes leave and earnings statement which may include base pay, allowances, allotments, bond authorization, health care coverage, dental coverage (if applicable), special pay and bonus data, federal and state withholding/income tax data, FDIC contributions, Medicare, Social Security, SGLA deductions, leave account, wage and summaries, reserve drill pay, reserve AT pay, and other personnel/pay management data.

TFSMS (Total Force Structure Management System): a web-enabled workflow application that integrates capability development processes across the Marine Corps' enterprise to support the warfighter in terms of manpower and equipment requirements. TFSMS is the Marine Corps' ADS for TO&E, UICs, billets, unit equipment allowances, individual equipment allowances, TAMCNs, all equipment characteristics, and AAO. TFSMS was fielded in July of 2005 and replaced the separate functions of manpower requirements from Table of Manpower Requirements and equipment requirements and characteristics from Logistics Management Information System .

TPPS (PowerTrack) (Third Party Payment System): a commercial off-the-shelf (COTS), third-party payment system used by DoD for transportation payment processing. PowerTrack provides real-time information exchange through the World Wide Web and bridges the gap between DoD and carrier information systems. PowerTrack collects shipment and financial data from both shippers and carriers in a single electronic document and makes data available over the internet to all parties. PowerTrack is used to reduce costs by: eliminating paper invoices, eliminating hard-copy check payments, auditing each invoice to reduce payment errors, avoiding late fees and balance due invoices, and improving security to eradicate fraud opportunities.

WEB-SDR (Web Supply Discrepancy Reporting System): a web-based access-controlled SDR System that allows users to input shipping or packaging SDRs online by using an internet-based PC. This allows the SDR system to pre-fill data on the SDR. Help is available online where Program Management and SDR system experts work with customers to ensure their requirements are satisfied. WEB-SDR features include:

- Submit new SDRs online
- Submit follow-up, cancellation, correction, and reconsideration SDRs
- Submit ad hoc queries for data
- Upload/download attachments/documents
- Online detailed training slides
- Auto-fill feature uses DAAS requisition history to populate SDRs
- DoD Component processing systems will interface with WEB-SDR
- Allows for near real time SDR reporting and reduces response delays
- Web-based input of SDR resolution responses

WEB VLIPS (WEB Visual Logistics Information Processing System): a web-based, access-controlled query system that is useable from any internet attached PC. It accesses the Logistics On-line Tracking System (LOTS), a DAASC relational database system, which portrays the lifecycle of a logistics action. The WEBVLIPS customers can track requisitions from their release into the DoD pipeline, until the materiel is posted to the accountable records at the destination activity. WEBVLIPS also has the capability to track reports of excess, and the movement of those excesses to the destination depot or disposal site. WEBVLIPS integrates information on DoDAAD, MILRI, Source of Supply, DoD Project Code, Port Code, Transaction Status Code, Unit of Issue Code, Signal Code, Hold Code, Advice Code, Condition Code, and Mode Code to assist the user in tracking a requisition or excess through its lifecycle. Help is available to assist in understanding MILS data. Program management and subject matter expert's work with customers to ensure their requirements are satisfied.

WRS (Marine Corps War Reserve System): a Class 1, mainframe-based application that integrates capabilities for requirements determination, registration of requirements, sourcing requirements, TPFDD development plan, withdrawal execution, and supports Supply Classes I, II, III, IV, VII and IX.

<p>VOLUME 3</p> <p>“RETAIL SUPPLY MANAGEMENT”</p> <p>SUMMARY OF VOLUME 3 CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>The date denoted by blue font (left header) will reflect the date this Volume was last updated.</p> <p>All Volume changes denoted in blue font will reset to black font upon a <u>full revision</u> of this Volume.</p>			
VOLUME VERSION	SUMMARY OF CHANGE	ORIGINATION DATE	DATE OF CHANGES
ORIGINAL VOLUME	N/A	DD MMM YYYY	N/A

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

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

VOLUME 3: RETAIL SUPPLY MANAGEMENT

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VOLUME 3: CHAPTER 1

“GENERAL OVERVIEW”

SUMMARY OF SUBSTANTIVE CHANGES

All changes are denoted by **blue font** unless a full revision has been conducted.

Substantive revisions are denoted by a * symbol preceding the section, paragraph, table, or figure that includes the revision.

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

Base date of this Marine Corps Order (MCO) Volume (right header) will not change unless a full revision has been conducted. Upon full revision of this Volume, all changes denoted by blue font will reset to black font.

PAGE PARAGRAPH	EXPLANATION OF SUBSTANTIVE CHANGES	PURPOSE	DATE OF CHANGE

CHAPTER 1

GENERAL OVERVIEW

0101 GENERAL

This Volume establishes supply policy for use in the effective control of Marine Corps resources, such as ground equipment, materiel, and services, processed through Marine Corps retail-level supply organizations as well as accountability and storage of military equipment when maintained by non-retail level commands (e.g., Remote Storage Activities). Accordingly, this Volume is applicable to both consumer-level and intermediate-level supply activities. Adherence to the provisions in this Volume shall ensure accurate accountability of property and promote more effective logistics support to the warfighter. This Volume will also ensure that Marine Corps processes and procedures are in compliance with Department of Defense (DoD) regulations for supply and financial management.

0102 ROLES AND RESPONSIBILITIES

Retail-level supply operations exist in every element of the Marine Air-Ground Task Force (MAGTF), the reserves, installations, and the supporting establishment (SE). Retail-level supply operations occur in both garrison and deployed operations. Therefore, it is critical that all personnel involved in Marine Corps ground logistics support operations comprehensively understand and adhere to the provisions of this Volume. To safeguard the effective implementation of this Volume, execution of the following responsibilities is paramount:

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

A. As the Marine Corps Enterprise Ground Equipment Manager (EGEM), ensure the roles and responsibilities identified in this Volume are adhered to by the appropriate stakeholders to achieve and maintain strict equipment accountability and visibility.

B. As the functional advocate for logistics information systems, ensure systems are available and effective to enable retail-level supply operations.

C. Coordinate with Commanding General, Training and Education Command (CG, TECOM) to ensure the implementation of effective training programs for the contents of this Volume.

D. As necessary, ensure Field Supply and Maintenance Analysis Office (FSMAO) Teams and Internal Controls and Audit Readiness Teams (ICART), inspect Marine Corps organizations for compliance with this Volume and provide assistance to the Marine Forces (MARFORs), Marine Expeditionary Forces (MEFs), and supporting establishments/installations.

E. In coordination with Commander, Marine Corps Systems Command (MARCORSYSCOM), ensure the provisions of this Volume support total life cycle management of programs and equipment.

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

Be prepared to provide guidance on the operational impacts associated with the implementation of this Volume as it relates to current and future operations.

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

A. Coordinate efforts with DC I&L to ensure implementation of this policy in consonance with current doctrine.

B. Coordinate with Commanding General, Marine Corps Logistics Command (MARCORLOGCOM), Commander, MARCORSYSCOM, and Commanding General, Marine Corps Installations Command (MCICOM) to ensure Total Force Structure Management System (TFSMS) data reflects the most current and accurate information available to enable effective ground supply operations at the retail-level.

010204. Deputy Commandant, Programs and Resources (DC P&R)

A. In coordination with DC I&L, MARCORLOGCOM, MARCORSYSCOM, and MCICOM ensure the program objective memorandum (POM) process supports the creation of a Marine Corps Future Years Defense Plan (FYDP) which resources logistics requirements in consonance with strategic guidance and efficiently and economically supports the financial requirements of the Marine Corps supply chain.

B. Publish in reference (a), approved fund codes that organizations are authorized to use to requisition against allotted funds.

010205. Commanding General, Marine Corps Logistics Command (CG, MARCORLOGCOM)

A. As the Marine Corps enterprise ground equipment inventory manager for Stores Account Code (SAC) 3 military equipment, ensure support of policies in this directive and address emerging inventory management practices.

B. In coordination with MARCORSYSCOM and DC CD&I, establish and maintain National Stock Numbers (NSN) and Identification Numbers for items entering the Marine Corps inventory and ensure data accuracy.

C. Perform duties as the Executive Agent (EA) for the Coordinated Secondary Reparable Management process, facilitating retail supply management.

D. Perform Initial Issue Provisioning (IIP) duties as outlined in reference (b) to facilitate retail supply management.

010206. Commander, Marine Corps Systems Command (COMMARCORSSYSCOM)

- A. In coordination with DC I&L, ensure the provisions of this Volume support total life cycle management of programs and equipment.
- B. In coordination with DC CD&I, maintain and ensure the equipment information in TFSMS is current to enable effective retail-level supply operations.
- C. In coordination with MARCORLOGCOM, CD&I, and MCICOM establish and maintain Table of Authorized Materiel Control Numbers (TAMCN), NSNs, and ID Numbers for items entering the Marine Corps inventory and ensure data accuracy.
- D. Perform IIP duties as outlined in reference (b) to facilitate retail supply management.
- E. Serve as the sole procurement authority, to include executing the Planning, Programming, Budget, and Execution process for Marine Corps Class V(W) in supporting and sustaining the Marine Forces.

010207. Director, Command, Control, Communications, and Computers

- A. Ensure effective hardware, software, and network communication resources are available to enable Marine Corps supply chain operations.
- B. Provide purchase request approval when requested by MCICOM project officers or appropriate MARCORSSYSCOM program managers and the request is supported by an appropriate allowance, Universal Need Statement (UNS), or Table of Organization and Equipment Change Request (TOECR).

010208. Functional Area Sponsor / Field Supply Maintenance Analysis Offices

Develop and implement an inspection program to ensure compliance with this retail-level supply policy.

010209. Commanders, Marine Corps Forces

- A. Commanders shall ensure that this policy is made available, understood, and is used by all personnel responsible for retail-level supply.
- B. Ensure the management of retail-level inventories in accordance with this policy and supply system procedures in applicable users manuals.
- C. Develop and implement internal command policies and procedures to facilitate the execution of this policy.
- D. This Volume is policy and takes precedence over all retail-level technical publications (e.g., UM 4000-125).

- E. Perform IIP duties as outlined in reference (b).

010210. Commanding General, Marine Corps Installations Command (MCICOM)

- A. Ensure that this policy is made available, understood, and is used by all personnel responsible for retail-level supply at Marine Corps supporting establishments and installations.

- B. Ensure the management of retail-level inventories at Marine Corps supporting establishments and installations is in accordance with this policy and supply system procedures in applicable users manuals.

- C. Develop and implement internal command policies and procedures to facilitate the execution of this policy.

- D. In coordination with MARCORLOGCOM, MARCORSYSCOM, and CD&I, establish and maintain TAMCNs, NSNs, and ID Numbers for garrison property and garrison mobile equipment (GME).

- E. This Volume is policy and takes precedence over all retail-level technical publications (e.g., UM 4000-125).

010211. Commanding General, Training and Education Command (TECOM)

- A. Ensure that this policy is made available, understood, and is used by all personnel responsible for retail-level supply at Marine Corps training installations.

- B. Ensure the management of retail-level inventories at Marine Corps training installations is in accordance with this policy and supply system procedures in applicable users manuals.

- C. Develop and implement internal command policies and procedures to facilitate the execution of this policy.

- D. Ensure the establishment of effective training programs for both entry-level and sustainment training of retail-level ground supply operations.

- E. This Volume takes precedence over all retail-level technical publications (e.g., UM 4000-125).

0103 ADMINISTRATION AND LOGISTICS

010301. Recommendations concerning the contents of this Volume are invited. Submit recommendations via the appropriate chain of command to the Assistant Deputy Commandant, I&L attention Logistics Policy and Capabilities Branch (LPC). Copies of recommendations will be provided to the appropriate command of responsibility to assist in corrective action.

010302. To ensure proper maintenance, use, accessibility and preservation, regardless of format or medium, records created as a result of this Volume will be managed according to National Archives and Records Administration approved dispositions per reference (c). Records created as a result of this Volume will be retained in accordance with paragraph 0210.

0104 LEGAL FOUNDATION

As a service component, what we do and how we do it is governed by statute and is further refined by Departmental and Service regulations. See Appendix A in Volume 1 of this Order for a comprehensive summary of applicable legal information as it relates to this Volume.

0105 COMPONENTS OF SUPPLY MATERIEL MANAGEMENT

Supply materiel management consists of continuing actions related to planning, organizing, directing, coordinating, controlling and evaluating the application of resources to ensure the effective and economical support of military forces. Command advocacy and awareness are primary requirements for effective supply materiel management. Supply materiel management includes two components: property control and supply support. Some supply materiel management measures may simultaneously provide for both property control and supply support.

010501. Property Control

Property control consists of all measures taken to care and account for materiel. Property control includes the implementation of physical security controls and other internal controls, the production of reports, and the maintenance of audit trails and records that provide for the clear demonstration of good stewardship of property.

010502. Supply Support

Supply support consists of all measures taken to ensure that supplies and services, in the proper quality and quantity, are available to support mission requirements. Although the flow of supply support normally culminates with the issue of required materiel and/or services to the user, supply support must continue to satisfy the user's requirements. Functions ensuring sufficient supply support include:

- A. Computing materiel requirements.
- B. Requesting, requisitioning, procuring, receiving, warehousing, distributing, shipping, issuing, selling, and disposing of all equipment, materiel, and supplies for a Marine Corps retail-level organization.
- C. Participating in supply support projects under the cognizance of the DoD.
- D. Implementing Headquarters Marine Corps (HQMC) directives for management of the Marine Corps' retail-level inventory.

E. Executing fiscal responsibilities which consist of the proper assignment of funding on a requisition (obligation document) before processing, maintaining a positive fund balance, and identifying unfunded deficiencies as required.

F. Managing automated information systems (AIS) to control access to supply chain management systems.

G. Producing accurate data and records for supply support, analysis, and action, by using information systems for supply chain, financial and supply asset management. The term “information system” refers to the following:

1. Information System. The organized collection, processing, transmission, and dissemination of information in accordance with defined procedures, whether automated or manual. Information systems include non-financial, financial, and mixed systems.

2. Accountable Property System of Record (APSR). A government information system used to control and manage accountable property records. It is a subset of existing organizational processes related to lifecycle management of property and is integrated with the core financial systems. Examples of Marine Corps APSRs include, but are not limited to Global Combat Support System – Marine Corps (GCSS-MC) or Stock Control System for military equipment or Defense Property Accounting System (DPAS) for garrison personal property and GME.

0106 INVENTORY LEVELS OF SUPPLY

There are two major inventory levels of supply within the Marine Corps: wholesale and retail.

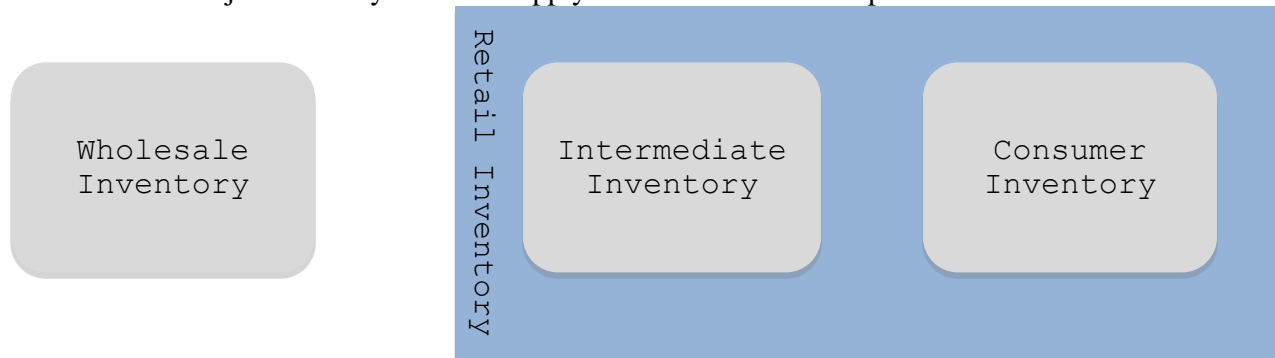


Figure 1-1. Inventory Levels of Supply

010601. Wholesale Inventory

Per reference (d), wholesale inventory includes inventory (stock), regardless of funding sources, over which the materiel manager has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities. Wholesale inventory is synonymous with national inventory. National inventories within the DoD are the Defense Logistics Agency (DLA), General Services Administration (GSA), Tank-automotive and Armaments Command, and Army Materiel Command. MARCORLOGCOM serves as the Remote Storage Activity (RSA) for Class VII equipment and applicable assemblages.

MARCORLOGCOM also supports and executes Primary Inventory Control Activity (PICA) functions for the Marine Corps.

010602. Retail Inventory

This includes supplies or materiel held below the wholesale level and consists of consumer and intermediate-level inventories.

A. Consumer-Level Inventory

Consumer-level inventory is usually of limited range and depth, held by the final element in an established supply chain distribution system for the sole purpose of internal support or use. A consumer-level inventory is independent of echelon of command and can exist at the strategic, operational, or tactical level.

B. Intermediate-Level Inventory

Intermediate-level inventory typically exists between the consumer and wholesale levels of inventory and supports a defined geographic area or provides tailored support to specific organizations or activities. Unlike the operating forces (OPFOR) accounts (i.e., Supply Management Unit (SMU), Repairable Issue Point (RIP), and Consolidated Storage Program (CSP)), Base Property Offices and Servmarts at supporting establishments manage intermediate-level inventories, but do not typically serve as an intermediary to wholesale inventory.

0107 RETAIL-LEVEL SUPPLY ACTIVITY

Before a retail-level supply activity can exist, certain requirements must be met in terms of accountability, responsibility, and assigned roles to govern, manage, and facilitate the maintenance of retail-level inventory. Volume 1, Chapter 2 of this Order provides roles and responsibilities applicable to all retail-level supply activities. The following additional guidance applies:

010701. Appointment Letters and DD 577, “Appointment/Termination Record – Authorized Signature”

Appointment letters, to include the DD 577 when required, will be signed by the Commanding Officer (CO)/Accountable Officer (AO) and will be retained for ten years (i.e., three years active and seven years archive) in accordance with paragraph 0210.

A. When appointing an individual to multiple roles (e.g., appointing the same individual as the supply officer, supply resource manager, and fiscal/budget and accounting officer), a single appointment letter and DD 577 meets the appointment requirement. In these cases, clearly identify each role in the appointment letter and DD 577. Completion of the DD 577 meets the DoD requirements in Volume 5 (Disbursing Policy) of reference (e).

B. The DD 577 does not have an appointed role in Block 13 for “supply officer” or other specific USMC roles. In these situations, use the “Departmental Accountable Official” block and identify specific roles in Block 14.

C. Appointment letter formats are in Appendices A through F in this Volume.

D. The Supply Officer / Accountable Property Officer (APO) Appointment letter (see Appendix A) and DD 577 shall not serve as a replacement to the appointment letter that is required of Approving Officials under the Government Commercial Procurement Card (GCPC) Program (see Appendix D).

E. The Supply Officer / APO Appointment letter (see Appendix A) and DD 577 shall not serve as a replacement to the appointment letter that is required of GCPC Cardholders (CH) under the GCPC Program (see Appendix E).

010702. Delegation of Authority

The supply officer will maintain copies of signed NAVMC 11869s, "Notice of Delegation of Authority." NAVMC 11869 will identify specific individuals that have been delegated authority for the following assigned duties:

- A. Sign and receipt for government property and services for use within the department or section.
- B. Turn in excess or damaged government property.
- C. Submit purchase requests for supplies and/or services.
- D. Sign and authorize the use of Urgency of Need Designator "A" (i.e., priorities 01, 02, and 03).

010703. Individual Responsibility

Individuals, who obtain and maintain public property for use in the performance of assigned duties, or come into custody of government property, are individually responsible for that property.

A. Direct Custodian

The fact that an individual has not signed a receipt for public property in that individual's possession does not relieve that individual of the required custodial, maintenance, and servicing responsibilities.

B. Financial Liability

In the case of loss, damage, or destruction of public property through causes other than wear incident to normal service, personnel responsible will either be held punitively liable, administratively held accountable (e.g., page 11 entry documenting fault or negligence), or will be excused from responsibility by competent authority.

0108 CONFLICTS OF INTEREST

The CO of retail activities shall not assign the supply officer/chief and responsible officers (ROs) duties that conflict with their supply management responsibilities.

010801. Supply personnel will not be appointed as investigating officers for any fiscal, financial liability, or supply property accountability related investigations. Additionally, ROs/property custodians will not be appointed as investigating officers for property under their charge.

010802. Supply personnel will not be appointed as ROs for any property that is internal to the command (e.g., Electronic Key Management System Equipment (EKMS) custodian). However, this should not preclude the use of APSRs to establish automated internal controls for the management of inventories held within the warehouse. Supply personnel (e.g., warehouse chief) may only be appointed as an RO for the warehouse Consolidated Memorandum Receipt (CMR)/Custodian Asset Report (CAR).

010803. Supply personnel shall only manage official appropriated accounts (e.g., planning estimate). Supply personnel shall not manage non-appropriated fund accounts (e.g., Morale Welfare Recreation funds).

010804. Supply personnel will not be assigned duties that conflict with their responsibility to maintain sound accountable records or influence or manipulate the accountability process.

0109 APPOINTMENT/RELIEF OF COMMANDING OFFICER, SUPPLY OFFICER/ACCOUNTABLE PROPERTY OFFICER, AND RESPONSIBLE OFFICER

010901. Commanding Officer / Accountable Officer

Per the reference (f), accountability is inherent to command. As such, the term CO is synonymous with AO unless specifically stated otherwise.

A. Before relief, the outgoing CO/AO will provide a Certificate of Relief letter to the relieving CO/AO. The Certificate of Relief letter will indicate the status of supply operations within the command and will be retained in the supply files for ten years (i.e., three years active and seven years archive). At a minimum, the letter will include an inventory summary; fiscal overview; status of existing temporary loans; status of pending investigations; and the status of garrison personal property accounts. In addition, the letter will include as an enclosure NAVMC 11867, "Roles and Responsibilities," identifying the appointment of key individuals involved with the management of property and finances within the organization. An example of a CO Certificate of Relief letter format can be found in Appendix G.

B. In cases of death, suspension from duty, transfer without relief, or any other instance where a Certificate of Relief letter cannot be obtained, the Major Subordinate Command (MSC), or other appropriate higher headquarters, will appoint an inventory board to determine the condition of materiel, records, and operating procedures. The inventory board will prepare a letter

reporting its findings to the MSC or higher headquarters. A copy of the letter will be maintained by the supply officer/APO, and the original of the board's letter will be provided to the MSC or higher headquarters. This will be documented as an endorsement to the outgoing CO's Certificate of Relief for retention.

010902. Supply Officer/Accountable Property Officer (APO)

A. Immediately prior to the relief of the supply officer/APO, an inventory and reconciliation of the property records will be accomplished. All approved adjustments resulting from the inventory will be made. Upon completion of the inventory and reconciliation of the property records, the supply officer/APO being relieved will prepare and sign a Certificate of Relief letter with the results of the inventory and reconciliation. At a minimum, the letter will include an inventory summary; fiscal overview; status of existing temporary loans; status of pending investigations; and the status of garrison personal property sub-accounts. The letter will include as an enclosure NAVMC 11867 discussed in paragraph 010901 above. An example of a Certificate of Relief letter format can be found in Appendix H. The supply officer/APO will provide this certificate, dated the date of relief, to the relieving supply officer/APO. The Certification of Relief letter will be retained in the supply files for ten years (i.e., three years active and seven years archive).

B. Within 30 calendar days after assuming control of the property account, the relieving supply officer/APO will conduct necessary supply inspections to determine the condition of materiel, records, and operating procedures. The findings will be reported to the CO/AO by endorsement on the outgoing Certificate of Relief. If additional time is required, a request for extension must be submitted to the CO/AO for adjudication. This endorsement will be maintained in the supply files for ten years (i.e., three years active and seven years archive).

C. If the supply officer/APO is separated from assets under his control for more than 60 calendar days due to temporary additional duty, hospitalization, or other reasons, the CO/AO must appoint another supply officer/APO. In cases of death, suspension from duty, or transfer without relief of an officer or noncommissioned officer (NCO) having charge of public property, the CO/AO will appoint an inventory board to determine the status of the account. If the CO/AO suspects that culpability exists for losses, then the CO/AO will direct that a Financial Liability Investigation of Property Loss be conducted in accordance with Chapter 7, Volume 12 (Special Accounts, Funds, and Programs) of reference (e).

D. Due to rapid account turnover, Certificate of Relief letters are not required for supply elements configured on a temporary basis to support a particular exercise (e.g., a Class IX block). For these accounts, relief of the supply officer will be conducted per local procedures established by the MARFOR/MEFs. Supply Officers assigned to deploying activities that are standing organizations (e.g., Marine Expeditionary Unit (MEU) Combat Logistics Battalion (CLB), Special Purpose Marine Air Ground Task Force (SPMAGTF), and etc.) will be appointed to manage all three activities associated to the deployment (i.e., organic account, secondary repairable sub-float account, and consumable account).

010903. Responsible Officer/Property Custodian

The outgoing RO/property custodian will report all property overages and shortages to the supply officer/APO before transferring responsibility for the property to the RO's successor. The incoming RO will conduct a joint inventory with the outgoing RO to validate the accuracy of sub-account records (e.g., CMR, CAR). If there is no RO presently assigned to the sub-account, the new RO will conduct an inventory to validate the accuracy of the sub-account's records. These actions will be accomplished within 15 calendar days of appointment as RO/property custodian. If the relieving RO is satisfied that property reflected on the property records is physically on hand and properly accounted for, he will sign the sub-account listing (e.g., CMR, CAR) and endorse his appointment letter, thereby acknowledging receipt of the equipment in the account. If the relieving RO is not satisfied with the condition of the account, he will sign the sub-account listing and endorse the appointment letter. The RO's endorsement will contain an itemized listing of all discrepancies for the account. The RO/property custodian will attempt to resolve all discrepancies with the supply officer/APO. All unresolved discrepancies will be reported to the CO, via the supply officer/APO, for possible investigative action. If required, a request for extension to the preceding time frame may be submitted to the CO for adjudication. RO appointment letters, endorsements (RO acceptance letter), and all supporting documentation will be maintained in the supply files for ten years (i.e., three years active and seven years archive).

0110 DELEGATION OF AUTHORITY AND SUCCESSION TO COMMAND

The U.S. Navy Regulations and reference (f) establish policy related to delegation of authority and succession to command which is set forth as follows.

011001. Delegation of Authority

When not contrary to law or regulations, COs may delegate specific authority to their subordinates to assist in the performance of their command functions; however, COs retain full responsibility for the performance of delegated duties. COs must ensure proper exercise of delegated authority and proper execution of orders and instructions.

011002. Succession to Command

This information regarding succession to command pertains to the CO only and not for those individuals appointed to execute the AO duties in accordance with paragraphs 020502 and 020503 of Volume 1 of this Order.

A. The U.S. Navy Regulations specify succession to command for CGs of OPFORs and subdivisions of OPFORs, COs of naval shore activities, and COs of aircraft units. Succession to command requires the completion of appointment letters and delegations of authority as stipulated in paragraph 0107. Except as otherwise provided for by law or by the U.S. Navy Regulations, succession to command in Marine Corps units shall be as follows:

1. Where there is a deputy, assistant, executive officer, chief of staff, or other officer specified by competent authority, that officer shall succeed to command in the event of the

transfer, death, or incapacity of the CO of the unit, and if the latter so directs, at other times during the absence of such officer.

2. Where there is no officer occupying one of the positions set forth above, the senior Marine Corps officer eligible to command and regularly assigned to the unit shall succeed to command in the event of the transfer, death, or incapacity of the CO.

B. When a CO is absent and has not directed succession to command during that absence, the officer who would otherwise succeed to command shall have authority to issue the orders required to carry on the established routine and to perform the administrative functions of the command. This authority is official upon completion of an appointment letter as stipulated in paragraph 0107.

C. An officer who succeeds to command assumes command responsibility for the unit, including all orders in force at the time and all public property and funds pertaining to the command. This includes, but is not limited to the authority to certify/sign vouchers, authorize adjustments to accounting records, and the authority to adjudicate requests for investigation from ROs/individuals. This authority is official upon completion of an appointment letter as stipulated in paragraph 0107.

D. An officer who succeeds to command during the temporary absence of the CO shall make no changes in the existing organization and shall strive to carry out the routine and other affairs of the unit in the usual manner. This authority is official upon completion of an appointment letter as stipulated in paragraph 0107.

011003. Deputy Commander

A deputy commander is an officer assigned by law, regulations, or orders of competent authority to succeed to command. A deputy shall always act for the commander in the absence of the commander. At such time as the commander is present, a deputy shall exercise command or control only over activities and matters specified or directed by the commander.

011004. Executive Officer (XO)

The XO shall be an officer of the organization who is eligible to succeed to command and normally will be the officer next in rank to the CO. As the direct representative of the CO, all orders the XO issues shall have the same force and effect as though issued by the CO. The XO shall enforce the policies and orders of the CO and shall be prepared to assume command at any time the need arises.

011005. Limitations on Succession to Command

A. Limited duty officers, chief warrant officers, and warrant officers may succeed to command only those activities that have a primary function corresponding to the military occupational specialty of the officer.

B. The officer succeeding to command of a Marine aircraft squadron, group, or wing, shall be a Marine Corps officer qualified as a naval aviator or naval flight officer.

011006. Level of Authority

Per Appendix A in Volume 1 of this Order, an officer succeeding to command must possess rank sufficient to carry out the full spectrum of responsibilities inherent to an AO (i.e., approving/voucher authority). When an officer succeeding to command does not possess the requisite level of convening authority (i.e., punitive/administrative action) to execute AO responsibilities relative to military justice (i.e., below the field grade level), the next higher authority in the chain of command (e.g., regimental or MSC commander) will adjudicate those matters.

011007. Appointment of Accountable Officer (AO)

Per Appendix A in Volume 1 of this Order, commanders, commanding generals, commanding officers, unit-level inspector-instructors do not require any further appointments as an AO beyond their orders. A commander/commanding general may appoint an officer not holding the "Command" title using DD 577 (e.g., MARFORs or Marine Expeditionary Brigade).

0111 TYPES OF MATERIEL

All materiel that retail-level supply activities uses or holds falls into two general categories: nonexpendable/expendable and non-consumable/consumable. The following definitions apply for all retail-level accounts.

011101. Nonexpendable/Expendable

Expendability determines the required accounting for a particular item.

A. Nonexpendable Supplies

Upon issue to the final user, nonexpendable supplies will be accounted for using custody procedures. Management techniques require centralized individual item management throughout the supply system to include items stocked at all inventory levels. Specifically, this includes items that, in the judgment of the Marine Corps, have a need for centralized inventory control. This includes centralized computation of requirements, procurement, IIP distribution, and accountability. In most instances, nonexpendable items are non-consumables and therefore recoverable. They are normally issued on a custody basis and are accounted for through allowance accounting policies; however, certain sensitive items such as ammunition and controlled medical supplies are accounted for as nonexpendable items although they are consumables. Nonexpendable items include general equipment as defined in Chapter 1 of Volume 1 of this Order and may constitute principal items, secondary items, or controlled items.

1. Principal Items. According to reference (d), an expendable principal item is a principal assembly or a replacement assembly of such importance to operational readiness that management techniques require centralized individual item management throughout the supply system to include items stocked at depot level, base level, and using unit level. This includes aircraft

engines, munitions and related equipment, tank subsystems, railway equipment, and propulsion systems. Principal assemblies do not include complete aircraft, ships, tanks, helicopters, other combat and tactical vehicles, intercontinental ballistic missiles, intermediate range ballistic missiles, or space vehicles.

2. Secondary Items. According to reference (d), a secondary item is an item of supply that is not defined as a principal item and includes reparable components, subsystems, and assemblies, consumable repair parts, bulk items and material, subsistence, and expendable end items, including clothing and other personal gear.

3. Controlled Items. Controlled items are a subset of nonexpendable supplies and include items designated as having characteristics requiring that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their security and integrity. Controlled items normally fall into the categories of classified, sensitive, and/or pilferable items and thus require more stringent inventory controls. The Commandant of the Marine Corps (CMC) (or higher authority) exercises close supervision of controlled items because such items are scarce, costly, or of a highly technical or hazardous in nature. Controlled items are assigned a Unique Item Identifier (UII) and are entered into the DoD Item Unique Identification Registry.

B. Expendable Supplies

Expendable supplies are items that are no longer accounted for after issued for consumption or applied to the end item application. For accounting purposes, most consumables and repair parts, regardless of price, are expendable; however, there are instances where the commodity level manages expendable items such as demand-support items. For more information on demand-support items, see paragraph 0213 of Chapter 2 in this Volume. Expendable supplies include operating materials and supplies (OM&S) as defined in Chapter 1 Volume 1 of this Order.

011102. Non-consumable/Consumable Supplies

While expendability determines the accounting required, consumable identifies whether or not the supply is actually consumed.

A. Non-consumable

This is an item of supply that remains intact after its intended use. Non-consumables (i.e., Secondary and depot-level reparable) are managed by RIPs, sub-floats, and MARCORLOGCOM. Non-consumables are accounted for as a part of an end item when attached to an end item or as a stand-alone item in serviceable or unserviceable inventory. Non-consumables may require serial-management per paragraph 0218. Non-consumables may also require a UII in accordance with reference (g). Non-consumables are accounted for until deemed uneconomical to repair and properly disposed of in accordance with disposition instructions and reference (h).

B. Consumable

This is an item of supply (except explosive ordnance) that is normally expended or used beyond recovery in the use for which it is designed or intended. Consumables are accounted for until issued to the end-item or debriefed to the requirement (not simply issued to end-user).

0112 DIRECTIVES AND PUBLICATIONS

011201. Publications Management

The Marine Corps publishes policy, procedural instructions, and reference publications for management of supply functions. In certain instances, publications of other services/agencies may be used. In accordance with reference (i), the Directives Control Point (DCP) within the administration section of the command manages publications. The DCP will use the Marine Corps Publications Distribution System (MCPDS) to manage and requisition publications within the unit. The CO shall ensure that all sections have on hand or on order all pertinent publications and directives with applicable changes. Printed copies, or copies located on computer hard drives, compact disks, digital video disks, or other memory storage devices, will suffice as long as they are current with all applicable changes and are deployable. Publications located on a network drive will not suffice as meeting the requirement of having pertinent publications and directives on hand as networks are not deployable and publications are not available when the network is down. The official online authoritative source for Marine Corps publications is the Marine Corps Publications Electronic Library at: <http://www.marines.mil/Pages/Default.aspx> (under 'News'/ 'Publications').

011202. Technical Publications Management

The availability of current technical publications has a direct impact on the ability to repair and maintain organizational equipment. Manage technical publications using the following tools:

A. Stock List 1-2

This lists all current technical publications, technical manuals, stock lists, supply instructions, technical instructions, and modification instructions in item designator (ID) number sequence and is published quarterly. Part III of the SL-1-2 lists superseded publications and the corresponding new publications. The SL-1-2 further identifies changes since the previous SL-1-2 by use of an asterisk (*) to the left of the appropriate publication control number.

B. Publication Library Management System (PLMS)

PLMS provides the same information as the SL-1-2 plus all directives and user manuals.

C. Marine Corps Technical Publications

The Marine Corps Technical Publications website is located at <https://portal.logcom.usmc.mil/sites/pubs/default.aspx>.

011203. Reconciliation Process

The supply section within retail activities will reconcile their portion of the unit's Publication Listing (PL) and Internal Distribution Control Form with the DCP quarterly upon receipt of NAVMC 2761, Catalog of Publications; the SL 1-2/1-3, Index of Publications Authorized and stocked by the Marine Corps; PLMS, or MCPDS and Marine Corps Bulletins in the 5600 series. This reconciliation will include a validation of those publications and directives on hand and on order. Units that maintain the PLMS are not required to maintain quarterly copies of the SL 1-2/1-3 or NAVMC 2761.

0113 PROCEDURES AND FOLDERS

011301. Standing Operating Procedures

MSCs, Marine Corps installations, and equivalent higher headquarters shall establish and publish local SOPs for internal supply management and operations. Local SOPs should focus on promulgation of geographically unique local procedures (e.g., building numbers and points of contact) or more stringent and detailed policy. Local SOPs should not paraphrase or reproduce policy or procedures in Marine Corps directives and users manuals. Battalion/squadron level SOPs are not mandatory. Instead, establish and maintain current turnover files and/or desktop procedures.

011302. Desktop Procedures and Turnover Folders

A. Desktop procedures will help reduce problems that personnel confront on a daily basis.

1. The frequent change of personnel within units results in a lack of expertise and continuity in day-to-day operations. Proper use of desktop procedures and turnover folders greatly alleviates this situation and improves the overall efficiency of an organization.

2. Each unit/section shall prepare desktop procedures for each billet involving administrative and management functions. Desktop procedures are not intended to be all inclusive, but rather a simple listing of significant items pertinent to daily operations within a particular billet. Normally, desktop procedures will include items such as current references, procedures for carrying out required duties, telephone numbers of key individuals, and reporting requirements.

B. Turnover folders, along with desktop procedures, greatly assist incoming personnel in becoming familiar with their assigned mission. Accordingly, turnover folders and desktop procedures will be continually reviewed and updated.

1. A turnover folder will include information about policy, personnel, status of pending projects, references, management controls, functioning of the section, ways of accomplishing routine or infrequent tasks, and other information of value to an individual assigned to that billet. At a minimum, turnover folders will contain statements concerning the following:

- a. Title of the billet.
- b. To whom the individual reports to.
- c. The mission of the billet (billet responsibilities).
- d. The functions involved in accomplishing the mission (principal action taken).
- e. Tasks and basic operations regularly performed in accomplishing specific functions.
- f. A list of orders or directives pertinent to the billet.
- g. A list of required reports and dates for submissions.
- h. List the relationship with activities both within and outside of the official chain of command, including unofficial liaison and coordinating functions.
- i. Personnel contacts within or external to the command, listing telephone numbers and/or addresses.
- j. List of internet resources for regular use in daily operations. Include web addresses and a brief description of each web site and their relationship to the billet.
- k. Miscellaneous information; for example, administrative or operational procedures peculiar to the billet such as dual responsibility for certain functions or limitations in responsibility or authority within particular functions.

2. Folders will be arranged to facilitate frequent updates.

C. Desktop procedures and turnover folders may be electronic or hard copy. Electronic desktop procedures and turnover folders will be maintained in a centralized location, backed up at least monthly, and support full access.

0114 RECORDS INSPECTION

011401. Supply accounting records will be analyzed and inspected by representatives of DoD, HQMC (i.e., FSMAO Teams, and ICART Teams), MSCs or equivalent higher headquarters, and as directed by the CO, to ensure that key supporting documents are being managed and retained as required.

011402. Analyses, metric performance reviews, examinations, and inspections will help assess the effectiveness of the retail activity's supply management operations, procedures, and methods. The analysis and review teams will also provide liaison, assistance, and guidance in the interpretation and application of Marine Corps supply instructions.

011403. Inspections by authorized personnel/agencies ensure command awareness of management, accountability, and compliance with higher headquarters' policy. Inspections validate an organization's capability to perform its assigned mission. Inspections should be used as a training and management tool.

0115 POLICY WAIVERS

011501. COs may request deviations from Marine Corps supply policy by submitting a written request to DC I&L (LP) via the appropriate chain of command. The request must provide a full justification and impact statement. As necessary, DC I&L (LP) may grant waivers for geographical peculiar instances and Marine Corps-wide deviations by. If approved, waivers will be for one year.

011502. After evaluating the impact of the waiver, DC I&L (LP) will make appropriate changes to Marine Corps policy. A request for waiver is not authorization to deviate from Marine Corps policy. Therefore, until the waiver has been approved in writing, units shall not deviate from the existing policy. DC I&L (LP) will only grant waivers for Marine Corps policy that DC I&L (LP) is responsible for.

0116 TRAINING

COs shall ensure that retail activity supply officers/APOs maintain an effective training program for all aspects of retail-level supply operations within the command. Training will be conducted in accordance with reference (j).

0117 INTERNAL CONTROLS AND AUDIT READINESS

011701. Per reference (k), commanders have a fundamental responsibility to develop and maintain internal controls over their processes to ensure that resources are efficiently used to achieve desired objectives and that resources used are in compliance with law and regulations with minimal potential for fraud, waste, and mismanagement. Effective internal controls provide reasonable assurance that significant weakness in processes that might adversely affect the achievement of desired objectives can be prevented or detected in a timely manner. Reference (l) provides the tools necessary to maintain effective internal controls.

011702. Supply Officers and APOs will use references (l), (k), and this Volume to ensure that proper implementation of semi-annual internal controls reviews are being administered and properly documented. These reviews, applicable Notices of Findings and Recommendations, and Corrective Action Plans will provide commanders reasonable assurance that effective and efficient supply internal controls are in-place for the command or the activity.

VOLUME 3: CHAPTER 2

“INVENTORY MANAGEMENT AND CONTROL”

SUMMARY OF SUBSTANTIVE CHANGES

All changes are denoted by **blue font** unless a full revision has been conducted.

Substantive revisions are denoted by a * symbol preceding the section, paragraph, table, or figure that includes the revision.

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

Base date of this Marine Corps Order (MCO) Volume (right header) will not change unless a full revision has been conducted. Upon full revision of this Volume, all changes denoted by blue font will reset to black font.

PAGE PARAGRAPH	EXPLANATION OF SUBSTANTIVE CHANGES	PURPOSE	DATE OF CHANGE

CHAPTER 2

INVENTORY MANAGEMENT AND CONTROL

0201 GENERAL

The Marine Corps mission requires a high degree of operational readiness so that tasks assigned can be accomplished. The CO is the AO and exercises command responsibility of supply operations, property control must be meticulously maintained. A CO will not be restricted from exercising the prerogative of directing intra-command distribution of supplies and equipment to accomplish operational requirements. At the retail level, inventory used to support operational requirements includes the two categories of allowance items and demand supported items. The following guidance and procedures apply.

0202 ALLOWANCE ITEM INFORMATION

The Marine Corps uses several methods of identification and classification to distinguish between allowance items. These include the classes of supply, NSN or National Item Identification Number (NIIN), Marine Corps Stock Number (MCSN), TAMCN, SAC, and UII.

020201. Classes of Supply

All supplies found in the Marine Corps inventory are grouped into 10 classes and further divided by subclass. See Appendix I.

020202. National Stock Number (NSN)

The NSN is a 13-digit number used to identify items and is assigned by the Defense Logistics Information System (DLIS). The NSN is used in the Federal Logistics Information System (FLIS) to convey specific information about an item of supply. It is comprised of the Federal Supply Class (FSC), which is the first four digits, and the NIIN, which are the last nine digits.

A. National Item Identification Number (NIIN)

The NIIN is the last nine digits of the NSN that differentiates each individual supply item from all other supply items. The first two digits signify the National Codification Bureau that assigned the NIIN, while the last seven digits are non-significant and are sequentially assigned by the FLIS.

B. NSNs and NIINs are assigned to items of supply in the Federal Supply System (FSS) that are recurrently used, bought, stocked, managed, or distributed. These items are named, described, classified, and numbered so only one distinctive combination of numerals (an NSN/NIIN) identifies the same item throughout the FSS. This includes, but is not limited to, items selected for centralized management, procurement, and stockage, including both centrally and locally procured items, and items stocked in retail-level installations to support local requisitions.

C. The DLIS assigns all NSNs at the request of the military Services, certain federal and civil agencies, and foreign friendly countries. Each NSN assigned to an item of supply is the result of a careful review process known as cataloging. During the process, each item of supply is named, assigned an FSC, described to identify all known characteristics and performance data, and ultimately assigned an NSN. This information is maintained in FLIS and is managed by the DLIS. DLIS is the only organization authorized to assign NSNs.

D. References (m) and (n) provide a complete listing of NSN assignment criteria and request procedures.

020203. Management Control Number (MCN)

The DPAS allows for the creation of locally assigned stock numbers called Management Control Numbers (MCN). MCNs are used for items that do not already have an NSN cataloged in FLIS. When accounting for property within DPAS, units will use the NSN for items that have an NSN cataloged in FLIS. For items that do not have a NSN cataloged in FLIS, units will request and use a MCSN as the MCN within DPAS. For additional policy and procedures refer to paragraph 020204 and reference (n).

020204. Marine Corps Stock Number (MCSN)

A MCSN is a 13-digit designator assigned by MARCORLOGCOM to support numerous non-traditional support methodologies, such as contractor logistics support, just-in-time inventory, and out-of-stores initial issue. The MCSN provides the capability to uniformly record item information in all DoD supply chain systems. A MCSN is only assigned when it is neither possible nor practical to assign an NSN, or the item is considered to be excluded from the Federal Catalog System. This includes, but is not limited to, items procured on a one-time basis for immediate use in research and development, experimentation, construction, installation or maintenance, and items being fielded prior to the availability of technical data to support cataloging actions. For a complete listing of MCSN assignment criteria and request procedures refer to reference (n).

020205. Table of Authorized Materiel Control Number (TAMCN)

The TAMCN is the chief method of identifying equipment capabilities, and is assigned by HQMC. Several NSNs/NIINs can fall within the same TAMCN (e.g., D01987K, Truck Cargo 7T). The TAMCN consists of three elements: the commodity designator, the item number, and the class (and subclass) of supply. TAMCNs typically fall under one of five commodities: (communications/electronics, engineer, general supply, motor transport, and ordnance), and five types of property. See Appendix J for a detailed listing.

A. Type 1 TAMCN items are defined as non-expendable military equipment with requirements established by HQMC based on formal Table of Organization mission statements. Type 1 TAMCNs have an "A" through "E" commodity designator and a cataloged NSN.

B. Type 2 TAMCN items are defined as non-expendables which are ancillary to Type 1 TAMCN items with initial requirements established by HQMC based on local mission

requirements. Type 2 TAMCNs have "H", "J", "K", "M", and "N" commodity designators and a cataloged NSN.

C. Type 3 TAMCN items are defined as non-expendable military equipment that require special measures of control since they are used for particular conditions or situations (e.g., items which are uniquely required in cold weather or desert operations). Such items are typically not held at the unit level, but temp-loaned as the operational status of a unit may require. Standard Type 3 TAMCNs have a "T" through "X" commodity designators and a cataloged NSN.

D. Non-Standard Equipment (NS-E) is defined as non-expendable equipment that is rapidly acquired and fielded to bridge mission capability gaps to meet urgent warfighter requirements or commercially purchased to support garrison requirements. N-SE can be either tactical (military equipment) or non-tactical (garrison property).

1. Tactical NS-E is defined as military equipment that is rapidly acquired and fielded via an UNS or UUNS to meet urgent warfighter requirements, support assigned mission capabilities, or force protection. Tactical NS-E will be accounted for in the ground equipment APSR (e.g., GCSS-MC). Tactical NS-E can be assigned any TAMCN commodity designator, but will always have a MCSN rather than a NSN/NIIN cataloged within FLIS. If a Tactical NS-E item becomes a program of record (i.e., assigned to a Program Manager / Product Manager, funded, and cataloged in TFSMS with a TAMCN), the MCSN will be replaced with NSN that is cataloged in FLIS.

2. Non-Tactical NS-E is defined as non-expendable garrison property that is commercially purchased to support administration, base operations functions, and garrison support services. This includes NS-E used by service support contractors whether provided as Government Furnished Property (GFP) or Contractor-Acquired Property (CAP). Non-Tactical NS-E is not considered for program of record candidacy and will be accounted for in DPAS with a MCSN or NSN. The following items are examples of Non-Tactical NS-E:

- a. Inert small arms trophy weapons;
- b. Band equipment;
- c. Office equipment (e.g., copiers, scanners, cameras, televisions and monitors, display equipment, etc.); and
- d. Inert ceremonial weapons.

E. Special Item Equipment (SIE) is defined as non-expendable assets provided to support Marine Corps commands/activities conducting special operation missions at the Combatant Command (COCOM) or national security levels. SIE will be assigned a "Q" TAMCN commodity designator, regardless if those assets were provided to the Marine Corps on a permanent or temporary basis.

020206. Stores Account Code (SAC)

The SAC is used to differentiate between items that are financed through different methods.

A. SAC 1

Items funded through the DON stock fund account (SFA) (Marine Corps Division) or Operations and Maintenance, Marine Corps (O&M, MC), which are normally low cost and high demand, and are the budget responsibility of the requesting unit.

B. SAC 2

Repairable secondary items that are stocked, stored, issued, procured, and repaired below the depot level and are financed through appropriations other than the DoD working capital funds. The RIP submits funded requisitions and holds the budget responsibility for requesting SAC 2 items. Using units are not authorized to requisition SAC 2 items. Instead, using unit will source SAC 2 items via the RIP and sub-float activities.

1. Program Manager (PM) procured modification kits used to upgrade weapons systems quickly and economically are stocked as SAC 2 items. These kits will be issued on a non-reimbursable basis (i.e., free issue).

2. Only SAC 2 controlled items required to support Marine Corps Forces Special Operations Command (MARFORSOC) operations with a Controlled Item Code (CIC) of "J," as cataloged by other DoD agencies will be captured in the allowance management information system (i.e., TFSMS) and ground military equipment APSR.

C. SAC 3

Military equipment of major importance; and major components that require detailed analysis and examination; are financed through appropriations other than the DON SFA (Marine Corps Division) and are not the requesting unit's budget responsibility.

020207. Unique Item Identifier (UII)

DoD UII is a system of marking items delivered to the DoD with UIIs that have machine-readable data elements to distinguish items from all other like and unlike items. For items that are serialized within the enterprise identifier, the UII will include the data elements of the enterprise identifier and a unique serial number. For items that are serialized within the part, lot, or batch number within the enterprise identifier, the UII will include the data elements of enterprise identifier; the original part, lot, or batch number; and the serial number. "Enterprise" refers to the entity (e.g., a manufacturer or vendor) responsible for assigning UIIs to items. The enterprise identifier is a code that is uniquely assigned to an enterprise by an issuing agency. Within the Marine Corps, UII is a 50-character data string that represents the machine-readable, two-dimensional dot matrix mark which contains all pedigree data of that particular item. Some of the pedigree data includes: serial number, part number, contract number, Commercial and Government Entity (CAGE) code,

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Department of Defense Activity Address Code (DoDAAC), etc. Refer to reference (h) for policy and additional guidance.

0203 ACQUISITION OBJECTIVE

Reference (o) defines Acquisition Objective (AO) as the required quantity of a new item, broken down by unit (to the Unit Identification Code (UIC) level of detail) based on the concept of employment/concept of distribution, and documented in the TFSMS as an unfunded requirement in a pending request. This establishes the total requirement for a TAMCN across the FYDP and is briefed to the Marine Corps Requirements Oversight Council (MROC) for approval. Once the AO is approved by the MROC it becomes the Approved Acquisition Objective (AAO).

0204 APPROVED ACQUISITION OBJECTIVE (AAO)

References (d) and (o) define an AAO as the quantity of a given item authorized for peacetime and wartime requirements to equip and sustain U.S. and allied forces. It represents the total approved materiel quantity for each TAMCN required by all units for peacetime and wartime missions. AAOs are categorized into the OPFORs and Reserves, SE, and War Reserve Materiel Requirement (WRMR). WRMR consists of prepositioned equipment ashore (e.g., Norway, Kuwait, Albany, etc.), Depot Maintenance Float Allowance (DMFA), and afloat (e.g., Maritime Prepositioning Ships (MPS)).

0205 ALLOWANCE ITEMS

Allowance items are military equipment (supply classes VII and II) and are formally published by DC CD&I, Total Force Structure Division (TFSD) via unit Tables of Organization and Equipment (TO&E). Allowance changes are requested and authorized by the CMC per reference (o). Every unit CO who has an allowance or special allowance established by the CMC will maintain a formal account to control items. Refer to reference (p), for policy and procedures pertaining to GME allowances.

020501. Table of Equipment (T/E) Allowances

AAOs for military equipment are represented in TFSMS as T/E allowances. These quantities represent the organization's full wartime requirement for allowance item, at the UIC level, against which readiness is reported. Each T/E allowance quantity is a critical number since it is the AAO quantity that is transferred from TFSMS to the APSR for supply, and reported at the unit DoDAAC level for centrally managed items.

020502. Type 1 Allowances

Except for items managed under a CSP or when specifically directed by higher authority, OPFORs and SEs are required to have all Type 1, SAC 1, T/E allowances on hand, on order, or identified as an unfunded deficiency. Type 1, SAC 3 centrally managed items will be sourced to commands via the ground equipment inventory manager at MARCORLOGCOM. Thus, all items that have a HQMC-assigned Type 1 TAMCN associated to them will be accounted for on unit property records and have associated allowances formally established, regardless of the method of

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purchase or type of funds used. SAC 3 items will be distributed to deficient units based on operational requirements established by HQMC. A TOECR must be submitted to DC CD&I (TFSD) via the chain of command to increase, decrease, add, or delete an established Type 1 allowance.

020503. Type 2 Requirements

Requirements for the initial fielding of Type 2 TAMCN items are established by DC CD&I on organizational TO&Es in TFSMS; however, MEF/SE/MARFOR commanders have the flexibility to adjust Type 2 requirements via the TOECR process after initial fielding for their subordinate commands. The following policy applies:

A. The MEF/SE/MARFOR Commander or equivalent higher headquarters will ensure that Type 2 reviews are conducted annually to validate or establish approved requirements for subordinate commands with property accounts. In addition to the TOECR process, the MEF/SE/MARFOR Commander or equivalent higher headquarters will authorize in writing all Type 2 requirement adjustments, additions, and deletions.

B. Since replenishment and replacement of Type 2 TAMCN items is a unit-funded responsibility, the MEF/SE/MARFOR Commander or equivalent higher headquarters will ensure that requirements identified in the MSC-level T/E reviews can be supported with unit Operations and Maintenance (O&M) funding. Units will ensure that all Type 2 T/E review approval documents are maintained for ten years (i.e., three years in the supply active file and seven years in the supply archive file).

C. To add, delete, or change a Type 2 requirement in TFSMS, units must submit a TOECR to DC CD&I (TFSD) via the chain of command and MARCORSYSCOM. MARCORSYSCOM will validate, endorse, and forward to DC CD&I (TFSD) all Type 2 T/E TOECRs for MARCORSYSCOM-managed items within 30 business days of receipt.

D. Units will not submit Type 1 and Type 2 T/E changes on the same TOECR. This will ensure that all Type 2 TOECRs are correctly routed to MARCORSYSCOM for review and endorsement before being routed to DC CD&I (TFSD) for final approval.

E. Approved Type 2 requirements will be on hand, on order, or identified as an unfunded deficiency.

020504. Type 3 Requirements

Type 3 TAMCN items are for use under particular conditions or situations such as tropical, extreme cold weather, desert conditions, or combat operations. Type 3 requirements reside at the MEF-level and are provided for either war materiel initial issue to units whose mission will likely place them in of the above conditions or situations, or for familiarization and training. Type 3 TAMCN items are centrally managed by the CSP, which is managed by MARCORLOGCOM. Type 3 TAMCN items are typically not held at the unit level, but are temporarily loaned to units by the CSP for the MEF. The following policy applies:

A. Units are responsible for requesting and coordinating Type 3 TAMCN items through their MSC.

B. Type 3 TAMCN items are to be requested and provided only for its intended use or as prescribed by the appropriate MARCORSYSCOM program manager.

C. Temporarily loaned Type 3 TAMCN items will be returned to the CSP within 30 days of completing the operation or exercise for which the materiel was provided.

020505. Non-Standard Equipment (NS-E) Requirements

Requirements for Tactical NS-E are established by DC CD&I (TFSD) on organizational T/Es. Tactical NS-E requirements are established during the UNS or UUNS process. Units will validate Tactical NS-E requirements on an annual basis in conjunction with the Type 2 TAMCN review. For subsequent adjustments to Tactical NS-E requirements (increases, decreases, or deletions), units will submit T/E changes (using Appendix Q) directly to MARCORLOGCOM via the unit's chain of command. For units that possess Tactical NS-E that does not have an existing TAMCN in TFSMS, units will submit an UNS via the Virtual UNS system to validate the requirement in accordance with references (q) and (r). Units will account for Tactical NS-E TAMCN items in GCSS-MC and Non-Tactical NS-E items in DPAS. Tactical NS-E TAMCNs are authorized for two-years and will not be renewed unless the item becomes a program of record and the MCSN is replaced with an NSN. For purchases of Non-Tactical NS-E, the unit's supply officer will submit a purchase request (PR) to the Installation Personal Property Manager (PPM) for procurement. Supply Officers not supported by a Marine Installation PPM will ensure that Non-Tactical NS-E is procured via PR Builder. Upon receipt of Non-Tactical NS-E, units will account for these assets in DPAS.

020506. Special Item Equipment (SIE) Requirements

Units in receipt of SIE items will submit the initial T/E requirements for update into TFSMS directly to MARCORLOGCOM via the chain of command using Appendix Q. Units will validate SIE requirements on an annual basis in conjunction with the Type 2 TAMCN review. For subsequent adjustments to SIE requirements (increases, decreases, or deletions), units will submit T/E changes (using Appendix Q) directly to MARCORLOGCOM via the unit's chain of command. For SIE items that are provided by USSOCOM or the NSA only, units will submit a request for an SIE TAMCN to DC, I&L (LP) via the chain of command. Upon request from the MARFORs, DC I&L (LP) will task MARCORLOGCOM to create SIE TAMCNs. Units will account for SIE TAMCN items in GCSS-MC.

020507. Allowances for Consolidated Storage Program (CSP) Managed Equipment

For most OPFOR units, certain per-individual and unit equipment items are managed by a CSP. Items managed by the CSP are further defined as Individual Combat Clothing and Equipment (ICCE); Chemical, Biological, Radiological, and Nuclear Defense; Soft-Walled Shelters and Camouflage Netting; and Special Training Allowance Pool assets. CSP allowances are based on a consolidation of the supported unit's TO&Es. Under this program, organizational TO&E allowances remain in TFSMS, but the CSP maintains full equipment accountability. Units not

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supported by a CSP will account for organizational equipment per the guidance published in this policy. Refer to Volume 13 of this Order for policy and additional guidance.

020508. Readiness Reportable Equipment

Readiness reportable equipment is published annually in Marine Corps Bulletin 3000 documents, and readiness reporting policy is outlined in reference (s). Readiness reportable equipment may also include items in the CSP and require readiness reporting, visibility, and accountability. To ensure accurate ground equipment readiness reporting, visibility, and accountability of T/E assets, command adjustments may be warranted. Refer to paragraph 0207 in this chapter for more information on command adjustments.

020509. Special Allowances

Units may request the establishment of a special allowance and the resulting authority to receive equipment from MARCORLOGCOM inventory stores to fill emerging short-term operational requirements. Units must route requests for special allowances to the unit's chain of command (e.g., MEF G3/G4 to MARFOR G3/G4) via naval message. The unit's chain of command will validate, endorse, and forward the request to MARCORLOGCOM via naval message. MARCORLOGCOM will conduct a feasibility of support to determine the asset availability. If the request is not supportable, MARCORLOGCOM will notify the requesting unit and the unit's chain of command via naval message. If the request is supportable, MARCORLOGCOM will endorse and forward the request to DC I&L (LP) via naval message. DC I&L (LP) will request a risk assessment from DC PP&O (PO). If DC PP&O (PO) deems the risk as acceptable, DC I&L (LP) will release a naval message authorizing the special allowance. Requests must contain the UIC, AAC, impact statement to the unit mission, item description (TAMCN, NSN, nomenclature, current authorization, current on-hand, recommended adjustment), justification, ship-to address, accountable point of contact (supply officer), and any additional supporting documents. Special allowances are intended to fill emerging short-term operational requirements (e.g., Research and Development (R&D) testing, emerging COCOM requirement) and approvals will not exceed one year. Enduring requirements requiring long-term adjustment to established allowances will continue to be submitted via a TOECR to DC CD&I (TFSD) via the chain of command for staffing through the development process. In accordance with paragraph 0207, units with an approved special allowance will initiate a positive command adjustment within the ground equipment APSR and maintain a copy of the approved special allowance documentation on file.

020510. Training Allowances

Training allowances (T/As) are unique to the Reserve Component and are defined as the minimal amount of T/E assets required to conduct unit-level training based on Mission Essential Tasks (METs) in consideration of facility space, manpower, fiscal and maintenance constraints. Training allowances are established only for Type 1 TAMCN items necessary to maintain training to core METs. They are a subset of the unit's wartime requirement (T/E). Reserve units are not required to maintain full T/E allowances, but instead are authorized the establishment of T/As for Type 1 TAMCN items. Training allowances must be established, in writing, by the Commander, Marine Forces Reserve (COMMARFORRES). This authority may be delegated in writing to the MSC level (e.g., CG, 4th Marine Division).

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A. Training allowances will be reflected in the unit's property records using a command adjustment in accordance with paragraph 0207 of this chapter. The total allowance field in the ground equipment accountability APSR will reflect that quantity as approved by the COMMARFORRES or MSC Commander. Total T/A will not exceed the aggregate of MARFORRES T/E allowances.

B. Training allowances will be reviewed and updated bi-annually (i.e., every two years).

C. Equipment represented by the delta between T/A and T/E will be held at MARCORLOGCOM as In-Stores assets if MARCORSYSCOM procurement actions have been completed; or will be identified as an unfunded WRMR deficiency.

020511. Research and Development Items

Items maintained or provided for R&D by MARCORSYSCOM will be accounted for per this policy. Refer to paragraphs 020505 and 020509 of this chapter for additional information.

020512. Equipment Sets for Task-Organized Units

Equipment sets that support task-organized units (e.g., SPMAGTFs, rotational forces) belong to the supported MARFOR. As such, the supported MARFOR is responsible for the readiness and sustainment of the equipment sets. This includes equipment rotation planning; as required. Once the supported MARFOR assumes control of the equipment set, the supporting (e.g., sourcing) MEFs is no longer accountable for task-organized unit's equipment sets. Equipment sets include both enduring requirements and rotational requirements (i.e., specific to a given task-organized unit's mission and subject to change). Task-organized units having equipment needs in-excess of their unit T/E requirements (e.g., "above"-T/E or greater than T/E), not included in their T/E (e.g., "beyond" T/E) and those non-standard units (e.g., SPMAGTFs) and attachments without a T/E, will develop and submit a list of equipment needs, also known as an Equipment Density List (EDL) for review and validation to the force providing MEF, and supporting / supported MARFORs. This EDL includes all of the equipment needs for the unit (e.g., T/E, above-T/E, and beyond-T/E). The following policy applies:

A. Validation of MARFORSOC/MARFORSOF deployed EDLs are done by the gaining Theater Special Operations Command (TSOC) instead of the theater MARFOR. The theater MARFOR is apprised of the EDL via the statement of requirements.

B. EDLs are not additive to the AAO and do not generate a demand signal or requirement that increases the AAO for individual TAMCNs. EDLs do not trigger procurement actions that would cause an increase of the AAO.

C. The supported MARFORs will ensure proper oversight and timely submission of EDLs by standing up a working group/operational planning team for EDL development and validation in support of tasked-organized unit equipment. MARFORs and tasked-organized units will leverage subject matter experts from the MEFs to facilitate EDL development

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and validation. Direct liaison with MARCORSYCOM and Marine Corps Combat Development Command is authorized for non-sourcing actions and technical support/subject matter expertise (e.g., obsolete items, incorrect associated equipment, the proper ratios of equipment being requested, Urgent Universal Need Statement (UUNS) items / special equipment items, theater specific equipment, etc.).

D. In accordance with reference (t), the supported MARFORs will submit validated EDLs or modifications to already approved EDLs to HQMC, DC PP&O (POE) for approval and DC I&L (LPO) for assistance with equipment sourcing solution, if required. The EDL will be forwarded via naval message no later than 90 days prior to the required delivery date (RDD). At a minimum, EDLs should contain the TAMCN, nomenclature, model (if applicable), and quantity.

E. Once HQMC approves an EDL via naval message, the supporting MARFOR will use Section Five of the TFSMS User Manual - Change Request - Equipment to submit a TOECR to establish the approved EDL in TFSMS to document the requirements for task-organized units in accordance with paragraph 020512. Section Five of the TFSMS User Manual is available at https://tfsms.mccdc.usmc.mil/portal/page/portal/TFSMS/MAIN/TAB_HELP.

F. For modifications to an approved EDL (e.g., during the review at each force rotation or post-initial operating capability), supported MARFORs will follow the process outlined in paragraphs 020512.C. through 020512.E.

G. MARFORs will ensure TFSMS super users use the task-organized functionality and work flow to facilitate active EDL management.

H. EDLs for rotational forces, SPAGTFs, and task-organized units will be reviewed, updated and revalidated by the MARFORs during each force rotation. This revalidation will be provided via naval message to DC PP&O (POE) and DC I&L (LPO) for approval to ensure active management and reconciliation of the EDL within TFSMS.

I. T/E Management / Allowancing / Reporting

1. Supporting units transferring equipment to task-organized units will continue reporting equipment readiness against AAO and T/E allowances in TFSMS.

2. Supporting units will not induct negative command adjustments for the transfer of equipment to task-organized units.

3. Units assigned a provisional UIC by DC PP&O (POR) or task-organized units using their TFSMS UIC and having an assigned mission will use the approved EDL to report equipment readiness in Defense Readiness Reporting System-Marine Corps (DRRS-MC). Equipment lists within DRRS-MC for these units will be populated by the DRRS-MC user, consistent with the EDL.

4. Supported task-organized units receiving equipment transfers from supporting units will report equipment readiness against the approved EDL per references (s) and (u).

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5. Supported task-organized units will induct positive command adjustments in the appropriate APSR (e.g., GCSS-MC) to accurately capture the approved EDL for the transfer of military equipment from supporting units. Task-organized units maintaining their TFSMS UIC will only perform positive command adjustments for equipment needs above-T/E and beyond T/E.

6. The duration of command adjustments will follow the policy listed in paragraph 0207.

7. Sourcing/supporting units must be cognizant of any negative changes to the unit's resource level (C-level) as a result of providing equipment to a supported unit; particularly if changing from a state of readiness to unreadiness (i.e., C-1/2 to C-3/4). Commanders must consider the readiness risks to the sourcing unit and comment accordingly in the unit's DRRS-MC report or consider alternate methods of sourcing equipment to the supported/task organized unit.

J. Equipment Sourcing

1. Equipment Density Lists (EDLs). The primary source of equipment for task-organized units will be the parent MEF of the deploying unit, followed by the force providing MARFOR.

2. Global Sourcing

a. If the force providing MARFOR cannot source all of the equipment needs, the force providing MARFOR will identify by message to DC PP&O (POE), DC I&L (LPO), and the supported/theater MARFOR, the mission critical equipment that cannot be sourced. To be considered for global sourcing, this should be done no later than 60 days prior to the RDD. Justifications must be provided for all global sourcing requests and include an analysis of the supporting MARFOR's allowances, on-hand end-item posture, level of risk to operations, training assumed by providing the mission critical items, and citation of applicable operation plans /contingency missions.

b. In cases where the force providing MARFOR cannot source all of the equipment on the approved EDL, DC I&L, as the EGEM, and MARCORLOGCOM, as the Enterprise Ground Equipment Inventory Manager, may recommend enterprise solutions based on the enterprise asset posture and a feasibility of support from potential sourcing organizations. For sourcing solutions with non-excess cross-leveling actions, DC I&L will direct cross-leveling upon DC PP&O's determination and approval based on the acceptable level of risk.

c. When cross-leveling is directed, sourcing / supporting units will transfer accountability and responsibility of end items in the appropriate APSR.

d. Global sourcing means that equipment could "move around" within one pillar of the AAO (e.g., within the OPFOR from a MEF to a task-organized unit) or from one pillar of the AAO to another (e.g., War Reserve Materiel Requirement-In-stores to the OPFOR in support of a task-organized unit).

e. Global sourcing does not trigger new procurement or backfill automatically. Pillars of the AAO with lower priorities will likely be impacted by global sourcing. As an example, strategic level programs like Marine Corps Prepositioning Program-Norway and WRMR-I can be potentially at risk for their wartime missions, if used as a sourcing option.

f. Equipment requiring un-programmed procurement, AAO increases, or both to meet the needs of task-organized units are addressed via the UUNS process in accordance with reference (q). The supported MARFOR will coordinate with DC CD&I to register an urgent need for approved equipment requirements that do not exist in the Marine Corps or joint service inventory in accordance with paragraph 4.e.(6)(e) of reference (t).

g. Theater specific/unique equipment will be provided by the supported MARFOR, as applicable (e.g., ground based operational surveillance system, mine rollers, etc.).

h. If MARFORRES equipment is used as a sourcing solution, the equipment must be returned to MARFORRES in less than 90 days or reported to the Secretary of Defense in accordance with reference (v).

3. Equipment Rotation

a. If the supported MARFOR determines that an equipment rotation plan needs to be established, the supported MARFOR will host and identify equipment rotation requirements at an equipment review conference per paragraph 020512.M. At this conference, representatives from the supported MARFOR, supporting MARFORs, and the deployed task-organized unit will meet with relevant subject matter experts from HQMC and the SE (e.g., MARCORLOGCOM, MARCORSYSCOM, etc.) to discuss what equipment needs to be rotated, the frequency, potential replacement sourcing solutions, and the maintenance strategy for the equipment being rotated.

b. It is imperative that the appropriate subject matter experts from HQMC, the MARFORs, MARCORLOGCOM and MARCORSYSCOM attend the equipment review conference.

c. The primary source for backfilling equipment rotations in support of task-organized units is unit T/E excesses or MARCORLOGCOM in-stores assets. Paragraph 020512.L provides additional policy and guidance.

d. If the force-providing MARFOR cannot source all of the rotational equipment, refer to paragraph 020512.J.2.

K. The TSOC sources common use requirements in support of MARSOF. Marine Corps unique, Title 10 requirements will be provided to the theater component for a sourcing solution when approved by DC I&L.

L. Backfills to T/E Requirements as a Result of EDL or Equipment Rotation
Plan Sourcing

1. Any deficiencies created as a result of organizations providing equipment in support of task-organized or provisional units will be managed via the quarterly push fulfillment process.

2. For backfills in advance or outside of the push fulfillment process, HQMC approval is required to ensure that the deputy commandants for PP&O, CD&I, and I&L have visibility on the impact of potential backfills to the pillars of the AAO (e.g., WRMR-I, DMFA, etc.) and overall equipment disposition (e.g., strategic level programs, the delta between MARFORRES T/E and T/A, etc.).

3. MARFORs seeking backfills for equipment sourced to task-organized units or rotational forces, in advance or outside of the push fulfillment process, will identify in message traffic to DC I&L (LPO) the equipment requested and provide a justification/risk assessment of not backfilling. DC I&L and MARCORLOGCOM will recommend enterprise solutions based on the enterprise asset posture and a feasibility of support from potential sourcing organizations. For sourcing solutions with non-excess cross leveling actions, DC I&L will direct cross-leveling upon approval from DC PP&O.

4. MARFORs and the MEFs will identify equipment sourced to task-organized forces during MARCORLOGCOM's quarterly push equipment sourcing report / process. This serves an internal control to ensure that MARCORLOGCOM and the MARFORs have visibility of equipment sourced to EDLs.

5. MARCORLOGCOM will not source (e.g., backfill) any equipment shortages to the OPFORs (in advance or outside of the push fulfillment process), if the shortage was created by sourcing items to a task-organized unit unless approved by HQMC in accordance with paragraph 020512.L.3.

M. Sustainment

The supported MARFOR will host an equipment review conference to codify equipment sustainment planning and necessary changes to the equipment needs list. At this conference, representatives from the supported MARFOR, supporting MARFORs, and the deployed task-organized unit will meet with relevant subject matter experts from HQMC and the SE (i.e., MARCORLOGCOM, MARCORSYSCOM) to register sustainment requirements and discuss potential alterations to equipment needs to include increases, decreases, replacements and rotations. For situations whereby a task-organized unit is gained by a MARFOR after the conference has elapsed, HQMC, MARCORLOGCOM, and MARCORSYSCOM may schedule a remedial working group to address emerging sustainment requirements.

N. Maintenance

To the maximum extent possible, MARFORs will use the intermediate level capability of the task-organized unit and in-theater capabilities, where available and practicable. In cases where it is necessary, the supported MARFOR, assisted by MARCORLOGCOM, will use in-theater intermediate overflow maintenance capabilities, where available and practicable, to sustain Marine Corps equipment. When required, the task-organized unit, and the MARFOR to which they belong, will request disposition instructions from MARCORLOGCOM when the equipment requires maintenance beyond the capability of the task-organized unit or in-theater capabilities. In the request for disposition instructions, the task-organized unit will identify a need for replacement and the required delivery date. MARCORLOGCOM will treat all requests for disposition instructions from task-organized units in the same manner as a MEU and provide a replacement. For equipment sets that are scheduled to rotate out of theater (e.g., task-organized unit is redeploying), the task-organized unit will request disposition upon the task-organized units return with the equipment set. Refer to paragraph 020512.J.2 for situation when items cannot be sourced to support a request for replacement.

O. Equipment Return at End of Mission

1. Prior to end of the mission, representatives from HQMC (e.g., DC PP&O, DC I&L, etc.), the SE (e.g., MARCORLOGCOM, MARCORSSCOM, etc.) and the MARFORs will develop an equipment retrograde plan to mitigate risk across the enterprise, maximize resources and ensure sourcing units receive appropriate equipment sets in serviceable condition, aligned with CMC equipping priorities and the reset strategy for each TAMCN.
2. Prior to the retrograde and redeployment of the equipment set supporting a task-organized unit used in support of a rotational commitment, the theater MARFOR will request disposition instructions for all military equipment, UUNS items, theater specific equipment, and OM&S from the ground equipment inventory manager (MARCORLOGCOM). This enables the ground equipment inventory manager to push/pull items to satisfy shortfalls across the pillars of the AAO and avoids unnecessary transportation costs.
3. If the deployment of a task-organized unit is not associated to a rotational commitment (e.g., it stands up to perform a Humanitarian Assistance/Disaster Relief mission and returns to the parent MEF/MARFOR without having to rotate manpower), the equipment set should return to the sourcing MEF/MARFOR.

0206 ALLOWANCE ITEM MANAGEMENT

Per references (d) and (w), a minimum 98 percent physical inventory accuracy rate must be achieved and maintained for the management of allowance items; and 100 percent accuracy for classified or sensitive property and items with a CIC of "A." Allowance and serially managed items, to include parent/child relationships, will be accounted for and managed in the appropriate supply APSR (i.e., GCSS-MC for military equipment). In most instances, these items will be issued to an RO or responsible individual (RI) for custody/sub-custody.

020601. Commanding Officer / Accountable Officer (AO)

Per the reference (g), accountability is inherent to command. The CO (or designated representative in those organizations where the CG is also the AO) is the AO of a retail-level supply activity and has the overall responsibility for ensuring accounting records are current, complete and accurate. The CO or designated representative (as applicable), as the AO, must ensure sound supply procedures are conducted, to include all applicable inventories, submission of all required reports, completion of investigations, processing of adjustments, and the proper issue and recovery of equipment. In addition, only the CO or designated representative who is the AO (as applicable) has the authority to approve certain adjustments to the accounting records. Some organizations (i.e., SE) have a CG carrying out the CO supply duties. As such, the CG can delegate his AO responsibilities to a designated authority (i.e., Assistant Chief of Staff G-4).

020602. Supply Officer / Accountable Property Officer (APO)

The supply officer/APO manages property accounting functions on behalf of the CO and has the responsibility to ensure that accounting systems and records are accurate at all times. The supply officer/APO is the official conduit for property arriving at or leaving a unit and will ensure the custody of all unit property. The supply officer/APO will ensure that all supply actions are recorded on the appropriate forms or documents. As outlined in Chapter 5 of Volume 4 of this Order, the supply officer/APO has the authority to approve certain inventory adjustments unless otherwise directed by the CO. Supply officers/APOs will ensure the following allowance item management principles are applied:

- A. On a monthly basis, validate that allowance item information (e.g., TAMCNs, NSN/NIINs, nomenclature, authorized quantities, etc.) on the unit's TO&E is accurate and properly recorded on the unit's supply APSR.
- B. Ensure that physical inventories are conducted as required (e.g., annual, quarterly, RO turnovers, etc.) and that property records are adjusted accordingly.
- C. Track monthly serialized inventories of small arms and inform the CO when monthly inventories are not conducted. Ensure account and custody records are being adjusted accordingly, and that weapons reporting procedures are being followed in accordance with references (x) and (y).
- D. Serve as the unit RO for loans received from external commands and agencies (e.g., unit garrison personal property from the installation commander or theater-provided equipment from the theater property book office in contingency environments).

020603. Responsible Officer / Property Custodian

Unit COs with retail-level supply accounts will appoint ROs/property custodians in writing. ROs will have administrative command and/or control over all personnel using equipment assigned to them. ROs will not be assigned equipment or supplies used outside their span of control. They will ensure that the following supply management principles are applied:

- A. Receipt for all on hand equipment.
- B. Maintain assigned equipment in serviceable condition.
- C. Account for all equipment (to include all supply system responsibility items (SSRI) and SL-3) received, maintain accurate custody records within the supply APSR, and ensure all equipment is securely stored when not in-use or while in-transit and separated from the RO/property custodian.
- D. Report changes of equipment custody to the supply officer/APO on an as-occurring basis. Ensure that a new RO is appointed in writing by the CO when the RO/property custodian is separated from assets for more than 60 calendar days. The CO can waive the requirement to appoint a new RO if the property is in the possession of an appointed RI. If the assets are stored in a secure location (e.g., temporarily stored on a Maritime Prepositioning Ship), the requirement to appoint a new RO due to physical separation from the assets can be waived upon approval by DC I&L (LP).
- E. Per Volume 4 of this Order, request necessary investigative action to the CO, via the supply officer/APO, for suspected equipment abuse, gains, or losses.
- F. Conduct quarterly CMR/CAR/sub-account physical inventories of all equipment assigned to the account and reconcile the results with the supply officer. Semi-annual physical inventories may be conducted if approved in writing by the unit CO. One of the quarterly physical inventories should coincide with the command-wide annual physical inventory.
- G. When sub-signing equipment to an RI internal to the unit, ensure the RI is appointed in writing and signs for all applicable equipment.
- H. In accordance with Chapter 1 of this Volume, if an RO/property custodian elects to delegate their authority for the receipt, request, or turn-in of equipment affecting their CMR/CAR/sub-account, a NAVMC 11869 must be prepared by the RO/property custodian and forwarded to the supply officer/APO. Quarterly, NAVMC 11869s must be certified by the RO/property custodian (semi-annually if approved in writing by the unit CO). If no changes have occurred during the quarter, the RO/property custodian will certify by initialing and dating the current NAVMC 11869 on file with the supply officer/APO.
- I. Perform, validate, and ensure configuration management (parent/child relationship) by NIIN and serial number within the supply APSR for all on hand end items.
- J. Request a change of RO/property custodian from the CO and conduct a joint inventory no less than 30 calendar days prior to the date of relief. The sub-account must be transferred prior to the RO/property custodian transferring from the command.

0207 COMMAND ADJUSTMENT MANAGEMENT

Command adjustments facilitate management and provide flexibility/visibility of equipment allowances in the APSR for task-organized units and units with an approved training allowance. Command adjustments also assist in providing accurate ground equipment readiness reporting and accountability of T/E assets transferred between MAGTF organizations. All types of accountable equipment, unless otherwise specified below, are eligible for command adjustments when transferred from supporting organizations to supported organization's property records.

020701. Accountable Property System of Record (APSR)

Reference (o) establishes TFSMS as the authoritative information system for Marine Corps ground equipment AAOs and T/E allowances. Command adjustments do not change AAO/T/E allowance quantities registered within TFSMS. The APSR for ground equipment accountability (on hand quantities) is the asset management system for supply (e.g., GCSS-MC for military equipment). A command adjustment will not change the on-hand quantity, but will modify (add to or subtract from) the allowance in the ground equipment accountability APSR (e.g., Mechanized Allowance List (MAL) allowance field in the GCSS-MC).

020702. Policy

Command adjustments will not be used for correcting outdated or erroneous allowances. Command adjustments are used to capture unit requirements by exception in limited circumstances. Command adjustments are only used for military equipment. The following paragraphs outline the policy and occasions when command adjustments will be used.

A. All MARFOR and subordinate element commanders having a retail-level supply activity will adhere to this policy for managing command adjustment allowances. Guidance provided in reference (s) will be followed for readiness reporting of ground equipment to provide a consistent and accurate readiness assessment of MARFORs.

B. Command adjustments for task-organized units will be approved in writing by the first common CG in the chain of command (MARFOR, MEF, MSC, or subordinate element command).

C. Per reference (s), supporting units that transfer equipment to task-organized units will continue reporting readiness against AAO/T/E allowance quantities in TFSMS. As such, supporting units will not induct negative command adjustments for the transfer of equipment to task-organized units.

D. Task-organized units that receive equipment transfers from supporting units will report readiness against approved requirements. Accordingly, supported task-organized units will induct positive command adjustments in the supply APSR to accurately capture approved requirements for the transfer of military equipment from supporting units.

E. Per reference (s), Marine Force Reserve units with approved T/As will continue reporting readiness against T/E quantities in TFSMS. Negative command adjustments will be inducted to subtract from TFSMS allowances to establish the proper T/As within the supply APSR.

F. Command adjustments for occasions listed below are authorized for approval below the HQMC level.

1. Positive command adjustments for the formation of task-organized units with an approved EDL (e.g., MEUs, annual US-South American Allied Exercise, temporary equipment plus-up for unit deployment, SPMAGTFs, etc.).

2. Positive command adjustments for the initial formation of a permanent long-standing detachment with an approved EDL (e.g., Enhanced Equipment Allowance Pool, Combined Arms Training Center Camp Fuji, Combat Logistics Company). Per reference (r), enduring requirements in excess of one year with no known end date require long term adjustment to established allowances and will continue to be submitted via a TOECR through the requirements development process.

3. Negative command adjustments of T/E allowances to reflect authorized T/As. This applies only to reserve units.

4. Positive command adjustments for DC I&L approved special allowances.

G. Duration of Command Adjustments

1. Command adjustments will not be authorized for less than 120 calendar days. Short-term commitments of equipment must be executed utilizing temporary loan procedures outlined in Chapter 4 of this Volume.

2. Unless a permanent redistribution is directed by higher headquarters, command adjusted items will be returned to the owning command upon termination of the command adjustment. Command adjustments will end upon any of the conditions listed below.

a. One year from the authorization date. Authorization can be extended by the original approval authority.

b. The task-organized mission is complete and the unit is standing down.

c. The supported unit or higher headquarters identifies that the assets are no longer required to support the mission and/or directs redistribution by higher headquarters.

d. Equipment is replaced at the supported unit by a different TAMCN (e.g., an obsolete item is replaced by a newly-fielded item).

e. Expiration of a DC I&L-approved special allowance or conversion to T/E allowance (i.e., TOECR was approved and allowance was increased).

0208 REMAIN-BEHIND EQUIPMENT

Per reference (z), Remain-Behind Equipment (RBE) is unit equipment left by deploying forces at their bases when they deploy. Reference (aa) further defines and establishes policy for RBE when units deploy as part of a MAGTF using prepositioned equipment. All unit equipment not deployed forward will continue to be accounted for in accordance with this policy. COs deploying forward shall be formally relieved of their AO responsibilities for the RBE. The outgoing AO will provide a Certificate of Relief reporting the status of supply operations to the interim AO in accordance with Chapter 1 of this Volume. For military equipment, the MEF or MARFOR will designate what organizations will account for RBE and provide oversight. For garrison personal property and GME, the installation commander will designate what organizations will account for RBE and provide oversight.

0209 SMALL ARMS/LIGHT WEAPONS (SA/LW) CONTROL

020901. Per this policy, COs of retail-level supply activities will account for small arms. Per reference (y), the CO will report all small arms to the Naval Surface Warfare Center (NSWC) Crane, Indiana. Additionally, per references (d) and (w), the CO will maintain 100 percent inventory accuracy and accountability for small arms.

020902. The CO will appoint in writing an inventory officer (other than the supply officer, appointed armory RO, or supply/armory personnel) to conduct the monthly serialized inventory (MSI) of small arms. In addition to using current CMR records, retail activities will download current asset information and incoming and outgoing shipments reports from the NSWC Crane website to facilitate the MSI. All inventory discrepancies will be identified and researched. Per references (x) and (y) units will report all missing, lost, stolen or recovered weapons to NSWC Crane. The appointed inventory officer will sign the MSI, submit results to the CO via the supply officer, and provide a copy to the appropriate RO(s). Within five working days, the supply officer will endorse the letter to the CO noting causative research results and recommended actions to be taken for all identified discrepancies. Within five working days after receiving the supply officer's endorsement, the CO will endorse the MSI and provide the supply officer with the endorsement or appoint an investigating officer. MSIs will be completed and endorsed by the CO within the month the inventory is conducted.

020903. Display small arms light weapons (SA/LW) are defined as old or obsolete assets with unit historical significance, approved for display at individual units and accounted for in DPAS. The installation commander has the overall responsibility for ensuring that display/inert SA/LW are properly maintained, safeguarded, accounted for and accurately reported to the Marine Corps serialized SA/LW registry at NSWC Crane.

0210 RETENTION OF RECORDS

021001. Federal law requires the Marine Corps to maintain an active records management program that provides accurate and efficient tracking and retrieval of command records. Command records shall adequately document the organization, operations, functions, policies, procedures, decisions, and transactions of the Marine Corps at all levels and provide information necessary to protect the legal and financial rights of persons, commands, and the government.

A. Record

A record is defined as the information, regardless of medium, that details business transactions. Records include all books, papers, maps, photographs, machine-readable materials, and other documentary materials, regardless of physical form or characteristics. Records are made or received by an agency of the United States Government under federal law or in connection with the transaction of public business.

B. Electronic Record

The information recorded in a form that requires a computer or other machine to process it and that satisfies the definition of a record. Reference (ab) provides guidelines for electronic record management.

021002. Per Volume 5 (Disbursing Policy) of reference (e), original disbursing office records and associated papers and supporting documentation must be retained for ten years, consistent with guidance in reference (ac). As a result, all supply records (e.g., proof of delivery, voucher files, and supply appointment letters) will be maintained in an active file for a period of three years and then in an archive file for a period of seven years. In total, the retention of supply records is ten years.

A. Voucher Files

Voucher files include all records relating to the gain, loss, return, disposal, or transfer of property. Supporting documentation includes, but is not limited to: recoverable items reports, letters of unserviceable property, Money Value Gain Loss Notices, cash collection vouchers, investigations, inventory result/certification letters, Missing Lost Stolen or Recovered (MLSR) reports, and Supply Discrepancy Reports (SDR). In addition, voucher files include financial account records that directly or indirectly result in a recordable accounting transaction (i.e., initiation, commitment, obligation, expense, and liquidation).

B. Appointment Letters

Applicable supply appointment letters are discussed in Chapter 1 of this Volume. Appointment letters include associated DD 577s and the CO and supply officer/APO Certificate of Relief letters (see Appendices G and H). Per Volume 5 (Disbursing Policy) of reference (e), retain copies of DD 577 for ten years (i.e., three years active and seven years archive) after appointment termination.

C. Supply Active File

The supply active file is the storage of supply records (hard-copy or electronic) that documents three years of an organization's daily operations. The active file will be maintained to allow for immediate record recovery to support daily operations and auditability.

D. Supply Archive File

The supply archive file is the storage of supply records (hard-copy or electronic) that documents seven years subsequent to the supply active file for a total of ten years of documentation. The supply archive file is maintained to meet federal law requirements and to meet potential future audit requests. Unlike the supply active file, the supply archive file will be maintained to facilitate record recovery vice allow for immediate record recovery.

021003. Time-Event Disposition

Supply record retention is based on time-event disposition. Time-event disposition specifies that a record shall be disposed of at a fixed period of time after a specified event. Once the specified event has occurred, then the retention period is applied (e.g., induction of a transfer transaction, appointment revocation, etc.).

0211 UNSERVICEABLE ASSETS

021101. Each unit CO will maintain all on hand items as serviceable and ready-for-issue. Do not commingle unserviceable materiel with serviceable materiel in storage locations. Procedures for handling and accounting for unserviceable assets are detailed in this Volume and the User's Manual 4400-125, "Retail Supply and Maintenance Execution Procedures." Use the applicable TM/TI, when available, to determine materiel serviceability.

A. Unserviceable military equipment requiring disposition instructions will be maintained in a manner to prevent further deterioration until disposition instructions are provided. Upon direction from the intermediate maintenance activity, for unserviceable military equipment, units will request disposition instructions from MARCORLOGCOM. Upon direction from Facilities Engineering, for unserviceable garrison property or GME, units will request disposition instructions from MCICOM.

B. All other unserviceable assets shall be disposed of directly through the DLA – Disposition Services in accordance with Volume 3 of reference (i) and Volume 6 of this Order.

021102. All disposal transactions require a transaction voucher to maintain an audit trail.

0212 EXCESSES

Retail-level supply accounts are not authorized to retain excess materiel. COs will guard against having materiel in excess of established authorized quantities. Per the guidance in reference (ad), quantities of items on hand greater than authorized levels must be redistributed, returned, disposed of, or canceled.

0213 DEMAND-SUPPORTED ITEMS

021301. Definition

Demand-supported items (DSI) are quantities of expendable and nonexpendable items which are on hand based on supported or limited stockage criteria and are authorized to support mission requirements. DSI typically, but not exclusively, consists of Class IX repair parts. DSI can also consist of garrison property and real property. Examples of DSI include:

- A. Commonly used hardware items such as nuts, bolts, and battery terminals.
- B. Items used during scheduled preventive maintenance such as filters, belts, and hoses.
- C. High usage items that affect readiness of a unit such as voltage regulators, weapons parts, and radio handsets.

021302. Purpose

The primary purpose for maintaining DSI is to place fast moving, low-cost items (i.e., less than or equal to \$500 per unit of issue (U/I)) at the same location as the customer who requires them. Stocking these items at the maintenance commodity allows an expedited return of critical assets to an operational status. COs must monitor DSI usage to ensure that only required items are stocked and to prevent these items from becoming an undue logistical burden.

021303. Demand-Supported Stockage Criteria

Retail-level supply organizations may maintain DSI as long as all of the following requirements are met:

- A. Approval is provided in writing by the unit CO on an annual basis.
 - 1. The supply officer will coordinate with the maintenance management officer (MMO) to formally request demand-supported stockage levels by NSN to the CO.
 - 2. Prior to routing the request to the CO for approval, all requests will be reviewed by the appropriate supporting SMU for endorsement (MSC G-4 if not supported by a SMU). The SMU's endorsement will not dictate final stockage levels, rather it is their recommendations based on existing inventory levels and analysis of past demand history. SMU input will be provided as an endorsement to the annual formal request to the CO.

3. If an enclosure is used to list the DSI, the CO must initial each page of the enclosure.

4. Once approved, the supply officer and MMO will review the demand-supported stockage listing quarterly to ensure the expenditure of funds is consistent with the needs of the unit. Periodic reviews during the year must be conducted to ensure that demand-supported stockage levels are maintained at the appropriate range and depth. COs may approve changes to the annual listing based on quarterly reviews without SMU endorsement; however, this does not preclude the requirement for the SMU review on an annual basis.

B. Usage history (issues) is sufficient to justify maintaining readily available stocks on hand. The usage history must be as follows:

1. For those items applied/consumed as a full U/I, the usage history is six U/I's applied/consumed in 12 months.

2. For those items applied/consumed as less than a full U/I (e.g., roll, hundred, or box) the usage history is one U/I applied/consumed in 12 months.

C. Stocks are consistent with a unit's funding, embarkation capability, and maintenance requirements.

D. On a quarterly basis, DSI stocked using the above criteria must be reviewed and adjusted, if required. Once an item is eligible, stock levels will consist of the following elements:

1. Reorder Quantity. The reorder quantity determines the amount of supplies that are reordered when the inventory position (i.e., on-hand plus due-in minus due-out) falls at below the Reorder Point (ROP). The reorder quantity will not exceed a 30-day usage requirement for each individual item.

2. Reorder Point (ROP) / Minimum. The ROP is the inventory quantity on hand that triggers the purchase of a predetermined amount of replenishment inventory (i.e., Reorder Quantity). The ROP consists of the average daily usage during replenishment lead time plus the safety level. Replenishment lead time is the total period of time that elapses from the time an item is ordered until the item is received. Retail activities below the intermediate level (e.g., SMU, RIP, or CLB) will not exceed a 35-day ROP (i.e., 5 days + 30-day safety level) for Combat Essentiality Code (CEC) "5" and "6" items or 20-day ROP for 15 days (i.e., 5 days + 15-day safety level) for CECs other than "5" or "6." Intermediate-level retail activities will use Time Definite Delivery standards as the basis for calculating the ROP. Time Definite Delivery standards are available at [Office of Deputy Assistant Secretary of Defense \(OSD\) for Supply Chain Integration](#). When historical data indicates that actual replenishment lead time is routinely greater than the Time Definite Delivery standards, intermediate-level retail activities can use the historical data to calculate the ROP. For additional policy and guidance pertaining intermediate-level inventory management, refer to Volume 8 of this Order.

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3. Safety Level (SL). The safety level (SL) is the quantity of materiel required to be on hand to permit continued operation in the event of a minor interruption of normal replenishment or a fluctuation in demand. The SL will not exceed 30 days for CEC “5” and “6” items or 15 days for CECs other than “5” or “6.”

4. Maintenance, Repair, and Operations (MRO). This consists of operating stock at the supporting establishment/installation that supports the maintenance of real property. The MRO will not exceed 30 days for critical items or 15 days for non-critical items.

021304. Customer Wait Time (CWT)

CWT is the total elapsed time between issuance of a customer order and satisfaction of the order. CWT is the portion of the total OL quantity which covers the CWT replenishment requisitions.

021305. Minimum/ Maximum (Min/Max)

Min/Max levels are established by the CO to support maintenance requirements. The Min represents the minimum quantity to be maintained on hand to sustain operations. This Min consists of the ROP as defined in paragraph 021303.D.2. The Max represents the maximum quantity authorized by the CO to be maintained on hand to sustain operations. The Max consists of the ROP (as defined in paragraph 021303.D.2) plus the Reorder Quantity (as defined in paragraph 021303.D.1).

021306. Broken Unit of Issue

A. Broken U/Is of common hardware (e.g., bolts, nuts, screws, or washers) costing less than or equal to \$5 per U/I that are ordered against a corrective maintenance service request and do not meet demand-supported stockage criteria do not require further control or accounting once the U/I is applied to the equipment. The leftover portion will be displayed in a parts bin, in plain view of the shop’s maintenance personnel, and used until exhausted. Strict control and accountability is not required, but maintenance supervisors must ensure mechanics/technicians use the on hand supply before ordering more.

B. Broken U/Is not considered common hardware or costing more than \$5 per U/I will be added to the authorized demand-supported stockage listing. They must be identified on the list as broken U/Is and reflect the date they were added to the list. They may be retained as a demand-supported stockage item until exhausted.

021307. Inventory adjustments to demand-supported inventory will be executed in accordance with Volume 4 of this Order.

0214 STOCK LIST-3 (SL-3) COMPONENTS LIST

021401. The SL-3 lists all components of collection-type items (e.g., chests, sets, kits, outfits, and assortments) and components of military equipment (e.g., vehicles, weapons, and communications equipment).

021402. The SL-3 is divided into three categories: Supply System Responsibility Items (SSRI), Using Unit Responsibility Items (UURI), and Collateral Materiel (CM).

A. Supply System Responsibility Items (SSRI)

Items listed under this category are normally fielded when the associated parent ME is fielded, however, SSRI may be integrated at any time in order to provide the capability set. SSRI is transferred with the end item during redistribution or other changes of custody unless otherwise directed by MARCORLOGCOM. SSRI can be TAMCN, non-TAMCN items, and Operating Materiel and Supplies (OM&S). SSRI that have a TAMCN will have its own SL-3 instead of having the components listed individually in the Parent TAMCN's SL-3. If SSRI are serially managed items, they will be uniquely identified separately as embedded items (children) in the parent item within the APSR. SSRI items are required to be maintained on hand, on order, or identified as an unfunded deficiency unless otherwise directed within the SL-3 or as specified in paragraph 020502. All SSRI will have a stated quantity. Requisitioning replacement SSRI (SAC 1 and non-TAMCN items) is the responsibility of the owning unit after initial fielding. For replacement of SAC 3 SSRI, the owning unit will request replacement from MARCORLOGCOM via the unit's chain of command. Within TFSMS, SSRI are identified with an 8-digit TAMCN and are "Part Of" a 7-digit Parent TAMCN. Similarly, the 7-digit Parent TAMCN "Consists Of" the 8-digit SSRI TAMCN. Allowances for SSRI TAMCNs are identified in the "Component TAMCN" section of a unit's TO&E.

B. Using Unit Responsibility Items (UURI)

Items listed under this category are not issued with the end item when an end item is fielded. Items in this category must be requisitioned by the unit (not to exceed the SL-3's stated quantity for non-TAMCN items or T/E requirement for SAC 1 items) via the supply system or sourced (not to exceed the T/E requirement for SAC 3 items) via the push fulfillment process. UURI can be TAMCN, non-TAMCN items, or OM&S. Individual components of UURI that have a TAMCN will not be individually listed in the associated TAMCN's SL-3. UURI that are identified as having a Type 1 or Type 2 TAMCN will be validated against the unit's T/E requirements, UURI will be accounted for on property records. UURI remains with the owning unit and is not transferred with an end item during redistribution/rebuild or other changes in custody. An exception would be a directed redistribution because of force modernization, retrograde, or a unique requirement where the UURI is not needed by the owning unit, but may be of use with the associated end item. The CO can authorize, in writing, to hold less than the SL-3's stated quantity if the item does not meet the criteria in paragraphs 021402.B.1 and 021402.B.2. Additionally, where "AR" (as required) is the SL-3's stated quantity (for non-TAMCN items), the commander must establish, in writing, the authorized quantity to be held by the command. These quantities will be reviewed and updated at least annually. Within TFSMS, UURI is identified with a 7-digit TAMCN that is "Used By" or "Used With" another 7-digit TAMCN.

1. UURI Type 1 TAMCN. DC CD&I (TFSD) and MARCORSYSCOM will ensure UURI Type 1 TAMCN requirements are established or adjusted within unit T/Es. New T/E requirements for UURI Type 1 TAMCN items will be published in the Fielding Plan of the associated end item. Policy for UURIs to support cadre units, reserve initial issue, and active forces WRMR is contained in reference (aa). For additional guidance pertaining to Type 1 items, refer to paragraph 020502 of this chapter.

2. UURI Type 2 TAMCN. For Type 2 items, refer to paragraph 020503 of this chapter for guidance on establishing requirements.

C. Collateral Materiel (CM)

Items listed under this category are non-TAMCN items or OM&S furnished with end items upon initial issue and normally remain with the owning unit during redistribution/rebuild or other change of custody unless otherwise directed by MARCORLOGCOM CM is support items that facilitate the maintenance of an end item (e.g., batteries, electrical tape, paint brushes, and etc.). These items must be maintained on hand, on order, or identified as an unfunded deficiency unless otherwise directed within the SL-3. Items under this category will be requisitioned by the individual NSN/NIIN and/or part number and CAGE Codes. With the exception of materiel with a 9999-series NSN, CM will be maintained and replaced by the owning unit. Owning units are not authorized to requisition items that have a 9999-series NSN. A 9999-series NSN shown under the heading of "Collateral Materiel" is for control within the distribution system only and is not authorized for requisitioning purposes.

D. Ammunition

Ammunition is listed in the SL-3/TM for clarification only. Refer to Volume 7 of this Order for more information.

E. Small Arms/Light Weapons (SA/LW)

SA/LW (as defined in reference (y)) that are SL-3/TM components will have requirements established on unit T/Es. MARCORSYSCOM will establish these requirements for newly fielded items. The owning unit CO is responsible for reviewing and recommending adjustments to T/E requirements for fielded items.

F. Associated Expendables

Expendable items used with end items are often listed for informational purposes in SL-3s, TMs, and other component listings. Associated expendable items may be procured and held by retail-level activities in limited quantities on an "as required" basis and do not require stockage levels in writing.

021403. When SL-3 components received through the supply system to replace missing or unserviceable items do not match the exact descriptive data of the stocklist, units are authorized to maintain those items if the item received meets the "form," "fit," and "function" of the SL-3 component. This includes purchases from commercial vendors.

021404. Items listed as CM must be on hand or on order at all times. SSRI items are required to be maintained on hand, on order, or identified as an unfunded deficiency unless otherwise directed within the SL-3 or as specified in paragraph 020502. Training aids at formal Marine Corps schools are the only exception to this rule. The CO/director of the school will designate in writing (by end item) the quantity of SSRI and CM to be maintained for end items used as training aids.

021405. Detailed instructions for SL-3/TM inventory and recordkeeping requirements are contained in reference (ae). Specified procedures apply to all SL-3/TM inventories.

021406. Batch SL-3 Inventories

The batch SL-3 inventory method involves counting all individual items within an SL-3 as one complete set rather than as individual items. Initially, all individual items are inventoried and subsequently batched together as a complete set. Afterwards, the batch SL-3 is counted as a complete set unless the individual items are removed from the set for use. Batch SL-3 inventories are appropriate for certain types of end items to reduce the administrative burden associated with performing individual SL-3 inventories for numerous items especially when the individual items or the set is not commonly used. If ground equipment requires SL-3 items to be fully operational (e.g., tent requires stakes, line, and etc. to be properly erected), then each end item must have an individual SL-3 inventory performed and documented. If the end item is fully operational and ready for use without its associated SL-3 items (e.g., weapon can fire without cleaning gear, vehicle can drive without pioneer tools or gas/water cans), the associated SL-3 items may be accounted for using the batch inventory method. Class II organizational property items in the supply warehouse which require periodic SL-3 inventories, with the exception of ICCE, must have individual SL-3 inventories documented for each end item. One record jacket is permitted, but an SL-3 inventory sheet for each end item is required.

0215 GARRISON PROPERTY

Per reference (af), garrison property is used to provide general government services or goods in the support of end item development, maintenance, storage, and/or to support the operations of a Marine Corps installation and its tenant activities. Garrison property includes, but is not limited to: office equipment, industrial plant equipment, automated data processing equipment, training and audiovisual equipment, special tools, and special test equipment. The Marine Corps classifies garrison property as a sub-category of general equipment. Garrison property does not include: inventory items (e.g., items intended for sale), OM&S, real property (i.e., land, buildings, and structures, or items of a historical nature), or military equipment (i.e., TAMCN items). Garrison property does not deploy.

021501. Commands that own, loan, lease, or are responsible for garrison property shall maintain accountability for such items in accordance with reference (af), and Volume 4 of this Order.

021502. For the transfer of all accounts prior to unit deployments or rotations, COs (the AO) with garrison property accounts or sub-accounts will ensure that inventories are conducted and account discrepancies are addressed prior to the unit's departure.

021503. Due to the organizational structure of most bases, posts and stations, the logistics officer or supply officer may be tasked to perform functions the CO normally accomplishes (i.e., vouchering, priority approval, review requests for investigations, and turnover letters); however, per reference (af), the CO remains the AO for garrison equipment. Upon change of command, the logistics officer or supply officer will prepare a certificate of relief and continually provide the CG or CO with the status of the supply account.

0216 GARRISON TOOL ALLOWANCES

Retail-level COs (not below the battalion/squadron level except for detached units) are authorized to establish special tool allowances in writing for tools required to meet garrison-peculiar requirements and are not currently maintained within TO&E sets, kits, and chests. This includes locally fabricated tools. With the exception of locally fabricated tools (as directed by a technical publication or Acquisition Advice Code), garrison tool allowances will not exceed \$50 in extended value.

021601. Garrison-specific tools are defined as tools needed to support requirements that would not exist in a deployed situation. Tools required for conducting authorized levels of maintenance on organic equipment or in support of the unit mission will be either TO&E items or components of TO&E items.

021602. Locally fabricated tools are tools whose fabrication is directed by a technical publication or Acquisition Advice Code. The authorization list for locally fabricated tools will reference the technical publication that authorizes each tool.

021603. Before submitting SL-3/Technical Manual changes, other end items and tool kits already on the unit's TO&E should be checked as a source of required tools.

0217 ELECTRONIC KEY MANAGEMENT SYSTEM EQUIPMENT

Per this Volume and reference (ag), EKMS equipment will be accounted for in both the Marine Corps ground equipment APSR (e.g., GCSS-MC) and the Department of the Navy's Naval Communications Security Material System. The EKMS custodian is responsible for the requisitioning and disposition of controlled cryptographic equipment. The EKMS custodian and the supply officer must communicate regarding all adjustments to the EKMS account and provide each other with the necessary supporting documentation (e.g., DD 1348, "DoD Single Line Item Requisition System Document (Manual)," DD 1149, "Requisition and Invoice/Shipping Document," SF-153, "COMSEC Material Report") that affects the unit's accountable records.

0218 SERIALIZED ITEMS

MARCORLOGCOM, MCICOM, program executive officers, program managers, and product managers use the following attributes to ensure the registry of items and NIINs that require serialized management.

021801. Marine Corps SAC "3"

All SAC 3 military equipment shall be serially managed.

021802. Marine Corps Controlled Item Code "A"

All Type 1 cataloged Marine Corps items identified with CIC A requiring special control shall be serially managed.

021803. Source, Maintenance, and Recoverability Code

As required by reference (h) NIINs with a Source, Maintenance, and Recoverability Code of “D,” “F,” “H,” and “L” will be serially managed.

021804. Marine Corps Operational Test Code “3”

The Marine Corps catalogs and uses Operational Test Codes (OTCs) to identify items of supply that require special procedures to be performed during care-in-stores or during the issue process. These special procedures are in addition to normal care-in-stores, shelf life (to include Lot numbers), and electrostatic discharge handling procedures. Upon issue from Condition Code A (serviceable, ready for issue) stocks, OTCs ensure the item’s quality and that the item performs its intended function(s). OTC 3 items require established calibration procedures (e.g., electronic test equipment, meters, gauges, torque wrenches, etc.) whether technical or non-technical in nature. Therefore, OTC 3 items will be serially managed.

021805. Sets, Kits, Outfits, and Tools

Sets, kits, outfits and tools (SKOTs) are assemblages of components, support items, and common tools in a container (bag, pouch, box, chest, van, trailer or shelter) that are designed to accomplish a specific mission or maintenance function. SKOTs are identified, cataloged, authorized, and issued as a single unit. They may consist of: components, support items, and tools included in more than one class of supply; end items; and nonexpendable, durable, and expendable components. A SKOT is an item of supply where the configuration is controlled by a TAMCN, NSN, or NIIN.

A. If a SKOT meets the qualifying criteria provided in this directive and resides in the Marine Corps inventory, then a SKOT will be serially managed. If any of the components of the SKOT are serially managed items, then the components will be uniquely identified separately as embedded items (i.e., child components of the parent item). Refer to Chapter 2 in this Volume for the management of non-serialized SKOT components (i.e., SL-3 Components Lists).

B. COs will properly account for serially managed embedded (child) components as configurations in the GCSS-MC Installed Base module.

C. A SKOT may consist of components for a single assembly part, or components packaged together as a single TAMCN where no centralized military equipment (parent) contains the system’s serial number. For example, the Army Navy/Vehicle Radio Communications (AN/VRC) consists of multiple radio transmitters and multiple radio amplifiers that are each serially managed; however, there is no parent serial number. In these situations, the parent serial number will be captured in GCSS-MC as follows:

1. For legacy SKOT items, “unique serial numbers” will be created using the owning unit’s property control DoDAAC, minus the service code, and three additional numbers (e.g., 12001001). The unique serial number will transition into GCSS-MC and endure for the lifecycle of the SKOT.

2. A GCSS-MC serial number will be assigned to all newly fielded SKOT Parent TAMCN/NIINs that require serialization.

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3. Once assigned, the SKOT serial number will be placed on a data plate that may be retained and reapplied when the major component to which it is affixed is replaced.

4. When equipment is transferred between units, serial numbers will remain as-is. Until MARCORLOGCOM and MARCORSYSCOM publish permanent serial numbers or UII and data plate placement instructions, legacy and GCSS-MC assigned serial numbers will remain on the parent TAMCN and NIIN.

D. A SKOT containing 65 percent or more serviceable components are considered serviceable. A SKOT containing less than 65 percent serviceable components are considered unserviceable. For an unserviceable SKOT, units will requisition missing or unserviceable components or identify as an unfunded deficiency.

E. SKOTs that are not issued and are securely stored will be inventoried annually. SKOTs that are issued and used by the same individual where locks and a secure storage area are provided will be inventoried at least quarterly. All other SKOTs will be inventoried on a monthly basis.

021806. Controlled Inventory Item Code (CIIC)

A CIIC is a one-position cataloged code that indicates the security classification and/or security risk or pilferage controls for storage or transportation an item. If the Marine Corps is registered in DLIS as the PICA, the Secondary Inventory Control Activity, or a NIIN registered user, then the Marine Corps will serially manage items or NIINs that have any of the following CIICs assigned. If a CIIC is improperly assigned to an item, then submit a Cataloging Action Request to MARCORLOGCOM to fix the discrepancy in accordance with reference (ah). Refer to Table 61 in Volume 10 of reference (m) for additional descriptions of the CIICs in paragraphs 021807, 021808, and 021809.

021807. Classified Items Code

A cataloged code that indicates the materiel requires protection in the interest of national security. Per Table 61 of reference (m), the following codes apply:

- A. "A" Confidential - formerly restricted data
- B. "B" Confidential - restricted data
- C. "D" Confidential - cryptologic
- D. "E" Secret - cryptologic
- E. "F" Top Secret - cryptologic
- F. "G" Secret - formerly restricted data
- G. "H" Secret - restricted data

- H. “K” Top Secret - formerly restricted data
 - I. “L” Top Secret - restricted data
 - J. “O” Caution - store and handle in a manner that will prevent unauthorized access to this materiel
 - K. “7” Items assigned a Demilitarization Code other than A, B, Q or P for which another CIIC is inappropriate in accordance with reference (m). Note: The loss, theft, unlawful disposition, or recovery of an item with CIIC 7 must be investigated in accordance with Volume 4 of this Order.
 - L. “9” Controlled Cryptographic Item
021808. Sensitive Items Code

Sensitive Item Codes identify materiel that requires a high degree of protection and control due to statutory requirements or regulations, such as: narcotics and drug abuse items; precious metals; items which are of high value, highly technical or of a hazardous nature; and arms, ammunition, and explosives (AA&E) and demolition materiel. Items with a Sensitive Item Code will be serially managed. Per Table 61 of reference (m) the following codes apply:

- A. “1” Highest Sensitivity (Security Risk Category (SRC) I) - Cataloged Unclassified AA&E. Man portable missiles and rockets in a ready-to-fire configuration. Included are the Redeye, Stinger, Javelin, light antitank (LAW) (66mm), shoulder-launched and cartridge (84 mm). These weapons, when jointly stored or transported with the launch tube or grip stock and the explosive round, though not in a ready-to-fire configuration, shall be considered Category I items.
- B. “2” High Sensitivity (SRC II) - Unclassified AA&E
- C. “3” Moderate Sensitivity (SRC III) - Unclassified AA&E
- D. “4” Low Sensitivity (SRC IV) - Unclassified AA&E
- E. “5” Highest Sensitivity (SRC I) - Secret AA&E
- F. “6” Highest Sensitivity (SRC I) - Confidential AA&E
- G. “7” Non-Sensitive (SRC-N/A) - Unclassified AA&E
- H. “8” High Sensitivity (SRC II) - Confidential AA&E
- I. “C” Moderate Sensitivity (SRC III) and Low Sensitivity (SRC IV) - Confidential AA&E.

021809. Pilferage Code

This code indicates the materiel has a ready resale value or civilian application for personal possession and, therefore, is especially subject to theft. Pursuant to reference (w) all pilferage code "J" items shall be serially managed. Refer to Table 61 of reference (m) for additional pilferage codes.

021810. Classes of Supply

A. Class I

Consumable subsistence supplies will not be serially managed.

B. Class II

Clothing, expendable individual equipment, consumable administrative and housekeeping supplies will not be serially managed.

C. Class III(p)

Petroleum, oils, and lubricants will not be serially managed.

D. Class IV

Barrier and construction materials will not be serially managed.

E. Class V

021808. Ammunition and Explosives will be serially managed in accordance with paragraph

F. Class VI

Personal demand items will not be serially managed.

G. Class VII

Major End Items will be serially managed per paragraph 0218.

H. Class VIII

Consumable medical supplies will not be serially managed.

I. Class IX

Unless cataloged with an OTC of 3, consumable repair parts and components with a recoverability code of "Z" and "O," will not be serially managed.

VOLUME 3: CHAPTER 3

“WAREHOUSING”

SUMMARY OF SUBSTANTIVE CHANGES

All changes are denoted by **blue font** unless a full revision has been conducted.

Substantive revisions are denoted by a * symbol preceding the section, paragraph, table, or figure that includes the revision.

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

Base date of this Marine Corps Order (MCO) Volume (right header) will not change unless a full revision has been conducted. Upon full revision of this Volume, all changes denoted by blue font will reset to black font.

PAGE PARAGRAPH	EXPLANATION OF SUBSTANTIVE CHANGES	PURPOSE	DATE OF CHANGE

CHAPTER 3

WAREHOUSING

0301 RETAIL WAREHOUSING

As stated in reference (d), warehouse management consists of planning, organizing, directing, coordinating, controlling and evaluating the maximum utilization of storage and warehousing facilities to provide effective and economical use of space to house material in support of military forces. This chapter promulgates policy and assigns responsibilities for the management and execution of the Marine Corps Warehouse Program at retail-level organizations. The instructions contained herein provide procedures to be followed in establishing, using, expanding, inactivating, and disestablishing storage and warehousing operations and facilities; cross-servicing of warehousing by and among DoD components, and between DoD components and Federal Government agencies; assuring the most effective, economical use of storage assets; and proper inventory procedures of materiel and supplies within the Marine Corps. Understanding and execution of these warehouse policies are essential for effective materiel management required to ensure mission accomplishment.

0302 RETAIL STORAGE PROCEDURES

030201. General Information

Storage activities have physical custody of supplies and are responsible for accounting, caring and safeguarding it. This paragraph establishes uniform storage and materials handling policies, procedures, and responsibilities for use by the DoD supply activities involved in the receipt, storage, issue and care of military supplies and equipment, except for preservation/packing; maintenance of bulk petroleum fuel handling facilities, and hazardous materials storage. Regardless of what is stored, the basic storage principles apply.

030202. Storage Activity Responsibility

The responsibilities of the storage activity are:

A. The storage activity is responsible for the accuracy, condition and changes of the inventory held under its control.

B. The storage activity maintains the property accountability record for all materiel in storage and is responsible, as a minimum, for: materiel custody, care, receipt, storage, and issue; safeguarding, and re-warehousing materiel; physical inventory, and research; location survey/reconciliation; quality control checks; SDR initiation and tracking, research and resolution; investigating and assessing financial liability for loss, damage, and destruction of government property; and appropriate actions necessary to ensure that the physical on-hand quantity and the total item property record quantity are in agreement.

C. Storage inventory systems shall support perpetual inventories where current item record balances are maintained. Storage inventory systems will post all balance and transactions affecting events such as the receipts, issues, inventory adjustments, condition changes,

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ownership changes, or location changes as they occur. If a storage activity's system cannot currently support perpetual balances, the storage activity system's program management office will make efforts to bring the system into compliance with reference (d). The warehouse supervisor will identify storage inventory system deficiencies and program requirements to the program management office via the respective chain of command.

D. The record or record set shall identify the quantity, condition, and value of the supplies for each organizational entity having physical custody of those supplies. When feasible, item records will satisfy applicable UII requirements as stated in reference (ai).

E. Storage inventory systems will provide visibility of supplies while: in-transit, in-storage, in-process, or in repair.

030203. Storage Activity Functions

The core functions of a storage activity are receiving, care of supplies in storage (COSIS), materiel release (issue), shipping, and inventory control.

030204. Identification

The Marine Corps uses the NSN (see paragraph 020202) to identify items. The NSN can be used in conjunction with other item identifiers such as the UII (see paragraph 020207) or serial number to further identify an individual item. A MCSN (see paragraph 020204) can be assigned to a rapidly acquired and fielded item for Marine Corps use.

030205. Receiving

Receiving consists of: all actions taken by a receiving activity to physically accept materiel from a carrier (or consumer in the case of a return). Receiving occurs until the on-hand balance of the accountable stock record file or in-process receipt file is updated to reflect the received materiel as an asset in storage or the materiel as an issue directly from receiving.

A. Materiel Due-In

Materiel Due-in involves the transmittal of information about incoming materiel between Inventory Control Points (ICPs) and storage activities. Due-in transactions are used to establish and cancel due-in records and transmit due-in establishment and cancellation actions. The ICP shall transmit advance notification of scheduled materiel receipts to maintenance and storage activities. Units shall establish due-in records to maintain property accountability and visibility of materiel due-in to inventory. Reference (ax) provides further guidance.

B. Prompt and accurate processing of receipts is a prime requisite of an effective supply system. The types of supplies to be handled, distance to the storage location, type of Military Handling Equipment (MHE) available, and the physical characteristics of the storage installation influence receiving operations.

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C. Although the basic principles of receiving are universally applicable wherever supplies are received for storage and subsequent distribution, the receipts of classified, pilferable, and sensitive items (including small arms) require special handling and controls over and above the basic receiving principles.

1. Within 24 hours (except for holidays and weekends), record supply receipts and make supply records visible from the point of inspection and/or acceptance.

2. Verify the information on the DD 1348-1A, "Issue Release/Receipt Document" or DD 1348-2, "Issue Release/Receipt Document with Address Label" to ensure that the supporting documentation matches the physical materiel received. Verify the ship-to address, NSN, quantity ordered, quantity received, description, condition code, and serial number (if applicable).

3. Inspect lot-controlled and shelf-life materiel for appropriate condition and type of shelf-life code in accordance with reference (aj).

4. Identify, account for, secure, and segregate in such a manner that ensures protection and integrity of sensitive inventory items coded with Physical Security/Pilferage Codes R and Q and items with a Hazardous Characteristics Code of A1. Implement procedures to ensure that sensitive materiel is not received and issued without utilization of operations codes.

5. When shipments of materiel are received from commercial sources that require inspection and/or acceptance at destination, accomplish the inspection and/or acceptance and check-in operations concurrently.

6. When materiel has been received, respond with a proper materiel receipt acknowledgement transaction in accordance with reference (ak).

7. In addition to processing and reporting materiel receipts, submit reports for all discrepant and/or deficient receipts.

8. Integrate packaging or repacking operations (if necessary) with overall movement actions to reduce handling. This should occur before the final storage area.

9. Properly mark materiel prior to movement to storage to ensure accurate stock accounting, issues, and inventory actions.

10. Mark all materiel or containers containing materiel (excluding small items of retail stock) in accordance with reference (al). Discrepant or deficient receipts from the SMU to end user do not require submission of a discrepancy report.

030206. Materiel Storage

Materiel storage is the movement of supplies to a storage location involves the unloading and receiving processing actions. The following policy applies:

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- A. Move materiel via the most expeditious and economical means available.
- B. Clearly mark materiel with the NSN/NIIN, quantity, and destination.
- C. Use conveyors, MHE, or in-floor tow systems for short distances.
- D. When conveyor or in-floor tow systems are not available, use a forklift truck for short distance movements (i.e., less than 400 ft each way) and a tractor-trailer train or truck for larger distances (over 400 ft), difficult terrain, or excessively heavy material.

030207. Stock Locator

Stock location systems must pinpoint an exact storage location in a simple, easily understood manner. This is necessary to: minimize training requirements; assist in timely and accurate storage or selection of stock; and optimize utilization of storage space.

- A. Stock location systems will make optimum use of mechanized processing equipment, communications systems, and automatic data processing equipment.
- B. Planning for storage locations for classified, sensitive, and/or pilferable items will include coordination with the Security Officer/Provost Marshal Office.

030208. Care of Supplies in Storage (COSIS)

Establish a COSIS program to ensure the maintenance of materiel in storage is in a ready-for-issue condition and prevent deterioration of unserviceable materiel. Storage activities are responsible for providing protection from the elements and environmental conditions by providing proper storage facilities, preservation, packing, marking, or a combination of those measures. Conduct COSIS in accordance with reference (am) and include the following:

- A. A quality assurance program for inspection and/or test.
- B. A system for reporting and recording of quality assurance data.
- C. Provisions for the entry of the condition of materiel into the total item property record.
- D. A system to ensure that corrective actions for deficiencies uncovered during inspections are done to restore the items to serviceable condition or protect unserviceable materiel from deterioration.

030209. Materiel Release Order

An MRO is an order issued by an accountable supply system (usually an inventory control point; accountable depot or stock point) that directs a non-accountable activity (usually a storage site or materiel drop point) within the same supply distribution complex to release and ship materiel to fulfill a requisition by a customer on DD 1348-1A or DD 1348-2 continuation page. Per reference

(an), the continuation page is a mandatory document to assist the processing of serialized items. This is commonly referred to as an issue. Adhere to the following:

- A. Treat each issue as a separate action.
- B. With the exception of when the issue of newer stocks is justified by special requirements, issue the oldest materiel in storage first. Exceptions to the first-in-first-out policy are for shelf-life materiel where first-expired-first out is applicable (e.g., disposal actions). Further guidance is provided in reference (aj).
- C. Capture and provide all required data such as: the UII for DoD serially managed items; lot number; and any other pertinent information used to identify materiel.
- D. When an insufficient quantity of materiel is in stock to satisfy a directed issue, issue the available balance and transmit a materiel denial unfulfilled quantity to the accountable supply system. This is commonly referred to as a partial issue.
- E. Confirm all issues of materiel from the storage activity (including issues from receipts) to the property records within five business days through electronic communications.
- F. Using machine-readable devices improves the issue process by: facilitating detailed audit trails; validating customer authorizations; eliminating document control functions; and enabling a paperless environment.

030210. Shipping

This paragraph provides guidelines in shipping operations as they pertain to storage functions. Primarily, the guidelines are for the distribution of material from the warehouse to the distribution management office for preparation for final delivery to the customer/requisitioner. Specific shipping instructions are found in reference (ao).

- A. The provisions of this section do not apply to shipments of ammunition and other dangerous articles. Directions for the preparation and shipment of such items are contained in references (ap), (aq), and (ar).
- B. Properly document all shipments to eliminate delays, damages, or loss. Each issue (MRO) will have a DD 1348-1A or DD 1348-2 continuation page.
 - 1. Establish shipping process to consolidate MROs destined for one customer to meet required delivery times to include military shipping label with MROs and quantities.
 - 2. Use fundamental principles and approved procedures to pack military supplies and equipment for protection against damage and deterioration during shipment.
- C. Supplies requiring preservation, packing, marking, or other processing should be processed in accordance with reference (as).

D. Mark all shipments with a military shipping label that complies with DoD automated identification technology standard marks as identified in reference (al), to deliver to shipping activity.

0303 RETAIL STORAGE LAYOUT

030301. General Information

Warehousing and storage activity operations vary according to the amount and level of supply. The basic warehouse operations functions are inspecting, receiving, storing, inventorying, COSIS, issuing, and shipping of supplies.

030302. Storage categories

Warehousing is divided into four major categories of storage: carousel, bin, medium, and bulk. Such categories are based upon the popularity, physical characteristics, and stock level of supplies. The materiel being stored shall dictate the type of container used in each storage category. The storage containers shown in Appendix N are available for use.

A. Carousel Storage

Carousel Storage is endless loop monorail-supported storage system that moves storage carriers past an operator station.

B. Bin Storage

Bin storage is designed primarily to accommodate small, rapid moving items, such as repair parts, hand tools, and hardware.

C. Medium Storage

Medium storage locations are those locations designed to accommodate items that are too large by either size or quantity for bin storage, but not large enough to warrant placement into an individual storage location or container.

D. Bulk Storage

A bulk storage location consists of those items that by either size or quantity warrant placement in an individual storage location or container.

030303. Storage Layout

The layout of storage space and facilities should:

- A. Properly identify building, bays and areas.
- B. Provide for efficient receiving, issuing, packing, and shipping processes.

- C. Be sufficiently versatile to meet all storage situations.
- D. Be fully responsive to mechanized materiel handling.
- E. Meet every requirement of computer processing of documentation that affects receipt, storage, and issue of supplies.
- F. Facilitate effective space management.
- G. Provide a pattern which is compatible with efficient work methods for storing and withdrawing stocks.
- H. Provide appropriate distances between items, walls, and doors for safety purposes.

030304. Planograph

A planograph is a drawing of the actual layout of a storage structure or outside storage area. The planograph portrays the manner in which the gross space within the storage structure or outside storage area is subdivided. These subdivisions can be for such functions or uses as storage areas, shipping and receiving areas, main aisles, working aisles, locker or restrooms, and offices. The warehouse manager or chief of the storage activity is responsible for the preparation and use of planographs.

030305. Marking of storage area

The standard markings of the storage complex and containers are essential for the rapid and orderly assembly and location of supplies. Adhere to the following general rules for the marking of the storage complex and container (see Appendices M and N):

A. Enclosed/Improved Storage

Make markings with suitable traffic paint on floors or paving, or enamel on signs or placards.

1. Area. Mark each building and storage lot with a 6-inch letter adjacent to their traffic entrance, indicating its assigned area.
2. Station. At the intersection of stations, post floor markings or signs that indicate the area and station. Within stations of sufficient size to require further markings, indicate the area and station at the intersection of transportation/traffic aisles and rows.
3. Aisle/Row. Paint aisle/row numbers on the floor or signs in such a manner that they are readily visible to a person entering the row from either direction.

4. Segment. Paint the segment number painted in such a manner that it is readily visible when standing in front of the segment. Place the number so that it is centered on the segment to which it applies.

5. Level. Paint the level of bins and racks on the center of the shelf or cross-member and indicate that the supplies placed at that level (i.e., never interpret the level to apply to supplies stored below the level marking).

6. Compartment. Mark compartments from left to right within the level when facing the segment (see Appendix M).

B. Marking Containers

Mark containers as the following (see Appendix N):

1. Bin Unit Markings. Place the location markings on the container as shown in Appendices M and N. The lettering shall be in 1-inch black block letters on the containers and 1/2-inch-high yellow or white block lettering on the inserts.

2. Medium/Bulk Storage Containers. Mark medium and bulk containers as indicated in Appendices M and N. The location markings shall be in 3-inch-high black block lettering.

3. Unimproved Storage. Mark unimproved storage in the same basic manner; however, use staked and un-staked placards rather than floor markings.

030306. Stock locations

A. General

Proper stock locations are essential to effective warehousing. Establish and maintain stock location numbers and files in such a manner to permit rapid location of supplies both in garrison and deployed environments.

B. Physical Location Codes

1. The physical location code is a part of the item locator file. Use the physical location code to physically identify each individual storage location.

2. There are two stock location numbering systems the Marine Corps uses: the non-tactical and the tactical unit locator systems.

3. Non-deploying units and units that normally do not deploy as a complete entity (deploy in blocks; i.e., GSA, IIP, SMU, etc.) use the non-tactical unit locator system.

4. All other units use the tactical locator system.

C. Non-tactical Locator System

The non-tactical stock location system can consists of up to fifteen characters; normally shorten to nine characters to be easily read. The nine characters consist of alpha and numeric combinations, as follows:

1. Area/First Position/Alpha. The first character is alpha and may represent a group of buildings within a complex, an open storage area, a single building or a warehouse, a shed, or a floor when utilizing a multi-story warehouse.
2. Station/Second and Third Positions/Numeric. The second and third characters are numeric. Use these characters to identify a station within an area. These digits may be used to identify stock picking stations, stations receipt of materiel for stowing, packing stations, floors of building, sections of a warehouse, or a building within an area. These digits may also identify collection, assembly, or drop-off stations in a mechanized warehouse system.
3. Aisle or Row/Fourth and Fifth Positions/Numeric. The fourth and fifth characters are numeric. Use these characters to identify aisles or rows within a station. Use an individual numbering system within each station.
4. Segment/Sixth and Seventh Positions/Numeric. The sixth and seventh characters are numeric. Use these characters to identify segments of a rack, or container. A segment may be short lot or stack.
5. Level/Eighth Position/Alpha. The eighth is alphabetic. Use this character to identify the level within a rack, or container. Where not applicable, such as bulk storage, assign the letter "A."
6. Compartment/Ninth Position/Alpha. The ninth character is alphabetic. Use this character to identify a subdivision of the level within a rack or container. Where not applicable, such as bulk storage, assign the letter "A."

D. Tactical Locator System

The deployable unit location system was designed to provide units with as much flexibility as possible. The stock location number consists of nine alpha/numeric digits as outlined herein.

1. Embark, Serial, and Tactical Markings/First Four Positions/Alpha/Numeric. The first four characters may be alpha/numeric depending on the unit's needs. Use these positions primarily for embarkation numbers, serial numbers, and tactical markings; however, these characters may be used for other purposes, as required. Use these positions to identify buildings/dumps or in conjunction with positions five through seven to expand box number availability. The unit must have the CO identify in writing how these positions are being used. It is recommended that control of these positions reside at the major subordinate element level.

2. Type of Storage/Fifth Position/Numeric. The fifth character is numeric. Use this character to identify the type of storage. If equipment is located by type of storage, use this position in conjunction with positions six and seven to expand the range of box numbers from 99 to 297.

3. Box or Container/Sixth and Seventh Positions/Numeric. The sixth and seventh characters are numeric. Use these characters to identify the box or container number.

4. Level/Eighth Position/Alpha. The eighth character is an alpha character and represents the level within the container. Where not applicable, such as in bulk containers, assign the letter "A."

5. Compartment/Ninth Position/Alpha. The ninth character is an alpha character and identifies a subdivision of the level within the containers. Where not applicable, such as in bulk containers, assign the letter "A."

0304 SAFETY

030401. General

Make safety an integral part of storage operations. In all matters dealing with accident prevention, warehouse supervisors are responsible for instituting a suitable program and using the technical services of the Installation Safety Director or Safety Program Manager. Commanders will take steps to ensure the enforcement of the accident prevention program in storage operations. Occupational safety and health requirements set forth in this chapter are based in part on reference (at).

A. Supervisory or safety personnel will analyze each physical operation to determine inherent and manmade hazards. Develop operating procedures that either remove or control identified hazards.

1. Methods of control include: substitution with safer equipment or procedures; isolation of hazardous operations; mechanical guarding; redesign of facility and/or equipment layout; and others.

2. Installation safety specialists can greatly assist units in developing hazard controls to satisfy specific safety requirements.

B. Accidents involving personnel can have an adverse effect on scheduled and unscheduled events. Accidents affect the availability of personnel or required skills, which results in the loss of productive man hours.

C. When material is damaged or destroyed by accident, costs are incurred to accomplish necessary repairs and or replacement of material. Other consequences include production delays and a possible shortage of critical material.

D. Investigate and report all accidents involving military, civilians, and contractors in accordance with the command's existing procedures. Reference (au) provides instructions for reporting accidents.

030402. Safety Program

Commanders will ensure the establishment and management of a safety program for storage and warehouse operations.

030403. Training

Personnel will train to avoid accidents. The warehouse supervisor will establish a storage safety program that includes, but is not limited to the following:

A. Operating personnel must be given proper instruction and training concerning potential dangers associated with their daily tasks.

B. Personnel handling hazardous material must possess knowledge of all potential hazards concerning the commodities under their control.

C. To ensure proper use of equipment, personnel should know the equipment's design, purpose, and limitations.

D. Personnel should train on routine maintenance of equipment to monitor equipment, keep it in proper operating condition, and report unsafe conditions or necessary repairs to the appropriate supervisor.

E. Potential dangers of storage operations as they relate to distance, terrain, elevation of travel, and the amount of aisle space for maneuver.

030404. Personal Protective Equipment (PPE)

When a hazard still exists after all practical control methods have been taken, provide workers further protection through PPE. PPE is based on nature of the hazard. Do not use PPE as a substitute for the elimination or control of unsafe acts and conditions, but rather as a supplemental safety measure.

030405. Fire Protection

A. There are different classes of fire. Each class requires the same class rating for the fire extinguisher. Reference (av) and below lists the basic types of fires and hazards:

1. Class A fires are fires in ordinary combustible materials, such as wood, cloth, paper, and rubber that require a fire extinguisher with Class A rating.

2. Class B fires are fires in flammable liquids, gases, and greases that require a fire extinguisher with Class D rating.

3. Class C fires are fires that involve energized electrical equipment where the electrical non-conductivity of the extinguishing media is of importance. When electrical equipment is de-energized, extinguishers for Class A or B fires may be used safely.

4. Class D fires are fires in combustible metals, such as magnesium, titanium, zirconium, sodium, and potassium that require a fire extinguisher with Class D rating.

B. A sprinkler system, for fire protection purposes, is an integrated system of underground and overhead piping designed in accordance with fire protection engineering standards.

C. A sprinkler alarm unit is an assembly of apparatus approved for the service and so constructed and installed that any flow of water from a sprinkler system equal to or greater than that from a single automatic sprinkler will result in an audible alarm signal on the premises. The system is usually activated by heat from a fire and discharges content over the fire area.

D. Mark all fire exits and fire extinguishers and include in the warehouse layout in accordance with reference (av).

030406. Orderliness

Good housekeeping practices are as essential to safety and efficient storage operations. Many potential accidents and fires are prevented when units maintain warehouses, storerooms, and outside storage areas in a clean and orderly condition. All areas of storage space should, at a minimum, enforce the following housekeeping rules:

- A. Provide adequate lighting.
- B. Keep machines, equipment, and working surfaces clean and orderly.
- C. Clean up work areas as soon as work is completed. Remove hazardous objects from floor or ground areas during work.
- D. Allow eating only in authorized places.
- E. Clean up immediately any spilled dangerous or slippery substances from working floors or paved areas.
- F. Use containers, pallets, and units of sound construction only.
- G. Maintain proper and safe storage of hazardous packing materials such as excelsior, sawdust, wood cellulose, preservative liquids, and chemicals.
- H. Provide ample space in aisles and work areas to avoid congestion.
- I. Eliminate tripping hazards such as electrical, telephone, and light cables.

J. Place flammable waste (such as oily rags, steel wool, and sweepings of excelsior) in special covered metal containers and dispose of regularly. Place ashes in noncombustible containers.

K. Store dunnage material in an orderly manner.

L. Provide regular inspections by supervisory personnel to detect unsafe conditions or acts, and check for cleanliness.

M. Maintain adequate emergency firefighting equipment and access thereto.

N. Prohibit smoking and/or the consumption of alcohol in or near warehouse facilities and storage locations.

030407. Matériel Storage

Place all matériel, whether palletized or un-palletized, in a safe manner. Ensure that storage containers are square and level to floor or ground. Limit the height of racks or stacks by equipment to maintain clearances and floor load capacity. The general clearance between stored materials and wall is 24 inches. More details can be found in reference (w). Below are general rules:

A. There will be 18 inches clearance of fire sprinklers when rack or stack height does not exceed 15 feet and 36 inches when rack or stack exceeds fifteen feet.

B. There will be a 36 inch clearance in non-sprinkler buildings regardless of the rack or stack height.

C. When subsistence items susceptible to infestation are stored in general purpose buildings, a clearance of 18 inches will be maintained.

D. With the exception of 24 inches of clearance around personnel doors and fire aisles, no clearance is required when nonhazardous materials are stored in general purpose storage buildings.

E. Provide clearance signs to warn of clearance limits.

030408. Material Handling Equipment (MHE)

Follow safety practices for powered MHE and train operators on the proper use of equipment. More guidance is provided in reference (aw). Adhere to the following regulations:

A. Train operators under the prescribed training program for the operation of equipment. Operators will pass all physical and aptitude examinations required.

B. Operators will use the proper type of equipment for the specific job involved.

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C. Equipment will be of the correct rated load capacity for the weight of material to be handled.

D. Properly service and maintain equipment at all times to assure maximum safety and efficiency in its operation.

E. Operators will fill out an operator's daily checklist.

F. Operators will consistently use non-powered MHE according to its intended purpose and provided instructions. Supervisory personnel will provide training on use.

G. Instruct personnel who manually handle materials of any type on the proper method of lifting heavy objects. Reference (ax) provides guidance.

030409. Hazardous Material

Personnel receiving, handling or storing hazardous material will receive appropriate training. References (ay), (az), (ba), and (bb) provide additional procedures and guidance. The Marine Corps approved Hazardous Material Tracking System will be used by unit HAZMAT representatives for shelf-life management and recording of receipts, issues, transfers and disposals of hazardous materials.

0305 FIELD WAREHOUSING

030501. General

The rapid processing of supplies and equipment from rear areas into advanced supply points is essential to supply support. Through advanced planning, units can greatly minimize the problems encountered with the establishment of a field supply point. This paragraph provides recommended procedures that are fundamental to field storage operations.

030502. Sites

Consider the following when selecting a storage sites:

A. Primary

Centrally locate the primary field storage location in relation to the supported units and resupply points. The central location of the primary position should allow for maximum support to the using unit.

B. Alternative

Always select an alternative location for use in the event that the primary location cannot be occupied. Alternative locations may be used for the storage of overflow from the primary location.

030503. Field Storage Area

The selection of a field storage area is of major importance in the establishment of a field supply point. In this respect, the following factors should be given careful consideration:

A. Terrain

Good, all-weather characteristics should be present so as not to interrupt storage operations during inclement weather. Potential storage areas should be adequately drained, sufficiently level to sustain operations, and accessible under all weather conditions. An ideal location is one that contains a thin layer of topsoil with hard substrata of coral, sandstone rock, or gravel. Such a location will effectively support the weight of supplies and the wear of heavy traffic. Organic clay and silt soil locations are least desirable and should, if possible, be avoided.

B. Cover

Every advantage should be taken to use all available natural cover. Use discretion in selecting isolated wooded areas as potential storage areas as they provide excellent targets for enemy aircraft and/or artillery.

C. Access Roads

Access roads to potential storage sites should be capable of withstanding heavy traffic, regardless of weather conditions. Alternate access roads are desirable and extremely important in that traffic on a main supply route may become congested or otherwise disrupted, thereby necessitating the use of another road for accessibility to supplies.

D. Fire Protection

Place fire protection devices, such as fire barrels, buckets, fire extinguishers, and hand tools in a readily accessible area to reduce fire losses to a minimum. Ensure all storage and issue point areas are planned with accessibility, escape, egress, and firebreaks to facilitate speedy emergency response, fire suppression, and personnel evacuation.

E. Size/Security

The size of a potential storage area should be large enough to fulfill the necessary storage requirements but not so large as to render it incapable of being defended from light enemy attacks or infiltration.

030504. Supply Point Layout

A field supply point layout is an overlay of the storage area that outlines the location of all supplies and facilities, traffic control points, direction of traffic, and relationship of the forward edge of the battle area.

030505. Types of Re-supply Points

There are basically two types of field re-supply layouts: roadside and depth-storage. Base the use of such layouts upon factors, such as the mission, terrain, road accessibility, and climate. Because of the variable factors that might apply, it is not the intent to prescribe a specific layout that is appropriate to all situations. Rather, the intent is to use basic layouts that units may use or modify, as appropriate, to fit any given situation.

A. Roadside

Figure 3-1 outlines a typical roadside re-supply point. This outline is intended to be used only as a guide in establishing a roadside issue point. It contains the essential storage locations and elements that units must consider in establishing an issue point.

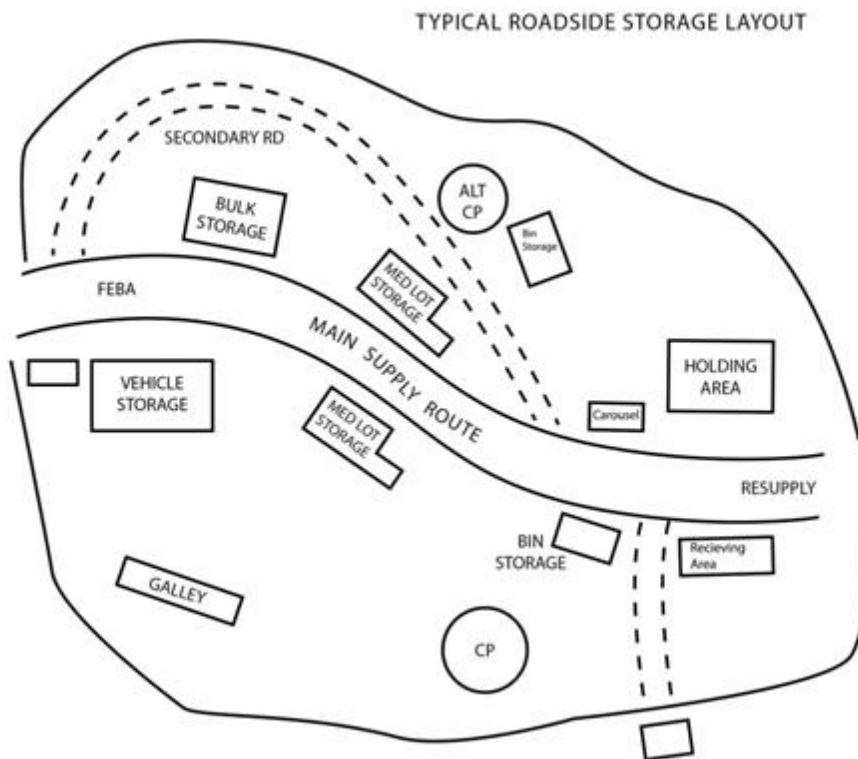


Figure 3-1. Typical Roadside Storage Layout

B. Depth-Storage

Figure 3-2 outlines a typical depth-type storage layout. The depth-storage re-supply point is considered standard for use by supply support units of a MEF. In establishing a depth-storage issue point, primary considerations should be given to the availability to secondary access roads.

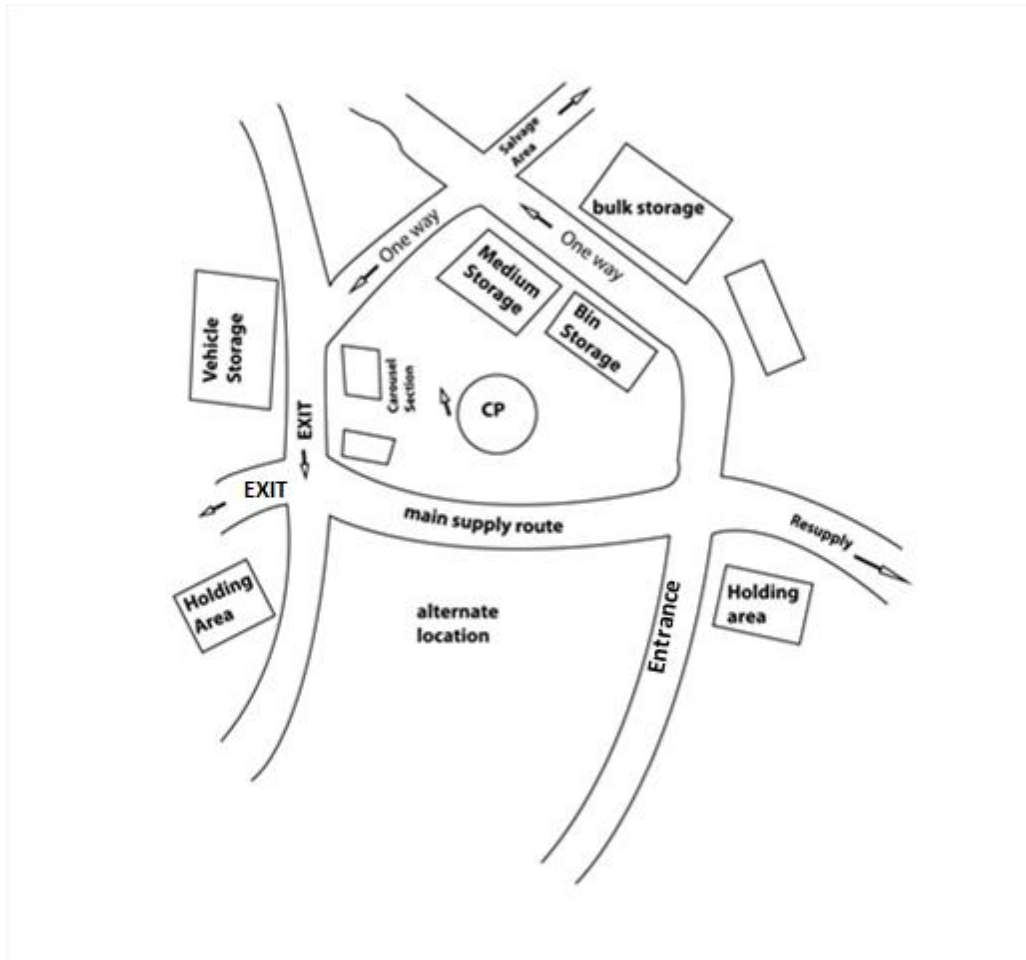


Figure 3-2. Typical Depth-Storage Dump

030506. Protection of Supplies

Warehouse managers are responsible for providing adequate protection from the elements and environmental conditions by providing proper storage facilities, preservation, packing, marking, or a combination of all or any of those measures per reference (am). The three fundamental principles that must be observed in protecting supplies from the elements are adequate storage shelter, dunnage, and ventilation.

A. Adequate Shelter

Adequate storage shelters may be realized through a number of means including, but not limited to, existing buildings, tents, tarpaulins, and/or caves. Some of the considerations in selecting adequate shelter are as follows:

1. Existing Buildings. Existing buildings provide an excellent means of shelter; however, prior to use, inspect buildings for structural adequacy and clear flammable or otherwise dangerous materials and debris. Request engineer support in evaluating the structural integrity and overall safety of buildings.

2. Caves. Caves also afford excellent protection for supplies; however, care must be taken to ensure that caves are reasonably dry and free from moisture seepage and have adequate ventilation.

B. Dunnage

Raise storage stacks off the ground by using suitable dunnage material to ensure adequate ventilation. The type of texture of the soil on which the supplies will be placed and the climatic conditions should dictate the amount and type of dunnage used.

C. Ventilation

Stack material in such a manner to allow two feet of airspace between the top of the stack and the cover. This will enable free circulation of air around, under, and between storage containers.

D. Stock locator system

Stock location systems must pinpoint exact storage locations in a simple, easily understood manner. Clearly display suitable location markings. Establish procedures to ensure positive control of all additions, deletions, and changes to the stock locator file. At least annually (or more often if warranted), validate stock locator systems to ensure accuracy. Give special care to shelf-life and hazardous material. Units will identify shelf-life items on storage locator records by Shelf-Life Codes (Appendix O) and Supply Condition Codes (Appendix P).

1. For Type I items, store shelf-life items in separate bin, rack, and floor locations by NIIN, date manufactured, date cured, date assembled, date packed (subsistence only), and expiration date. For Type II items, store shelf-life items by the NIIN, date manufactured, date cured, date assembled, date packed, and date inspected or date tested. Store shelf-life items with one lot or batch per storage location.

2. Store and segregate hazardous materials by their respective hazardous material characteristics code and individual manufacturer.

VOLUME 3: CHAPTER 4

“MISCELLANEOUS ACCOUNTING”

SUMMARY OF SUBSTANTIVE CHANGES

All changes are denoted by **blue font** unless a full revision has been conducted.

Substantive revisions are denoted by a * symbol preceding the section, paragraph, table, or figure that includes the revision.

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

Base date of this Marine Corps Order (MCO) Volume (right header) will not change unless a full revision has been conducted. Upon full revision of this Volume, all changes denoted by blue font will reset to black font.

PAGE PARAGRAPH	EXPLANATION OF SUBSTANTIVE CHANGES	PURPOSE	DATE OF CHANGE

CHAPTER 4

MISCELLANEOUS ACCOUNTING

0401 GENERAL

This chapter pertains to retail-level accounting procedures for property not specifically addressed elsewhere in this Volume.

0402 RETENTION OF RECORDS AND SECURE STORAGE FOR CASH COLLECTION

040201. In accordance with Chapter 2 in this Volume, retail activities will maintain a record of each cash collection transaction involving reimbursement for missing, lost, destroyed, or damaged government property.

040202. Units will maintain on file appointment and revocation letters, signed by the CO, for the authorized custodian, alternate custodian(s), and audit and verification officer.

040203. Units will maintain records of the collection of funds, quarterly audit and verification, and deposit of funds with the disbursing officer.

040204. Unless protected by controlled access (to include alarm systems, security guard/patrols, or monitoring systems), units shall bolt to the deck, safes weighing up to 1,500 pounds that are mounted with wheels or casters.

040205. Volume 5 (Disbursing Policy) of reference (e) provides specific procedures.

0403 SENSITIVE OR CONTROLLED BLANK FORMS ACCOUNTABILITY

040301. Retail supply activities will provide accounting and physical security measures to prevent theft or misuse of sensitive or controlled blank forms. Reference (bc) identifies these forms. When sensitive blank forms have serial numbers, serialized control is required. Sensitive blank forms will only be issued to authorized recipients. The CO will designate in writing individuals authorized to receive or maintain sensitive or controlled blank forms. Each authorized recipient will provide a sample signature that will be kept on file by the supply officer/APO. On a monthly basis, units will maintain and inventory all receipts, issues, and on hand quantities for sensitive or controlled blank forms that supply maintains. Reference (bd) provides policy and additional information.

040302. Supply accountability and inventory requirements pertain only to sensitive blank forms within the supply distribution system until issued to the user. After procurement, units will maintain a record of issues including serial numbers.

0404 PERSONAL EFFECTS AND BAGGAGE

The CO is responsible for the handling of uniform clothing, personal effects, and government property for certain individuals (e.g., deceased, hospitalized, or in an unauthorized absence). In accordance with Volume 13 of this Order, the CO will control, safeguard, and process personal effects and baggage.

0405 PACKAGED OPERATIONAL RATIONS

040501. Packaged Operational Rations (PORs) will be requisitioned in accordance with references (be) and (bf). Unless directed by higher headquarters, consumer-level supply activities will not stock PORs. Only intermediate-level activities are authorized to store subsistence items.

040502. References (be) and (bf) provide policy for conducting sales of PORs.

0406 ACCOUNTING FOR CLASSIFIED MATERIEL

Units will receipt for, store, and issue all materiel coded as “classified” in the management data list per instructions contained in reference (bg).

0407 ACCOUNTING FOR MEDICAL AND DENTAL SUPPLIES AND EQUIPMENT

Retail-level accounts will not use O&M, MC or Operations and Maintenance, Marine Corps Reserve (O&M, MCR) funds for garrison medical or dental care. The management and procurement of Authorized Medical Allowance List (AMAL) and Authorized Dental Allowance List (ADAL) materiel will be issued, recorded, and controlled in the same manner as Marine Corps property. Formal requirements for Class VIII medical equipment in support of a unit's mission are included in a unit's T/E. The OPFORs hold and manage a 15-day requirement of AMALs and ADALs that serves as war reserve or continuance stocks. Medical Logistics Companies account for, maintain physical custody of, sustain, and modernize AMALs and ADALs for their supported units while those units are at home station. References (bh) and (bi) provide further guidance.

0408 TEMPORARY LOANS OF ORGANIC EQUIPMENT

040801. Internal Temporary Loans

Internal temporary loans include the loaning of organic equipment from an owning Marine Corps unit to another Marine Corps unit within the same Marine Force. Temp loans will be tracked using NAVMC 10359, “Equipment Custody Record.”

A. It is inadvisable to conduct temporary loans between units belonging to different commands; however, upon determination by next higher level chain of command (i.e., the lowest level in which the supporting and supported unit have in common) that such a loan is necessary and in the best interest of the unit, a loan may be authorized. As a general rule, temporary loans of organic property will be made for 30 calendar days. If necessary, the loan may be renewed every 30 calendar days; however, temporary loans will not exceed one year in duration. If the

requirement for the equipment exceeds one year, then the borrowing unit must identify the requirement through the submission of a TOECR.

B. Temporary loans are not a substitute for authorized allowances. When possible, units will anticipate equipment requirements and initiate changes to T/E allowances.

C. The CO of the lending unit will establish procedures to ensure recovery of property issued on temporary loan. The lending unit will annotate the duration and expiration date of the loan on the loan document. Lending units will maintain temporary loan records separately from permanent issue records of organic equipment and supplies. A NAVMC 10359 is the standard document for temporary loans; however, lending units may use locally generated documents. If a NAVMC 10359 is used, the lending unit will ensure all required fields are completed. If a locally generated document is used in lieu of a NAVMC 10359 the lending unit will ensure the locally generated document contains the same required information as the NAVMC 10359. Unit property records will not be adjusted as a result of temporary loans. When possible, a Joint Limited Technical Inspection (JLTI) will be done to determine the serviceability of the requested items for temporary loan. The JLTI will also include an inventory of SL-3 components to determine if any deficiencies exist upon issue.

D. The borrowing unit will cover all costs to return temporarily loaned equipment to a serviceable condition to include all costs of replacing SL-3 deficiencies resulting from the temporary loan. When possible, a JLTI will be done to determine associated costs. The responsibility for investigating and adjudicating missing, lost, damaged or destroyed temporarily loaned equipment resides with the borrowing unit. The borrowing unit will route the completed investigation to the loaning unit via the Staff Judge Advocate.

E. Units are not authorized for temporary loans of equipment from MARCORLOGCOM inventory stores to fill temporary requirements. Units may request the establishment of a special allowance and the resulting authority to receive equipment from MARCORLOGCOM inventory stores to fill emerging short-term operational requirements. Refer to paragraph 020509 of Chapter 2 in this Volume for information regarding the establishment of special allowances.

F. For temporary loans between units belonging to separate MARFORs, the requesting unit will route a request to DC I&L (LP) for approval. For temporary loans between units belonging to separate supporting establishments, the requesting unit will route a request to DC I&L (LF) for approval. Authorization is granted for the establishment of Memorandums of Understanding between MARFORRES and the other MARFORs to support the temporary loan of equipment for MARFORRES annual training events without DC I&L (LP) approval.

G. Units at the retail level of supply are not authorized to temporarily loan equipment or supplies to DoD agencies or contractors. Refer to paragraph 040802.B below for additional information.

H. Per reference (y), the temporary loan of small arms/light weapons is highly discouraged and will not exceed 30 days. Refer to reference (y) for policy pertaining to the temporary loans of small arms/light weapons.

040802. External Temporary Loans

External temporary loans include the loaning of equipment to an external organization (i.e., an organization outside of the Marine Corps) such as a DoD agency, government agency, veteran organization, coalition force, or non-governmental organization. External temporary loans to contractors are not authorized as any property in the possession of, or directly acquired by, the government and subsequently furnished to a contractor for performance of a contract is GFP. GFP also includes CAP if the CAP is a deliverable under a cost contract when accepted by the government for continued use under the contract. Refer to Volume 10 of this Order for policy and additional information pertaining to external temporary loans, GFP, and CAP.

040803. Receipt of Temporary Loans from External Agencies

Requirements may dictate the need to receive a temporary loan from an external agency to meet certain mission requirements (e.g., MARCORSSYSCOM R&D, support contingency operations, training exercises, etc.). Such loans will be executed in accordance with the supporting unit policies and will be coordinated with and executed by the gaining unit supply officer. The supply officer will act as the RO to the supporting unit and will coordinate the internal issue to a responsible individual/commodity. With the exception of SIE assets, units will not add temporary loaned equipment from external agencies to the official property records.

0409 HERITAGE ASSETS AND DISPLAY EQUIPMENT

140901. Definitions

A. Heritage Assets

In accordance with Volume 4 (Accounting Policy) of reference (e) and reference (af), heritage assets are of historical or natural significance; cultural, educational, or artistic importance; or possess significant architectural characteristics. As a result, DON heritage assets are to be preserved in museums or registered with the Naval Historical Center or the National Museum of the Marine Corps (NMMC). Although heritage assets have physical properties that resemble those of general property, plant and equipment, heritage asset values may be indeterminable or may have little financial significance (e.g., museum collections, monuments, assets acquired in the formation of the nation). Thus, allocating the cost of heritage assets to certain accounting periods may not be meaningful per Volume 4 (Accounting Policy) of reference (e). As a result, units in possession of heritage assets will maintain stewardship responsibility with no financial reporting requirements.

B. Display Equipment

Per Volume 4 (Accounting Policy) of reference (e), display equipment is defined as old or obsolete military equipment that is not considered to warrant museum-level heritage significance, but is on display at military installations. Display equipment is not considered a heritage asset and will be accounted for as garrison personal property.

040902. National Museum of the Marine Corps

In accordance with reference (bj), the responsibility for recording, preserving, and disseminating the cumulative operational and institutional experience of the Marine Corps rests with the NMMC, History Division, and the Archives and Special Collections Branch of the Library of the Marine Corps. Along with other missions outlined in reference (bj) the NMMC will: preserve and exhibit the material history of the U.S. Marine Corps; honor the commitment, accomplishments, and sacrifices of Marines; and provide the public with a readily accessible platform for the exploration of Marine Corps history. As part of this mission, the NMMC provides collection and collection management services. The NMMC also loans artifacts to organizations that demonstrate the ability to provide temporary stewardship responsibility. Accordingly, the NMMC is the sole organization responsible for the management of USMC heritage assets and commands will execute stewardship responsibility.

040903. Reporting Categories

Material that may be identified as heritage asset or display equipment may fall into one of three reporting categories: Class II/VII military equipment; other than class VII military equipment; or foreign SA/LW.

A. Class II/VII Military Equipment

As defined in Volume 1 of this Order, prior to designation as heritage assets or display equipment, major end items require centralized individual management and MARCORLOGCOM and MARCORSYSCOM review. Only Class VII military equipment that is excess to enterprise requirements or unserviceable beyond repair will be considered for retention as heritage assets or display equipment.

B. Other-than-Class-VII-Military Equipment

Other-than-Class-VII-Military Equipment includes non-Class VII items that are neither centrally managed nor require MARCORLOGCOM and MARCORSYSCOM review prior to designation as heritage assets or display equipment. Other-than-Class-VII-Military Equipment also includes non-DoD funded property (i.e., acquired through some other means such as contingency operations or private donations). Non-DoD funded property typically includes, but is not limited to: individual clothing and combat equipment (e.g., uniforms, canteens, etc.); unit identification items (e.g., flags, guidons, etc.); and non-SA/LW foreign military assets (e.g., vehicles, communication equipment, etc.). Due to its nature, foreign SA/LW systems are not included in this category (see paragraph 140903.C below).

C. Small Arms/Light Weapons

1. Only SA/LWs, as classified in reference (y), that are of historical significance, excess to enterprise requirements, or unserviceable beyond repair may be considered for retention as heritage assets or display equipment.

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2. “Heritage” weapons will be accounted for in the Department of the Navy Heritage Asset Management System (DONHAMS) and reported to NSWC Crane by the NMMC personnel. There is no MSI requirement for Heritage Asset SA/LW while on display. Units will physically site the displayed Heritage Asset SA/LW's on a daily basis. Discrepancies should be reported to NMMC or PMO accordingly. Units will sign an annual loan agreement with NMMC, at which time the SA/LW's must be verified by serial number, and a photograph and condition report must be submitted. Heritage Asset SA/LW on loan to a unit may be used for display purposes only, and must be secured while on display in accordance with reference (x).

3. “Display” weapons will be accounted for in DPAS. The supported unit (i.e., a command in possession of “display” SA/LW which has AO authorities) is responsible for reporting “Display” SA/LW to the supporting unit (i.e., installation/base commander, which is assigned garrison property AO responsibilities) for inclusion and adjustment to DPAS.

4. NSWC Crane reporting of “Display” SA/LW will be established/coordinated and maintained by the supporting command with NSWC Crane sub-accounts established for supported units.

5. MSIs, physical security screenings, investigations, MLSRs, etc. are the responsibility of the supported unit. MSIs along with all key supporting documents shall be retained by the supported unit in accordance with paragraph 021002 of this directive and will only be forwarded to the supporting unit whenever there is a required inventory change/adjustment to APSR/NSWC Crane.

040904. Maintenance Funding

Commanders are responsible for funding the maintenance of authorized heritage assets and display equipment on conditional loan to unit-level commands. Accordingly, to ensure that resources are available to maintain assets in an acceptable and safe condition, commands with physical possession of the assets must identify in advance maintenance funding requirements to the supporting installation commander. When requesting heritage assets or display equipment on a conditional loan, this requirement must be considered.

040905. Approval Authority

A. Heritage Assets

The NMMC is the final approval authority for accepting material as a heritage asset.

B. Conditional Loans of Heritage Assets

The acceptance of an asset into the NMMC collection as a heritage asset is not authorization for a command to physically retain the asset. MCICOM is the final approval authority for accepting a heritage asset on a conditional loan from the NMMC.

C. Display Equipment

MCICOM is the final approval authority for accepting material as display equipment. Requests will only be considered if the NMMC has denied adding the requested asset to their heritage asset collection.

040906. Procedural Overview

To ensure that all enterprise equities are met, all requests for classifying and retaining material as heritage assets or display equipment will follow the below two-step procedure.

A. Step 1 – Heritage Asset Determination

Regardless of the reporting category, units in the possession of a potential heritage asset will forward the asset information to the NMMC. The NMMC will determine whether or not the asset will be accepted into their collection as a heritage asset. Refer to paragraph 040907 for additional guidance.

B. Step 2 – Request for Physical Retention

Units that desire to maintain physical possession of an approved heritage asset must request approval via the unit's chain of command and appropriate Marine Corps organizations (i.e., MARCORLOGCOM, MARCORSYSCOM, and MCICOM). Units will submit the request for conditional loan retention, or a request for display equipment retention (for assets denied acceptance as a heritage asset). Refer to paragraphs 040908 and 040909 below for additional guidance.

040907. Heritage Asset Determination

Using the format provided in Appendix K, units must submit a request for heritage asset determination to the NMMC. This request is not an authorization for the unit to physically retain the asset. Instead, the request serves to report the item to the NMMC as a potential heritage asset due to the item's possible historical significance.

A. Forwarding Address

Forward requests to: National Museum of the Marine Corps, (Attention: Registrar), 18900 Jefferson Davis Highway, Triangle, VA 22134, DSN 278-2608.

B. Review of Request

The NMMC will review the request to determine the reporting category of the item and whether to accept the asset into the NMMC's collection as a heritage asset. When required, the NMMC will consult with DC I&L (LP) to determine the appropriate reporting category. The NMMC will respond to the request by: approving or denying the asset's acceptance as a heritage asset; identifying the appropriate reporting category; and providing the requesting unit with appropriate follow-on action.

1. Prior to responding to any request for assets in the reporting categories identified in paragraphs 040903.A and 040903.C, the NMMC will coordinate with MARCORSYSCOM and MARCORLOGCOM. If the item is accepted into the NMMC collection as a heritage asset, then the NMMC will add the asset to the NMMC's property records and direct the requesting unit to conduct the actions in paragraph 040908 below. If denied acceptance as a heritage asset, NMMC will direct the requesting unit to conduct the actions in paragraph 040909.

2. For any request to retain Other-than-Class VII-Military Equipment, the NMMC will directly respond to the requesting agency. If accepted into the NMMC collection as a heritage asset, the NMMC will add these assets to the NMMC's property records and the NMMC will direct the requesting unit to conduct the actions in paragraph 040908. If denied acceptance as heritage assets, the NMMC will direct requesting units to conduct the actions in paragraph 040909.

040908. Requesting Conditional Loan Retention of Heritage Assets

Within 90 days of notification that an item has been accepted into the NMMC collection as a heritage asset, the requesting unit will perform the following actions.

A. Delivery to NMMC

If the unit does not desire to maintain physical possession of the heritage asset, then the unit will deliver the heritage asset to the NMMC.

B. Maintain Physical Possession

If the unit desires to maintain physical possession of the heritage asset, then the unit will submit a request for conditional loan using the letter format provided in Appendix L. The unit's chain of command and supporting (i.e., home station) installation commander will endorse all requests. In operational environments, the component and combatant commander will endorse the request. Based on the asset reporting category, units will route endorsed requests to the appropriate Marine Corps organizations (i.e., MARCORLOGCOM, MARCORSYSCOM, or MCICOM). The following procedures apply:

1. For conditional loan retention of assets in the reporting categories in paragraphs 040903.A and 040903.C, units will submit requests to MARCORLOGCOM via the GCSS-MC Service Request process.

a. MARCORLOGCOM will: validate the request against current inventory levels and requirements; provide a favorable or unfavorable endorsement; and forward the request to MARCORSYSCOM.

b. MARCORSYSCOM will: validate the request against life cycle requirements; provide a favorable or unfavorable endorsement; and forward the request to MCICOM.

c. MCICOM will review the request and endorsements and approve or deny the request. If denied for retention on conditional loan, MCICOM will direct requesting unit to deliver the asset to the NMMC. If approved for retention on a conditional loan, MCICOM will

direct the requesting unit to maintain physical possession of the asset and establish stewardship responsibility using the garrison personal property procedures in Chapter 2 of this Volume. When applicable, the NMMC will coordinate the final determination to develop the conditional loan agreement for inclusion in the final disposition instructions.

d. MARCORLOGCOM will provide final disposition instructions to the requesting unit via the original GCSS-MC Service Request. The GCSS-MC Service Request response will include: the approval or denial endorsements; appropriate disposition instructions; and any additional required instructions (e.g., demilitarization instructions, asset identification number, transfer procedures, MCICOM maintenance requirements, etc.).

2. Units will submit requests for conditional loan retention of assets in the reporting category in paragraph 040903.B to MCICOM.

a. MCICOM will review the request and applicable endorsements and make a final determination to approve or deny the request. If denied for retention on conditional loan, MCICOM will direct the requesting unit to deliver the asset to the NMMC. If approved for retention on conditional loan, MCICOM will direct the requesting unit to maintain physical possession of the asset and establish stewardship responsibility per the garrison personal property policy in Chapter 2 of this Volume. When applicable, the NMMC will coordinate the final determination to develop the conditional loan agreement for inclusion in the final disposition instructions.

b. MCICOM will coordinate with NMMC and provide final disposition instructions to the requesting unit. Disposition instructions will include: the approval or denial endorsement; appropriate disposition instructions; and any additional required instructions (e.g., demilitarization instructions, asset identification number, transfer procedures, MCICOM maintenance requirements, etc.).

040909. Requesting Display Equipment Retention

When an item has been denied acceptance into the NMMC collection as a heritage asset, the requesting unit will conduct the following actions.

A. Disposal Actions

If a unit does not desire to maintain physical possession of an asset, the unit will dispose of the asset in accordance with references (d) and (i). For the disposal of display equipment in the reporting categories identified in paragraphs 040903.A and 040903.C, units will submit requests to MARCORLOGCOM requesting disposition instructions via the GCSS-MC Service Request process.

B. Maintain Physical Possession

If a unit desires to maintain physical possession of an asset, the unit will submit a request to retain the asset as display equipment using the letter format in Appendix L. The unit's chain of command and supporting (i.e., home station) installation commander will endorse all

requests. In operational environments, the component and combatant commander will endorse the request. Based on the asset reporting category, units will route endorsed requests to appropriate Marine Corps organizations (i.e., MARCORSYSCOM, MARCORLOGCOM, or MCICOM). The following procedures apply:

1. For the retention of display equipment in the reporting categories identified in paragraphs 040903.A and 040903.C, units will submit requests to MARCORLOGCOM via the GCSS-MC Service Request process. In submitting the request, the unit must ensure the justification speaks to the historical significance of the requested item as it pertains to the requesting unit.

a. MARCORLOGCOM will: validate the request against current inventory levels; provide a favorable or unfavorable endorsement; and forward the request to MARCORSYSCOM.

b. MARCORSYSCOM will: validate the request against life cycle requirements; provide a favorable or unfavorable endorsement; and forward the request to MCICOM.

c. MCICOM will review the request and endorsements and approve or deny the request. In reviewing the request, MCICOM will consider the historical significance of the requested item as it pertains to the requesting unit. If denied for retention as display equipment, MCICOM will provide the requesting unit with appropriate disposition instructions in accordance with references (d) and (i). If approved for retention as display equipment, MCICOM will direct the requesting unit to maintain physical possession of the asset and to establish accountability per the garrison personal property policy in Chapter 2 of this Volume.

d. MARCORLOGCOM will provide final disposition instructions to the requesting unit via response to the original GCSS-MC Service Request. The GCSS-MC Service Request response will include: the approval or denial endorsements; appropriate disposition instructions; and any additional required instructions (e.g., demilitarization instructions, asset identification number, transfer procedures, MCICOM maintenance requirements, etc.).

2. The unit will submit requests to retain display equipment in the reporting category in paragraph 040903.B to MCICOM.

a. MCICOM will review the request and applicable endorsements and make a final determination to approve or deny the request. If denied for retention as display equipment, MCICOM will direct the requesting unit to dispose of the asset in accordance with references (d) and (i). If approved for retention as display equipment, MCICOM will direct the requesting unit to maintain physical possession of the asset and establish accountability using the garrison personal property procedures discussed in Chapter 2 of this Volume.

b. MCICOM will provide final disposition instructions to the requesting unit. Disposition instructions will include: the approval or denial endorsement; appropriate disposition instructions; and any additional required instructions (e.g., demilitarization instructions, asset identification number, transfer procedures, MCICOM maintenance requirements, etc.).

040910. Amplifying Accountability Instructions

A. Approval Granted

If approval is granted to maintain an asset on a conditional loan, the unit will transfer ownership and SA/LW reporting responsibilities to the NMMC.

1. The CO/AO will sign and attest to the conditional loan agreement and return the conditional loan agreement to the NMMC.
2. The requesting unit will retain a copy of the conditional loan agreement and disposition instructions and establish stewardship responsibility for the asset within the APSR for general equipment (i.e., garrison personal property). Heritage assets are accounted for by the NMMC, loaned to the unit, and the unit's stewardship is reflected in DONHAMS.
3. On an annual basis and in accordance with reference (af), the NMMC will inventory and reconcile property records heritage assets.
4. If the unit no longer desires approved heritage assets, the unit will submit a request for disposition instructions via the chain of command to the NMMC.

B. Retention as Display Equipment

When MCICOM authorizes an asset for retention as display equipment, the installation commander will establish and maintain ownership to include SA/LW reporting responsibilities. If the unit no longer desires approved display equipment, the unit will submit a request for disposition instructions via the chain of command to MCICOM.

C. Small Arms/Light Weapons

The unit with stewardship responsibility will ensure physical security of SA/LW that are authorized as heritage assets or display equipment (as classified by reference (y)). NMMC will conduct serialized reporting to NSWC Crane.

1. For the purposes of serialized control of small arms/light weapons reporting, units in custody of small arms/light weapons classified as heritage assets (NMMC) or display equipment (MCICOM) will report any movement of such assets to the owning organization.
2. Regardless of the origin, this is an additional accounting function required for all small arms/light weapons the organization retains (e.g., an AK-47 Rifle attached to a plaque mounted in the CO's office or in a hallway).
3. Units will not perform limited demilitarization prior to receiving disposition instructions. Upon performing limited demilitarization, the unit must keep a copy of the demilitarization certificate on hand for all small arms/light weapons. In addition, the unit must bolt and firmly secure to the bulkhead, or display in a securely locked case, all displays (i.e., heritage assets and display equipment). Until these requirements are met, the unit must store in an armory

any SA/LW that lacks a proper limited demilitarization certificate or is not securely bolted or displayed.

4. If the unit no longer desires small arms/light weapons as display equipment, the unit will take actions directed in paragraph 040909.A.

D. Supporting Documentation

The possessing unit must retain all correspondence and supporting documentation in accordance with paragraph 0210 of Chapter 2 in this Volume. If transferred, all documentation must accompany the item(s).

E. Demilitarization Instructions

If the conditional loan includes assets that require limited demilitarization for display, the approving activity will provide the applicable demilitarization instructions. In the case of museum property, the unit may not perform any limited demilitarization without NMMC authorization and instructions.

0410 FLAGS OR CLOTHING ISSUED FOR BURIAL OF NAVY AND MARINE CORPS PERSONNEL

041001. Reference (bk) provides guidance pertaining to deceased and burial ceremonies.

041002. Burial escorts are not entitled to receive dress blues as the mandatory possession date has elapsed.

041003. When uniform items are not immediately available or organizations are not near a Retail Clothing Outlet, Clothing Sales Store, or Marine Corps Exchange, uniform items can be purchased through the Marine Corps Exchange mail order services at 1-800-368-4088. Retired Marines and their spouses are authorized to use these facilities for the purchase of uniforms for burial.

041004. Reference (bl) contains specific policy and procedures for requisitioning burial flags and clothing for Navy personnel.

041005. Per reference (bk), units will provide burial flags to the Casualty Assistance Calls Officer.

0411 REPAIR, REPLACEMENT, AND DISPOSITION OF FLAGS AND STANDARDS

041101. Volume 13 of this Order provides instructions for the repair, replacement and disposition of Flags and Standards.

041102. Battle standards and guidons that belong to deactivating units or have become unserviceable will be reported to the NMMC as a potential heritage asset utilizing the procedures identified in paragraph 1409 of this chapter. Unless historically significant, units are not required to report national standards that are worn and unserviceable.

041103. Using the appropriate adjustment transaction, units will drop from the property records flags and battle standards that are disposed of.

A. The adjustment document will contain the statement, “This Flag/Standard does not contain any historical value and is beyond economical repair.”

B. The following certification will appear on the adjustment document: “I certify that on this date I have burned the Flag/Standard appearing on this adjustment document.”

0412 GAS CYLINDERS AND VAPOR FUELS

Gas cylinders, whether filled or empty, will be accounted for in an APSR under the applicable stock numbers and unit price for empty cylinders using sub-custody procedures established in Chapter 2 of this Volume. The contents of the cylinders will be carried under the applicable stock numbers and unit price. Cylinders may be designated as locally controlled items. For additional information, see reference (az).

0413 RADIOLOGICAL AND HAZARDOUS ITEMS

Radiological/hazardous items will be controlled, stored, disposed of, and replaced when lost or stolen per all pertinent technical and special instructions.

0414 TRANSFER OF PROPERTY TO FOREIGN GOVERNMENTS

At the time the transfer authority is provided, DC I&L (LP) will furnish separate accounting instructions for the transfer of Marine Corps property to foreign governments.

0415 SALES OF GOVERNMENT PROPERTY

While the sale of government property is not a retail-level supply function, certain retail-level activities still perform this function (e.g., MARFORRES units). The following guidance is provided:

041501. Items Authorized for Sale

The following government property may be sold to eligible patrons under the provisions and within the limitations outlined:

- A. Uniform clothing.
- B. Cloth for the manufacture of uniform clothing.
- C. Housekeeping supplies.

- D. Industrial safety goggles.
- E. Protective footwear.
- F. Heating and cooking fuel.
- G. Suitcases, trunk lockers, and Marine Corps NCO swords.
- H. Stationery and envelopes.
- I. Utility items and services (including steam, gas, electricity, water, refrigeration, sewage disposal, telephone, laundry, and dry-cleaning services).
- J. Forage and veterinary services.
- K. Gasoline, diesel fuel, motor oil, and lubricants.
- M. Wall plaque, USMC.
- N. Service belt.

041502. Authorized Patrons

Government property may be sold to the following authorized patrons:

- A. Officers and enlisted personnel (active duty and retired) of the Army, Navy, Marine Corps, Coast Guard, and Air Force.
- B. Officers of the public health service, active and retired.
- C. Commissioned officers, ships officers, and crew members of the Coast and Geodetic Survey.
- D. Civilians who are part of an expeditionary force sent to a foreign country.
- E. Commercial firms (approved uniform manufacturers or their respective distributors) under the following circumstances:

1. Uniform materials stocked by the Marine Corps will be sold to approved manufacturers of officer's uniforms only when materials, as approved by MARCORLOGCOM, are not available from approved commercial sources.

2. When approved materials are not available from approved commercial sources, requests must include a statement of intended use (e.g., used in the manufacture of the Marine Corps officer blue dress uniform USMC Serial Number____).

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3. Credit may be extended for the purchase of uniform materials or findings by commercial firms. Subsequent to shipment of requested materiel or findings, payment for the entire purchase shall be made in cash or its equivalent within 60 calendar days.

F. When not on active duty, officers of the Marine Corps Reserve and Navy may be permitted to purchase articles of clothing required when ordered to active duty. Such officers may also purchase items of equipment not issued to officers under current allowance lists but are required for active duty.

G. Active duty enlisted personnel of the Marine Corps Reserve and Navy Reserve will be limited to articles and quantities required by the reservists for their personal use. Enlisted personnel of the Marine Corps Reserve in an inactive status may be permitted to purchase articles of uniform equipment for their personal use, as authorized by DC I&L (LP).

H. Marine Corps Junior Reserve Officer Training Corps cadets may purchase individual uniform clothing items as authorized. All cash sales of uniform clothing items will be made per the instructions contained in reference (bm).

041503. Disabled Veterans

Honorably discharged veterans of the armed services who are totally disabled, as determined by the Department of Veterans Affairs (VA), are being cared for and are receiving medical treatment from the VA, but who are not in retired status, are permitted to purchase authorized Marine Corps supplies while undergoing care and treatment. Totally disabled veterans, not in retired status, receiving medical care and treatment as an occasional outpatient service, but gainfully employed, do not qualify.

041504. Former Marines

Former members of the Marine Corps who are separated under honorable conditions may purchase exterior articles of uniform once evidence of honorable discharge is provided to the Clothing Sales Stores of the Marine Corps Exchange. Marine Corps dress blue uniform articles may be sold to spouses of deceased former Marines in the amount necessary for interment of the body. See Volume 13 of this Order.

041505. Authorized Activities

Sales may be made to Marine Corps Exchanges, recreation funds, officer's messes (open and closed), SNCO clubs, NCO clubs, enlisted clubs, temporary lodging facility, and American Red Cross facilities upon approval of the CO concerned; however, supplies for resale will not be sold to such organizations except when authorized by DC I&L (LP).

041506. Exception for Disabled Veterans

As an exception to paragraph 141502 above, honorably discharged veterans of the uniformed services with 100 percent service-connected physical disability may be authorized to purchase merchandise in commissary stores. In this instance, the requirements for medical care, treatment, and gainful employment do not apply.

041507. Prices to be Charged

Prices established by Marine Corps pricing publications and the Federal Logistics Data database will apply for all purposes. For property not covered by Marine Corps pricing publications, the last invoice or purchase price will govern.

041508. Surcharges

No surcharge will be applied on sales made under the authority of this policy.

041509. Limitations

A. General Restrictions

Articles of government property falling within any of the categories in paragraph 141508 above, may be sold in limited quantities to eligible patrons under the following conditions:

1. The items are intended for use by the authorized purchaser.
2. Sufficient stocks exist to satisfy demands and to permit sales.
3. The sale is not prohibited by specific restrictions set forth in the following

paragraph.

B. Specific Restrictions

1. Uniform clothing may only be sold to patrons authorized to have uniform clothing in their possession, or to dependents (next of kin for unmarried deceased former Marines) acting as agents for Marine Corps officers and enlisted.
2. Cloth for the manufacture of uniform clothing may be sold to officers, SNCOs, and commercial firms under certain conditions.
3. Housekeeping supplies, including brooms, mops, soap, and similar items may be sold subject to the following restrictions:

- a. Overseas Stations. Sales to authorized patrons are permitted.

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b. United States activities, except in the states of Alaska and Hawaii.

Sales of housekeeping supplies will not be made within the contiguous limits of the United States, except by specific authority of the DC I&L (LF). Requests for such sales will originate from the unit CO and must state that similar items are not available from local commercial sources at reasonable prices.

c. Marine Corps Exchanges, Temporary Lodging Facility, and similar activities. Sales of housekeeping supplies may be made to commissioned officer's messes, SNCO clubs, NCO clubs, enlisted clubs, temporary lodging facility, Marine Corps Exchanges, and like organizations.

4. Heating and cooking fuel may only be sold to government-sponsored non-appropriated fund activities; occupants of government-owned rental housing, including trailers; and owners of private trailers located in government-owned on-station trailer parks. Sales may be made in bulk to the program manager or directly to individual tenants.

5. Authorized items of individual equipment required in the performance of duties may be sold to Marine Corps officers and enlisted and to officers and enlisted personnel of other branches of the military services when attached to the Marine Corps. The Marine Corps NCO sword and scabbard are authorized to be sold to Marine Corps enlisted only if required in the performance of duties.

6. Stationery and envelopes may be sold only to Marine Corps Exchanges, temporary lodging facility, commissioned officers messes, SNCO clubs, NCO clubs, enlisted clubs, and other like organizations.

7. Forage and veterinary services may be sold when incidental to the care of private mounts or animals owned by recreational activities when such animals are stabled in a government stable or corral.

8. Sales of subsistence items will be made only as authorized by reference (be).

9. Sales of gasoline, diesel fuel, motor oils, and lubricants will be made only to government-sponsored non-appropriated fund activities.

10. Sales of the USMC wall plaques may be made to civilian activities and individuals when specifically authorized by the DC I&L (LP).

11. Sales of the service belt will be made only to those Marine Corps personnel authorized by reference (bn).

041510. Replacement Sales

The foregoing restrictions will not preclude the sale of items of government property to an individual for the purpose of voluntarily replacing items determined to have been lost, damaged, or

destroyed by the person; however, COs will ensure that this provision is not used as a way to purchase items, the sale of which is otherwise restricted.

041511. Specific Prohibition

The sale of any articles of government property not addressed in paragraphs 041501 through 041510 above is prohibited.

041512. Disposition of Sales Proceeds

Except as otherwise authorized in Volume 5 (Disbursing Policy) of reference (e), sales proceeds of government property will be delivered to the disbursing officer or appropriately deposited.

041513. Individual Clothing

Specific instructions governing proceeds of sales by individual clothing outlets are in Volume 13 of this Order and as outlined in this policy.

0416 SALES OF INDIVIDUAL EQUIPMENT TO INDIVIDUAL MARINES

041601. Information

A. The sale of individual equipment and linen to individual Marines for the in-kind replacement of lost, damaged, or destroyed equipment is authorized. Sales will be voluntary in nature. Those items lost, damaged, or destroyed through normal usage or operational circumstances will continue to be budgeted for and managed by using units through O&M,MC and O&M,MCR funding.

B. Individual equipment purchased for personal use is not required to be entered in the recipient's qualification record or service record book.

041602. Supported Unit Responsibilities and Procedures

Supported unit responsibilities and procedures are covered in Volume 4 of this Order. Volume 4 of this Order also provides policy pertaining to the acceptance of responsibility for loss, damage, or destruction of government property.

041603. Establishment/Disestablishment of Sales

Commands wishing to establish or cease the sale of individual equipment to individual Marines will request authority from DC I&L (LP).

0417 PROPERTY ISSUED FOR USE OF THE GUARD

Property used by guard units will be issued and controlled as follows:

041701. General Information

Units will issue such property to a designated RO.

041702. Guard List

Designated ROs of units maintaining guard sections will prepare a list of all articles issued for use by the guard. The list will include certification that the property listed is in the hands of the guard. Prior to assuming the duties and responsibilities as sergeant of the guard, the sergeant of the guard will inventory and document the receipt of property in the guard book as follows: "Property on charge to the guard is correct" or "Property on charge to the guard is correct with the following exceptions (naming the missing articles)."

041703. Weapons

Units will list by serial number all weapons and other nonexpendable end items. No changes will be made to the list except by the designated RO. If changes are required, the RO will initial all changes as they are made.

041704. Procedures

The guard property list will be kept in a convenient place in the guard room. In the event the sergeant of the guard notes a discrepancy when receipting for property, the responsibility will rest with the sergeant turning over the property. The sergeant of the guard will immediately notify the designated RO so that proper action can be taken to obtain a replacement.

0418 PAINTINGS

041801. Accountability

Original paintings and copies of original paintings procured with appropriated or non-appropriated funds or by donation will be accounted for on Marine Corps base, post, or station property records for inventory purposes only. Lithograph reproductions of paintings are not copies of original paintings and will not be accounted for.

041802. Exceptions

Original paintings and copies of original paintings purchased with officer mess funds, enlisted dining facility funds, or club funds or donated to such messes or clubs will be carried on mess or club property accounts.

041803. On Loan

Original paintings and copies of original paintings received as a loan from organizations or individuals will not be taken up on accounts or property records, subject to any controls imposed by the lender or CO.

0419 THE OFFICIAL MARINE CORPS SEAL AND EMBLEM

041901. Background

The symbolic significance and dignity of the official Marine Corps Seal requires complete uniformity in its design, coloration, and reproduction for official use. Presidential Executive Order 10538 of 22 June 1954 established the basic design of the official Seal of the United States Marine Corps.

041902. The Official Marine Corps Seal

A. The official Marine Corps Seal, hand impression, will be used to authenticate official records of the Marine Corps. Official records or copies of the Marine Corps Seal are authorized to be produced in response to a court order or per the request of personal representatives of personnel in the Marine Corps. Requests may be authenticated by an attesting certificate under the official Seal of the Marine Corps.

B. The official Marine Corps Seal will be issued to Marine Corps bases, posts, stations, organizations, activities, and units whose duties require use of the seal. Except in the case of separate or detached commands, the official Marine Corps Seal will not be issued to OPFOR organizations smaller than a battalion or squadron.

C. Marine Corps units that require the official Seal, hand impression, lettered, "Department of the Navy - United States Marine Corps," with insignia of the United States Marine Corps (TAMCN C6030, NSN 7520-00-269-8773), shall submit requisitions to MARCORLOGCOM.

D. Due to the historical background, significance, and dignity of the official Marine Corps Seal and its use, Marine Corps activities authorized possession of the official Seal, will designate a custodian in writing. The CO will establish rules necessary for proper safekeeping and use.

E. Per reference (ad), upon disestablishment of an activity or whenever an official Marine Corps Seal is excess to the needs of a command, the unit will report the quantity held to MARCORLOGCOM.

041903. Bronze Replica of the Marine Corps Seal

A. DC I&L (LF) will approve the procurement of official Marine Corps Seal replicas, cast in bronze and 15 inches in diameter, for use as entrance markers on main gates and official administration buildings of Marine Corps installations. Replicas may also be erected and dedicated on a military post or station for use on military service monuments.

B. Upon disestablishment of an activity or whenever excess to the needs of the command, units will request disposition instructions from DC I&L (LF).

C. Units will not sell or give bronze replicas of the Marine Corps Seal to private individuals or organizations.

041904. Wall Plaque Replica of the Marine Corps Seal

Wall plaque replicas of the official Marine Corps Seal, suitable for indoor use (NSN 9905-00-912-3089), are standard items of supply and are authorized for issue to Marine Corps activities.

- A. Marine Corps activities will submit requisitions to MARCORLOGCOM.
- B. Active duty, reserve, and retired Marine Corps personnel that wish to purchase wall plaques must send requests via a NAVMC 10710, "Individual Clothing Request" to MARCORLOGCOM.
- C. Individuals, other military and civilian activities not included in paragraphs 041904.A and 041904.B above should request wall plaques from DC I&L (LP).

041905. Bronze Replicas of the Marine Corps Emblem

DC I&L (LF) may approve replicas of the official Marine Corps emblem (eagle, globe, and anchor, without inscription), cast in bronze, 15 inches in diameter, for use as markers on main gates such as nonmilitary cemeteries and on nonmilitary-dedicated monuments to the military service. Replicas may also be approved for use under circumstances that will conform to good taste and propriety and not reflect unfavorably on the Marine Corps or its personnel. Non-Marine Corps activities or individuals will submit requests to DC I&L (LF). Upon approval, purchasers will be authorized to place orders directly with the specified manufacturer. Headquarters Marine Corps will authorize the manufacturer to honor the purchase order.

041906. Printing Reproduction and Use

- A. Reference (bd) provides general rules regulating the printing, reproduction, and use of the official Marine Corps Seal and emblem.
- B. Reference (bo) provides policy for the use of reproductions of the Marine Corps emblem on merchandise sold in the Marine Corps Exchange.

0420 PERSONAL RETENTION ITEMS

Personal retention items are select items that are unhygienic to recover from an individual following use (i.e., clothing items that are worn close to the body) and thereby designed for permanent issue. Volume 13 of this Order identifies personal retention items. In accordance with the guidance and conditions in references (at) and (bp), units will issue personal retention items. Issues will be made via a signed receipt, which is the basis for an entry in the individual's qualification record or service record book. Upon reenlistment, this entry will be transcribed into the new service record book. Per CO's discretion, when warranted, and if unit funds are available, unit personnel may exchange unserviceable or obsolete personal retention items (i.e., one for one replacement).

0421 GENERAL OFFICER'S STATIONERY ITEMS

As authorized in Marine Corps SL-8-09993, Marine Corps organizations that require stationery for use by general officers on active duty in the conduct of official U.S. Marine Corps social functions, will submit requisitions to the local Navy Printing and Publication Office. For uses other than this, units may obtain general officer's stationery by contacting the MARCORLOGCOM.

0422 ORGANIZATIONAL CLOTHING AND EQUIPMENT

Organizational clothing and equipment includes items on an organization's allowance list designed for temporary issue to individuals, and T/E or other items that HQMC approves in writing through the UNS or other designated process. Refer to Volume 13 of this Order for additional information regarding organization clothing and equipment.

042201. Procurement

The initial procurement, replacement, and maintenance of these items will be accomplished with local O&M, MC or O&M, MCR funds.

042202. Accounting

As long as allowances are established, COs may issue organizational clothing or equipment as necessary for mission accomplishment. Whenever possible, a central facility such as an Individual Issue Facility (IIF) or other authorized consolidated issue facility/organization should consolidate allowances and maintain items. Per this policy, clothing articles issued under this authorization will be accounted for as nonexpendable items.

042203. Laundry

With the exception of campaign covers, units will use O&M, MC or O&M, MCR funds to execute laundry services for organizational clothing.

042204. Recovery

Unless otherwise directed by DC I&L (LP), all articles, with the exception of campaign service covers and personal retention items, will be recovered prior to the reassignment of an individual to other duties. Recovered clothing will be processed for reissue or disposal in the best interest of the government.

042205. Campaign Service Covers

A. Authorized Wear

Reference (bn) lists individuals authorized to wear campaign service covers.

B. Accountability

Marines assigned to the billet of drill instructor or primary marksmanship instructor will be issued three campaign covers. Campaign covers will be accounted for as nonexpendable items and will be issued on custody records until completion of a tour of duty as follows:

1. Units will not recover campaign covers from Marines that complete a successful tour as a drill instructor or primary marksmanship instructor.

a. Units will annotate the check-out sheet with the document number for the issue and drop of campaign covers from the property records.

b. In accordance with paragraph 0210 of Chapter 2 in this Volume, units will maintain a record of all issues and drops.

2. Units will recover and dispose of all three campaign covers from a Marine who does not complete a successful tour as a drill instructor or primary marksmanship instructor due to cause, fault, or negligence.

a. Units will place an entry of the issue in the Marine's Service Record Book (SRB).

b. The SRB entry will state "Three campaign covers were recovered on (date) due to relief from duty for cause, fault or negligence."

c. A record of the above SRB entry will be cited on the unit's check-out sheet for use by the clothing or property control officer to recover the campaign covers.

d. In addition, the personnel officer will forward an advance copy of the SRB entry to the clothing or property control officer to ensure recovery of campaign covers take place.

3. Costs associated with maintaining the campaign cover will be at the individual's expense; however, units will replace covers that become unserviceable due to normal wear (no negligence by the individual).

042206. Aiguilletes

An allowance is established of one dress aiguillette and two service aiguilletes per Marine officer detailed to duty as outlined in reference (bn). They will be procured and accounted for as follows:

A. The supply officer of the organization to which the aide is attached will procure aiguilletes from an approved commercial source as identified by the local Marine Corps Exchange Service. The activity to which the aide is attached will furnish funds for the procurement.

B. The Marine Corps Exchange Service publication titled "Approved Sources of Marine Corps Uniforms" lists approved sources.

C. Marine Corps activities that procure aiguillettes will account for aiguillettes as organizational property or clothing.

D. Staff Commands

The flag or staff activity to which Marine officers are detailed for duty as aides to flag officers and/or naval attaches will normally furnish aiguillettes. The activity to which officers from other services are detailed for duty as aides to a Marine general officer will furnish aiguillettes.

042207. Marking

At the discretion of the organization CO, the marking of organizational clothing and equipment is permitted as long as the marking is not permanent and does not damage or degrade the combat effectiveness of the item. Exceptions are as follow:

A. To identify organizational clothing or equipment as government-owned property and to segregate IIF clothing from personally owned clothing or equipment, authorized CSP staff personnel may permanently mark organizational clothing or equipment as long as the mark does not damage or degrade the combat effectiveness of the clothing or equipment.

B. At their own cost, individuals may permanently mark items issued as personal retention items (see paragraph 1419 in this chapter).

0423 ANIMALS

042301. General Equipment includes animals that are used in the performance of military missions. Units will carry animals on the property records as nonexpendable property. Required formal accounting records will establish an audit trail recording receipt and disposal transactions for each animal.

042302. References (bq) and (br) contain policy and guidance for Marine Corps Military Working Dogs and provide specific guidance on the procurement and handling of both explosive and narcotics training aids.

0424 LOAN OF PROPERTY TO NON-GOVERNMENT ORGANIZATIONS (NGOS)

042401. Policy

Title 10 U.S.C. 2544 authorizes OSD to lend certain equipment to NGOs, per references (i) and (bs). This statute also authorizes OSD, without reimbursement, to furnish services and expendable medical supplies as may be necessary or useful, provided that the items are in stock and the items or services are available.

042402. General Provisions

A. The Secretary of the Army is the designated representative of OSD in entering into arrangements with NGOs for these services. The Marine Corps will cooperate with the Department of the Army in furnishing necessary equipment and services where available and when requested.

B. Tents, cots, blankets, commissary equipment, flags, refrigerators, and other equipment as may be necessary or useful, provided such items are in stock and available, may be loaned to NGOs. Such loans will not jeopardize Marine Corps operations or commitments.

042403. Procedures

A. The equipment is authorized to be delivered prior to the requirement and will be returned after the completion of the requirement as agreed upon by the Secretary of the Army or the secretary's designee and the NGO. The NGO shall pay for the delivery, return, rehabilitation, or replacement of such equipment. No expense shall be incurred by the United States Government.

B. Sufficient bond shall be obtained from the NGO before furnishing the equipment, property, or transportation authorized. The bond is to assure the safe return of such property in good condition and the reimbursement of actual transportation costs.

C. Refer to Volume 10 of this Order for additional information regarding external temporary loan procedures.

0425 MATERIEL WITHOUT TABLE OF ORGANIZATION & EQUIPMENT ALLOWANCES

For categories of materiel without TO&E allowances, the pertinent Navy and Marine Corps directives and SLs list amplifying allowance instructions (see Figure 4-1).

MATERIEL	REFERENCE
Aeronautical Supplies	OPNAVINST 4441.12D
Individual Clothing	MCO 4400.201 Volume 13
Competition Rifles and Pistols/Ammunition	MCO 8373.2E
Junior Reserve Officer Training Corps (JROTC) Schools	MCO 1533.6E
Medical Controlled Substances	BUMEDINST 6710.70A
Heraldic Items	MCO P10570.1B

Figure 4-1.--Materiel Without TO&E Allowances.

0426 INITIAL ISSUE PROVISIONING (IIP)

042601. General Information

Before new equipment is placed in service, the IIP process identifies, selects, acquisitions, and provides instructions for the positioning of necessary initial support items at appropriate segments of the supply system and levels of maintenance. Until the supply system has supply and maintenance usage history for initial support items to accurately forecast and provide sustained

support, IIP will provide the unit with sufficient inventory of repair parts, special tools, and special equipment.

042602. Accounting Policy

Until the MEF or MARFORRES Commander authorizes and notifies in writing to place items into service, IIP will not release the initial operating stocks to units. Units that are not authorized to store initial operating stocks will return the initial operating stocks to the supporting logistics combat element (LCE) (i.e., SMU and RIP). IIP will provide the unit with equipment-specific information to include procedures concerning repair parts. Reference (b) further addresses provisioning policy.

042603. Demand Development Period

After IIP releases the initial operating stocks to the supporting LCE, a demand development period will begin and continue for a minimum of two years to allow for the accumulation of historical demand and maintenance data. The demand development period helps prevent premature redistribution or reutilization of initial operating stock based upon insufficient historical demand data. The supporting LCE will establish a minimum stockage objective based upon the total quantity of initial operating stock released. During the demand development period, the supporting LCE may not reduce the minimum stockage objective; however, it may increase the minimum stockage objective as needed to meet increases in demand for the support item. The supporting LCE may issue initial operating stock to fulfill the supported unit's requisitions and generate historical demand. Upon expiration of the demand development period, the supporting LCE may adjust the stockage objective to the most applicable level or extend the demand development period for an additional year to capture additional usage.

VOLUME 3: APPENDIX A

**“SUPPLY OFFICER/ACCOUNTABLE PROPERTY OFFICER
 APPOINTMENT LETTER FORMAT”**

SUMMARY OF SUBSTANTIVE CHANGES

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PAGE PARAGRAPH	EXPLANATION OF SUBSTANTIVE CHANGES	PURPOSE	DATE OF CHANGE

APPENDIX A

SUPPLY OFFICER / ACCOUNTABLE PROPERTY OFFICER APPOINTMENT LETTER
FORMAT

The example format below includes all the inherent roles of a Supply Officer/Accountable Property Officer (APO) in accordance with this policy. In some instances, the Supply Officer/APO may not be assigned all the roles indicated in the example. In these situations, the paragraphs will be excluded from the appointment letter and will be used in a separate CO appointment letter to appoint the appropriate individual. Additionally, certain roles may be delegated to other individuals based on recommendations from the Supply Officer/APO. In these situations, the appropriate paragraph will be used in a separate CO appointment letter to appoint the appropriate individual the delegated responsibilities.

4400
(code)
(Date)

From: Commanding Officer

To: (Rank First Name MI. Last Name)

Subj: APPOINTMENT AS SUPPLY OFFICER/ACCOUNTABLE PROPERTY
OFFICER

Ref: (a) DoD 7000.14-R
(b) NAVSUPINST 4200.99
(c) MCO 4400.201 Volume 3
(d) Local GCPC guidance

Encl: (1) DD 577

1. Per the references, you are appointed as the unit Supply Officer/APO for (add unit name), Department of Defense Activity Code (DoDAAC)/Unit Identification Code (UIC): (add DoDAAC(s))/(add UIC(s)). You are a special staff officer and are directed to comply with the references and other applicable directions in the performance of your duties and responsibilities.
2. Prior to your acceptance of this account, but no later than (enter date), you must complete an inventory of all property and equipment belonging to your DoDAAC/UIC and report the findings to me with recommendations for any actions that need to be taken to accurately record the inventory results. (NOTE-this will be as an endorsement to the outgoing Supply Officer Certificate of Relief).
3. You are responsible for the property accounting functions for the command and are responsible for ensuring the accounting systems and records are accurate and updated at all times. In addition to properly receiving, accepting, and accounting for all government property received by the command, you will ensure the follow allowance item management principals are applied.

a. On a monthly basis, validate allowance item information (e.g., TAMCNs, NSN/NIINs, nomenclature, authorized quantities, etc.) on the unit's Table of Organization and Equipment as accurate and properly recorded on the unit's supply APSR.

b. Account for equipment that is issued or signed out to Responsible Officers, individuals, and/or other units and maintain the permanent record of custody for such equipment.

c. Ensure that physical inventories are being conducted as required (e.g., annual, quarterly CMRs/CARs, RO turnovers, etc.) and that accountable records are being adjusted accordingly.

d. Track monthly inventories of small arms and report to me when monthly inventories of small arms are not conducted. Ensure account and custody records are being adjusted accordingly, and weapons reporting procedures are being followed.

e. Achieve and maintain a minimum physical inventory accuracy rate (to the serial number for serialized items) of 98 percent (100 percent for classified or sensitive property).

f. Maintain assigned equipment in a ready-for-use and serviceable condition.

4. Serve as the unit Fiscal/Budget & Accounting Officer for DoDAAC/UIC (add DoDAAC(s)/add UIC(s)). You are responsible for the management of the command's financial resources allocated in the Standard Accounting Budgeting and Reporting System (SABRS) under Work Center Identification (WCI): (enter applicable WCI), Budget Execution Activity (BEA): (enter applicable BEA(s)), Budget Execution Sub-Activity (BESA): (enter applicable BESA(s)). Your specific duties include:

a. Fund Holder internal management control oversight.

b. Provide guidance and direction of financial matters throughout the organization as a staff service to me.

c. Track all activities/programs that will have a financial impact on the organization. This will include budget plans and program schedules.

d. Perform applicable budget formulation, execution, and review functions for future, current, and expired fiscal years.

e. Provide guidance to fund holders responsible for the administration of travel payments (i.e., advances and settlements).

f. Ensure budget authorizations and allotments are passed to subordinate elements in a timely manner, if applicable.

g. Maintain oversight of transactions posted in the accounting system to ensure validity and accuracy of postings. These evaluations should include proper usage of funds, coding structures used, validity of obligations, and timely posting of financial information.

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h. Conduct evaluations and analyses of fund holder activities to assist in the prompt detection and correction of problems in connection with established financial procedures, practices, records and accounting system problems and deficiencies.

i. Ensure proper records and source documents supporting fund execution are maintained by appropriate activities such as fund holders.

j. Ensure proper use of appropriations by purpose, time, and amount to include meeting the criteria of bona-fide need.

k. Train delegated fund holders in the proper utilization of the accounting system.

l. Act as a liaison with DFAS on all accounting issues.

m. Maintain required currency in fiscal training.

5. Serve as the unit Supply Resource Manager for DoDAAC/UIC (add DoDAAC(s)/add UIC(s)). You will receive allocated funds in SABRS under WCI: (enter applicable WCI), BEA: (enter applicable BEA(s)), BESA: (enter applicable BESA(s)) as a resource to accomplish and execute your mission. Your specific duties include:

a. Execution of unit requisition management.

(1) Maintain all document numbers for the command's DoDAAC(s) used for requisitioning.

(2) Prepare requisitions and source documents.

(3) Ensure compliance with the Uniform Movement and Issue Priority System (UMMIPS).

(4) Induction of requisitions into the supply system.

(5) Retaining of requisition records.

(6) Maintain requisition status information.

(7) Ensure that available stock is issued (if authorized and held) before induction of requisitions into the supply system (except replenishment action).

(8) Follow up and/or conduct causative research on outstanding requisitions.

(9) Modify existing requisitions, when appropriate.

(10) Process cancellations, when appropriate.

(11) Process receipts, when appropriate.

(12) Make liaison with supply activities providing support to the unit for any additional action required.

(13) Ensure appropriate fiscal transactions process correctly.

(14) Manage related reports.

b. Recommend Fund Holder assignments and provide Fund Holder oversight for preparing source documents, ensuring the proper assignment of funding on an obligation document before the obligation is incurred.

c. Compile and execute the budget in accordance with the financial plan for the current fiscal year.

d. Monitor the execution of the financial plan for all fiscal years available for obligation.

e. Reconcile the accounting system with source documents on a cyclic basis.

f. Maintain financial records and source documents in accordance with the references.

g. Identify and provide information to the comptroller on Unmatched Disbursements (UMDs) and Negative Unliquidated Obligations (NULO) on error and exception listings.

h. Conduct Unliquidated Orders and Outstanding Travel Orders validations.

6. Serve as a Certifying Officer for DoDAAC/UIC (add DoDAAC(s)/add UIC(s)). You will promptly certify vouchers for payment in SABRS under WCI: (enter applicable WCI), BEA: (enter applicable BEA(s)), BESA: (enter applicable BESA(s)). Your specific duties include:

a. Provide oversight to Departmental Accountable Officials (DAOs) (i.e., Responsible Officers, Resource Manager/Fund Holders) to strengthen internal controls.

b. Ensure proper preparation of all source documents and availability of funds prior to certifying payment.

7. Serve as the GCPC Approving Official for DoDAAC/UIC (add DoDAAC(s)/add UIC(s)). Funding will be allocated to you for execution in SABRS from WCI: (enter applicable WCI), BEA: (enter applicable BEA(s)), BESA: (enter applicable BESA(s)). Your specific duties include:

a. Execute your duties in accordance with reference (a), applicable DON/USMC policies and procedures, NAVSUPINST, 4200.99, and locally established program operating procedures.

b. Provide oversight for appointed GCPC cardholders (CHs) in your hierarchy, frequently reviewing all available information in order to promptly identify improper use.

c. Ensure timely and accurate processing of monthly billing statements and updates of the cardholder's automated system, if applicable.

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d. Ensure assigned GCPC CHs are adequately controlling access to their card to preclude unauthorized use.

e. Serve as the certifying officer for the accounts assigned.

8. Serve as the Supply Automated Information System (AIS) Administrator responsible for approving command access to automated system(s) used to support the purchase request, requisitioning, receipt and acceptance, equipment accountability, financial management, and other supply chain management systems. Your specific duties include:

a. Approving System Authorization Access Requests (SAARs) in order to grant access to these systems for an activity.

b. If required, recommend the appointment of additional Supply AIS administrators to assist in the performance of these duties.

9. Recommend to me which personnel should be delegated, in writing, with the following roles on behalf of the command and ensure the appointments are maintained current on file: Supply Resource Manager (if not appointed), Fiscal/Budget & Accounting Officer (if not appointed and in absence of a unit comptroller), Certifying Officer, GCPC Approving Official (if not appointed), Supply AIS Administrator (if not appointed), GCPC CHs, Fund Holders, Receipt & Acceptors, and Responsible Officers.

10. This letter supersedes all previous letters and will remain in effect until revocation or reassignment.

(Signature)
(FI. MI. LAST Name of CO)

VOLUME 3: APPENDIX B

**RESPONSIBLE OFFICER/PROPERTY CUSTODIAN APPOINTMENT
 LETTER FORMAT**

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13 JUN 2016

APPENDIX B

RESPONSIBLE OFFICER / PROPERTY CUSTODIAN APPOINTMENT LETTER
FORMAT

Below is an example format of the Responsible Officer appointment letter and COs have the discretion to modify accordingly; however, the content of the example is the minimum requirements that will be used in all appointments.

4400
(code)
(Date)

From: Commanding Officer

To: (Rank First Name MI. Last Name)

Subj: APPOINTMENT AS RESPONSIBLE OFFICER / PROPERTY CUSTODIAN

Ref: (a) DoD 7000.14-R

(b) MCO 4400.201 Volume 3

Encl: (1) Consolidated Memorandum Receipt

1. Per the references, you are appointed as the Responsible Officer/Property Custodian for (*add unit name*), Department of Defense Activity Code (DoDAAC)/Unit Identification Code (UIC)/ Consolidated Memorandum Receipt (CMR)/ Custodian Asset Report (CAR) account: (*add DoDAAC*)/(*add UIC*)/(*add CMR/CAR account*). You are directed to comply with the references and other applicable directions in the performance of your duties and responsibilities.

2. You will receive allocated funds in the Standard Accounting Budgeting and Reporting System (SABRS) under Work Center Identification (WCI): (*enter applicable WCI*), Budget Execution Activity (BEA): (*enter applicable BEA(s)*), Budget Execution Sub-Activity (BESA): (*enter applicable BESA(s)*) as a resource to accomplish and execute your mission.

3. Prior to your acceptance of this account, but no later than (*enter date*), you must complete an inventory of all assigned equipment and return the CMR/CAR with the results of your inventory to me via the Supply Officer/Accountable Property Officer (APO). You must reconcile with the Supply Officer prior to the deadline and report the status of your account through endorsement of this letter. Your endorsement will be your formal acceptance of the CMR/CAR account, with or without identified discrepancies.

4. As indicated in the references, your responsibilities include:

a. Assume responsibility for resources (financial and property) assigned to you for mission accomplishment. These resources are issued from the supply office in the performance of your regular duties and will be properly accounted for within your span of control.

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b. Receipt for all equipment on-hand, ensuring the CMR/CAR identifies equipment by Marine Corps or manufacturer's serial number, when applicable, and ensure parent-child relationships are maintained within the Installed Base.

c. Maintain assigned equipment in a ready-for-use and serviceable condition in accordance with the applicable equipment's supporting technical manuals and Stock List publications.

d. Enforce a clear chain of custody for all equipment and always sub-custody equipment to others before allowing it to leave your area of responsibility. Any temporary loans outside of the command must be authorized by S-3, coordinated by S-4 and executed via Supply.

e. Report all changes of the accounting records to the Supply Officer as they occur.

f. Report all discrepancies to the supply officer in writing that exist between the CMR/CAR and what is actually on hand, and fully state the circumstances of each discrepancy.

g. Request necessary investigative action in writing, for CMR/CAR discrepancies resulting from a known loss, damage, or destruction of government property, to me via the Supply Officer in accordance with the references.

h. Conduct physical inventories of all assigned equipment and reconcile the account with the Supply Officer on a quarterly basis.

i. Delegate in writing, via a NAVMC 11869, the individuals who will perform the following duties:

(1) Receipt for Equipment, Supplies and/or Services

(2) Submit/Sign Purchase Requests

(3) Turn-in excess or damaged government property

j. You may and are encouraged to appoint Responsible Individuals (RI) to assist in your property accountability responsibilities. RIs are subcustody holders of accountable supplies, originally signed for by you. They are appointed by you in writing and will sign for all supplies within their possession. Delegation of accounting responsibilities to a RI does not relieve the RO of accountability.

5. Prior to being relieved as the RO, you must request a change of RO from the Supply Officer and conduct a joint inventory no less than 30 calendar days prior to your date of relief. The account must be transferred prior to your transfer from the command. Additionally, if you anticipate being separated from your property in excess of 60 calendar days, a new RO will be appointed and a joint inventory conducted.

(Signature)
(FI. MI. LAST Name of CO)

VOLUME 3: APPENDIX C

FUND HOLDER APPOINTMENT LETTER FORMAT

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APPENDIX C

FUND HOLDER APPOINTMENT LETTER FORMAT

Below is an example format of the Fund Holder appointment letter and COs have the discretion to modify accordingly; however, the content of the example is the minimum requirements that will be used in all appointments.

4400
(code)
(Date)

From: Commanding Officer
To: (Rank First Name MI. Last Name)

Subj: APPOINTMENT AS FUND HOLDER

Ref: (a) DoD 7000.14-R
(b) MCO 4400.201 Volume 3

1. Per the references, you are appointed as a Fund Holder for *(add unit name)*, Department of Defense Activity Code (DoDAAC)/Unit Identification Code (UIC): *(add DoDAAC)/(add UIC)*). You are directed to comply with the references and other applicable directions in the performance of your duties and responsibilities.

2. You will be responsible to the Supply Resource Manager for the proper assignment of funding on obligation documents before obligations are incurred and for maintaining a system of positive funds control in the Standard Accounting Budgeting and Reporting System (SABRS) for Work Center Identification (WCI): *(enter applicable WCI)*, Budget Execution Activity (BEA): *(enter applicable BEA(s))*, Budget Execution Sub-Activity (BESA): *(enter applicable BESA(s))*.

3. As indicated in the references, your responsibilities include:

- a. Ensure proper preparation of requisitioning source documents.
- b. Accurately record accounting transactions in the appropriate accounting system.
- c. Conduct reconciliations with the accounting system and source documents on a regular basis.
- d. Maintain appropriate financial records and source documents.

(Signature)
(FI. MI. LAST Name of CO)

VOLUME 3: APPENDIX D

GCPC APPROVING OFFICIAL APPOINTMENT LETTER FORMAT

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APPENDIX D

GCPC APPROVING OFFICIAL APPOINTMENT LETTER FORMAT

Below is an example format of the GCPC Approving Official (AO) appointment letter and COs have the discretion to modify accordingly; however, the content of this example includes the minimum requirements that will be used in all appointments. This does not replace the prescribed local Agency Program Coordinator (APC) appointment letter; however, the prescribed local APC appointment letter can be used in lieu of this example letter if it meets the minimum requirements identified in the below example and it is signed by the CO. The Supply Officer / Accountable Property Officer (APO) Appointment letter (see Appendix A) or DD 577 shall not serve as a replacement to this appointment letter.

4400
(code)
(Date)

From: Commanding Officer
To: (Rank First Name MI. Last Name)

Subj: APPOINTMENT AS GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC)
CARDHOLDER

Ref: (a) DoD 7000.14-R
(b) NAVSUP 4200.99
(c) DON EBUSOPSOFFINST 4200.1A
(d) MCO 4400.201 Volume 3
(e) Installation GCPC SOP
(f) NAVSUPINST 4200.85D, Enclosure (2)

Encl: (1) DD 577

1. Per the references, you are appointed as a GCPC Approving Official for *(add unit name)*, Department of Defense Activity Code (DoDAAC)/Unit Identification Code (UIC): *(add DoDAAC)/(add UIC)*. You are directed to comply with the references and other applicable directions in the performance of your duties and responsibilities.
2. Your assigned GCPC APC is: (enter the Rank First Name MI Last Name of the appointed GCPC Agency Program Coordinator).
3. As the GCPC AO, you will approve the allocation of funding for execution in the Standard Accounting Budgeting and Reporting System (SABRS) for Work Center Identification (WCI): *(enter applicable WCI)*, Budget Execution Activity (BEA): *(enter applicable BEA(s))*, Budget Execution Sub-Activity (BESA): *(enter applicable BESA(s))* via the Supply Resource Manager.
4. As indicated in the references, you will:

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- a. Review and approve all CH statements and reconcile when Cardholders (CH) fails to do so in a timely manner.
- b. Review all purchase documentation and verify that CH transactions are proper, legal, mission essential and correct in accordance with government rules and regulations.
- c. Sign and date the AO account statement.
- d. Notify the APC of any improper purchases and record all improper purchases in the approved Department of the Navy (DON) data mining tool.
- e. Track purchases paid for, but not received, and monitor related disputes until the transaction issue is resolved.
- f. Use the DON data mining tool to review transactions.
- g. Validate that the CH fulfills their responsibilities.
- h. Resolve any questionable purchases with the CH.
- i. Notify the APC immediately to close a CH account when the CH is transferred, terminated, or is in absent-without leave status.
- j. Notify the APC of planned AO reassignment or departure.
- k. Notify the A/OPC of lost/stolen cards.
- l. Recommend dollar limits and inclusion/exclusion of other merchant category codes to further reduce the risk of misuse to the APC for CHs under their purview.

(Signature)
(FI. MI. LAST Name of CO)

VOLUME 3: APPENDIX E

GCPC CARDHOLDER APPOINTMENT LETTER FORMAT

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APPENDIX E

GCPC CARDHOLDER APPOINTMENT LETTER FORMAT

Below is an example format of the GCPC Cardholder (CH) appointment letter and COs have the discretion to modify accordingly; however, the content of this example includes the minimum requirements that will be used in all appointments. This does not replace the prescribed local APC appointment letter; however, the prescribed local APC appointment letter can be used in lieu of this example letter if it meets the minimum requirements identified in the below example and it is signed by the CO. The Supply Officer/ Accountable Property Officer (APO) Appointment letter (see Appendix A) or DD 577 shall not serve as a replacement to this appointment letter.

4400
(code)
(Date)

From: Commanding Officer
To: (Rank First Name MI. Last Name)

Subj: APPOINTMENT AS GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC)
CARDHOLDER

Ref: (a) DoD 7000.14-R
(b) NAVSUP 4200.99
(c) DON EBUSOPSOFFINST 4200.1A
(d) MCO 4400.201 Volume 3
(e) Installation GCPC SOP
(f) NAVSUPINST 4200.85D, Enclosure (2)

Encl: (1) DD 577

1. Per the references, you are appointed as a GCPC Cardholder for *(add unit name)*, Department of Defense Activity Code (DoDAAC)/Unit Identification Code (UIC): *(add DoDAAC)/(add UIC)*. You are directed to comply with the references and other applicable directions in the performance of your duties and responsibilities.

2. Your assigned GCPC Approving Official (AO) is: (enter the Rank First Name MI Last Name of the appointed GCPC Approving Official).

3. Funding will be allocated to you via the Supply Resource Manager for execution, upon approval from the GCPC AO, in the Standard Accounting Budgeting and Reporting System (SABRS) for Work Center Identification (WCI): *(enter applicable WCI)*, Budget Execution Activity (BEA): *(enter applicable BEA(s))*, Budget Execution Sub-Activity (BESA): *(enter applicable BESA(s))*.

4. As indicated in the references, you will:

- a. Properly use the card to purchase authorized goods and services only.

- b. Use the card ethically.
- c. Ensure availability of funds before purchase.
- d. Observe authorized dollar limits on purchases to include any additional charges; i.e., shipping, currency exchange fees.
- e. Purchase supplies and services from required sources such as AbilityOne, when available, within the required time frame.
- f. Instruct the vendor not to charge the GCPC until after the supplies are shipped.
- g. Request that purchases be exempt from state sales tax.
- h. Notify the property accountability official of pilferable, sensitive, or high valued property obtained with the GCPC, in accordance with their activity's established property accountability policy.
- i. Maintain a log for all purchases.
- j. Obtain receipts for all purchases.
- k. Reconcile all bank statement transactions with a purchase log.
- l. Contact the merchant to resolve questionable transactions prior to contacting the bank or disputing the transaction.
- m. Maintain vigilance of identity theft schemes attempting to gain access to financial information.
- n. Secure GCPC information by keeping the card in a safe, secure location, encrypting full account information when transmitting electronically, and using short account numbers if transmission is not encrypted.
- o. Immediately report if your card is lost or stolen, first to the card-issuing bank, then to your A/OPC.
- p. Destroy lost or stolen cards if recovered.
- q. Return your card upon leaving the GCPC role, the unit, or retiring.
- r. Do NOT use your purchase card to purchase the following prohibited items. See reference (f) for full explanation and background information on prohibited purchases.
 - 1. Items or services not for government use or of a personal nature such as fines, court costs, bail and bond payments, alimony, child support, dating and escort services, casino gaming chips, off-track betting, travel or travel-related expenses, tax payments, payment of salaries and wages, gifts and mementoes.

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2. Monetary items or services such as wire transfers, savings bonds, gift card, money orders, travelers' checks foreign currency.
3. Buildings and/or land or lease of long-term rental. Long term is defined as one month.
4. Commercial vehicles. Sales, rental and lease of vehicles to include boats, vessels, helicopters are prohibited.
5. Repair of GSA-leased vehicles.
6. Transportation of household goods, freight and logistics shipments.
7. Aircraft fuel and oil.
8. Purchases from contractors or contractor agents who are military personnel or civilian employees of the Federal Government.
 - s. Do NOT allow others to use your GCPC.
 - t. Do NOT split purchases in order to stay below your authorized spend limit.
 - u. Do NOT sign any vendor written terms and conditions that would financially bind the government without proper authority, when making a purchase.
 - v. Discuss with your AO or APC if uncertain as to whether a purchase is appropriate.
 - w. Ensure proper preparation of requisitioning source documents.
 - x. Ensure timely and accurate processing of monthly billing statements and updates of the cardholder's automated system, if applicable.
 - y. Maintain appropriate financial records and source documents.
 - z. Reconcile source documents with the Supply Resource Manager and GCPC AO to ensure the accurate recording of accounting transactions in the appropriate accounting system.
 - aa. Frequently review available information from contractor and other automated purchase card support systems in order to promptly identify improper use.
 - ab. Take timely and proper action when unauthorized charges occur.

(Signature)
(FI. MI. LAST Name of CO)

VOLUME 3: APPENDIX F

CERTIFYING OFFICER APPOINTMENT LETTER FORMAT

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APPENDIX F

CERTIFYING OFFICER APPOINTMENT LETTER FORMAT

Below is an example format of the Certifying Officer appointment letter and COs have the discretion to modify accordingly; however, the content of the example is the minimum requirements that will be used in all appointments.

4400
(code)
(Date)

From: Commanding Officer
To: (Rank First Name MI. Last Name)

Subj: APPOINTMENT AS CERTIFYING OFFICER

Ref: (a) DoD 7000.14-R
(b) MCO 4400.201 Volume 3

Encl: (1) DD 577

1. Per the references, you are appointed as a Certifying Officer for *(add unit name)*, Department of Defense Activity Code (DoDAAC)/Unit Identification Code (UIC): *(add DoDAAC)/(add UIC)*. You are directed to comply with the references and other applicable directions in the performance of your duties and responsibilities.

2. You will promptly certify vouchers for payment in the Standard Accounting Budgeting and Reporting System (SABRS) under WCI: *(enter applicable WCI)*, BEA: *(enter applicable BEA(s))*, BESA: *(enter applicable BESA(s))*. Your specific duties include:

a. Attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher, and certifying the voucher as correct and proper for payment.

b. Provide oversight to Departmental Accountable Officials (DAOs) (i.e., Responsible Officers, Resource Manager/Fund Holders) to strengthen internal controls.

c. Ensure proper preparation of all source documents and availability of funds prior to certifying payment.

(Signature)
(FI. MI. LAST Name of CO)

VOLUME 3: APPENDIX G

COMMANDING OFFICER CERTIFICATE OF RELIEF FORMAT

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APPENDIX G

COMMANDING OFFICER CERTIFICATE OF RELIEF FORMAT

Below is an example format of the outgoing CO Certificate of Relief letter. COs have the discretion to modify accordingly; however, the content of the example is provided as an outline to ensure the relieving CO is provided the minimum information required to assess the overall status of the account upon assumption of command.

4400
(code)
(Date)

From: (Rank First Name MI. Last Name of outgoing CO)

To: (Rank First Name MI. Last Name of relieving CO)

Subj: COMMANDING OFFICER CERTIFICATE OF RELIEF

Ref: (a) MCO 4400.201 Volume 3

Encl: (1) Wall-to-Wall Inventory
(2) CMR/CAR Account Listing
(3) BEA/BESA Authorizations and Status
(4) Supply Manning summary
(5) NAVMC 11867

1. Per the references, a comprehensive review of the *(add unit name)* supply account, *(add DoDAAC)/(add UIC)*, has been conducted and all relevant areas have been addressed in the following paragraphs.
2. Property Control. *(Provide a summary of property control to include the following topics: Table of Equipment, Wall to Wall Inventory, Mechanized Allowance Listing, Consolidated Memorandum Receipts, Garrison Property, pending actions (e.g., current/pending investigations/discrepancy letters), miscellaneous property control issues (e.g., TOECRs, UUNS, etc.), and/or additional inventory (e.g., demand supported inventory, etc.)).*
3. Fiscal. *(Provide an overview of the current fiscal posture to include funding allocation (WCI/BEA/BESA), status of funds, unique requisitioning procedures, significant open requisitions, and/or GCPC/fund holder assignments (NAVMC 11867).)*
4. Warehouse. *(Provide an overview of warehouse operations to include personal effects and/or significant warehouse concerns.)*
5. Personnel. *(Provide a summary of current supply manning.)*
6. Summary. *(Provide final thoughts on the status of the account.)*

(Signature)

(FI. MI. LAST Name of outgoing CO)

VOLUME 3: APPENDIX H

**SUPPLY OFFICER/ACCOUNTABLE PROPERTY OFFICER CERTIFICATE
OF RELIEF FORMAT**

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PAGE PARAGRAPH	EXPLANATION OF SUBSTANTIVE CHANGES	PURPOSE	DATE OF CHANGE

APPENDIX H

**SUPPLY OFFICER/ACCOUNTABLE PROPERTY OFFICER CERTIFICATE OF RELIEF
FORMAT**

Below is an example format of the outgoing Supply Officer/Accountable Property Officer (APO) Certificate or Relief letter. Supply Officers/APOs have the discretion to modify accordingly; however, the content of the example is provided as an outline to ensure the relieving Supply Officer/APO is provided the minimum information required to assess the overall status of the account upon assumption of command. At that time, the relieving Supply Officer/APO will conduct the necessary supply inspections to determine the condition of materiel, records, and operating procedures and document the results to the CO as an endorsement to the outgoing Supply Officer's/APOs Certificate of Relief.

4400
(code)
(Date)

From: (Rank First Name MI. Last Name of outgoing Supply Officer/Accountable Property Officer)

To: (Rank First Name MI. Last Name of relieving Supply Officer/Accountable Property Officer)

Subj: SUPPLY OFFICER/ACCOUNTABLE PROPERTY OFFICER CERTIFICATE OF RELIEF

Ref: (a) MCO 4400.201 Volume 3

Encl: (1) NAVMC 11867
(2) Wall-to-Wall Inventory
(3) CMR/CAR Account Listing
(4) BEA/BESA Authorizations and Status
(5) Supply Manning summary

1. Per the references, a comprehensive review of the (*add unit name*) supply account, (*add DoDAAC*)/(*add UIC*), has been conducted and all relevant areas have been addressed in the following paragraphs.

2. Property Control. (*Provide a summary of property control to include the following topics: Table of Equipment, Wall to Wall Inventory, Mechanized Allowance Listing, Consolidated Memorandum Receipts, Garrison Property, pending actions (e.g., current/pending investigations/discrepancy letters), miscellaneous property control issues (e.g., TOECRs, UUNS, etc.), and/or additional inventory (e.g., demand supported inventory, etc.)*).

3. Fiscal. (*Provide an overview of the current fiscal posture to include funding allocation (WCI/BEA/BESA), status of funds, unique requisitioning procedures, significant open requisitions, and/or GCPC/fund holder assignments (NAVMC 11867)*).

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4. Warehouse. *(Provide an overview of warehouse operations to include personal effects and/or significant warehouse concerns.)*
5. Personnel. *(Provide a summary of current supply manning.)*
6. Summary. *(Provide final thoughts on the status of the account)*

(Signature)
(FI. MI. LAST Name of outgoing Supply
Officer)

VOLUME 3: APPENDIX I

CLASSES AND SUBCLASSES OF SUPPLY

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PAGE PARAGRAPH	EXPLANATION OF SUBSTANTIVE CHANGES	PURPOSE	DATE OF CHANGE

APPENDIX I

CLASSES AND SUBCLASSES OF SUPPLY

Class	Description	Subclass	Title	Description
I	Subsistence.	A	Air (Aviation, Aircraft, Airdrop Equipment)	Class I—Food packet, inflight, individual.
		C	Operational Rations	Includes the standard B ration, which is used for group feeding in areas where kitchen facilities, except refrigeration, are available and ration supplement sundries packs are issued in conjunction with the standard B ration until normal post exchange facilities are provided.
		R	Refrigerated Subsistence	Consists of two categories of refrigeration--that which is required to be maintained at 0°F to keep frozen meals and foods for extended periods and that which is to be maintained at approximately 40°F to keep perishables in A rations--such as fruits, vegetables, and eggs--for shorter periods.
		S	Nonrefrigerated Subsistence	Includes items in standard B rations and nonperishable items in A rations.
		W	Ground	Class I - Water—When delivered as a supply item.
		X	In Class	Indicates no subclass assigned.
II	Clothing, individual equipment, tentage, organizational tools sets and tool kits, hand tools, maps, and administrative and housekeeping supplies and equipment.	A	Air (Aviation, Aircraft, Airdrop Equipment)	Class II—Items of supply and equipment in support of aviation/aircraft.
		B	Troop Support Materiel	Consists of items such as water purification sets, shower, bath, laundry, drycleaning, and bakery equipment; sets, kits, and outfits (includes tool and equipment sets and shop/equipment sets for performing organization, DS, GS, and depot-level maintenance operations); sensors and interior intrusion devices; topographic equipment and related topographic products as outlined in AR 115-11.
		E	General Supply Items	Includes administrative expendable supplies such as typewriter ribbons, paper, cleaning materials, and other supplies normally referred to as office supplies; also includes publications distributed AG channels.
		F	Clothing and Textiles	Includes individual and organizational items of clothing and equipment authorized in allowance tables and tentage/tarpaulins authorized in TOE or other media.
		H	Test, Measurement, and Diagnostic Equipment	Includes items of equipment used to determine the operating efficiency of, or diagnose incipient problems in, systems, components, assemblies, and subassemblies of materiel used by the Army.
		W	Ground	Classes II, VII, and IX—Consist of construction/ road-building and materials-handling equipment.
		X	In Class	Indicates no subclass assigned.
		Z	Chemical	Class II— Battledress overgarments, M256 chemical detector kits.
III	POL: petroleum fuels; lubricants; hydraulic and insulating oils; preservatives; liquid and compressed gasses; bulk chemical products; coolants; deicing and antifreeze compounds, together with components and additives of such products; and coal.	A	Air (Aviation, Aircraft, Airdrop Equipment)	Class III-Petroleum and chemical products used in support of aircraft.
		W	Ground	Class III—Includes petroleum/chemical products and solid fuels used in support of ground and marine equipment.
		X	In Class	Indicates no subclass assigned.
		1	Air, Bulk Fuels	Includes jet fuels and aviation gasolines, normally transported by pipeline, rail tank car, tank truck, barge, coastal or oceangoing tankers, and stored in a tank or container having a fill capacity greater than 500 gallons.
		2	Air, Packaged Bulk Fuels	Includes fuels in subclass 1 which, because of operational necessity, are generally packaged and supplied in containers of 5- to 55-gallon capacity, except fuels in military collapsible containers of 500 gallons or less which will also be considered as packaged fuels.
		3	Air, Packaged Petroleum Products	Includes aircraft-unique petroleum and chemical products consisting generally of lubricating oils, greases, and specialty items normally packaged by the manufacturer and procured, stored, transported, and issued in containers or packages of 55-gallon capacity or less.
		4	Ground, Bulk Fuels	Includes motor gasoline, diesel, kerosene, and heating oils normally transported by pipeline, rail tank car, tank truck, barge, coastal or oceangoing tankers, and stored in a tank or container having a fill capacity greater than 500 gallons.
		5	Ground, Packaged Bulk Fuels	Includes ground bulk fuels which, because of operational necessity, are generally packaged and supplied in containers of 5- to 55-gallon capacity, except fuels in military collapsible containers of 500 gallons or less which will also be considered as packaged fuels.
		6	Ground, Packaged Petroleum	Includes petroleum and chemical products, generally lubricating oils, greases, and specialty items normally packaged by the manufacturer and procured, stored, transported, and issued in containers of 55-gallon capacity or less.
7	Ground, Solid Fuels	Includes coal, coke heating tables, or bars.		

MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE CORPS
Volume 3, Appendix I **MCO 4400.201-V-3**

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Class	Description	Subclass	Title	Description
IV	Construction materials, including installed equipment and all fortification/barrier materials.	T	Industrial Supplies	Common supplies and repair parts such as shop stocks, hardware, and fabrication-type items generally having multiple uses. The Defense Industrial Supply Center generally manages such items.
		X	In Class	Indicates no subclass assigned.
V	Ammunition of all types, including chemical and special weapons, bombs, explosives, mines, fuses, detonators, pyrotechnics, missiles, rockets, propellants, and other associated items.	A	Air (Aviation, Aircraft, Airdrop Equipment)	Class V—Munitions delivered by aircraft or aircraft weapons systems.
		L	Missiles	Classes H, VII, and IX include guided missile and rocket systems such as Patriot, MLRS, and Avenger. Class V includes guided missile ammunition items.
		N	Special Weapons	Class V—Includes nuclear and thermonuclear munitions.
		W	Ground	Class V - Conventional munitions—Consists of chemical smoke and illuminating, incendiary, riot control, and improved conventional munitions.
		X	In Class	Indicates no subclass assigned.
VI	Personal demand items (nonmilitary sales items).	X	In Class	Indicates no subclass assigned.
VII	Major end items: a final combination of end products that are ready for their intended use, for example, tanks, launchers, mobile machine shops, and vehicles.	A	Air (Aviation, Aircraft, Airdrop Equipment)	Class VII-Major end items of aviation equipment.
		B	Troop Support Materiel	Consists of items such as water purification sets, shower, bath, laundry, drycleaning, and bakery equipment; sets, kits, and outfits (includes tool and equipment sets and shop/equipment sets for performing organization, DS, GS, and depot-level maintenance operations); sensors and interior intrusion devices; topographic equipment and related topographic products as outlined in AR 115-11.
		D	Commercial Vehicles	Includes wheeled vehicles authorized for use in administrative or tactical operations.
		G	Communications-Electronics	Includes signal items such as radio, telephone, satellite, avionics, marine communications and navigational equipment; tactical and nontactical ADPE; radar; photographic, audiovisual, and television equipment; and electronic sensors.
		H	Test, Measurement, and Diagnostic Equipment	Includes items of equipment used to determine the operating efficiency of, or diagnose incipient problems in, systems, components, assemblies, and subassemblies of materiel used by the Army.
		K	Tactical Vehicles	Includes truck tractors, trailers, semitrailers, and personnel carriers.
		L	Missiles	Classes H, VII, and IX include guided missile and rocket systems such as Patriot, MLRS, and Avenger. Class V includes guided missile ammunition items.
		M	Weapons	Includes small arms, artillery, fire control systems, rocket launchers, machine guns, air defense weapons, and aircraft weapon subsystems.
		N	Special Weapons	Class VII-Includes weapon systems that deliver nuclear munitions.
		O	Combat Vehicles	Includes main battle tanks, recovery vehicles, self-propelled artillery, armored cars, and tracked and half-tracked vehicles.
		P	US Army Intelligence and Security Command Materiel	Includes that materiel for which the US Army Intelligence and Security Command has responsibility. Normally authorized in classified authorization tables. Although USAINSCOM items are electronic, they are identified separately because they do not follow the same supply and maintenance channels as subclass G.
		Q	Marine Equipment	Includes marine items of supply and equipment such as amphibious vehicles, landing craft, barges, tugs, floating cranes, and dredges.
		U	COMSEC Materiel	This subclass is identified separately from subclass G because of specialized supply and maintenance performed through a dedicated COMSEC logistics system.
		W	Ground	Classes II, VII, and IX—Consist of construction/ road-building and materials-handling equipment.
		X	In Class	Indicates no subclass assigned.
Y	Railway Equipment	Includes rail items of supply and equipment such as locomotives, railcars, rails, rail joining, and shifting equipment.		
Z	Chemical	Class II— Battledress overgarments, M256 chemical detector kits.		

MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE CORPS
Volume 3, Appendix I

MCO 4400.201-V-3

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Class	Description	Subclass	Title	Description
VIII	Medical materiel, including medical-peculiar repair parts.	A	Medical Materiel	
		B	Blood / Fluids	
IX	Repair parts (less medical-peculiar repair parts): all repair parts and components, to include kits, assemblies, and subassemblies--reparable and nonreparable-required for maintenance support of all equipment.	A	Air (Aviation, Aircraft, Airdrop Equipment)	Class IX--Aircraft repair parts.
		L	Missiles	Classes H, VII, and IX include guided missile and rocket systems such as Patriot, MLRS, and Avenger. Class V includes guided missile ammunition items.
		N	Special Weapons	Class IX--Includes repair parts for Class VII-N.
		T	Industrial Supplies	Common supplies and repair parts such as shop stocks, hardware, and fabrication-type items general having multiple uses. The Defense Industrial Supply Center generally manages such items.
		W	Ground	Classes II, VII, and IX--Consist of construction/ road-building and materials-handling equipment.
		X	In Class	Indicates no subclass assigned.
		Z	Chemical	Class II-- Battledress overgarments, M256 chemical detector kits.
X	Materiel to support nonmilitary programs, such as agricultural economic development, not included in Classes I through IX.	X	In Class	Indicates no subclass assigned.

VOLUME 3: APPENDIX J

TABLE OF AUTHORIZED MATERIEL CONTROL NUMBERS

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APPENDIX J

TABLE OF AUTHORIZED MATERIEL CONTROL NUMBERS

Commodity	Type 1	Type 2	Type 3	Tactical Non-Standard Equipment (NS-E) *	Special Item Equipment (SIE)
Communications-Electronics	A0001-A9999	H0001-H9999	T0001-T9999	A0001-A9999	Q0001-Q9999
				H0001-H9999	
				T0001-T9999	
Engineer	B0001-B9999	J0001-J9999	U0001-U9999	B0001-B9999	
				J0001-J9999	
				U0001-U9999	
General Supply	C0001-C9999	K0001-K9999	V0001-V9999	C0001-C9999	
				K0001-K9999	
				V0001-V9999	
Motor Transport	D0001-D9999	M0001-M9999	W0001-W9999	D0001-D9999	
				M0001-M9999	
				W0001-W9999	
Ordnance	E0001-E9999	N0001-N9999	X0001-X9999	E0001-E9999	
				N0001-N9999	
				X0001-X9999	
For HQMC Use	TAMCNs starting with F, R, Y and Z				
Not Used	TAMCNs starting with I, L, and O				
Garrison Mobile Equipment**	G0001-G9999				
Petroleum	P0001-P9999				
Subsistence	S0001-S9999				

* NS-E can be assigned any TAMCN commodity designator, but will always have a MCSN instead of an NSN.

** Refer to reference (p) for further information.

VOLUME 3: APPENDIX K

REQUEST FOR HERITAGE ASSET DETERMINATION FORMAT

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APPENDIX K

REQUEST FOR HERITAGE ASSET DETERMINATION FORMAT

Requests to identify an item as a heritage asset will be submitted using the below format.

5750

Office Code

Date

From: Commanding Officer

To: Registrar, National Museum of the Marine Corps, 2014 Anderson Ave.,
Quantico, VA 22134-5002

Subj: REQUEST FOR HERITAGE ASSET DETERMINATION

Ref: (a) MCO 4400.201 Volume 3

(b) MCO 5750.1_

(c) MCO P10520.3_ (if applicable)

Encl (1) Digital Image(s) of potential Heritage Asset being reported (*include images of identify features such as serial number or part number, if applicable*)

(2) Copy of Limited Demilitarized Certificate (*if applicable*)

1. In accordance with the references, this request is submitted to identify an asset as a potential heritage asset.

2. The following asset description is provided with digital images provided as enclosure (1):

Nomenclature:

Part/Identification Number: (*if applicable*)

National/Marine Corps Stock Number: (*input NA if not assigned*)

Country of Origin:

Unit Price: (*if applicable*)

Unit of Issue: (*if applicable*)

Quantity:

Serially Controlled (Y/N) (*indicate "Yes" or "No"*)

Serial Number(s): (*input NA if not assigned*)

Estimated Annual Cost of Maintenance:

3. The significance of this asset is (*describe significance of object to the unit, date obtained, where obtained, background/provenance of asset, why it contributes to unit's traditions and/or esprit de corps and more readily allows the unit to exploit historical experiences*).

4. The physical condition and current location of this asset is (*describe condition as well as physical location of the asset(s)*).

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5. This command understands that approval of this request does not constitute authorization to maintain physical possession of the asset.

6. The point of contact for this matter is (include rank, full name, telephone number, and e-mail).

(Signature)

(FI. MI. LAST Name of CO)

VOLUME 3: APPENDIX L

**REQUEST FOR CONDITIONAL LOAN OR DISPLAY EQUIPMENT RETENTION
FORMAT**

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APPENDIX L

REQUEST FOR CONDITIONAL LOAN OR DISPLAY EQUIPMENT RETENTION

FORMAT

Requests for conditional loan of heritage assets or retention of display equipment will be submitted using the below format.

5750

Office Code

Date

From: Commanding Officer

To: Commanding General, Marine Corps Installations Command

Via: *(insert appropriate chain of command as described in paragraph 10 of Chapter 6)*

Subj: REQUEST CONDITIONAL LOAN RETENTION or REQUEST DISPLAY EQUIPMENT RETENTION *(choose appropriate request based on heritage asset determination)*

Ref: (a) MCO 4400.201 Volume 3

(b) MCO 5750.1_

(c) MCBul 4410

(d) MCO P10520.3_ *(if applicable)*

Encl: (1) NMMC endorsement on REQUEST FOR HERITAGE ASSET DETERMINATION

(2) Digital Image(s) of asset(s) *(if not included in enclosure (1), include images of data plate and both sides (front and back) of the lower receiver for small arms, if applicable)*

(3) Copy of Limited Demilitarized Certificate *(if applicable)*

1. In accordance with the references, this command is requesting conditional loan retention of the below heritage asset. *(Change to "In accordance with the references, this command is requesting display retention of the below asset." if asset was not accepted by the NMMC as a heritage asset.)*

2. The following asset description is provided with digital images provided in enclosure (1): *(change "in enclosure (1)" to "in enclosure (2)" if not provided in enclosure (1))*

Nomenclature:

Part/Identification Number:

National/Marine Corps Stock Number: *(input NA if not assigned)*

Country of Origin:

Unit Price:

Unit of Issue:

Quantity:

Serially Controlled (Y/N) *(indicate "Yes" or "No")*

Serial Number(s): *(input NA if not assigned)*

Estimated Annual Cost of Maintenance:

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3. The significance of this asset is *(describe significance of object to the unit, date obtained, where obtained, background/provenance of asset, why it contributes to unit's traditions and/or esprit de corps and more readily allows the unit to exploit historical experiences)*.
4. The physical condition and current location of this asset is *(describe condition as well as location asset(s) will be physically displayed. Also describe security measures in place for safeguarding)*.
5. If authorized to maintain this asset as a heritage asset on conditional loan, stewardship responsibility will be established in the Department of the Navy Heritage Asset Management System (DONHAMS) by the NMMC. *(Use this paragraph if request is for conditional loan retention, use alternative paragraph 5 below if for display equipment retention)*
5. If authorized to maintain this asset as display equipment, accountability will be established using this command's base property sub-custody account *(insert DoDAAC/PPM sub-custody account number of unit requesting conditional loan)*, an account currently established under the *(insert installation name)* PPM, *(insert PPM DoDAAC)*. *(Use this paragraph if request is for display equipment retention, use alternative paragraph 5 above if for conditional loan retention)*
6. If approved for retention, this command understands its responsibility to maintain the asset in an acceptable condition. Any associated budget requirements for maintenance of the asset(s) will be coordinated with the installation commander identified above. *(If there are no expected maintenance requirements associated with the asset, add the last sentence "There are currently no expected maintenance support requirements for this asset.")*
7. The point of contact for this matter is (include rank, full name, telephone number, and e-mail).

(Signature)
(FI. MI. LAST Name of CO)

VOLUME 3: APPENDIX M

COMPARTMENT MARKINGS

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APPENDIX M

COMPARTMENT MARKINGS

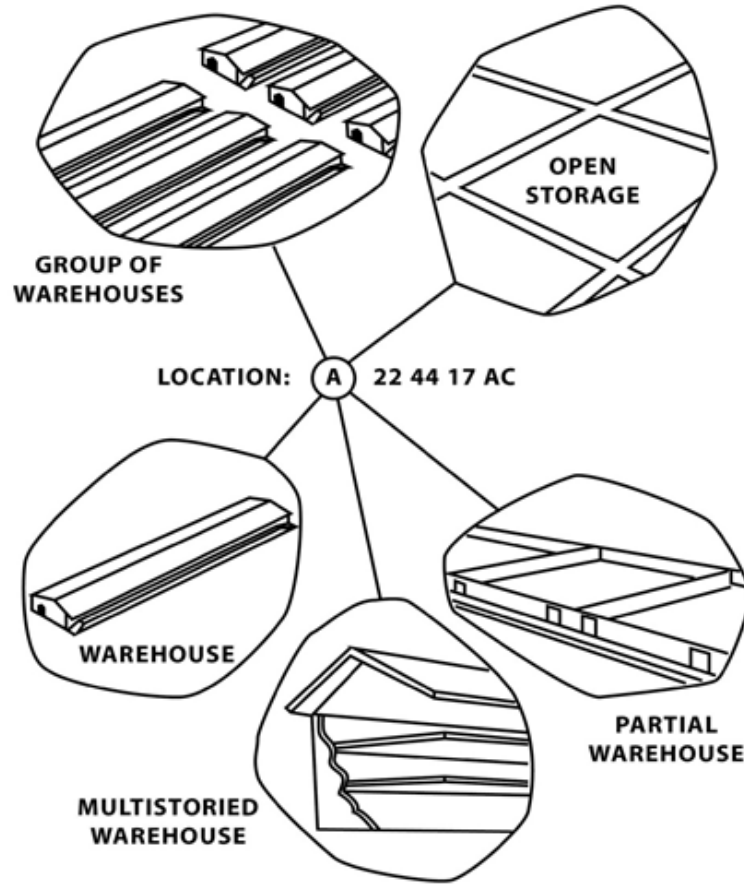


Figure M-1. Area Examples.

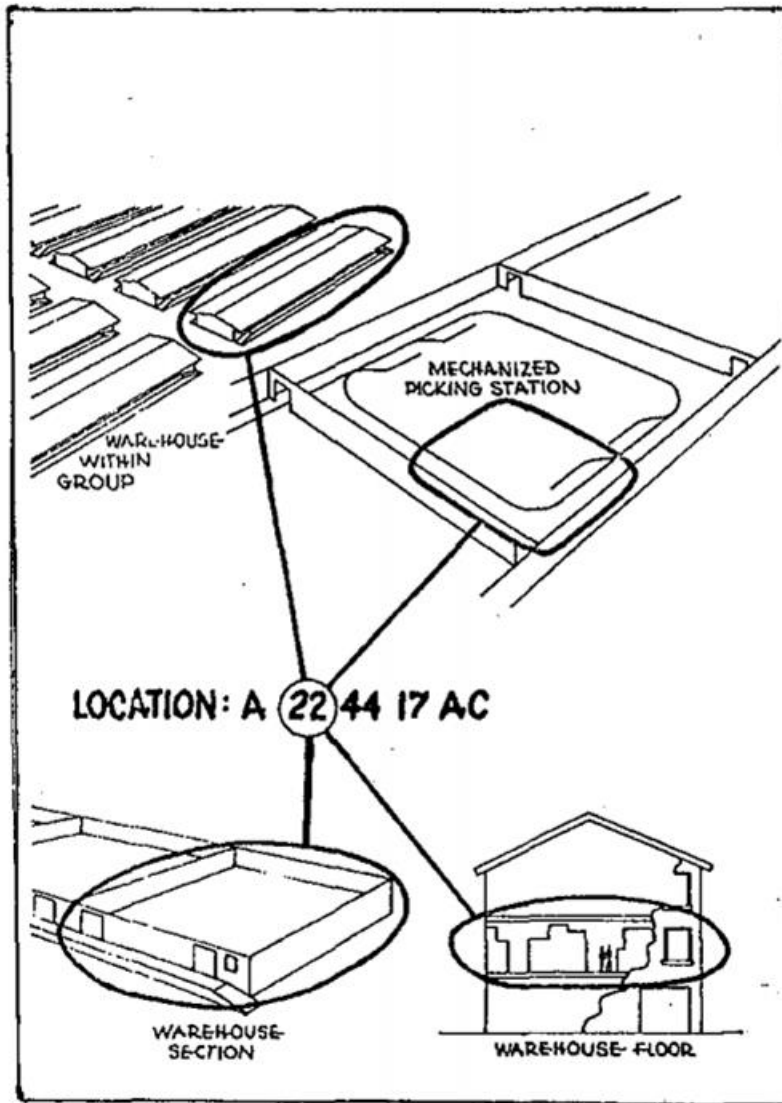


Figure M-2. Station Examples.

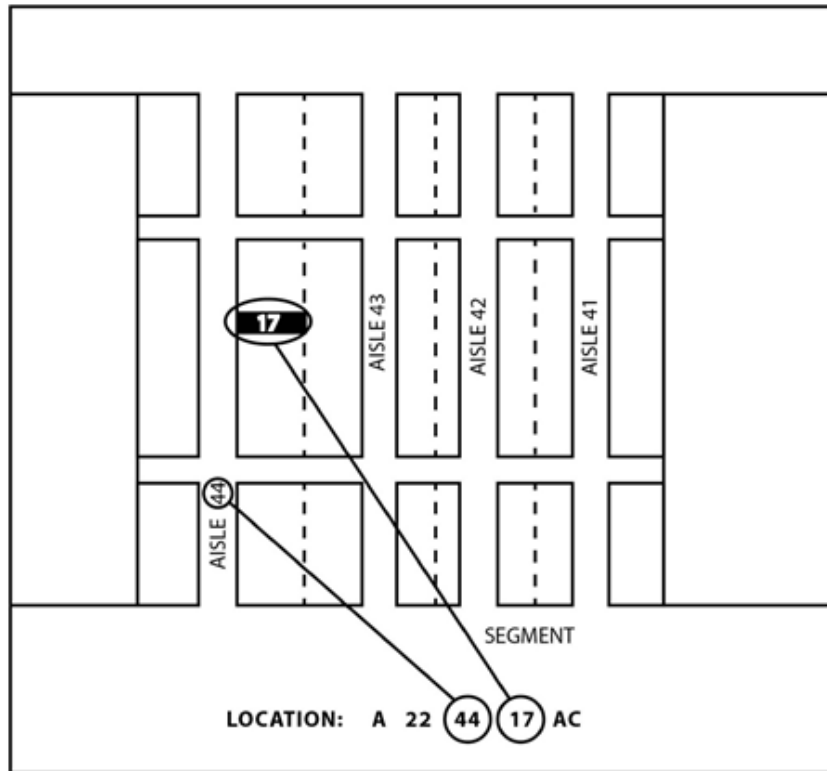


Figure M-3. Aisle and Segment Bulk Storage

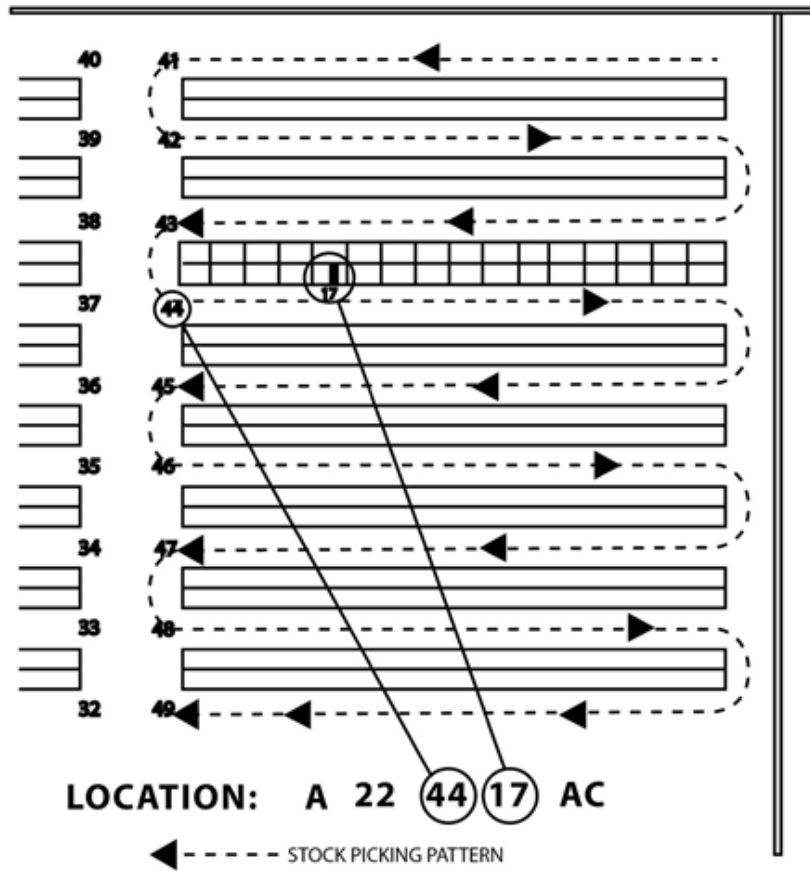


Figure M-4. Aisle and Segment Bin Storage

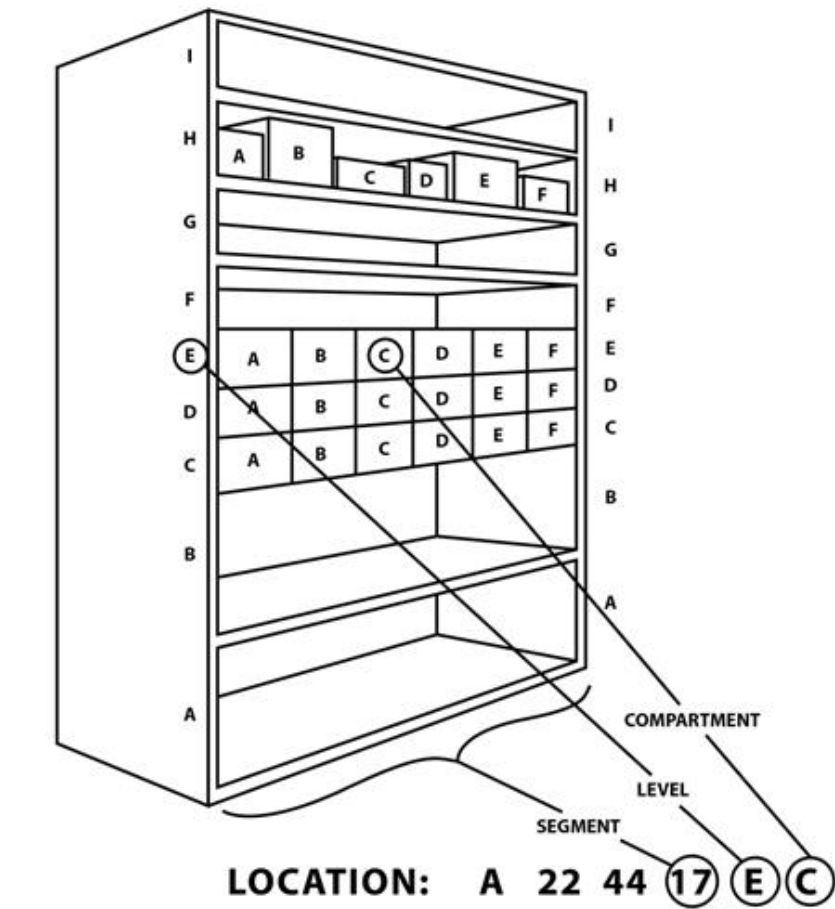


Figure M-5. Segment Level Compartment Bin Storage

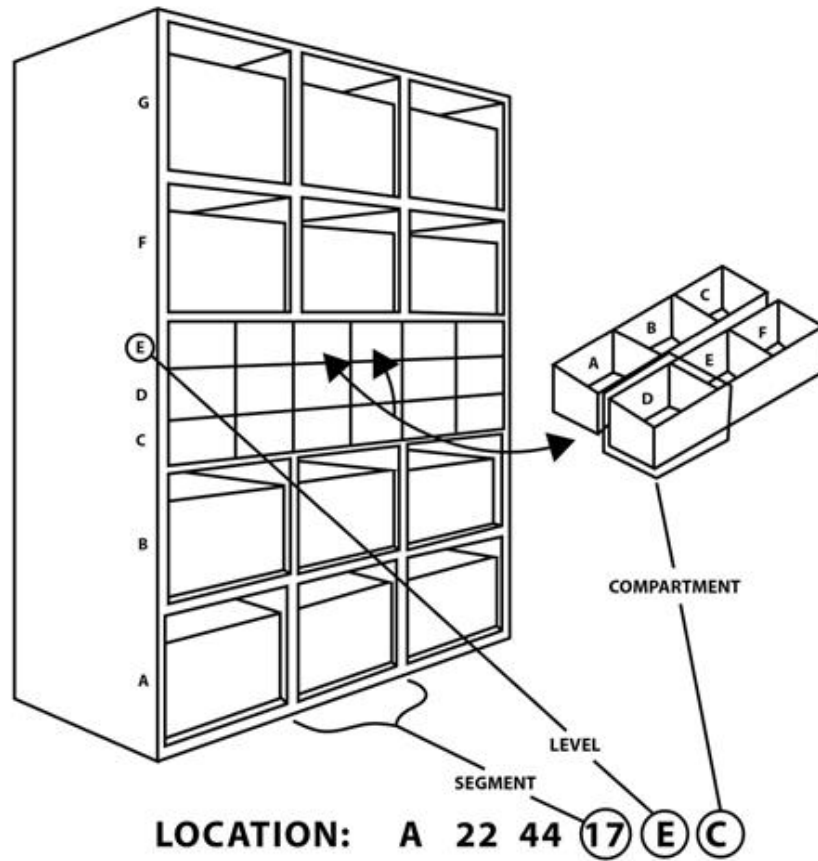


Figure M-6. Segment Level Compartment Divided Bin Storage

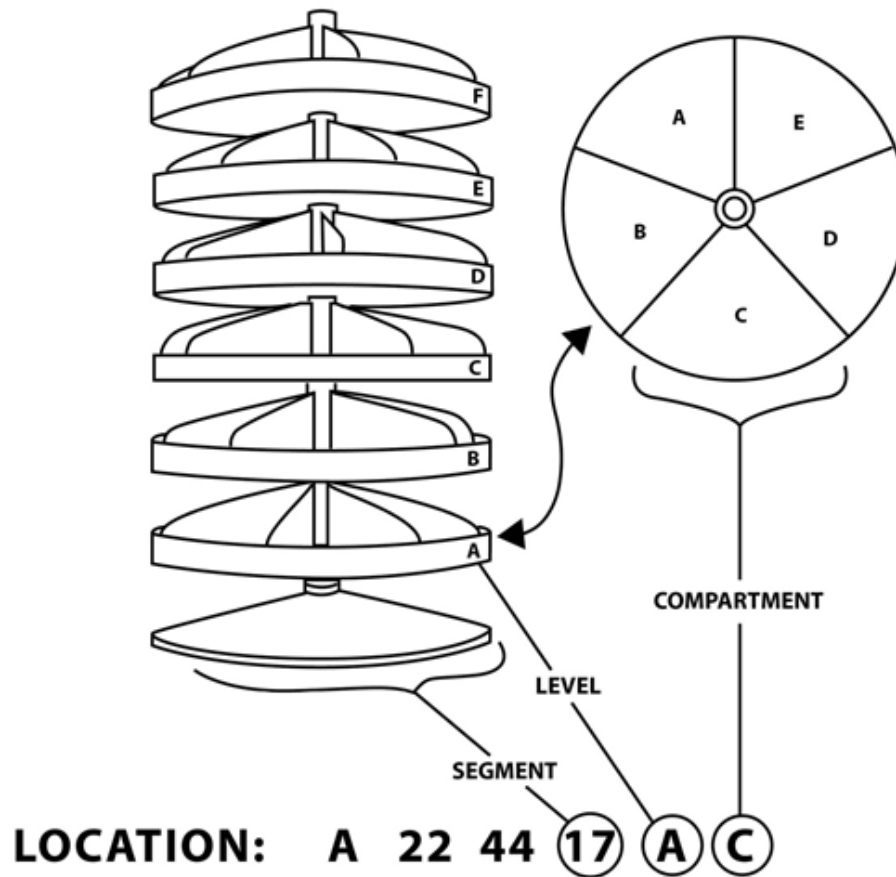


Figure M-7. Segment level Compartment Rotary Bin Storage

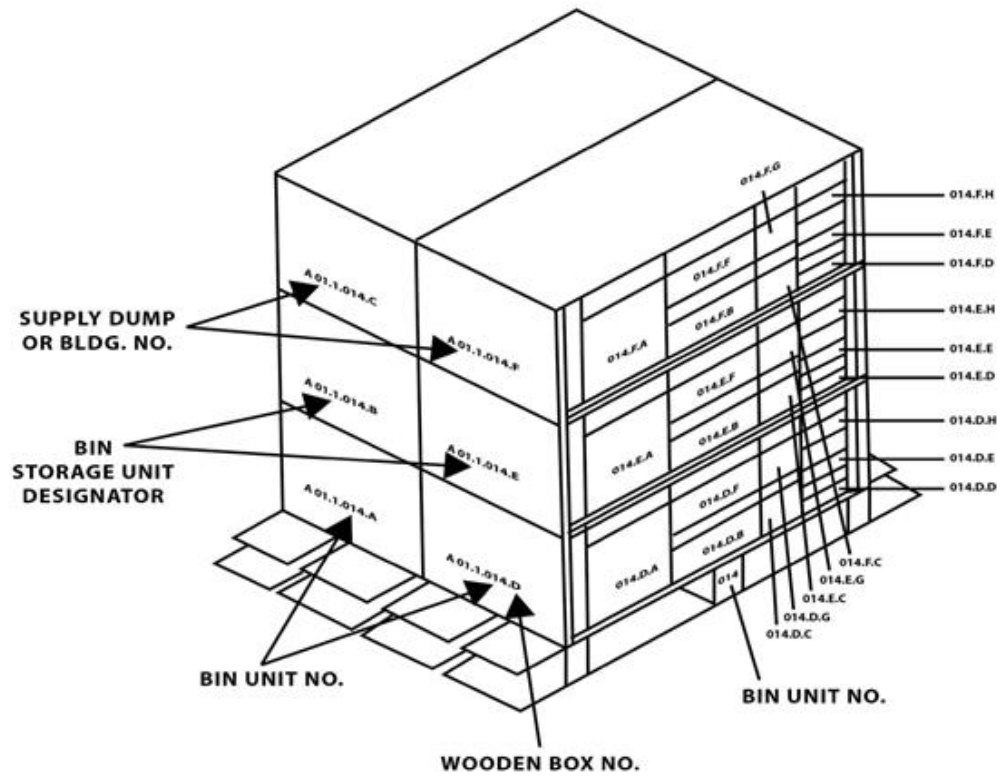


Figure M-8. Markings for Bin Storage Unit

VOLUME 3: APPENDIX N

STORAGE CONTAINERS

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APPENDIX N

STORAGE CONTAINERS

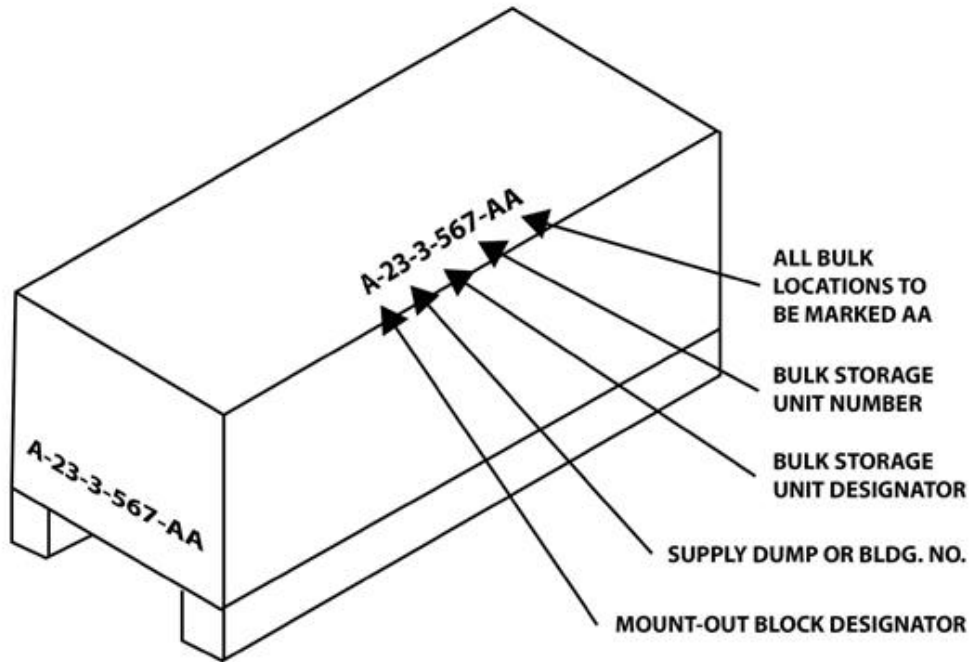


Figure N-1. Bulk Storage Units

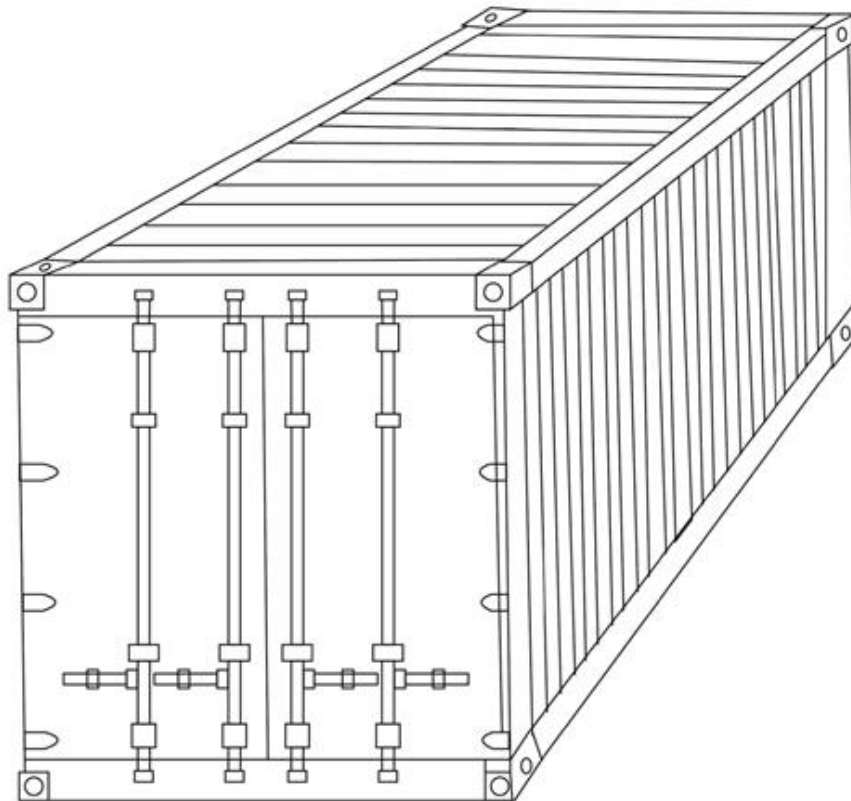


Figure N-2. Quadcons and ISO Containers Storage Unit

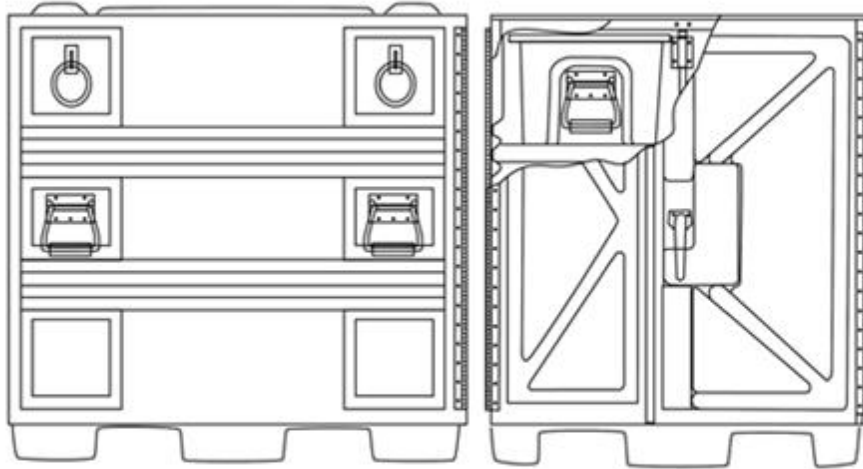


Figure N-3. Palcon Storage Unit

VOLUME 3: APPENDIX O

SHELF LIFE CODES

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APPENDIX O

SHELF LIFE CODES

			Required Number of Months/Quarters Remaining Upon Receipt by the first Government activity
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Shelf-Life Period	Type I	Type II	Months	Quarters
-------------------	--------	---------	--------	----------

Non-Deteriorative No Shelf-Life Applies	0 (zero)	0 (zero)	N/A	N/A
01 Month	A	N/A	25 days	N/A
02 Months	B	N/A	50 days	N/A
03 Months	C	1	75 days	N/A
04 Months	D	N/A	3	1
05 Months	E	N/A	4	1
06 Months	F	2	5	2
09 Months	G	3	8	3
12 Months (1.00-Year)	H	4	10	3
15 Months (1.25-Years)	J	N/A	13	4
18 Months (1.50-Years)	K	5	15	5
21 Months (1.75-Years)	L	N/A	18	6
24 Months (2.00-Years)	M	6	21	7
27 Months (2.25-Years)	N	N/A	23	8
30 Months (2.50-Years)	P	N/A	26	9
36 Months (3.00-Years)	Q	7	31	10
48 Months (4.00-Years)	R	8	41	14
60 Months (5.00-Years)	S	9	51	17
72 Months (6.00-Years)	I	N/A	61	20
84 Months (7.00-Years)	T	N/A	71	24
96 Months (8.00-Years)	U	N/A	82	27
Variable such as: 90, 132, 216, 228, etc. Months or any other number of months not specifically assigned.	V	N/A	77, 113, 184, 194, etc.	26, 38, 61, 65, etc.
120 Months (10-Years)	W	N/A	102	34
180 Months (15-Years)	Y	N/A	153	51
240 Months (20-Years)	Z	N/A	204	68
Shelf-Life Period Greater than 60 Months for Type II Extendible Items.	N/A	X	85 percent of number of months	85 percent of number of quarters

VOLUME 3: APPENDIX P

SUPPLY CONDITION CODES

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PAGE PARAGRAPH	EXPLANATION OF SUBSTANTIVE CHANGES	PURPOSE	DATE OF CHANGE

APPENDIX P

SUPPLY CONDITION CODES

CODE	TITLE	DEFINITION
A	Serviceable (Issuable Without Qualification)	Shelf-life remaining is more than 6 months. *
B	Serviceable (Issuable With Qualification)	Shelf-life remaining is from 3-6 months. *
C	Serviceable (Customer Concurrence Required Prior To Issue)	Shelf life remaining is less than 3 months. *
E	Unserviceable (Limited Restoration)	Material which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the S/A where the stock is located.
F	Unserviceable (Reparable)	Economically reparable materiel which requires repair, overhaul, or reconditioning includes reparable items which are radioactively contaminated.
H	Unserviceable (Condemned)	Type I shelf-life materiel that has passed the expiration date and Type II shelf-life materiel that has passed its inspection/ test date and cannot be extended.
J	Suspended (In Stock)	Type II shelf-life materiel that has reached the inspection or test date and is awaiting inspection test or restoration.
K	Suspended (Returns)	Materiel returned from customers or users and awaiting condition classification.
L	Suspended (Litigation)	Materiel held pending litigation or negotiation with contractors or common carriers.
R	Suspended (Reclaimed Items, Awaiting Condition Determination)	Assets turned in by reclamation activities which do not have the capability (e.g., skills, manpower, or test equipment) to determine the materiel condition. Actual Condition will be determined prior to induction into maintenance activity for repair/modification.

VOLUME 3: APPENDIX Q

**TEMPLATE FOR UPDATING TACTICAL NON-STANDARD EQUIPMENT
AND SPECIAL ITEM EQUIPMENT REQUIREMENTS**

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APPENDIX Q

**TEMPLATE FOR UPDATING TACTICAL NON-STANDARD EQUIPMENT AND
 SPECIAL ITEM EQUIPMENT REQUIREMENTS**

UIC	TAMCN	TE Quantity	
M11701	H60032E	25	<p>1. DO NOT LOAD TACTICAL NS-E OR SIE REQUIREMENTS AGAINST THE PARENT-UIC (i.e., Roll-up UIC).</p> <p>2. ONLY LOAD TACTICAL NS-E OR SIE REQUIREMENTS FOR THE COMPANY-LEVEL UICs.</p> <p>3. ONLY SUBMIT TACTICAL NS-E OR SIE REQUIREMENTS FOR ITEMS THAT THE UNIT HAS ON-HAND.</p> <p>4. DO NOT INCLUDE TYPE 1, TYPE 2, OR TYPE 3 TAMCNS IN THIS SUBMISSION.</p> <p>This example shows how 1st LAR would update its Tactical NS-E Requirements using the following Company-Level UICs: M11701 = H&S CO M11702 = LAR CO A M11703 = LAR CO B M11704 = LAR CO C M11705 = LAR CO D</p>
M11702	H60032E	50	
M11703	H60032E	50	
M11704	H60032E	50	
M11705	H60032E	50	

EXAMPLE

<p>VOLUME 4</p> <p>“PHYSICAL INVENTORY CONTROL POLICY”</p> <p>SUMMARY OF VOLUME 4 CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>The date denoted by <i>blue font</i> (left header) will reflect the date this Volume was last updated.</p> <p>All Volume changes denoted in <i>blue font</i> will reset to black font upon a <u>full revision</u> of this Volume.</p>			
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Submit recommended changes to this Volume, via the proper channels, to:

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

VOLUME 4: PHYSICAL INVENTORY CONTROL POLICY

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REFERENCES

- (a) Defense Logistics Manual (DLM) 4000.25-2, "Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP)"
- (b) DoD Manual 4140.01 "Supply Chain Materiel Management Procedures"
- (c) DoD 7000.14-R, "Department of Defense Financial Management Regulation (DoD FMR)," Volumes 1-15, dates vary by volume
- (d) SECNAVINST 7320.10
- (e) Statement of Federal Financial Accounting Standards 3 (SFFAS 3)
- (f) DoD Instruction 5000.64, "Accountability and Management of DoD Equipment and Other Accountable Property," May 19, 2011
- (g) DoD Instruction 5100.76-M, "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)," April 17, 2012
- (h) OPNAV Instruction 5530.13C
- (i) Federal Acquisition Regulation Part 45.105, "Contractor's Property Management System Compliance"
- (j) DLM 4000.25, "Defense Logistics Management Systems (DLMS)," Volumes 1-7, dates vary by volume
- (k) DoD 4100.39-M Volume 10, "Federal Logistics Information Service (FLIS) Procedures Manual (Glossary and Volumes 1-16)," date varies
- (l) SECNAV M-5210.1
- (m) DoD Instruction 5010.40, "Managers' Internal Control Program Procedures," May 30, 2013
- (n) DoD Instruction 4000.19, "Support Agreements," April 25, 2013
- (o) JAGINST 5800.7F
- (p) DLM 4000.25-1, "Military Standard Requisitioning and Issue Procedures," June 13, 2012
- (q) DoD Instruction 4160.28, "Department of Defense Demilitarization (DEMIL) Program," April 7, 2011
- (r) MCO 5530.14A

Report Required: Inventory Control Effectiveness Report Ammunition and General Supplies (Report Control Symbol DD-4400-51), (External Report Control Symbol DD-AT&L(Q)935), <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>

VOLUME 4: CHAPTER 1

“GENERAL OVERVIEW”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 1

GENERAL OVERVIEW

0101 GENERAL

This Volume provides policy, guidance, performance objectives, and defines responsibilities governing the Marine Corps' Physical Inventory Control Program (PICP). It contains procedures for conducting inventories, inventory control, and accountability of materiel in storage activities in accordance with Department of Defense (DoD) regulations and directives. This policy is applicable to supply and storage activities at all levels throughout the Marine Corps enterprise.

0102 PURPOSE

Per references (a) and (b), the purpose of the Marine Corps PICP is to:

010201. Establish uniform procedures for maintaining accurate accountable records, conducting physical inventories, conducting location surveys and record reconciliations, and researching inventory discrepancies and causes for inventory adjustments.

010202. Establish uniform procedures for conducting quality control of work processes affecting the accuracy, reporting, and measurement of physical inventories.

010203. Ensure that assets are protected against waste, loss, negligence, unauthorized use, misappropriation, and compromise in the case of controlled inventory item materiel.

010204. Ensure that sufficient emphasis is placed on materiel accountability and inventory accuracy to promote improved performance of individuals directly responsible for the care, security, and management of Marine Corps supply system materiel, as well as those responsible for reporting on the status of that inventory.

010205. Ensure that training is provided to personnel who perform functions affecting physical inventory control, and that courses are updated to teach current DoD policies, procedures, performance goals, and reporting requirements.

0103 RESPONSIBILITIES

010301. Deputy Commandant, Installations and Logistics (DC I&L)

A. Provide updated policy and command emphasis for the Marine Corps PICP with the goal of improving the accuracy of inventory control and asset information in accountable property systems of record (APSRs).

B. Conduct functional reviews of the PICP to ensure compliance with DoD policy and procedures and establish physical inventory control as a mandatory element to be addressed in annual internal management control assessments.

C. Evaluate the performance and effectiveness of inventory and location systems in terms of the responsiveness to their materiel management requirements. Make recommendations for improving the entire program.

D. Furnish required consolidated reports of inventory control as required.

E. Coordinate with the Commanding General, Training and Education Command to ensure the implementation of effective training programs for the contents of this Volume.

F. Ensure Field Supply and Maintenance Analysis Office (FSMAO) Teams inspect Marine Corps organizations for compliance with this Volume and provide assistance as required.

010302. Deputy Commandant, Programs and Resources

Coordinate financial reporting requirements for physical inventories with DC I&L (LPC) and provide guidance as necessary.

010303. Commanding General, Marine Corps Logistics Command (CG MARCORLOGCOM)

A. As the Marine Corps Ground Equipment Asset Manager for Stores Account Code (SAC) 3 military equipment, ensure support of the policies in this Volume.

B. Ensure that subordinate supply activities (e.g., Remote Storage Activities, Blount Island Command, etc.) maintain a PICP for all accountable assets.

C. Provide contracting activities with the performance standards and physical inventory performance included in contract requirements for contracted storage activities and services (e.g., Consolidated Storage Program activities).

010304. Commander, Marine Corps Systems Command and affiliated Program Executive Officer – Land Systems

A. Ensure adherence to the provisions in this Volume by subordinate activities (e.g., Program Managers and Product Managers).

B. Ensure that signed fielding plans for all new equipment are published and uploaded to the Total Force Structure Management System.

010305. Commanders, Marine Corps Forces / Marine Corps Installations

A. Provide command emphasis for the establishment and implementation of physical inventory control programs in compliance with this Volume.

- B. Develop and implement internal command policies and procedures to facilitate the execution of this policy.
- C. Schedule inventories and reconcile physical inventory count documents with balance records within appropriate APSRs.
- D. Develop quality controls to effectively control errors in the inventory and reconciliation processes.
- E. Establish storage activity performance goals to achieve continuous improvement.
- F. Establish and maintain a system for monitoring performance and workload.
- G. Use automated storage and retrieval systems, storage aids, material handling equipment, automatic identification technology, and other labor-saving devices to increase productivity and to reduce the need for hard-copy documentation and manual data entry, opportunities for human error, and the recurring cost of operations.
- H. Ensure that materiel is positioned and issued from storage locations in a manner that:
 - 1. Provides for efficient issuing, packing, and shipping processes.
 - 2. Obtains the best use of material handling and storage equipment.
 - 3. Keeps the warehouse space or number of warehouses to a minimum.
 - 4. Obtains the best use of storage space in warehouses that are used.
 - 5. Keeps the re-warehousing of materiel to a minimum.

0104 PHYSICAL INVENTORY CONTROL ELEMENTS

The elements of the Marine Corps PICP are:

010401. Physical Inventory

Physical inventories of Marine Corps accountable property must be planned and conducted as part of the PICP. The frequency and type of physical inventory (e.g., cyclic, quarterly, semi-annual, and annual) depends on the inventory schedule and type of property. Chapter 2 in this Volume contains detailed information

010402. Record Reconciliation Program

The record reconciliation program consists of both a location survey and a location reconciliation. Location survey requires a physical verification other than actual count between physical assets and recorded location data to ensure that the locations of all assets are properly recorded. Location reconciliation requires a match between storage activity records and owner/manager records to identify and correct situations when there is: (1) an owner/manager record with no corresponding storage activity record, (2) a storage activity record with no corresponding

owner/manager record, (3) common elements of data that do not match, and/or (4) quantity discrepancies. Chapter 3 in this Volume contains detailed information.

010403. Research

Causative research consists of actions taken to determine the cause of accountability errors when the physical count or location survey does not match the activity's asset record. The purpose of research is to identify and evaluate the cause of inventory discrepancies with the aim of eliminating repetitive errors. Chapter 4 in this Volume contains detailed information.

010404. Investigations

Property investigations are required in certain cases when causative research for inventory imbalances is non-conclusive and to determine possible cause or financial liability for government property that has been lost, damaged, or destroyed. Chapter 5 in this Volume contains detailed information.

010405. Quality Control

A quality control program must be established at all supply and storage activities to monitor and evaluate the performance of work processes directly related to the control of physical materiel. Quality control results will assist supervisors in identifying those human, procedural, or system errors that adversely affect inventory accuracy. Chapter 6 in this Volume contains detailed information.

010406. Management Reporting

Management reporting allows the creation of aggregate Marine Corps wide inventory accuracy reports and provides historical data for analysis. Chapter 7 in this Volume contains detailed information.

0105 CATEGORIZATION OF PROPERTY IN THE SUPPLY CHAIN

Physical inventory control procedures of property are dictated by where the property is located in the supply chain. Property will be categorized into two groups.

010501. Property Record Items

Property record items include all Marine Corps property that has been fielded to its final destination in the supply chain. This category of property includes the following DoD definitions:

A. General Equipment. Per reference (c), general equipment is property of any kind (i.e., general PP&E) except real property (land and improvements to facilities). It has an expected useful life of two or more years; is not intended for sale in the ordinary course of business; does not ordinarily lose its identity or become a component part of another article; and is available for the use of the reporting entity for its intended purpose. General equipment is synonymous with "Personal Property." Sub-categories of general equipment include:

1. Military Equipment In Use. Per references (c), military equipment (ME) is a type of general equipment and includes weapon systems that can be used directly by the Armed Forces to carry out battlefield missions. The Marine Corps will assign a Table of Authorized Materiel Control Number (TAMCN) to all ME. Marine Corps examples include: combat vehicles, tanks, artillery and crew served weapons. ME also includes Marine Corps procured research and development equipment (e.g. prototypes, test gear, Engineering Development Models). The term “in use” refers to military equipment (ME) acquired and fielded to its intended element of the approved acquisition objective (AAO). This includes equipment in stores, equipment on-hand at consumer level organizations, pre-positioned equipment, Depot Maintenance Float Allowance, or equipment in the possession of a commander or in the possession of a third party.

2. Garrison Property. Per reference (d), garrison property is used to provide general government services or goods in the support of end item development, maintenance, storage, and/or to support the operations of a Marine Corps installation and its tenant activities. Garrison property includes, but is not limited to, office equipment, automated data processing equipment, industrial plant equipment, training equipment, special tooling, and special test equipment.

3. Garrison Mobile Equipment. Per reference (d), garrison mobile equipment (GME) is used to perform transportation and automotive maintenance functions at Marine Corps installations. Commercially available GME includes passenger vehicles, cargo vehicles, non-tactical material handling equipment, engineer equipment, and railway rolling stock.

B. Heritage Assets. Per reference (c), heritage assets are recognized to be assets of historical or natural significance; cultural, educational, or artistic importance; or possess significant architectural characteristics. They are expected to be preserved in museums or registered with the Naval Historical Center or the National Museum of the Marine Corps.

010502. Supply System Stock

Supply system stocks are those inventories where a stock record account is required to be maintained, showing by item the receipt, issue, and disposal of property, the balances on hand, and such other identifying or stock control data as may be required to record its position within the supply chain en route to its end use. Supply system stocks can include operating materials and supplies (OM&S), inventory, and military equipment not in use. This includes in-stores equipment and retail inventories financed by stock funds and other appropriations for issue to end-use customers. Supply system stocks may be held at intermediate or wholesale supply activities.

A. Operating Materials and Supplies. Per reference (e), OM&S consists of tangible property to be consumed in normal operations. Repairables and consumables that are not for sale are considered OM&S. This includes ordnance.

B. Inventory. Per reference (b), inventory is materiel, titled to the U.S. Government, held for sale or issue, held for repair, or held pending transfer to disposal. This definition covers the same population of items as the definition for inventory in chapter 4 “Inventory and Related Property,” of reference (c). Inventory does not include tangible personal property to be consumed in normal operations.

C. Military Equipment Not In Use. This includes military equipment positioned in storage locations for issue to end-use customers (i.e. SAC 1 TAMCN items positioned at intermediate activities).

VOLUME 4: CHAPTER 2

“PHYSICAL INVENTORY”

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CHAPTER 2

PHYSICAL INVENTORY

0201 GENERAL

Per reference (f), Marine Corps supply and property control activities are required to conduct physical inventories of all accountable property during each fiscal year to provide for the economical and efficient stewardship of DoD and Marine Corps supply system materiel. Physical inventories provide supply personnel and materiel managers the ability to correct materiel processing and storage errors by comparing record balances in APSRs with the actual quantities of stock on hand. Physical inventories also allow management to measure the accuracy of property records feeding Marine Corps financial statements as required by reference (c). Waivers to the physical inventory requirements contained within this Volume are only waivable by DC I&L.

0202 PLANNING

A carefully developed physical inventory plan will enable supply and storage activity supervisors and accountable officers (AOs) to maintain positive control of assets while meeting DoD inventory requirements and accuracy standards. Physical inventory plans must provide a schedule for completion of all physical inventories and must include an awareness of an item's acquisition or replacement cost, security classification, and its criticality. At a minimum, all property must be physically inventoried at least annually unless more frequent physical inventories are specified. When planning for physical inventories, the following preparatory steps must be taken:

020201. Establish an inventory start date for each type of property to be inventoried. The stock record balance on the inventory start date will be the balance against which the inventory count will be compared.

020202. Once the inventory begins, no major physical transfer of items will be made that will affect the property being inventoried. All transfers in progress must be completed prior to the inventory start date.

020203. Organize key supporting documents to ensure that previous receipts, adjustments, transaction reversals, and other transactions are posted to the property records; and that in-process receipts are stored in a pending location prior to the established physical inventory start date.

020204. Release/receipt documents processed during the inventory must be stamped or flagged to ensure that warehouse personnel record the transactions on the inventory recap sheet either when property is removed from or placed in storage locations. Such transactions will not be recorded on the inventory recap sheet prior to the inventory start date.

020205. Prior to the inventory, ensure property and location integrity by correcting such situations as unbinned/loose materiel; questionable identity of materiel in storage locations; single locations containing multiple stock numbers; and inadequately labeled shelf-life items (date of manufacture, assembly, expiration, last inspection, etc.).

0203 INVENTORY PRIORITIES

Available inventory resources must be directed towards those potential and actual discrepancies, controlled inventory items, and weapon system critical items for which maximum returns will be derived from resources applied. Per reference (b), Marine Corps supply and storage activities will devote resources and select items for physical inventory to support the populations designated by Controlled Inventory Item Code (CIIC). Marine Corps activities shall devote resources and select items for physical inventory according to the following prioritization:

020301. Nuclear Weapons-Related Materiel, 100 percent physical count required.

020302. Classified items, 100 percent physical count required. Applicable CIICs are A, B, C, D, E, F, G, H, K, L, O, S, T, 7, 9.

020303. Sensitive and pilferable items, 100 percent physical count required. Applicable CIICs are 1, 2, 3, 4, 5, 6, 7, 8, C, Q, R, S, J, I, M, N, P, V, W, X Y, Z.

020304. Annual (wall-to-wall) inventories, or cyclic inventories that support the determination of logistics record accuracy and financial record accuracy.

020305. Items with known or suspected discrepancies or items requested by the supply activity manager or AO.

020306. All other items that are candidates for physical inventory based on a prioritization system or sampling strategy.

0204 OCCASIONS

020401. Annual

This method involves physically counting 100 percent of the accountable property on hand within a fixed time frame. The advantage of this method is that the organization can verify at one time, all of their actual property on hand against the accountable property records. This method works well in organizations that can close operations for a predetermined amount of time. When conducting 100 percent annual inventories, equipment which has been borrowed from other organizations must not be included in the physical inventory; however, military equipment on the accountable records that is on loan to another organization must be included in the total inventory count. 100 percent inventories may be conducted to satisfy annual or semi-annual inventory requirements for the organization. Consumer level supply activities (i.e., using units) are required to conduct a 100 percent annual physical inventory of all accountable property each fiscal year.

020402. Cyclic

This method also involves counting 100 percent of accountable property on hand; however, the counting is not performed all at one time. Supply managers may divide their entire inventory into equal groups and then inventory each group separately throughout the year. Cyclic inventories allow

supply and storage activities to maintain normal business operations and also assist in the timely detection of inventory discrepancies or procedural errors.

A. Due to the high Volume of accountable property and constant customer demand at certain organizations, it is not feasible to close operations and conduct a 100 percent annual inventory at one time. Accordingly, intermediate level supply activities and activities contained in paragraph 020509.B are authorized to perform cyclic inventories in lieu of 100 percent annual physical inventories. When the cyclic inventory option is chosen, the following procedures will be used:

<u>Cyclic Inventory Period</u>	<u>Percent of Total Inventory</u>
Monthly	10%
Quarterly	25%
Semi-Annually	50%

B. As part of the overall inventory plan, care must be taken to ensure that the same items/serial numbers are not repeatedly inventoried and that all accountable property is inventoried at least once during the fiscal year.

C. Random statistical sample inventories may be used as a form of cyclic inventories as long as 100% of the line items are physically inventoried during the fiscal year. As part this inventory method, a random sample generator is used to determine which line items are physically inventoried during each occasion. Precise processes and procedures must be established for this inventory method to ensure that all line items are physically inventoried during each fiscal year.

020403. Spot

This method involves separate physical inventories of selected items outside of scheduled inventories (annual or cyclic). It is a tool for use by the supply officer (SupO)/accountable property officer (APO) and/or commanding officer (CO)/AO to address suspected differences between accountable records in the APSR and actual on-hand balances. Regular spot inventories provide frequent feedback to the property control manager on possible issues affecting inventory accuracy. It also provides the manager with continuous oversight of the inventory while enhancing physical security. A spot inventory may also be used as an “end of fiscal year” inventory to cover any line items that require physical inventories prior to the end of the fiscal year.

0205 FREQUENCY

All Marine Corps accountable property must be subjected to a physical inventory count at least once per fiscal year. The frequency of inventories is specified based on the category of each item. Physical inventories will be completed on an annual, semi-annual, quarterly, monthly, cyclic, or “as required” basis. In all cases, the SupO or APO will establish an inventory schedule by fiscal year to ensure that all items assigned an inventory location and/or property record are inventoried at the frequency described in the below table.

Category of Property	Frequency	Paragraph (below)	Remarks
SUPPLY SYSTEM STOCK			
OM&S held at the intermediate level of supply	Annual	020501	
Ammunition	Annual/ semiannual	020502	
Military Equipment Not In Use	Annual	020503	e.g. SAC 1 TAMCN items positioned for issue to end users
OM&S held at the consumer level of supply	Quarterly	020504	e.g. Using unit demand supported items
Inventory	Annual	020505	Wholesale stock procured through working capital funding and held for sale
PROPERTY RECORD ITEMS			
Controlled Items	Annual	020506	CIIC other than J or U
EKMS, CCI	Semiannual	020507	
Small Arms Light Weapons	Monthly / Annual	020508	Annual inventories for depots only
Military Equipment In Use	Annual	020509	TAMCN items located with consumer level (end user) activities
Responsible Officer Assets	Quarterly or upon change of Responsible Officer	020510	Military equipment with Responsible Officers
Government Furnished Property/Equipment	Annual	020511	Property issued to government contractors or third parties
Garrison Property	Annual	020512	
Command Directed	As Required	020513	

Table 2-1: Inventory Frequency by Category

020501. OM&S Held at the Intermediate Level of Supply.

OM&S held at intermediate level activities is considered supply system stock and must be inventoried annually.

020502. Ammunition.

The PICP for Class V(W) ammunition will use random statistical sampling as its core physical inventory function to provide supervisors of Class V(W) storage activities with a continual picture of inventory accuracy throughout the course of the year. This is applicable to all Marine Corps Class V(W) supporting storage activities utilizing the web-based accountable record. The only

exceptions are Marine Corps storage activities that are part of the Navy's PICP. Accordingly, the following requirements will be adhered to when developing the fiscal year inventory plan for Class V(W):

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

B. All line items will be physically inventoried not less than once each fiscal year, and more frequently if the need is indicated.

C. All Security Risk Category I and II non-nuclear missiles and rockets will be physically inventoried semi-annually each fiscal year and more frequently if the need is indicated. Semi-annual inventories will be conducted separately from the random sampling program.

D. An End-of-Year Inventory will be 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.

E. The Marine Corps minimum physical inventory accuracy standard for Class V(W) is 95 percent, while the location survey accuracy standard is a minimum of 98 percent. Accuracy is determined by the following formula:

$$(\text{Total Correct}/\text{Sample Size}) \times 100 = \text{Accuracy Percent}$$

$$\text{Example: } (78/80) \times 100 = .975 \times 100 = 97.5\%$$

F. Fiscal Year Inventory Completion. The fiscal year inventory will be certified using the NAVMC 11848 "Certificate of Fiscal Year Inventory Completion." The NAVMC 11848 is a checklist for the storage activity supervisor to ensure that the storage activity is in compliance with DoD inventory requirements. The NAVMC 11848 will be completed once the following actions are confirmed for the current fiscal year:

1. Location surveys have been completed for all storage locations.
2. All random sample inventories have been completed.
3. Semi-annual inventories have been completed for Security Risk Category I and II non-nuclear missiles and rockets.
4. The end-of-year inventory has been completed.
5. All causative research and pre-adjustment research has been completed for all inventory adjustments.
6. All missing, lost, stolen or recovered Class V(W) reporting actions have been completed.
7. Appropriate investigative action and adjustment transactions have been completed.

G. Physical inventories will be accomplished by counting palletized configuration and/or outer pack. Banded pallets will not be opened to count individual items. If

markings are believed to be incorrect, an actual count of each item will be made of those configurations believed to be incorrectly marked.

020503. Military Equipment (ME) Not In Use.

Military equipment positioned at the intermediate level of supply which has not yet been issued to a consumer level organization to fulfill a requirement in the AAO. This includes SAC 1 TAMCN items positioned at the Supply Management Units (SMUs), defined as supply system stocks. As such it will be inventoried on an annual basis.

020504. OM&S Held at the Consumer Level.

OM&S held at consumer level activities (e.g., demand supported items) will be inventoried quarterly.

020505. Inventory.

Materiel held at intermediate and wholesale activities purchased with working capital funds and held for sale to retail organizations will be physically inventoried on an annual basis.

020506. Controlled items.

Controlled items have characteristics that require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity. Controlled items will be inventoried annually or as directed by the CO, AO, SupO or APO. The three types of controlled items, in descending order of degree of control are:

A. Classified items. Materiel that requires protection in the interest of national security. These items have a CIIC of 7, 9, A, B, C, D, E, F, G, H, K, L, O, S, or T.

B. Sensitive items. Items that require a high degree of protection and control because of statutory requirements or regulations such as narcotics and drug abuse items, precious metals, items that are high in value, highly technical, hazardous nature, small arms, ammunition, explosives, and demolition materiel. These items have a CIIC of 9, 1, 2, 3, 4, 5, 6, 8, C, Q, or R.

C. Pilferable items. Items that have ready resale value or civilian application for personal use and, therefore, are especially subject to theft are defined as pilferable items. Examples are binoculars, projectors, monitors, televisions, cameras, hand-held two-way radios, laptop computers and cell phones. Pilferable items must have a catalogued CIIC of I, J, M, N, P, Q, V, W, X, Y or Z.

020507 Electronic Key Monitoring System (EKMS) and Controlled Cryptographic Items (CCI).

CCI is described as secure telecommunications or information handling equipment, associated cryptographic components, or other hardware item which performs a critical Communications Security (COMSEC) function. Items so designated are unclassified but controlled

items. This equipment requires dual accountability by unit EKMS managers and unit supply personnel.

A. Physical inventories will be conducted semiannually of all COMSEC material holdings (including publications, manuals and equipment) with Accounting Legend Code 1, 2, 4, 6, and 7.

B. Semiannual inventories will include all CCI equipment and uninstalled CCI components with a CIIC of 9. This is necessary to guard against preventable losses of unkeyed CCI to actual or potential adversaries.

020508. Small Arms Light Weapons.

Detailed procedures for the accountability, reporting and overall management of serialized small arms/light weapons are contained in reference (g). With regards to physical inventories and serial number control of small arms/light weapons, the DoD has directed each of the services to establish life-cycle control of all small arms/light weapons by serial number and/or Unique Item Identifier (UII). Accordingly, all Marine Corps activities and installations will:

A. Conduct a 100 percent serialized inventory of all small arms/light weapons monthly, utilizing a local account listing (e.g., Consolidated Memorandum Receipt (CMR), Custodian Asset Report (CAR)) and current Crane Assets extract. The monthly serialized inventory must include all weapons not boxed, banded, and sealed with tamper-proof devices (long term storage). The use of unit asset information from Naval Surface Warfare Center (NSWC), Crane Division, Crane, Indiana is critical to reconciling reporting errors with the National Registry during monthly serialized inventories. Access to the NSWC on-line registry is restricted to users with public key infrastructure capability. Accordingly, SupOs or APOs shall request access to enable them to search/query weapon serial numbers throughout the Marine Corps' registered inventory. All monthly serialized inventory documents and inventory officer comments must be retained for a period of ten years (three years active, seven years archived).

B. Conduct a 100 percent complete annual physical inventory of all serialized small arms/light weapons, utilizing the current Crane Annual Verification Report and unit sub-custody records (i.e. CMR, CAR). Once received at the owning unit, Annual Verification Reports will be validated and returned to the Marine Corps Registry at NSWC Crane, Indiana within 45 calendar days of the date of the listing. The certification statement provided with the listing will be signed and dated by the CO/AO. All documentation of annual verification physical inventories must be retained for a period of ten years.

C. When there is any evidence of tampering with sealed containers, custodians will open containers and complete a physical count by UII and serial number of each individual small arm/light weapon inside the container regardless of the inventory cycle.

D. Conflict of Interest. To avoid a conflict of interest for the accountability of serialized small arms/light weapons; armorers, armory custodians, and supply personnel directly involved with managing the accountable records for small arms/light weapons, will not perform

monthly or annual physical inventories. COs/AOs will appoint, in writing, a disinterested inventory officer/personnel to conduct monthly and annual serialized physical inventories.

E. Per reference (h), small arms stored at the depot level will be inventoried annually. Accordingly, small arms stored at the MARCORLOGCOM Inventory Control Point are exempt from the requirement for monthly serialized inventories. All other provisions for physical inventories of small arms apply to the required annual inventories at the depot level.

020509. Military Equipment (ME) in Use.

ME in Use has been distributed and fielded to consumer level activities as its final destination in the supply chain. This includes military equipment acquired and fielded to its final destination to fulfill a requirement in the AAO (i.e., at using units, positioned at Remote Storage Activities (RSAs) and in stores at MARCORLOGCOM). SupOs and APOs will execute 100 percent annual physical inventories of all military equipment assigned to the property records of their command regardless if it has been issued to a RO or RI.

A. Military equipment which has been borrowed from other organizations must not be included in annual physical inventories; however, military equipment on the accountable records that is on loan to another organization must be included.

B. The following examples of military equipment and storage activities, which meet the reporting criteria stated above, will have annual physical inventories conducted.

1. Newly provisioned military equipment.
2. Depot Maintenance Float.
3. Equipment managed by the Fleet Support Division with MARCORLOGCOM.
4. Prepositioned War Reserve.
5. Government Furnished Equipment.
6. Government property managed by commercial contractors.
7. Military equipment managed or held by other services (e.g., calibrations lab, IT equipment held at Space and Naval Warfare Systems Command).
8. Marine Corps Prepositioning Program – Norway.
9. Consolidated Storage Programs.

C. Marine Corps Prepositioning Ships (MPS). 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 will be conducted on Marine Corps equipment and materiel positioned on MPS when ships are downloaded in port as part of the MPF maintenance cycle.

020510. Military Equipment Assigned to Responsible Officers (ROs) or Responsible Individuals (RIs).

Since most of the military equipment at any command/storage activity is controlled and accounted for by ROs/RIs, it is extremely important that all assets within RO control are physically

inventoried, and that detailed CMR or Inventory Locator File (for RSAs) listings are verified. ROs/RIIs will conduct physical inventories and reconcile CMRs on a quarterly basis. One of these quarterly reconciliations may coincide with the command-wide 100 percent annual physical inventory. A 100 percent physical inventory will also be completed in conjunction with a change in RO/RI.

Note: Military equipment (TAMCN items) issued to ROs/RIIs is categorized as “Military Equipment In Use.”

020511. Government Furnished Property (GFP) and/or Government Furnished Equipment.

Marine Corps property may be furnished to, or acquired by, government contractors under the provisions of a contract. Property provided to a contractor under the terms of a contract assigned or transferred to the Defense Contract Management Agency for administration remains Marine Corps property. For contracts awarded under reference (i), responsibility for GFP will be transferred to the contractor; however, the Management Control Agency (MCA) at Marine Corps Logistics Command or Marine Corps Systems Command will create and maintain a GFP asset listing on the APSR for fiduciary reporting purposes. The contractor shall periodically perform, record, and disclose physical inventory results as set forth within the contract. A final physical inventory will be performed upon contract completion or termination. The contracting agency will ensure that certification is provided to the appropriate MCA for all property in the hands of contractors as required by contractual agreements. The certifications will state that materiel has been inventoried and that on hand quantities have been verified. Per Volume 10 of this Order, the MCA will semiannually report GFP inventory and financial value to DC I&L. Installation Support Activities co-located with Marine Corps maintenance depots will inventory their materiel assets using the inventory rules prescribed in reference (a) if the materiel is warehoused and inventory management is the responsibility of Defense Logistics Agency (DLA). If not, this materiel will be inventoried annually and will be reported to DC I&L during the semi-annual and annual OM&S reporting schedules.

020512. Garrison Property.

Garrison property is used to provide general government services or goods in the support of end item development, maintenance, storage, and/or to support the operations of a Marine Corps installation and its tenant activities. Garrison property includes, but is not limited to, office equipment, automated data processing equipment, industrial plant equipment, training equipment, special tooling, and special test equipment. Physical inventories of garrison property recorded in an APSR must be conducted annually.

020513. Command Directed Inventories.

Command directed inventories will be conducted upon:

- A. Change of CO/AO, SupO/APO, or RO/RI.
- B. Suspicion of pilferage (especially for controlled items).

C. Identification of inventory discrepancies for which causative research is non-conclusive.

020514. Materiel Managed by Other Services / Agencies.

Policy for physical inventory of Marine Corps property that is managed by other Services and/or Agencies (e.g., DLA) is contained within references (a), (b) and (f). More stringent physical inventory control standards than those published in the references may be implemented through documented mutual agreements between the Marine Corps and the other Service / Agency. Such agreements must be approved by DC I&L.

0206 INVENTORY PROCESSES

A physical inventory consists of verifying each line item's identifying attributes, container marking, location, and quantity between the storage activity's asset/stock record and the physical assets in storage. It also involves the counting of physical property, comparing this count to the record balance, and adjusting or correcting records so that the record balance and quantity of property on hand are identical. To achieve this condition it is important that counters not be provided information that will make them aware of the record quantity.

020601. Identifying attributes.

Materiel line items are identified by the following attributes:

- A. National Stock Number / National Item Identification Number.
- B. Lot Number (if applicable).
- C. Department of Defense Identification Code (if applicable).
- D. Serial Number (if applicable).
- E. Condition Code.

020602. Location.

The location verification process consists of checking the physical location of the assets as compared to the activity's asset/stock record. This includes separate location identifiers such as staging areas, packing areas, magazines, and grids, if applicable.

020603. Quantity.

Quantity is the verification of the physical asset count against the recorded quantity on the storage activity's asset/stock record; this is to include in-process documentation. In-process documentation that falls outside the authorized processing times will not be cause to remove the noted error.

020604. Asset/stock record.

The asset/stock record is the official accountable record at the storage activity showing the balance of assets that the activity is accountable for maintaining.

0207 INVENTORY ACCURACY REQUIREMENTS

Per references (a) and (c), acceptable inventory accuracy levels and performance goals must be maintained within commands/activities that manage and account for government property. The minimum acceptable levels for inventory accuracy are set forth below. COs/AOs may also set more stringent guidelines for inventory accuracy levels and reporting requirements to ensure the proper amount of focus and command attention.

020701. Inventory accuracy for property record items will be at the following levels:

- A. Classified, sensitive, and controlled items as described per paragraph 0203: 100%.
- B. Unclassified and non-controlled items: 98%.

020702. Accuracy rates for supply system stocks will be consistent with Table 2-2.

Category	Population	Goal (%)	Tolerance (%) ¹
A	Unit Price > \$1,000	99	0
B	Non-definitive Units of Measure ² Or On-Hand Balance > 50 and Extended Value > \$50,000 Or NSN Activity (# of transactions affecting record balances)	95	10
C	On-Hand Balance < 50	95	5
D	All Other Material Not Meeting Above Criteria	95	0

95 percent Confidence Level
¹ Tolerance level % is +/- of the Goal %
² Applicable Units of Issue: AT, AY, BF, BK, CD, CF, CZ, DZ, FY, FT, FV, GP, GR, HD, KT, LB, MR, OZ, OT, PG, PR, SE, SF, SO, SP, SY, TD, TE, TF, TN, TO, TS, MC, MX, YD

Table 2-2 Accuracy Rates for Supply System Stocks

VOLUME 4: CHAPTER 3

“RECORD RECONCILIATION PROGRAM”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 3

RECORD RECONCILIATION PROGRAM

0301 GENERAL

This chapter establishes policy and guidance for the governing of strategic, operational, intermediate, wholesale, and enterprise management activities for the successful administration of the Record Reconciliation Program (formerly known as the Location Audit Program) directly supporting the United States Marine Corps' PICP. This chapter defines processes and procedures for managing a Record Reconciliation Program. Additionally, it provides guidance to Headquarters Marine Corps (HQMC) agencies, the Operating Forces, and the Supporting Establishments ensuring that Marine Corps processes and procedures are executed in compliance with the guidance set forth in this chapter and the following published DoD guidance and references (a), (b), (d), (f), (j), (k), and (l).

0302 PURPOSE

The purpose of the Record Reconciliation Program is to conduct a physical verification, other than actual count, between the actual physical location of assets and recorded location data in the applicable APSR to ensure that all assets are properly recorded. The Record Reconciliation Program consists of actions required to assure compatibility between the assets in storage and the locator records, and between the locator records and the APSR.

0303 ACCOUNTABLE PROPERTY SYSTEMS OF RECORD (APSR)

030301. Reference (f) directs the establishment and use of APSRs to ensure integration with core financial and other systems and processes, particularly those for logistics and acquisition.

030302. An APSR is a government information system used to control and manage accountable property records. It is a subset of existing organizational processes related to lifecycle management of property and is integrated with the core financial systems. Examples of USMC approved APSRs as defined within Volume 1, Chapter 4 of this publication are; Global Combat Support System – Marine Corps (GCSS-MC), Defense Property Accountability System (DPAS), Stock Control System (SCS), Defense Medical Logistics Standard Support Automated Information System, and the Ordnance Information System – Marine Corps (OIS-MC).

0304 RECORD RECONCILIATION PROGRAM

All Marine Corps supply and storage activities will implement a Record Reconciliation Program that consists of effective location surveys and location reconciliations for property that has not been sub-custodied to an RO/RI.

030401. DoD acceptable goals for record accuracy are provided in paragraph 0307.

030402. The Record Reconciliation Program is subject to the following quality control measures to assist Marine Corps supply and storage activities in identifying those human, procedural,

or system errors that adversely affect record accuracy, and to assist in achieving better control over physical materiel and warehousing practices. Within the scope of this quality control program, work processes directly related to the control of physical materiel shall be monitored for attained quality levels and performance evaluated on numerical goals. Accordingly, all quality control programs shall include reviews to assess the accuracy/quality of the following work processes:

- A. Warehousing practices. This includes checks of storage practices, stock rotation, shelf life management, identification of in-store materiel, mixed stock, location accuracy and re-warehousing projects.
- B. Receiving Practices. This includes checks of documentation, materiel identity, quantity, and condition code; checks for processing timeliness; and verification of daily input data to the location system.
- C. Issuing Practices. This includes checks of legibility of issue documents; accuracy of stock selection as to identity, quantity, unit of issue, shelf life, condition code, and type of pack (subsistence only); marking of outgoing issues/shipments; and release to carriers or end users.
- D. Validity of Automated Data. This includes checks of receipt, issue, and adjustment transaction data entries against input documentation.
- E. Inventory Practices. This includes checks of inventory counts, location surveys, location reconciliation corrective actions, causative research, and inventory adjustments.
- F. Catalog Practices. This includes checks of catalog processing, accuracy, and timeliness, using the affected recorded locations as the total data population.
- G. Locator File Updates. This includes checking the accuracy of changes to the locator file (e.g. all additions, deletions, changes of unit of issue, condition code, and shelf life).
- H. Supply Discrepancy Report (SDR) Processing. This include checks for processing timeliness and the accuracy of the SDR initiation, follow up and reply, investigation research including identification and correction of supply errors, adjustment of accountable and financial records, and preparation of adjustment transactions if applicable.
- I. Suspended Asset Processing. This includes checks of the timeliness in reclassifying suspended materiel (Condition Codes J, K, L, Q, and R).

030403. Whenever possible, quality control checks of these work processes will include identification of the individual performing the tasks. This will facilitate the placement of responsibility for appraising and improving processes within supply and storage activities.

030404. Continued command emphasis and performance reviews are essential for the success of the quality control program. Commanders must ensure effective organizational interrelationships are maintained among functional element concerned with physical inventory control such as; comptroller, data systems, transportation, warehousing, maintenance, quality control,

and supply management. The quality control program must include provisions for initiating corrective actions when acceptable quality levels are not met.

0305 LOCATION SURVEY

030501. Physical Verification.

A location survey requires a physical verification, other than actual count, between the location of assets and recorded location data to ensure that all assets are properly recorded (e.g. location, identity, condition, shelf-life, unit of issue, etc.). When a discrepancy is identified during a location survey, the storage activity must conduct prompt research and assess the need for a special or unscheduled inventory. Errors must be researched and validated prior to being counted as errors. Note that in some instances, a location survey and physical inventory shall be conducted concurrently.

030502. Frequency.

Location surveys must be accomplished at all Marine Corps supply and storage activities not less than once each fiscal year.

030503. Conducting Location Surveys.

All Marine Corps supply and storage activities will conduct a 100 percent location survey and reconciliation in conjunction with their normally scheduled complete annual inventory of all physical assets on hand. Within consumer level accounts, location surveys are required for all property not issued to an RO/RI. Accordingly, all property under the direct control of the unit SupO or APO (i.e., stored in the supply warehouse) must be stored in a storage location and is therefore subject to a location survey.

030504. Re-warehousing.

Location surveys shall be conducted in both the gaining and losing storage areas following the completion of re-warehousing projects. A location survey conducted as a result of re-warehousing projects may be considered to have satisfied the annual survey requirement for the area surveyed.

030505. Review of Recorded Storage Locations Against Locator Records.

Comparing physical asset locations against recorded locator records resident in the applicable APSR is an integral part of the location survey process to detect physical assets without recorded locations.

030506. Timeliness.

As an objective, all efforts must be made to conduct location surveys in the minimum time necessary to ensure maximum uninterrupted service to customers and/or supported activities;

however, all efforts to minimize time constraints must not reduce the accuracy of the location surveys.

030507. Permanent Item Locations.

When permanent locations are reserved for items, recorded locations that are unoccupied will be identified and/or verified during the location survey.

030508. Types of Discrepancies.

To measure the accuracy of the location survey results, discrepancies will be classified in one of the four categories below and require prompt corrective action. Only one error per stock number per location will be charged when multiple errors are identified for the same location. When the stock number and actual assets differ for a specific location, the discrepancy error will be classified as a "Locator Error Established" action only. The following location survey discrepancies apply:

A. Locator Record Deleted. The removal or change of a locator record when there is a recorded location but there are no physical assets; unless the location is being held open for new receipts.

B. Locator Error Established. The recording of locations when assets are physically found in storage and no locator record exists; or when the recorded stock number disagrees with the materiel in the location.

C. Locator Record Corrected. Changes to the locator record when physical materiel characteristics differ from any of the following data elements:

1. Unit of Issue.
2. Supply Condition Code.
3. Type of Pack Code (for subsistence only) (See reference (j)).
4. Lot number, serial number, or UII (for ammunition only).
5. Completeness and accuracy of magazine data card (for ammunition only).
6. CIIC (see reference (k)). Verification of the code will consist of ensuring that assets are stored in areas providing the degree of security commensurate with the assigned code.

030509. To ensure accuracy of accountable property records, special inventories (to include unscheduled inventories) shall be performed when assets are found in an erroneous or unrecorded location, or when there are mismatches in the unit of issue that may result in a quantity variance.

0306 LOCATION RECONCILIATION

030601. Requirements.

Location reconciliations require a match between validated storage activity physical assets and the accountable records (location data) that are resident in the applicable APSR to identify and correct the following identified discrepancies:

- A. Items are in physical storage but not resident on the accountable record.
- B. Items are on the accountable record but not in storage.
- C. Common data elements listed in para 030501C do not match.
- D. Quantity discrepancies.

030602. Record Mismatches.

When record mismatches are discovered during the location reconciliation process, adjustments to applicable records must be made in an expeditious manner.

030603. Research.

All initial rejects/mismatches from the location reconciliation process must be researched to include consideration of all pending documents.

030604. Timeliness.

Unscheduled inventories (e.g., spot) required as a result of location reconciliation mismatches will be accomplished immediately.

030605. Location Reconciliation Timeframes.

All Marine Corps supply and storage activities (active and inactive records, including zero balances) will complete a 100 percent location reconciliation of all items and all applicable APSRs not less than once each fiscal year. Annual location reconciliations may be scheduled at any time during the fiscal year. Note that in some instances, a location reconciliation, location survey, and physical inventory may be conducted concurrently.

030606. Common Areas of Concern.

Marine Corps supply and storage activities will institute procedures to ensure that the following common problem areas are examined during location reconciliations:

- A. Accountable records show a positive stock balance with no supporting locator record.

- B. A locator record is established while no physical assets are in storage.
- C. Physical assets are in storage without supporting locator records. (Storage activities that routinely save locations may not be adversely affected by all of the preceding criteria).
- D. Locator record with no supporting accountable record (location reconciliation error only).
- E. Mismatch of common data elements.

030607. Internal procedures must be established to ensure positive control of all additions, deletions, and changes to the locator file. Locator file updates/changes must be conducted at least weekly to sample the accuracy of changes posted to the applicable APSR to ensure that all assets are properly recorded (i.e., location, identity, condition, and unit of issue).

0307 RECORD RECONCILIATION PROGRAM ACCURACY GOALS

030701. Location Survey Accuracy:

- A. General Supplies: 97 percent
- B. Ammunition: 98 percent

030702. Location Reconciliation Accuracy:

- A. General Supplies: 97 percent
- B. Ammunition: 98 percent

030703. Ammunition Property Accountability Record Accuracy Goal: 95 percent.

CATEGORY	SUB-POPULATION	GOAL (%)	TOLERANCE (%) ¹
A	Unit Price > \$1000	99%	0%
B	Units of issue that may be non-definitive or difficult to measure or (on hand balance >50 and extended value <\$50,000) or NSN activity (# transactions affecting balance in one year) >50	95%	10%
C	Date of last inventory > 24 months and on hand balance < 50	95%	5%
D	All other materiel not meeting above criteria	95%	0%
95 percent Confidence Level			
¹ Tolerance level is +/- of the Goal %			

Table 3-1: General Supplies Record Accuracy Goals Stratification Sub-Populations and Associated Goals and Tolerance Levels

0308 RECORD RECONCILIATION PROGRAM ACCURACY CALCULATIONS

030801. Locations Surveyed.

The number of storage activity locations surveyed.

030802. Survey Errors.

The total number of location discrepancies as defined in paragraph 030508 of this chapter (report only one error per stock number per location).

030803. Survey Accuracy.

Compute this figure by dividing the locations with discrepancies by the total locations surveyed multiplying by 100, and subtracting the result from 100 percent (100 - ((# of survey errors / # of locations surveyed) x 100)). The DoD goal for location survey accuracy is 98 percent.

030804. Locations Reconciled.

The total number of location records reconciled.

030805. Reconciliation Errors.

The total number of discrepant location records.

030806. Reconciliation Accuracy.

Compute this figure by dividing the number of discrepancies by the number of records reconciled, multiplying by 100, and subtracting the result from 100 percent ($100 - ((\text{Reconciliations Errors} / \text{Locations Reconciled}) \times 100)$). The DoD goal for location reconciliation accuracy is 98 percent.

030807. Measuring Accuracy.

Discrepancies shall be classified by categories listed in paragraph 030601 to better measure the accuracy of location reconciliation results.

0309 RECEIPT PROCESSING STANDARDS

The timely receipt of inbound property is critical to maintaining accurate inventory records. In addition to the physical reception at point of need within the distribution process (e.g. Base/Station Distribution Management Office freight), the timely receipt of received property is critical to maintaining accurate inventory records and proper close out to reflect accurate customer wait time tied to Time Definite Delivery Standards. Per this policy, Marine Corps supply activities will process receipt transactions for all shipments of materiel no later than two business days from the date materiel is received. This includes all shipments of materiel, whether requisitioned (pulled) or pushed to them, from any source (e.g., issues from stock; direct or prime vendor deliveries; or issues from DLA Disposition Services (DLA-DS)). Receipt processing includes follow-on sub-custody actions required to place received materiel (i.e., military equipment, OM&S, or inventory) on the appropriate sub-custody account (e.g., CMR, CAR) or storage location. These actions must be accomplished within two business days from the date of the original receipt transaction.

Note: Policy for receipt processing of Marine Corps property that is managed by other Services and/or Agencies (e.g., DLA) is contained within references (a), (b) and (f). More stringent receipt processing time standards than those published in the references may be implemented through documented mutual agreements between the Marine Corps and the other Service / Agency. Such agreements must be approved by DC I&L.

VOLUME 4: CHAPTER 4

“RESEARCH”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 4

RESEARCH

0401 GENERAL

The proper accounting of Marine Corps property requires a collaborative effort between all stakeholders in the supply chain management process. This will require formal and informal investigative procedures from time to time. One of the key ingredients to this process is the research required to determine certain facts and events. Marine Corps supply activities will execute and document all aspects of this research to maintain accurate accountability, auditability, and reporting of Marine Corps property. All transactions will be executed in compliance with the guidance set forth in this publication and references (b), (d), (m) and (n).

0402 PURPOSE

Throughout the lifecycle of an asset, different events will affect the accountability of Marine Corps property. This chapter establishes supply policy for Marine Corps property and the research required for the accountability of assets. Accordingly, this policy is applicable to all Marine Corps supply activities. Adherence to the provisions in this chapter will ensure accurate accountability of property and promote more effective account management in compliance with DoD regulations for supply and financial management.

0403 CATEGORIES OF MARINE CORPS PROPERTY

For the purposes of physical inventory control, all Marine Corps property falls within the two categories of supply system stocks and property record items. These categories allow for processing and accountability to be divided to provide a more accurate account value. Supply system stock is governed by policy in references (a) and (b). Property record items are governed by reference (f). The following definitions apply:

040301. Supply System Stocks

Supply System Stocks include all Marine Corps property still in the supply chain for issue to end use customers. This includes OM&S, inventory (tangible property held for sale), and military equipment positioned for issue to consumer level organizations. For military equipment, this includes SAC 1 TAMCN items positioned at the SMUs, also defined as Military Equipment Not in Use.

040302. Property Record Items

Property Record Items include all property issued to its final destination in the supply chain. This includes military equipment acquired and fielded to its final destination to fulfill a requirement in the AAO (i.e., at using units, positioned at RSAs and in stores at MARCORLOGCOM), also defined as Military Equipment in Use. It also includes other categories of property such as garrison property, GME, real property, and stewardship PP&E. Everything else falls in the category of Supply System Stocks.

0404 RESEARCH

All supply activities are required to be good stewards of all types of property to include supply system stocks and property record items. Despite the safeguards established and taken by personnel in the care and maintenance of this property, discrepancies may occur between accountable record balances and actual property on hand. When this happens, inventory discrepancies are subject to three types of research: post count validation, pre-adjustment research, and causative research.

040401. Post Count Validation

Post count validation is the first type of research performed when the inventory count and the system record balance do not match. The purpose of post count validation is to determine the validity of the count. Inventory personnel perform a second and third count if required to ensure that the physical count is correct. If upon completion, the count does match the system balance, research is complete. If upon completion, the count still does not match the system balance, the physical count is established as the final count, and pre-adjustment research is initiated to begin searching for the cause of the discrepancy between the count and the system balance.

A. Once the post count validation has confirmed a difference between the quantity or type of property on hand versus what is listed on the APSR (e.g., GCSS-MC, SCS, DPAS, OIS-MC); all discrepancies, to include variances in National Stock Number (NSN)/National Item Identification Number (NIIN), asset ID and stock number (garrison property), lot number (ammo), quantity, or serial number will be reported to the SupO or APO.

B. Intermediate account activities normally do not have ROs and therefore the inventory is completed by the SupO/APO and reported directly to the CO/AO. This is usually completed in a cyclic inventory as to not disrupt required support to supported organizations.

040402. Pre-Adjustment Research

Pre-adjustment research is performed to verify that the balance quantity in the APSR is correct. Pre-adjustment research involves the consideration of recent transactions and verification of catalog/technical data. The pre-adjustment research is complete when the system balance has been verified.

040403. Causative Research

The purpose of causative research is to identify the root cause of inventory discrepancies. Causative research is required on NSNs/NIINs, asset ID, stock numbers, and lot numbers with variances from the official accounting records for all inventories (annual, cyclic, and spot). A complete review of all transactions must be performed to include supporting documentation, catalog change actions, shipping discrepancies, and un-posted or rejected documentation occurring since the last completed inventory in order to determine the cause of the discrepancy between the system balance and the physical count. This research may identify administrative errors made, which would preclude the need for investigative action or the need to process an inventory gain/loss transaction against the APSR. More importantly, causative research helps to identify procedural deficiencies which can then be corrected to prevent repetitive errors in the future.

A. Although, it is always possible to adjust the accountable asset record by means of an inventory adjustment transaction, consumer-level activities will not do so until the required research into the cause of the variance has been conducted. Upon completion of the causative research, the appropriate adjustment transaction is authorized based on the accountable officer's direction/approval.

B. Intermediate-level supply activities may adjust accountable asset records prior to completion of causative research; however, this does not preclude those activities from completing all required research and/or investigative action. Intermediate-level activities have 30 days from the adjustment transaction date to complete required causative research.

C. Per reference (a), supply activities that manage wholesale level stocks are allowed 45 days from the date the adjustment transaction was posted to complete causative research. For the Marine Corps, this timeframe applies specifically to Marine Corps owned materiel stored and managed by DLA at MARCORLOGCOM.

D. Causative research ends when the cause of the discrepancy has been determined (resolved discrepancy), or when, after reviewing all applicable transactions, no conclusive findings are possible (unresolved discrepancy). The results of causative research will be considered representative of the account as a whole. Causative research results will be reflected on adjustment documents. These same statements will be either annotated or attached, either physically or electronically, to the supporting Money Value Gain Loss Notice (MVGL/N) or similar report once adjustments have been approved by the CO/AO and the SupO/APO has inducted the appropriate gain/loss transactions.

1. Resolved discrepancies typically occur because of an administrative processing error. An administrative adjustment transaction will correct these discrepancies within the APSR. Care must be taken to process the correct transaction rather than performing an inventory adjustment to correct an administrative processing error.

2. An unresolved discrepancy is any discrepancy where causative research is non-conclusive. If causative research is non-conclusive, especially for pilferable items, then theft must be suspected as a cause. All unresolved discrepancies that are beyond the SupO/APO's authority to correct must be reported to the CO/AO for action. The SupO/APO will prepare a report summarizing the results of the inventory, subsequent causative research, and any recommendations. Causative research results will also be reflected on all approved inventory adjustment documents. These same statements will be either annotated or attached to investigative reports once adjustments have been approved by the CO/AO and supply personnel have inducted the appropriate gain/loss transactions. Detailed procedures for conducting causative research, adjusting the accountable property records, and conducting property investigations for lost or missing property are provided in Chapter 5 of this Volume.

040404. Minimum Research Requirements for Potential or Actual Physical Inventory Adjustments.

Per Volume 2 of reference (j), sample causative research in lieu of complete causative research for pilferable item discrepancies with a value from \$.01 to \$2,500 may be performed to serve as a deterrent to fraud, waste, or abuse and to identify systemic inventory and security problems. Pilferable items must have a cataloged CIIC. Causative research shall be conducted on all adjustments (gains and losses) of classified and sensitive items regardless of the dollar value of the item or the extended dollar value of the adjustment. Causative research shall be conducted on all adjustments (gains and losses) of pilferable items with an extended dollar value greater than \$2,500, and all adjustments with an extended dollar value greater than \$16,000 or greater than 25 percent unit variance and greater than \$5,000 for any single item (i.e., NSN). “Extended dollar value” refers to the total value of all adjustments for a single item (i.e., NSN). “Unit variance” refers to the percent difference between the on hand quantity of a single item (i.e., NSN) and the balance record in the APSR. The table below displays specific discrepancy conditions and the corresponding research that is required:

Condition Of Discrepancy		Required Research		
		Post Count Validation	Preadjustment Research	Causative Research
1.	≤ \$1,000	No	No	No
2.	> \$2,500 extended dollar value (pilferable items)	Yes	Yes	Yes
3.	> \$5,000 but ≤ \$16,000 and > 25 percent unit variance	Yes	Yes	Yes
4.	> \$16,000	Yes	Yes	Yes
5.	Controlled Inventory Item	Yes	Yes	Yes
6.	Suspected Fraud, Waste, or Abuse	Yes	Yes	Yes

Note 1: Sample causative research in lieu of complete causative research for pilferable item discrepancies with a value from \$1 to \$2,500 may be performed to serve as a deterrent to fraud, waste, or abuse and to identify systemic inventory and security problems. Causative research shall be conducted on all adjustments (gains and losses) of classified and sensitive items regardless of dollar value of item or extended dollar value of adjustment.

0405 DISCREPANCY LETTERS

Sub-custody accounts at consumer level activities will identify discrepancies in a Responsible Officer Discrepancy Letter submitted to the SupO/APO for appropriate research.

040501. If discrepancies exist which are supported by documentation and were not corrected prior to the reconciliation process, the SupO/APO will make the necessary adjustments to the sub-custody account (i.e., CMR) to reflect the true physical inventory. This must be

accomplished within five work days. Any discrepancy that does not have supporting documentation shall have causative research conducted to determine the nature of the variance.

040502. Unless the CO/AO has stated otherwise, once all causative research has been completed, the SupO/APO is authorized to approve property record adjustments that:

A. Do not exceed a unit price of \$2,500 or have an extended dollar value of \$50,000 for pilferable items.

B. Include non-controlled, non-sensitive, and non-pilferable items with a unit price of less than \$5,000, or a total dollar value per transaction of less than \$50,000 (serialized and non-serialized).

040503. If discrepancies still exist after causative research has been completed, the RO/property custodian will prepare a Request for Investigation to document and describe the circumstances surrounding the inventory discrepancy or loss of property. This must be accomplished within five work days.

0406 INVESTIGATIONS

If an RO/property custodian knows of lost, missing, or damaged property; or when causative research is non-conclusive; a Request for Investigation will be submitted to the appropriate CO/AO. Chapter 5 of this Volume contains detailed procedures for initiating and conducting a property investigation if required.

0407 INVENTORY ADJUSTMENTS

040701. In the course of causative research, it may be determined that administrative errors occurred resulting in no physical loss or damage to property. In these cases, administrative gain/loss transactions will be inducted within the APSR to correct the balance record.

040702. With the exception of intermediate-level supply activities, if loss, damage, or destruction of property is determined during the course of causative research, appropriate investigative action must be executed prior to inducting appropriate adjustment transactions. Refer to Chapter 5 of this Volume for guidance concerning investigative actions and subsequent inventory adjustment transactions.

VOLUME 4: CHAPTER 5

“INVESTIGATIONS”

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

INVESTIGATIONS

0501 GENERAL

This chapter prescribes policy, procedures, and responsibilities within the Marine Corps for investigating government property that is lost, damaged, or destroyed. All investigations will be executed in compliance with the guidance set forth in this chapter and reference (o).

0502 DEFINITIONS

050201. Investigation

For the purpose of this policy, "investigation" refers to a procedure used by the CO or AO to determine the facts related to the loss, damage, or destruction of government property; determine the present condition of such property; receive recommendations to dispose, retain, and/or further account for such property; and/or determine responsibility and extent of responsibility. Investigations may be initiated as administrative inquiries or investigations based on the parameters identified within reference (o).

050202. Accountable Individual

For the purpose of this policy, an "accountable individual" is an individual detailed to a duty involving financial responsibility for government property and/or funds in that individual's custody. Such individuals may be held financially liable through administrative means as discussed in paragraph 050205 of this chapter. Also refer to the local office of the Staff Judge Advocate or counsel or the servicing Human Resources Office (for civilian employees) for additional guidance.

050203. Nonaccountable Individual

For the purpose of this policy, a "nonaccountable individual" is defined as an individual other than an accountable individual. This individual may come in to possession of government property in the performance of duty; however, this in itself does not constitute accountability as it relates to the definition of an accountable individual. There is recourse available for the CO/AO against nonaccountable DoD personnel who lose, damage, or destroy government property in their possession, as discussed in paragraph 050205 of this chapter. In addition, individuals may be permitted to make voluntary restitution under the provisions of paragraph 0510 of this chapter; and collection action may be taken when they have been convicted by courts-martial for applicable offenses. Such collection action is against the individual's final pay and allowances due at the time of dismissal, discharge, or release from active duty. Additionally, collection action may be taken from a courts-martial conviction when approved by a general court-martial authority.

050204. Fault or Negligence

For the purpose of this policy, "fault or negligence" is defined as the omission of doing something which a reasonable person, guided by those considerations which ordinarily regulate

human affairs, would do; or the doing of something which a reasonable and prudent person would not do, which is the proximate cause of the loss, damage to, or destruction of government property.

050205. Indebtedness

The provisions of Section 0167 of reference (o), the DON Civilian Resources Manual, collective bargaining agreements, and/or local command policy may establish indebtedness. When a service member is found guilty by court-martial of one of the offenses listed in Section 0167 of reference (o), establishing indebtedness will be a separate action of the convening authority. The servicing Human Resources Office will advise on indebtedness for civilian employees. Indebtedness established under either of these conditions may be liquidated by a voluntary reimbursement by the individual concerned. Imposing nonjudicial punishment does not prove indebtedness.

0503 APPLICABILITY

050301. Policy

A. General Information. As a matter of policy, all missing, destroyed, or damaged government property belonging to the Marine Corps (including ammunition), on charge to the Marine Corps, and belonging to other government departments in the custody of the Marine Corps will be made the subject of investigation as prescribed in reference (o). An investigation will be initiated when the cause of such condition is unknown, individual culpability is suspected, or to determine responsibility for the loss, damage, or destruction of the property. Investigative action should not be conducted when the CO/AO for the property believes no fault or negligence is indicated in the loss, damage, or destruction of government property and an investigation would constitute an unnecessary administrative burden. Additionally, investigative action is not normally conducted when an individual accepts responsibility for the loss, damage, or destruction of government property and voluntarily offers to reimburse the government.

B. Property Not on Charge. Government property will not be picked up on the accounting records for the sole purpose of initiating investigative action; however, this does not preclude the CO/AO from initiating an investigation for government property below the dollar value accounting threshold as detailed in this policy.

C. Property of the Navy or Other Government Departments.

1. Manner and Format. Investigations conducted for property of the Navy or other government departments will be conducted in the same manner and reporting format as Marine Corps-owned property.

2. Recommendations. When recommending disposition of items identified as Navy property, investigating officers will be guided by reference (o). Copies will be distributed in accordance with reference (o).

D. Losses Involving a Shortage of Public Funds or Property. Proceeds from the sale of property or services not yet deposited with a DoD disbursing officer are considered accountable property and require an investigation to be conducted per reference (c); however, investigations will not be required for the following cases:

1. There is no evidence a particular loss or deficit of funds was caused by theft or fraud by an individual designated as accountable for the funds or property.

2. Retail shortages are not considered to be disproportionate and may be corrected through authorized administrative adjustments in accounting.

E. Civilians. If civilian employees are the subject of an investigation and are required to provide statements during the investigation, coordination must be made with the servicing Human Resources Office for applicable laws, regulations, or collective bargaining agreements. Copies of all such investigations will be provided to the Human Resources Office if follow-on administrative action is required as a result of the investigation.

050302. Scope

Investigations will be conducted and reported as outlined in reference (o) and the contents of this chapter when government property is involved. The original or a copy of the signed completed investigation will be provided to the supply/property control officer who administers the property account for final endorsement and all applicable accounting actions.

050303. Exception

At the discretion of the CO/AO, an investigative report of Motor Vehicle Accident (SF 91A) may be used instead of a JAGMAN investigation when the investigation involves a motor vehicle accident and when:

- A. There is no death or injury.
- B. The total property damage does not exceed \$5,000.
- C. There is no probable claim against the government.

0504 ACCOUNTABILITY

Aside from any disciplinary action which might be taken for a military offense, accountable or nonaccountable individuals who cause government property to be lost, damaged, or destroyed may become indebted to the United States Government for the amount involved, per the provisions of paragraph 050205 of this chapter. In each case, it must be determined whether the loss, damage, or destruction of government property occurred as a result of fault or negligence of any person, and if indebtedness exists as a result.

0505 INVESTIGATIVE ACTION

Investigative action to inquire into the circumstances surrounding the loss, damage, or destruction of government property can be initiated in one of two methods; CO/AO directed, or through a request for investigation.

050501. CO/AO Directed

The CO/AO may direct investigative action to determine the circumstances surrounding the loss, damage, or destruction of government property. In most circumstances, CO/AO directed investigations will result from the CO/AO's decision to initiate investigative action to properly address unresolved discrepancies surrounding the loss, damage, or destruction of property. Regardless of the original notification, the CO/AO will determine if an investigation is necessary. If so, investigative action will be initiated through official correspondence as follows:

A. Upon receipt of notification (i.e., the SupO) or APO Discrepancy Letter, RO Request for Investigation, SupO/APO Inventory Results, or other correspondence such as accident reports), the CO/AO shall decide whether or not to conduct an investigation.

B. After reviewing the notification, the CO/AO may determine investigative action is not warranted and will direct the SupO/APO to make the necessary adjustments to the property records through endorsement of the SupO/APO's Discrepancy Letter, endorsement of the RO Request for Investigation, endorsement of the SupO/APO's Inventory Results Letter, or via separate correspondence. This will serve as approval for the SupO/APO to make the necessary adjustments to the balance records.

C. When investigative action is deemed necessary, the CO/AO must direct the investigative action in writing. The CO shall appoint an investigating officer within five calendar days of the original notification.

D. The SupO/APO will assign an internal voucher number to the investigation to ensure proper tracking of investigations.

E. The original notification documents (e.g., Discrepancy Letter, Request for Investigation, Inventory Results Letter, etc.) with all endorsements and enclosures will be made the second enclosure to the investigative report, after the investigating officer's appointment letter.

F. Once the investigation has concluded and the CO/AO has reviewed the recommendations from the investigating officer, the CO/AO will provide his final decision as an endorsement on the investigation. The CO/AO decision must state directed actions required to adjust the property records. Once the SupO/APO receives an endorsed signed copy of the investigation, he/she will perform the following actions:

1. Complete all approved recommendations from the investigation (e.g., adjust the accountable records, dispose of damaged property, etc.).

2. Certify the bottom of the last page of the investigation that all actions have been accomplished as directed and include the document numbers that were used to adjust the supply records.

3. After completing all required actions, retain a copy of the investigation in the voucher file for a period of 10 years (three years active and seven years archived). Additionally, provide sufficient copies of the completed report as specified in paragraph 051004A of this chapter.

050502. Request for Investigation

When there is known loss, damage, or destruction of government property; or any unaccounted for controlled, sensitive, or pilferable item is discovered, a Request for Investigation will be submitted to the CO/AO via the SupO/APO. In most circumstances, the Request for Investigation will be initiated by an RO, but any individual within the command can initiate the request. The request will be in naval letter format and will be submitted within five calendar days of the discovery. The letter must describe the property and its current condition; state whether or not the requesting individual accepts responsibility for the loss or current condition of the property; state whether or not the reporting individual wants to voluntarily reimburse the government; and describe the circumstances surrounding the loss, damage, destruction, or discovery. The mere fact an investigation is requested may not mean investigative action is required. The CO/AO's prerogative should be exercised in consonance with guidance prescribed here to ensure needless administrative action is minimized. The CO/AO will determine if an investigation is necessary and initiate investigative action through official correspondence.

A. Upon receipt of a Request for Investigation, the SupO/APO will evaluate the facts and circumstances surrounding the loss, damage, destruction, or discovery of property and will recommend to the CO/AO whether or not investigative action is warranted via endorsement. The Request for Investigation and SupO/APO endorsement will be forwarded to the CO/AO within five calendar days of the original Request for Investigation. Upon receipt of the endorsed Request for Investigation from the SupO/APO, the CO/AO shall decide whether or not to conduct an investigation.

B. After reviewing the Request for Investigation and SupO/APO endorsement, the CO/AO may determine investigative action is not warranted and will direct the SupO/APO to make the necessary adjustments to the property records through endorsement of the Request for Investigation. This will serve as approval for the SupO/APO to make the necessary adjustments to the balance records.

C. When investigative action is deemed necessary, the CO/AO must direct such investigative action in writing through endorsement to the Request for Investigation. The CO/AO shall appoint an investigating officer within five calendar days of the SupO/APO's endorsed Request for Investigation.

D. The SupO/APO will assign an investigation voucher number to the investigation to ensure proper tracking of the investigation.

E. The original Request for Investigation with all endorsements and enclosures will be made the second enclosure to the investigative report, after the investigating officer's appointment letter.

F. Once the investigation has concluded and the CO/AO has reviewed the recommendations from the investigating officer, the CO/AO will provide his final decisions as an endorsement on the investigation. The CO/AO decision must state directed actions required to adjust the property records. Once the SupO/APO receives an approved, signed copy of the investigation (to include CO/AO's endorsement), he/she will perform all required actions.

0506 CONVENING AUTHORITY

050601. Authorization

Convening authority (CA) relates to the authority to convene general or special courts-martial, per the Manual for Courts-Martial. The CA can direct a JAGMAN investigation. Officers in the following categories are authorized CA to direct JAGMAN investigations.

- A. All CGs.
- B. All officers having general or special courts-martial convening authority.
- C. Any other officer so designated by the CMC.

050602. Command Authority

At Marine Corps activities where there is no commissioned Marine officer, or where the CO/AO personally affects supply administration, investigations will be ordered by the CO/AO of the next higher level of command.

050603. Reserve Applicability

CO/AOs of Marine Corps Reserve battalions or separately administered companies or batteries are authorized to convene JAGMAN investigations. When the best interest of the government would be served, or when there are no eligible persons in the unit to serve as investigating officers, the next higher level of command will convene the investigation.

0507 INVESTIGATING OFFICER

050701. Appointment

- A. The convening authority will be governed by reference (o) in appointing a member or members to a court of inquiry, formal fact-finding body, or informal fact-finding body.
- B. Informal fact-finding body action will be undertaken by one or more officers, Staff Non-Commissioned Officers (SNCOs), or civilian employees of the DON working with the Marine Corps as members. These individuals will be appointed in writing by the convening authority.
- C. The type of investigation and number and grade of members appointed will vary depending on the circumstances and value of the property. Once appointed, the investigation will become each individual's primary duty and will be conducted in accordance with reference (o). Extensions may be authorized by the convening authority. The extension request and reply will be provided in writing and become part of the completed investigation.

050702. Special Qualification

When the material subject to investigative action is technical in nature, an officer, SNCO, or civilian employee possessing technical knowledge of the materiel required should be assigned as the investigating officer. When technical knowledge of the lost or damaged property is required and not available within the command, commercial services, if applicable, may be obtained to determine the extent of damage and/or cost of repair. Statements and estimates provided by commercial services shall be attached to the investigative report to assist the investigating officer and reviewing authority in making their recommendations/determinations.

050703. Restrictions

The following officers, SNCOs, or civilian employees will not be appointed as investigating officers:

- A. The CO/AO of the activity convening the investigation.
- B. The officer/SNCO/civilian charged with custody of the property.
- C. Any officer/SNCO/civilian for whom the officer administering supply functions submits Fitness Reports or performance ratings.
- D. Any officer/SNCO/civilian junior to an officer/SNCO/ civilian whose conduct is being investigated, except when circumstances make such an appointment mandatory as determined by the convening authority.
- E. The officer/SNCO/civilian administering supply and fiscal functions over government property involved in the investigation.
- F. Officers/SNCO/civilians serving with a FSMAO.
- G. Any officer/SNCO/civilian that may have a vested interest in the findings or recommendations of the investigating officer.
- H. Bargaining unit employees.

0508 DUTIES OF INVESTIGATING OFFICERS

050801. General Information

Except in cases of missing, lost, or stolen property, investigating officers will inspect government property subject to investigation and thoroughly review the circumstances of the case. In cases of lost, stolen, or missing property, investigating officers will inquire about measures taken by the person whose custody the property was placed in to prevent loss or theft. When damage results as a violation of specific instructions or orders regarding the use of equipment or vehicles, the individual in violation will be held responsible, unless it can be clearly shown that there were sufficient extenuating circumstances to offset a finding of fault or negligence.

050802. Determinations

In all cases of damage, investigating officers will determine the value of the damage and whether economical repairs can be made. As a general rule, an article of government property is considered economically repairable if the cost of the repair does not exceed 65 percent of the replacement cost, and the item is necessary and required for further use. This judgment is based on a technological evaluation, age of the equipment, cost of new parts and labor to install, availability of parts, original and replacement costs. The urgency for the items to be restored or replaced for deployment or contingency will be considered and will be indicated in the report of investigation.

050803. Statements

Investigating officers will obtain statements from individuals involved in or cognizant of the circumstances surrounding the incident. When physical indicators contradict or amplify such statements, these matters will be reported to the convening authority. Investigating officers must ensure statements are obtained in compliance with the Privacy Act of 1974, Article 31 of the UCMJ, and Section 0215 of reference (o). If investigative action was CO/AO directed, the investigating officer must obtain a statement from the responsible individual stating whether he/she is willing to reimburse the government for all or part of the loss or damage. All individuals must be counseled per paragraph 0512 of this chapter. The counseling statement will be included as an enclosure to the investigative report.

050804. Recommendations

A. Responsibility. The investigating officer must provide an opinion about the probable cause for the loss, damage, or destruction of property. When the investigating officer indicates fault or negligence, he/she must also make a recommendation indicating whether the applicable service member should be held responsible for the loss or damage. The investigating officer will not make a recommendation indicating whether civilian employees should be held responsible for the loss or damage. At the conclusion of the investigation, such investigations will be forwarded to the servicing Human Resources Office for appropriate action. In cases of lost property, when cause and responsibility cannot be fixed, the investigating officer will substantiate why the cause and responsibility cannot be fixed. All recommendations must be based entirely on the facts and opinions presented in the report.

B. Disposition of Property. In all cases, recommendations for the disposition of property and follow-on accountability will be included in the report.

C. Additional Recommendations. Recommendations on other matters, such as safety and beneficial suggestions to prevent similar incidents in the future, should also be included in the report.

050805. Examination of Property

Property reported as worn out will be carefully examined to see if its condition was caused by reasonable usage and was not due to misapplication or other than intended use. Items "worn out in service" will not be made the subject of an investigation but rather condition coded and disposed of per references (b), (p) and (q). Excessive wear in numerous items should be monitored for quality

defects. If quality defects are the cause, the unit SupO/APO must ensure the appropriate documents (i.e., SDRs and Product Quality Deficiency Reports) are submitted.

050806. Preparation of Report

Investigating officers responsible for the report of investigation will ensure submission to the convening authority for review and appropriate action. If multiple investigating officers have been appointed, the original (majority) report will be signed by each member who concurs with the findings. Should a member not concur, the member will submit an additional signed "minority" report. The minority report will be included in the record immediately after the majority report. The report will then be submitted to the convening authority for review and appropriate action. Reports of investigation will include the following elements:

A. General Summary.

1. Findings of fact.
2. Opinions, if a finding of fact has not been definitely established.
3. Recommendations.

B. Present Condition of the Property.

1. Serviceable.
2. Operationally ready.
3. Altered without authorization.
4. Unserviceable.
5. Obsolete.
6. Missing, lost, or stolen.

C. Cause of Present Condition. Describe the circumstances leading to the present condition of the item(s).

D. Disposition Recommendation. The following will be used as a guide for appropriate terminology and instruction. Items included in rebuild, recovery, or repair programs, such as the recoverable item program, will be processed and/or disposed of as instructed by the applicable program.

1. Retain for use.
2. Excess and dispose of as required by current regulations.

3. Reclaim. Return usable parts to stock for repair of like items, and request disposition of residue to an DLA-DS per references (b), (p) and (q).

4. Dispose of per reference (b), (p) and (q).

5. If serviceable, drop and take up under new size or nomenclature.

6. Drop from the property records.

7. Additional recommendations.

0509 REPORT SUBMISSION

The investigative report will normally be completed and returned to the convening authority within 30 calendar days from the investigating officer's appointment date. When an individual is assigned an investigation, it becomes that person's primary duty. When complications are met, the convening authority may authorize extensions until the report is submitted. The request for extension and convening authority's reply must be in writing and must become a permanent part of the completed investigation (a printed copy of an electronic request and approval will also suffice).

0510 REVIEWING AUTHORITY

051001. Local Command

Reports of investigation will be submitted via the convening authority/CO/AO to the reviewing authority (the next higher major command) for review and final action.

051002. Higher Authority

A copy of the following investigations involving property will be submitted to DC I&L (LP):

A. Investigations involving a finding of "significant fraud, waste, abuse, or significant shortage of public funds."

B. Investigations directed by separate Marine Corps directives.

C. Investigations of incidents reportable as Missing, Lost, Stolen or Recovered (MLSR) Government Property per (s).

051003. Transmittal Letters

A copy of Letters of Transmittal and all endorsements will be appended to the file copy of the investigation held by the initiating activity for all reports of investigations forwarded to DC I&L (LP).

0511 REVIEW AND APPROVAL OF INVESTIGATION

051101. Action Required

In the course of the review, the convening authority will ensure the investigating officer has determined the cause and responsibility for any loss of government property or has substantiated why the cause and/or responsibility cannot be determined. Except for investigations convened by CO/AOs of Reserve units, the convening authority will: take final action on the report; or forward it with comments and recommendations to the reviewing authority for final action; or forward it to DC I&L (LP) via the chain of command. In cases of investigations convened by CO/AOs of Reserve units, the convening authority will forward the completed report of investigation, with amplifying comments, to COMMARFORRES for final action; or when appropriate, to DC I&L (LP). In all cases, after final action has been taken, the organization that maintains the accountable records for the property involved will be furnished sufficient approved copies, together with supporting documents, for property accounting purposes.

051102. Limitations

Convening/reviewing authorities may not disregard the findings of the investigating officer if established by fact; however, exceptions may be taken to the investigating officer's opinions and recommendations. Exceptions taken must be detailed in the convening/reviewing officer's action. If, for any reason, final action cannot be taken, the report of the investigation will be returned by endorsement to the investigating officer for reconsideration, pointing out the matter of differences. Should the investigating officer adhere to the first report and the convening authority not agree; the reviewing authority may disapprove the report in whole or in part. The reviewing authority will forward the entire record to DC I&L (LP) stating in detail the parts which are disapproved and provide recommended final action for approval. Additionally, reviewing authorities forwarding endorsements should, direct the supply/property control officer to complete the necessary disposition, adjustment, and replacement actions for the property under investigation. When the original copy is forwarded to DC I&L (LP), a pending copy should be filed. Upon receipt of the original from DC I&L (LP), the pending copy will be replaced by the original.

051103. Referral to Responsible Person

When it is recommended that a service member be held responsible for the loss, damage, or destruction of government property by reason of fault or negligence, and the convening and reviewing authority concurs, the entire matter will be referred in writing to the individual for a statement of whether he/she accepts or disclaims the findings. Service members will be allowed the opportunity to consult with a judge advocate. Should the person accept the findings, the individual will sign a statement, consenting or declining (in whole or in part) to voluntarily reimburse the government for the amount of loss or damage. At the time of referral, the individual will be advised of options relative to voluntary repayment by installment for the remaining period of active service. Should the service member consent to voluntarily reimburse the government, a DD 1131 "Cash Collection Voucher" will be prepared and submitted to the disbursing officer for action. Payments will be scheduled to permit liquidation before the service member's normal date of discharge or release from active duty.

051104. Further Action

Upon completion of all actions discussed in the preceding paragraphs, the matter will be turned over to the convening authority for a final review and appropriate action. When administrative action is taken, an appropriate remark will be provided in the convening authority's endorsement, along with a report of actions taken to effect reimbursement for lost or damaged property. A statement from the disbursing officer may also be attached. Supply actions for the property involved will not be withheld pending disciplinary action. Any investigation involving civilian employees will be provided to the servicing Human Resources Office for appropriate action.

0512 INVENTORY ADJUSTMENTS

As the result of an investigation for lost, damaged, or destroyed government property; property accountability records must be adjusted to reflect the actual quantity of on hand assets. Property record adjustments may also be required in situations when a formal investigation is not necessary (e.g., upon conclusion of a physical inventory; when negligence is not suspected; or at any other time imbalances are discovered).

051201. Authorization of Gain/Loss Transactions

The inventory adjustments identified in this paragraph require authorization from the AO in writing prior to the induction of a physical gain or loss transaction. Unless otherwise directed by the AO, SupOs/APOs have the authority to authorize adjustments below the dollar value thresholds identified in sub-paragraphs B and C. AOs may elect to establish lower dollar value thresholds for their personal review, but in no case will higher thresholds be established. These thresholds apply to both property record items and supply system stocks. Adjustment transactions must be inducted no later than five days of approval by the appropriate authority.

A. Sensitive and controlled items (both locally and Marine Corps) regardless of dollar value.

B. Pilferable items catalogued in FLIS with a unit price of \$2,500 or more, or a total dollar value per transaction of \$50,000 or more.

C. Non-controlled, non-sensitive, and non-pilferable items with a unit price of \$5,000 or more, or a total dollar value per transaction of \$50,000 or more (serialized and non-serialized).

051202. Types of Gain/Loss Transactions

Gain/loss adjustment transactions may be inventory, administrative, or miscellaneous in nature and can be processed within approval thresholds. A special case is a "lost shipment" which can be processed as a loss only. Use of the correct type of gain/loss transaction is necessary for higher headquarters to analyze property accounting trends throughout the Marine Corps.

A. Inventory Gain/Loss. Inventory gain/loss transactions are inducted to correct the accountable property records as a result of an inventory (i.e., spot, cyclic, annual, or command directed). The Document Identifier Code (DIC) is D8A (gain)/D9A (loss) and the corresponding Defense Logistics Management System (DLMS) transaction is 947I.

B. Administrative Gain/Loss. Administrative gain/loss transactions must be vouchered to indicate that no physical gain or loss occurred. Any transaction processed in error to cause the record imbalance must be specifically identified by document number and date processed in the explanatory statement. In the case where a misidentified item is being dropped or picked up simultaneously, the voucher file must cross-reference the related administrative gain/loss transaction. The DIC is D8B (gain)/D9B (loss) and the corresponding DLMS transaction is 947I.

C. Miscellaneous Gain/Loss. Miscellaneous gain/loss transactions will be used when the circumstances surrounding the property record adjustment do not fit into any of the other categories. These adjustment transactions are normally associated with a gain or loss of assets signed for by an RO or in the possession of an RI and when investigative action becomes necessary. Miscellaneous adjustment transactions will be vouchered with detailed justification pertaining to their use. The DIC is D8Z (gain)/D9Z (loss) and the corresponding DLMS transaction is 947I.

D. Lost Shipment. All required tracer actions and SDRs utilizing Product Data Reporting and Evaluation Program must be accomplished prior to inducting lost shipment transactions. Copies of the tracer action and/or the SDR and copies of any replies will be maintained on file and cross-referenced as supporting documentation for lost shipments. The explanatory statement for those lost shipments meeting the voucher criteria must state "Processed as a lost shipment due to non-receipt within time frames established by Source of Supply or other regulation. All required tracer and or SDR actions have been accomplished." The DIC is D9L and the corresponding DLMS transaction is 947I.

051203. Supporting Documentation

All gain/loss transactions must be supported by supporting documentation as a result of causative research, completed investigations, or letters with explanatory statements signed or endorsed by the CO/AO and or the SupO/APO. This supporting documentation constitutes the voucher file. The voucher file will be maintained in such a manner as to easily cross-reference between gain/loss transactions and supporting documentation. The preceding criteria is based on the fact that the non-voucherable losses and gains will be documented, reviewed, and certified by the CO/AO on the passed edit listing and/or the MVGL/N. The retention period for supporting documentation is 10 years (3 years active and 7 years archived).

051204. Timeframes for Adjustment Transactions

The following timeframes will be utilized to process adjustment transactions to accurately reflect the status and condition of on-hand property within the APSR.

A. Property Record Items. Inventory gain/loss transactions will be inducted within two days of approval by the appropriate authority in paragraph 051201.

B. Supply System Stock. In order to properly report available inventory levels that are ready for issue, intermediate and wholesale supply activities are authorized to process inventory gain/loss transactions prior to completion of required causative research or investigative action. All appropriate causative research, supporting documentation, or investigative action must be completed within 30 days and retained in accordance with paragraph 051203. As an exception,

supply activities that manage wholesale level stocks are allowed 45 days from the date the adjustment transaction was posted to complete causative research. For the Marine Corps, this timeframe applies specifically to Marine Corps owned materiel managed by DLA at MARCORLOGCOM. Inventory adjustment transactions for supply system stock must be approved by the appropriate authority in paragraph 051201.

0513 ACCEPTANCE OF RESPONSIBILITY FOR THE LOSS, DAMAGE, OR DESTRUCTION OF GOVERNMENT PROPERTY

051301. General Information

Voluntary reimbursement or replacement for the loss, damage, or destruction of government property will be considered as a free act for personal reasons and will not imply an admission of responsibility for fault or negligence. No threat of administrative action shall be made to influence an individual's decision to accept responsibility or to voluntarily reimburse the government. If reimbursement is offered, such reimbursement should be for the full value of the property, or if applicable, the cost of restoring the property to its previous condition. Voluntary reimbursement does not relieve an individual from the consequences of wrongful acts. When an individual consents to reimburse the government for lost, damaged, or destroyed property, the transaction will be handled as a cash collection using a DD 1131. A cash collection requires an administrative unit diary entry which will be noted in the investigation report.

051302. Specific Actions to be Taken Prior to Acceptance of an Individual's Voluntary Reimbursement

The following actions will be taken before processing a service member's voluntary reimbursement.

A. The service member must be advised, as certified in writing by a senior commissioned or staff noncommissioned officer, of the contents of the preceding paragraph. Receipt of this advice will be acknowledged in writing by the individual. Both statements will be brief. It is not necessary to include the contents of paragraph 051201 above in the written statement.

B. In addition, the service member will be advised, in writing, of the right to consult with a judge advocate concerning the offer to reimburse the government. In the event a judge advocate is not available or if the individual waives, in writing, the right to consult with a judge advocate, a written statement of either instance will be appended to the investigative report and a copy will be attached to the voluntary consent for reimbursement.

C. All matters regarding civilian employees will be forwarded to the servicing Human Resources Office for appropriate guidance and action.

051303. DD 1131 (Cash Collection Voucher)

Upon election to make voluntary payment and after completing the provisions of the preceding paragraphs, a DD 1131 will be completed. In the interest of economy, annotations of the counseling and required signatures should be done on the same form.

0514 ORDNANCE MATERIEL

051401. General Information

Ordnance materiel which is subject to investigation will be described with detailed nomenclature. Reports of investigation should never recommend "automatically" that ordnance materiel be disposed of or sold. Ordnance materiel should be returned to the normal source of supply for repair or processed in accordance with specific disposition instructions.

051402. Small Arms

Investigating officers, when examining the circumstances leading to unserviceable small arms, will refer to applicable Technical Manuals and consider the following:

- A. Examination of the property as stated previously.
- B. Maintenance of property by cannibalization is not normally authorized; therefore, if parts are missing due to apparent cannibalization, such condition will not be accepted as a legitimate cause of unserviceability, unless one of the following is involved:
 - 1. Extreme urgency, in forward areas only.
 - 2. Specifically authorized by MARCORLOGCOM using the Return to Stores process.

051403. Serviceability Standards for Small Arms

Serviceability standards for small arms are prescribed in pertinent directives issued by the CMC and in Department of the Army TMs. When qualified ordnance maintenance personnel are available, weapons will be thoroughly inspected. A statement of their findings will be included in the report of investigation.

0515 MISSING, LOST, STOLEN, OR RECOVERED (MLSR) GOVERNMENT PROPERTY

Reference (r) prescribes policy and procedures within the Marine Corps for reporting MLSR government property. Required reports are mandatory and must be submitted per the guidance contained in the reference. MLSR reporting is not required for administrative gain and loss transactions since these transactions represent no physical gain or loss of property. MLSRs submitted for CCI equipment must be conducted as a parallel effort to the Communication Security Incident Report EKMS 1B. EKMS Managers and SupOs/APOs must reconcile both reporting and investigation results upon authorization to adjust respective accountable property systems of record. A record of all MLSR reports will be maintained for a period of 10 years (three years active and seven years archived).

VOLUME 4: CHAPTER 6

“QUALITY CONTROL”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 6

QUALITY CONTROL

0601 GENERAL

Quality control within the scope of the Marine Corps' PICP is the process of setting standards and performing internal controls and testing to identify errors and verify continuous improvement within warehousing practices to gain better control and accountability of Marine Corps assets. Per reference (a), all Marine Corps supply and storage activities will establish a quality control program. Accordingly, this chapter establishes policy and guidance for the successful administration of quality control programs throughout the Marine Corps enterprise in compliance with DoD directives.

0602 PURPOSE

Per reference (a) and (j) the purpose of the quality control program is to assist commanders in identifying those human, procedural, or system errors, or potential deficiencies that adversely affect supply system work processes affecting property accountability records, and to assist in resolving identified problems.

0603 QUALITY CONTROL PROCESS IN SUPPORT OF USMC PICP

A quality control program must include a system for inspection and/or testing; a system for reporting and recording quality control data; and a system for ensuring that required corrective actions are accomplished. Marine Corps supply and storage activities must determine the degree of activity required in each phase of the quality control process and establish procedures accordingly. Major factors affecting the degree of activity in each phase include: the types of items/supplies; the type of storage provided; and the anticipated length of storage for various items. Work processes directly related to the control of physical materiel will be monitored for attained quality levels and performance evaluated on numerical goals. As directed in reference (a), all quality control programs in support of the Marine Corps PICP will include standards and testing to assess the accuracy/quality of the following work processes:

060301. Warehousing Practices.

This includes checks of storage practices, stock rotation, shelf-life management, identification of materiel in storage, mixed stock, location accuracy, and re-warehousing projects.

060302. Receiving Practices.

This includes checks of documentation, materiel identity, quantity, materiel supply condition code, timeliness of processing, and verification of daily input data to the location system.

060303. Issuing Practices.

This includes checks of legibility of issue documents; accuracy of stock selection as to identity, quantity, unit of issue, shelf life, supply condition code, type of pack (subsistence only), marking of outgoing shipments, and release to carriers.

060304. Validity of Automated Data.

This includes checks of receipt, issue, and adjustment transaction data entries against input documentation.

060305. Inventory Practices.

This includes checks of inventory counts, location surveys, location reconciliation corrective actions, causative research, and adjustments to both the accountable property records and the applicable locator records.

060306. Catalog Practices.

This includes checks of catalog change processing, accuracy, and timeliness, using the affected recorded locations as the universe.

060307. Locator File Updates.

This includes checking the accuracy of changes posted to the locator file (e.g., all additions, deletions, and changes of unit of issue, supply condition code, shelf life).

060308. SDR Processing.

This includes checks for processing timeliness and the accuracy of the SDR initiation, follow up and reply, processing timeliness, investigation research including identification and correction of supply errors, adjustment of accountable and financial records, and preparation of voucher documents.

060309. Suspended Asset Processing.

This includes checks of the timeliness in reclassifying suspended materiel (supply condition codes J, K, L, Q, and R).

0604 ASSIGNMENT OF RESPONSIBILITY

Whenever possible, quality control checks of the above work processes will include identification of the individual performing the tasks. This will facilitate the placement of responsibility for appraising and improving quality with each manager within the chain of command.

0605 COMMAND EMPHASIS

Continued command emphasis and performance review are essential for the success of the quality control program. Commanders must ensure effective organizational interrelationships among the functional elements concerned with the PICP such as: comptroller, data systems, transportation, warehousing, maintenance, quality control, and supply management. The quality control program will include provisions for initiation of corrective action when acceptable quality levels are not met.

VOLUME 4: CHAPTER 7

“QUALITY CONTROL”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 7

MANAGEMENT REPORTING

0701 GENERAL

Per reference (a), Marine Corps organizations must collect and maintain performance standards and management data for all materiel for which a property accountability record is maintained. This will require a formal reporting process to higher headquarters for many key areas. Marine Corps supply activities must execute and document all reporting requirements to maintain accurate accountability, auditability, and reporting of Marine Corps property. All reporting will be executed in compliance with the guidance set forth in this publication and references (b) and (m).

0702 PURPOSE

This chapter establishes supply policy for Marine Corps management reporting requirements to facilitate internal accountability and performance assessments related to the accuracy of physical inventories; and to fulfill requirements for reporting information to higher authorities. This policy is applicable to all Marine Corps organizations.

0703 ANNUAL PHYSICAL INVENTORY CERTIFICATION

COs/AOs must execute a physical inventory of all government property within their organization on an annual basis. This includes property for which the organization has management responsibility; however, the property is not physically located within the organization. On-hand quantities and serial numbers identified during physical inventories will be reconciled against inventory data in APSRs to confirm that information in the APSR accurately reflects the actual physical inventory within the organization. As stated in Chapter 2 of this Volume, intermediate and wholesale supply activities may conduct cyclic inventories throughout the year to accomplish the 100 percent inventory requirement. Once all causative research has been conducted to resolve inventory discrepancies, and all approved inventory gain/loss adjustment transactions have been completed, the results of the inventory and Commander's Certification Letter will be prepared by the SupO/APO for signature by the CO/AO and forwarded to the next higher command echelon for information and forwarding to HQMC. At a minimum, the following points will be addressed as a result of the physical inventory:

- 070301. Provide a listing of inventory gain and loss transactions as a result of the inventory.
- 070302. State any corrective action required or initiated to reduce future variances.

0704 MONEY VALUE GAIN LOSS NOTICE (MVGL/N)

The MVGL/N within GCSS-MC, SCS, and similar APSRs contains a listing of all inventory gain and loss transactions processed at DoDAAC-level supply activities. It serves as an internal control for management of the supply account and provides the CO/AO with a complete picture of various adjustment transactions (e.g., physical inventory, administrative, miscellaneous) for the command.

Each notice must have the following statement certified by the CO/AO or acting CO/AO: "I have reviewed the documents on this notice and verify that required documents have been properly certified." MVGL/Ns will be certified within 15 days from processing of the each gain/loss transaction. This report is processed as changes occur to the account. The following APSRs have similar capabilities for obtaining inventory adjustment reports/notices:

070401. DPAS.

Inventory gain/loss transactions can be pulled from the "Increase Decrease Actions Report" within DPAS.

070402. OIS-MC.

Inventory gain/loss transactions can be pulled from the Transaction History menu within OIS-MC.

0705 ANNUAL SERIALIZED SMALL ARMS/LIGHT WEAPONS INVENTORY REPORT

Per Volume 2, Chapter 18 of reference (j) and Volume 7 of this publication, all Marine Corps activities possessing reportable small arms/light weapons must provide an annual Serialized Small Arms/Light Weapons Inventory Report, commonly referred to as the "Crane Report," to the Marine Corps Registry at the Naval Surface Warfare Center (NSWC) Crane Division, in Crane, Indiana. Owing activity COs/AOs must provide the annual serialized verification of small arms/light weapons to the Commander, NSWC. In addition to the annual inventory report, separate Crane Reports must be submitted within the time frames prescribed in Volume 7 of this publication, in all cases of small arms/light weapons accounting changes (e.g., receipts, issues, transfers, loss/recovery, or verified destruction).

0706 INVENTORY CONTROL EFFECTIVENESS (ICE) REPORT

Per reference (a), Marine Corps organizations will collect and maintain inventory accuracy performance standards and management data for organizations holding supply system stocks. This includes all wholesale and intermediate supply system assets of secondary items. ICE reporting will be accomplished utilizing DD 2338-1 "Inventory Control Effectiveness Report Ammunition," and DD 2338-2 "Inventory Control Effectiveness Report General Supplies" submitted to DC I&L (LP) on a quarterly basis. Report Control Symbol DD-4400-51 (External Report Control Symbol DD-AT&L(Q)935)) has been assigned to these reporting requirements. Instructions for completion of these forms are contained within reference (a).

0707 SEMI-ANNUAL OM&S REPORT

Per reference (c), all organizations that own or hold title to OM&S are required to report their OM&S to DC I&L (LP) on a semi-annual basis. This report assists in assessing the total dollar value of the enterprise account value and facilitates semi-annual reporting requirements to the DON. All owning organizations must certify accountability and control of OM&S by submitting a Certification Letter, signed by the CO/AO, via the chain of command.

0708 PICP MANAGEMENT REPORTING TOOL (MRT) FOR CLASS V

The purpose of the PICP MRT for Class V ammunition is to assist storage activities in tracking trends and capturing statistics to aid in process improvements. In addition, it provides PM Ammo with a method for determining the level of inventory accuracy and trend analysis for Marine Corps supporting storage activities. Storage activity managers are responsible for reporting all PICP data into the PICP MRT to facilitate management of the Class V inventory control. Data within the MRT is maintained for historical purposes and is used to generate reports for individual storage activities and for enterprise-level reports as required.

0709 MONTHLY INVENTORY REVIEW REPORT (MIRR) FOR CLASS V

The purpose of the MIRR for Class V ammunition is to evaluate each storage activity's reported inventory data against known configurations of ammunition and explosives line items and condition codes. The goal of the report is to identify and correct potential discrepancies in identification and condition code classification to improve the inventory accuracy and safety of the Class V(W) stockpile. PM Ammo develops and distributes the MIRR to each storage activity with a list of possible discrepancies. Storage activity managers review the report and provide a response that defines the problem and describes corrective action taken.

0710 MANAGEMENT REPORTING SCHEDULE

Table 7-1 below identifies the reporting destination and schedule for Marine Corps management reports discussed in this chapter.

Report	Frequency	Notes
Annual Physical Inventory Certification	Annual	Any time during the fiscal year
Money Value Gain Loss Notice	As Occurring	
Annual Serialized Small Arms/Light Weapons Inventory Report	Annual	Any time during the fiscal year
Inventory Control Effectiveness (ICE) Report	Quarterly	
Semiannual OM&S Report	Semi-Annual	During April and October of each fiscal year
PICP Management Reporting Tool For Class V	As Occurring	
Monthly Inventory Review Report (MIRR) For Class V	Monthly	

Table 7-1 Management Reporting Schedule

<p>VOLUME 6</p> <p>“DISPOSITIONS, EXCHANGES, AND RETURNS OF MARINE CORPS PROPERTY”</p> <p>SUMMARY OF VOLUME 6 CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>The date denoted by blue font (left header) will reflect the date this Volume was last updated.</p> <p>All Volume changes denoted in blue font will reset to black font upon a <u>full revision</u> of this Volume.</p>			
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ORIGINAL VOLUME	N/A	DD MMM YYYY	N/A

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

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

**VOLUME 6: DISPOSITIONS, EXCHANGES, AND RETURNS OF MARINE CORPS
PROPERTY**

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- (a) SECNAV M-5210.1
- (b) MCO 4790.25(c)
- (c) MCO 4790.2
- (d) MCO 3900.17
- (e) MCO 3900.15B
- (f) MCO 5311.1E
- (g) Federal Property Management Regulations, February 10, 2015
- (h) DoD Manual 4140.01, "DoD Supply Chain Materiel Management Procedures," dates vary by volume
- (i) 40 USC 503, "Exchange or Sale of Similar Items"
- (j) 32 CFR 736.5, "Disposition of Real and Personal Property under Special Statutory Authority"
- (k) DFARS subpart 217.70, "Exchange of Personal Property"
- (l) CFR 102-39, "Replacement of Personal Property Pursuant to the Exchange/Sale Authority"
- (m) DoD 4160.28-V1, "Defense Demilitarization: Program Administration," June 7, 2011
- (n) DoD 7000.14-R, "Department of Defense Financial Management Regulation," Volume 1-15, dates vary by volume
- (o) DoD 4160.21-M, "Defense Materiel Disposition Manual" July 11, 2012
- (p) DoD Instruction 5010.40, "Managers' Internal Control Program Procedures"
- (q) DoD Instruction 4000.19, "Support Agreements," April 25, 2013

VOLUME 6: CHAPTER 1

“INTRODUCTION”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 1

INTRODUCTION

0101 GENERAL

This Volume establishes supply policy for the disposition, exchange, and return of Marine Corps property. This Volume addresses the reporting requirements for Marine Corps property excesses and deficiencies and the process for requesting disposition instructions or replacement of Marine Corps property. This policy is applicable to all retail supply activities within the operating forces and supporting establishment (SE); both consumer and intermediate level. Adherence to the provisions in this Volume shall ensure accurate and timely disposition, exchange, or return of Marine Corps property in compliance with Department of Defense (DoD) regulations for supply and financial management. The policy in this Volume takes precedence over all retail-level technical publications (e.g., UM 4000-125). In this Volume, Marine Corps property is referred to as equipment, but pertains to general equipment (i.e., military equipment, garrison property, and garrison mobile equipment).

0102 ROLES AND RESPONSIBILITIES

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

A. As the Marine Corps Enterprise Ground Equipment Manager, ensure the roles and responsibilities identified in this Volume are adhered to by the appropriate stakeholders to achieve and maintain strict equipment accountability and visibility.

B. As the functional advocate for logistics information systems, ensure systems are available and effective to enable retail-level supply operations.

C. Coordinate with Commanding General, Training and Education Command (CG TECOM) to ensure the implementation of effective training programs for the contents of this Volume.

D. As necessary, ensure Field Supply and Maintenance Analysis Office Teams and Internal Controls and Audit Readiness Teams inspect Marine Corps organizations for compliance with this Volume and provide assistance to the Marine Forces (MARFORs), Marine Expeditionary Forces (MEFs), and SE/installations.

E. In coordination with Commander, Marine Corps Systems Command (MARCORSYSCOM), ensure the provisions of this Volume support total life cycle management of programs and equipment.

F. Publish policy and provide advocate funding for the equipment stock rotation program.

G. Publish policy for equipment stratification and provide valid data for the Program Objective Memorandum (POM).

H. Serve as the approving authority for the equipment stratification process for maintenance, modification, and modernization.

I. Review and report any equipment stratification data discrepancies to the responsible organization as identified in this Volume.

J. As directed by the Commandant of the Marine Corps, publish 4400 series bulletins.

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

Be prepared to provide guidance on the operational impacts associated with the implementation of this Volume as it relates to current and future operations.

010203. Commanding General, Marine Corps Combat Development Command (MCCDC)

A. Include all pillars of the Approved Acquisition Objective (AAO), to include fielded and planned procurements of equipment, into the equipment stratification process.

B. As the system sponsor and functional manager for Tables of Organization and Equipment systems, manage and improve automated tools that support requirements determination for the equipment stratification process.

C. Use equipment stratification data to identify POM initiatives.

D. Identify equipment stratification requirements to support modeling and analysis capabilities for logistics wargaming, requirements modification reviews, readiness and sustainment queries, and other capabilities as required by validated user needs.

E. Validate and certify CG MCCDC-sponsored equipment stratification data (e.g., structure data).

F. Review and report any data discrepancies to the responsible organization as identified in this Volume.

010204. Deputy Commandant, Combat Development and Integration (DC CD&I)

A. Coordinate efforts with DC I&L to ensure implementation of this policy is in consonance with current doctrine.

B. Coordinate with Marine Corps Logistics Command (MARCORLOGCOM), MARCORSYSCOM, and Marine Corps Installations Command (MCICOM) to ensure Total Force Structure Management System (TFSMS) data reflects the most current and accurate information available to enable effective ground supply operations at the retail-level.

C. Responsible for general equipment requirements.

D. Actively participate in the rotation program process to identify and exchange assets for the Enhanced Equipment Allowance Pool.

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

A. In coordination with DC I&L, MARCORLOGCOM, MARCORSYSCOM, and MCICOM ensure the POM process supports the creation of a Marine Corps Future Years Defense Plan (FYDP) which resources logistics requirements in consonance with strategic guidance and efficiently and economically supports the financial requirements of the Marine Corps supply chain.

B. Perform programmatic analysis of all pillars of the AAO to ensure compliance with Headquarters Marine Corps (HQMC) and DoD guidance.

C. Use the equipment stratification data during POM deliberations to validate end item deficiencies.

D. Review and report any equipment stratification data discrepancies to the responsible organization as identified in this Volume.

010206. Commander, MARCORSYSCOM and Program Executive Officer Land Systems (PEO-LS)

A. Responsible for acquisition of general equipment.

B. Coordinate with MARCORLOGCOM to establish criteria for determining weapon systems for stock rotation programs.

C. As necessary, update the criteria for rotation programs to include: Replacement & Evacuation (R&E); Service Life Extension Program (SLEP); Mid-life Rebuild; Weapons Exchange; and Product Improvement Program (PIP).

D. Use the equipment stratification data to develop POM initiatives and other programming and budgetary actions.

E. Provide and update acquisition-related item logistics data (e.g., length, width, height, etc.) and essential materiel support information for MCCDC approved requirements.

F. Validate and certify MARCORSYSCOM-sponsored equipment stratification data.

G. Review and report any discrepancies in data to the responsible organization as identified in this Volume.

H. Coordinate with DC I&L, DC CD&I and MARCORLOGCOM to exchange non-excess personal property when such transactions benefit the Marine Corps economically.

I. Coordinate with DC I&L, DC CD&I, and MARCORLOGCOM to identify military equipment eligible for the non-excess personal property exchange program.

J. Consider the non-excess personal property program in any acquisition where military equipment exists in the inventory and meets the criteria for exchange of non-excess personal property.

010207. Commanding General, MARCORLOGCOM

A. Plan and execute rotation programs and ensure the proportional use of assets to the maximum extent possible.

B. Provide technical directions for issuing, receiving, storing, and repairing assets.

C. Coordinate, execute, and control the different rotation programs.

D. Coordinate the validation of equipment stratification data with internal and external sponsors.

E. Certify and validate MARCORLOGCOM sponsored equipment stratification data.

F. On a quarterly basis or as requested, validate and provide equipment stratification data to users.

G. Use equipment stratification data for the DC I&L quarterly ground equipment readiness brief and to develop POM initiatives, Enterprise Lifecycle Maintenance Program (ELMP), and other actions.

H. Use equipment stratification data to support logistics wargaming, modeling and analysis, requirements modification reviews, readiness and sustainment queries, and other capabilities as required.

I. Publish equipment stratification standard operating procedures (SOPs).

010208. Commanding General, TECOM

A. Ensure the establishment of effective training programs for both entry-level and sustainment training of retail-level ground supply operations.

B. Ensure that this policy is made available, understood, and is used by all personnel responsible for retail-level supply at Marine Corps training installations.

C. Ensure the management of retail-level inventories at Marine Corps training installations is in accordance with this policy and supply system procedures in applicable users manuals.

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

E. Actively participate in the rotation program process to identify eligible exchange assets and maximize readiness.

F. Ensure care-in-storage of TECOM assets.

010209. Director, Command, Control, Communications, and Computers

A. Ensure effective hardware, software, and network communication resources are available to enable Marine Corps supply chain operations.

B. Review information technology (IT) procurement requests once submitted in the IT Procurement Request/Review and Approval System by MCICOM project officers or appropriate MARCORSYSCOM Program Managers/Product Managers (PMs/PdMs).

010210. Commanding General, MCICOM

A. Plan and execute equipment rotation programs for garrison property and garrison mobile equipment to ensure the proportionate use of assets to the maximum extent possible.

B. Provide technical directions for issuing, receiving, storing, and repairing garrison property and garrison mobile equipment.

C. Coordinate, execute, and control the different equipment rotation programs for garrison property and garrison mobile equipment.

D. Coordinate the validation of equipment stratification data with internal and external sponsors.

E. Certify and validate MCICOM sponsored equipment stratification data.

F. On a quarterly basis or as requested, validate and provide equipment stratification data to users.

G. Use equipment stratification data for the DC I&L quarterly equipment readiness brief and to develop POM initiatives and other actions.

H. Use equipment stratification data to support logistics wargaming, modeling and analysis, requirements modification reviews, readiness and sustainment queries, and other capabilities as required.

I. Publish equipment stratification SOP for garrison property and garrison mobile equipment.

010211. Commanders, Marine Corps Forces (MARFORs) and SE

A. For MARFORs and SE that own equipment, actively participate in the rotation program process to identify eligible exchange assets and maximize readiness.

B. For MARFORs and SE that own equipment, ensure care-in-storage of force-held assets to include the Combat Ready Storage Program and other local administrative storage/preservation programs. Provide a central point of contact for each MEF and Marine Corps Base.

C. For MARFORs and SE that own equipment, reconcile and validate on-hand balances to ensure accuracy in the equipment stratification process.

D. For MARFORs and SE that own equipment, certify and validate MARFOR-sponsored equipment stratification data.

0103 ADMINISTRATION AND LOGISTICS

010301. Recommendations concerning the contents of this Volume are invited. Submit recommendations via the appropriate chain of command to DC I&L attention: Logistics Policy and Capabilities Branch (LPC). Copies of recommendations will be provided to the appropriate command of responsibility to assist in corrective action.

010302. To ensure proper maintenance, use, accessibility and preservation, regardless of format or medium, records created as a result of this Volume will be managed according to National Archives and Records Administration approved dispositions per reference (a). Records created as a result of this Volume will be retained in accordance with paragraph 0210 of Volume 3 of this Order.

0104 LEGAL FOUNDATION

As a service component, what we do and how we do it is governed by statute and is further refined by Departmental and Service regulations. See Appendix A in Volume 1 of this Order for a comprehensive summary of applicable legal information as it relates to this Volume.

<p>VOLUME 6: CHAPTER 2</p> <p>“EQUIPMENT STRATIFICATION AND STOCK ROTATION”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 2

EQUIPMENT STRATIFICATION AND STOCK ROTATION

0201 GENERAL

This chapter provides guidance for the Marine Corps equipment stratification and stock rotation programs, which enhances readiness, prolongs service life, and maximizes the full use of equipment prior to disposal. This chapter helps commanders facilitate the stratification and rotation of equipment, while enhancing the strategic capability of the prepositioning programs.

0202 EQUIPMENT STRATIFICATION

020201. The Marine Corps must periodically review its asset posture versus its requirements to assist in the planning and submission of POM requirements. DC I&L is responsible for assessing Marine Corps equipment asset posture against requirements and providing agencies with the necessary information to make POM and budgetary decisions. Requirements are defined by the CG MCCDC.

020202. The equipment stratification process stratifies and displays logistics data in a manner that relates assets to requirements in a specific priority/time sequence throughout the FYDP. The equipment stratification process assimilates logistics data from numerous systems and summarizes the data, pinpointing materiel deficiencies, excesses, and funding shortfalls for Operation and Maintenance Marine Corps, Operation and Maintenance Marine Corps Reserves, Procurement Marine Corps, and National Guard and Reserve Equipment Appropriations.

020203. The equipment stratification process supports:

- A. Requirements visibility.
- B. Asset visibility.
- C. Materiel capability (readiness/sustainment).
- D. ELMP.
- E. POM development/budget execution.
- F. Combat Development processes.
- G. Force structure development and reviews.
- H. Wargaming.
- I. Modeling/"what if" scenarios.
- J. Distribution of assets throughout the Marine Corps.

020204. The equipment stratification process shall include military equipment, garrison property, and garrison mobile equipment.

0203 EQUIPMENT STOCK ROTATION

020301. As depicted in Figure 2-1, Marine Corps equipment is divided into two categories (Title X and War Reserve Program) that encompass seven pillars of the AAO:

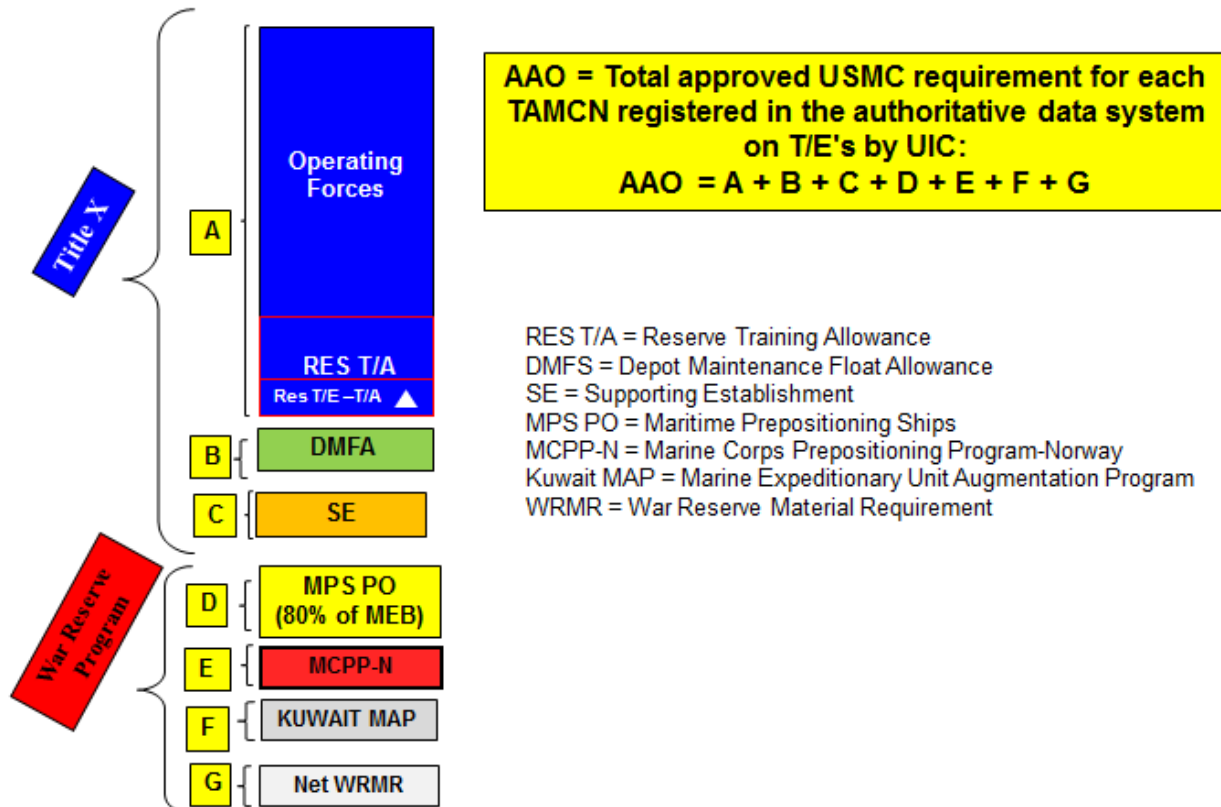


Figure 2-1--Seven Pillars of the AAO

020302. Equipment that receives the most usage should be rotated with available equipment that receives considerably less usage (i.e., administrative storage/deadlines, prepositioned stocks, etc). Various programs such as the R&E, SLEP, Mid-life Rebuild, and Weapons Exchange for major training commands are currently used to execute limited stock rotation programs throughout the Marine Corps inventory. Stock rotation programs will be used by all Marine Corps activities to achieve Marine Corps objectives.

A. R&E Program

This will be the primary method used for stock rotation. All equipment eligible for stock rotation will be included in the R&E Program. This program identifies specific criteria for which the weapon system can be nominated for rotation (i.e., miles in use, hours in operation, rounds fired, days in administrative deadline). Criteria will be reviewed and updated as necessary to affect

the operational capability of the equipment and to minimize costs for the using units. When it is determined that equipment should be rotated under one of the stock rotation programs listed below, it will not be nominated under the R&E for the period of time it is being rotated under that applicable "special" stock rotation program. Once the special rotation program has been completed, the applicable equipment will fall back under the R&E Program for normal rotation.

B. Service Life Extension Program (SLEP)

This program is used to extend the life of equipment beyond its original life expectancy. This can result from Marine Corps decisions to delay the acquisition of equipment or not to procure a replacement.

C. Midlife Rebuild Program

This program is used to reduce maintenance costs of the using units by rebuilding equipment at the middle of its life expectancy. This program also helps to preserve equipment until disposal.

D. Product Improvement Program (PIP)

This program is used to modify or upgrade equipment's form, fit and/or function.

E. Weapon Exchange Program

This program exchanges arms (rifles, machine guns, mortars etc.) with various schools to ensure adequate quantities of serviceable arms are available to support training programs. This program reduces repair parts inventory held, extends the life of the weapon and reduces maintenance time for the unit.

020303. The goals of a centrally planned and coordinated stock rotation program are:

- A. Enhance operational forces readiness.
- B. Prolong the service life of Marine Corps equipment.
- C. Achieve full use of resources prior to the end of their useful service life.

020304. Goals are achieved by rotating new or reconditioned equipment to replace worn equipment, and by spreading usage equally among all equipment.

020305. In some cases rotation for certain types of equipment may be neither feasible nor cost effective. Below are a few examples:

- A. Critical low density.
- B. Equipment that does not have sufficient War Reserve Materiel, Depot Maintenance Float Allowance (DMFA), or other serviceable assets.

- C. Equipment that is not depot reparable.
- D. Equipment approaching the end of service life.

020306. The key to an effective and credible rotation policy is the availability of "rotatable assets" which in turn is dependent upon adequate funding. Effective stock rotation can be achieved if the density of equipment is sufficient to fill both maintenance and supply pipelines and to provide a readiness incentive to commanders for exchange of their equipment. The stock rotation objective can be best met by efficient life cycle management; expanding the rotation of selected assets from the operational forces, Maritime Prepositioning Ships, and the Marine Corps Prepositioning Program-Norway (MCPN); and including the supporting establishments as active equal participants.

020307. The success of a stock rotation program is predicated upon adequate funding. Funding must be available to support Master Work Schedule requirements, Supply Support/Care-in-Stores Programs, and increased costs associated with additional Transportation of Things, and manpower requirements.

VOLUME 6: CHAPTER 3

“REQUESTS FOR DISPOSITION INSTRUCTIONS”

SUMMARY OF SUBSTANTIVE CHANGES

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

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 3

REQUESTS FOR DISPOSITION INSTRUCTIONS

0301 GENERAL

This chapter provides policy and procedures for requesting disposition instructions for items that: cannot be repaired within the resources available at operator/crew or field level of maintenance; are in excess of authorized Table of Equipment (T/E) requirements; are considered obsolete; or are beyond economical repair and require disposal. The purpose of requesting disposition instructions is to obtain official, executable instructions from an appropriate authority (i.e., MARCORLOGCOM). Properly requested and executed disposition instructions help maintain enterprise level asset visibility, traceability, and control. For military equipment, units will use Global Combat Support System-Marine Corps (GCSS-MC) to submit requests for disposition instructions to MARCORLOGCOM via the chain of command.

0302 SUPPLY REQUESTS FOR DISPOSITION INTRUCTIONS

The using unit supply activity is responsible for requesting disposition instructions for excess or obsolete equipment or component items. Depending upon the support relationship, maintenance activities can provide supply activities a Limited Technical Inspection (LTI) upon request. In these situations, the purpose of an LTI is only to aid the using unit supply activity in assigning the appropriate condition code prior to disposition. Using units will submit requests for disposition instructions for excess items, as a service request within GCSS-MC, to MARCORLOGCOM via the appropriate Major Subordinate Command (MSC) (i.e., Marine Logistics Group, Marine Aircraft Wing (MAW), Marine Division), MEF, MARFOR, and SE (for bases, posts, or stations). Using units will submit requests for disposition instructions for obsolete equipment or components, as a service request within GCSS-MC, directly to MARCORLOGCOM. Paragraphs 030201, 030202, and 030303 provide further guidance on when a unit is required to submit a request for disposition instructions or follow a published disposal plan.

030201. Obsolete Items

When an item has been declared obsolete by MARCORSYSCOM, using unit supply activities will follow the published Disposal Plan that provides disposition instructions for obsolete equipment to the total force; thereby relieving the using unit supply activities from requesting disposition instructions.

030202. Excess Items

When equipment is excess to an authorized T/E requirement, using unit supply activities will submit requests for disposition instructions, as a service request within GCSS-MC, to MARCORLOGCOM via appropriate the MSC, MEF, MARFOR, and SE (for bases, posts, or stations). The MSC, MEF, MARFOR, and SE (for bases, posts, or stations) will screen the service request to determine if the excess inventory can be redistributed to fulfill unit deficiencies within the MSC, MEF, MARFOR, or SE (for bases, posts, or stations) respectively. If deficiencies exist, the MSC, MEF, MARFOR, SE (for bases, posts, or stations) will provide the unit with redistribution

instructions for execution. If the reported excess is excess to the MSC, MEF, MARFOR, or SE (for bases, posts, or stations) then MARCORLOGCOM will provide disposition instructions upon receipt of the endorsed GCSS-MC service request.

030203. Secondary Reparables (SECREP) Directed by the Material Returns Program (MRP)

Reparable Issue Points (RIPs) will request disposition instructions for SECREPs via the MRP. For controlled cryptographic items (CCI) where MARCORLOGCOM is the Primary Inventory Control Activity (PICA), the RIP will use GCSS-MC to request disposition instructions.

0303 MAINTENANCE REQUESTS FOR DISPOSITION INTRUCTIONS

Intermediate maintenance activities (IMAs) will only request disposition instructions, using the GCSS-MC service request process, as a maintenance action. Requesting disposition instructions for excess and obsolete equipment is the responsibility of the using unit supply activity. SECREPs are Class IX supply items that are exchanged at the supporting RIP and do not require requests for distribution instructions unless directed by MARCORLOGCOM. Moreover, the RIP is responsible for the appropriate disposition of SECREPs. IMAs will only submit requests for disposition instructions to MARCORLOGCOM for the following scenarios:

030301. Depot Maintenance Requirement

When an item requires depot-level maintenance as defined in reference (b), IMAs will request disposition instructions using the GCSS-MC service request process. Unless directed by a published technical instructions or supply instructions, IMAs will not evacuate items to a depot-level maintenance activity for repair or return. Instead, IMAs will submit a request for disposition instructions to initiate depot-level maintenance from the field-level. Furthermore, when equipment is beyond repair capability or capacity of the IMA, the IMA will submit a request for disposition instructions to MARCORLOGCOM.

030302. Uneconomical to Repair

When the cost of repair exceeds 65 percent of the current unit price or current acquisition cost of the item, maintenance activities will request disposition instructions. For systems with components, maintenance activities will assess the cost against the defective component. For example, for an unserviceable vehicle that is a component of a weapons system (e.g., vehicle is a component of a radio), calculate cost at the unit price or current acquisition cost of the vehicle and not the equipment. MARCORSYSCOM is the ultimate decision authority on whether or not an item is uneconomical to repair. The 65 percent threshold only acts as a “trigger” for requesting disposition instructions. During combat operations, the estimated maintenance cycle time compared to the estimated lead time for replacement assets will be given consideration over the cost of repair.

030303. Maximum Maintenance Cycle Time (MMCT) Exceeded

When the MMCT has been exceeded without a valid extension in accordance with reference (b), IMAs will submit a request for disposition instructions. Valid extensions are granted

to IMAs in accordance with locally established procedures. A request for disposition instructions are not required to extend the maintenance cycle time, unless the maintenance activity is not capable of making that assessment.

030304. Supply Support Issues

When required repair parts cannot be obtained from the retail-level inventories (consumer or intermediate), the Supply Management Unit (SMU) or RIP have verified that the item is not available from a wholesale level inventory within the allotted MMCT, and a Supply Assistance Request has been submitted, the IMA will request disposition instructions. Under these circumstances, submit requests for disposition instructions as early as possible during the maintenance cycle to decrease lead times for disposition and replacement. There is not an established “wait time” for unobtainable repair parts. If it can clearly be determined at the start of maintenance, submit a request for disposition instructions without delay.

030305. Warranty Items

Depending upon the support concept outlined in publications, warranty items may require a request for disposition instructions. Refer to published technical documentation using the SL-1-2.

030306. Non-Supported Items

This includes items fielded without organic maintenance support (e.g., contracted logistics support). For non-supported items that are cataloged with a disposal code, units will request disposition instructions per the disposal code. For items that are not cataloged with a disposal code, units will dispose of the items locally.

0304 EXECUTION OF DISPOSITION INSTRUCTIONS

030401. The disposition of equipment is primarily a supply chain function; however, when disposition is required as a result of a maintenance action, there are mutual supporting actions that must occur. For enterprise life cycle management purposes, maintenance activities must ensure accurate repair documentation and timelines are recorded. To ensure enterprise asset visibility, traceability, and accountability, supply activities must ensure inventory and configuration control is maintained and properly reported.

030402. While awaiting disposition instructions from MARCORLOGCOM, supply and maintenance activities will maintain security and proper storage of the reported items. Supply and maintenance activities will continue to manage outstanding requisitions for the reported items until disposition instructions are received and state otherwise.

030403. When disposition instructions direct the disposal or evacuation for a reported item, maintenance and supply activities will cancel non-prior year requisitions for associated parts that do not have a shipping status. Maintenance and supply activities will ensure that on-hand or due-in parts with a shipping status are received and placed into inventory. Items retained as Demand-Supported Items (DSI) will comply with paragraph 0213 of Volume 3 of this Order. Items that do not meet the DSI criteria will be offered up as excess inventory to the SMU for placement

into inventory, reporting as excess via the MRP, or disposal. Maintenance tasks will be closed and filed into history.

030404. When an item requires disposition that is undergoing maintenance at the IMA, the IMA will request disposition instructions; however, depending on the disposition instructions received, the owning unit or the IMA may be required to execute the disposition. If the instructions direct disposal or transfer actions, it is the discretion of the major command to determine the appropriate organization to execute the disposition instructions (i.e., IMA or owning unit). The flexibility in delegating execution allows for variations in geographical constraints and system limitations. In all cases, major commands will ensure compliance with this Volume and procedural guidance in technical manuals. Additionally, major commands shall minimize shipping costs and avoid unnecessary processing time.

030405. Supply and maintenance activities will coordinate the preparation of the retrograde item in accordance with the current packing, packaging, and preservation (PP&P) requirements. Supply and maintenance activities will ensure that retrograde equipment is complete in accordance with current configuration requirements or as provided in the disposition instructions received.

030406. If the IMA executes the disposition instructions that direct the disposal or evacuation of an item, the using unit supply activity will perform the Materiel Redistribution process in GCSS-MC and provide the IMA with the GCSS-MC generated DD 1348-1A, "DoD Single Line Item Requisition System Document (Manual) (per paragraph 070403). The using unit supply activity will file the signed DD 1348-1A in the supply active file in accordance with Volume 3 of this Order.

030407. Appendix A provides the processing timeframes for evacuation instructions. In the event that processing times cannot be met or a deviation from the specified time is required, the last known holder (e.g, maintenance activity, RIP, PP&P, or Distribution Management Office) (as applicable) will advise the organization that provided disposition instructions (e.g., MARCORLOGCOM, the source of supply, or contracted logistics support) of the reasons for the delay in shipping the item.

030408. Component Requests for Disposition Instructions

When a maintenance activity submits a request for disposition instructions for a component item and disposal/shipping instructions are received, the using unit supply activity will perform the Materiel Redistribution process in GCSS-MC and provide the IMA with the GCSS-MC generated DD 1348-1A (per paragraph 070403). The using unit supply activity will file the DD 1348-1A in the supply active file in accordance with Volume 3 of this Order.

030409. Equipment with disposed/transferred components

A request for disposition instructions is required for the following situations:

A. When a component has been disposed/transferred, MARCORSYSCOM requires the submission of a request for disposition instructions for the equipment. PMs/PdMs may require a subsequent request for disposition instructions to capture maintenance trends and life cycle

information for sustainment planning purposes. Even if the disposition instructions for the component item address replacement sourcing, the PM/PdM does not always have visibility that issues are occurring with component items. PMs/PdMs will communicate the requirement to request disposition instructions via published supply instructions.

B. If disposition instructions for the component item were received and fail to address replacement sourcing, then request amplification of the previous disposition instructions. When equipment becomes deficient a component item and lacks replacement sourcing instructions, submitting a request for disposition instructions for the equipment is the next appropriate action.

C. If a replacement component item cannot be sourced within the equipment's allotted MMCT and the MMCT has not been extended in accordance with reference (b), then submit a request for disposition instructions. Component items often are associated to mission critical equipment. While waiting for component replacements, commanders are not required to hold deadlined equipment past the MMCT. In this scenario, requesting disposition instructions could potentially result in replacement equipment faster than a replacement component can be sourced; depending upon the type of asset and the PM/PdM's sustainment strategy.

0305 SALVAGE OF REPAIR PARTS AND COMPONENTS

Reference (c) provides for policy and procedures pertaining to cannibalization and selective interchange.

0306 DOCUMENTATION OF UNSERVICEABLE PROPERTY

030601. In Lieu of a Request for Disposition Instructions

When disposing of unserviceable Type II assets, maintenance activities will document the condition code of the equipment in the GCSS-MC service request. The supporting maintenance activity will document the condition of any asset that is not managed within TFSMS, but accounted for locally or as serialized ancillary item within GCSS-MC, prior to transferring the item to the Defense Logistics Agency Disposition Services (DLA-DS). For Type I assets, units will request dispositions instructions and cite the condition of the asset in the GCSS-MC service request.

030602. Supporting Documentation for a Request for Disposition Instructions

As supporting documentation for a request for disposition instructions, maintenance activities will document the condition of the asset in the GCSS-MC service request. Units will use the GCSS-MC to submit requests for disposition instructions.

0307 LIMITED TECHNICAL INSPECTION (LTI) REQUIREMENTS

For all motor transport/engineer equipment, radio vehicles, power generators, artillery, weapons, and ordnance-tracked vehicles, maintenance activities will submit an LTI with the request for disposition instructions for unserviceable items. For all engineer equipment, power generators, materiel handling equipment (MHE), and information technology hardware, maintenance activities will ensure the LTI includes: purchase date; estimated cost of required repairs; standard unit price used

for repair cost; cause of present condition; total hours of operation to date (for MHE only); Table of Authorized Materiel Control Number (TAMCN); serial number; and remarks (as appropriate).

0308 MARCORLOGCOM ACTIONS

030801. Upon receipt of a request for disposition instructions, MARCORLOGCOM will provide disposition instructions to the unit and ensure such instructions are within the unit's capability. Upon receipt of a request for disposition instructions, MARCORLOGCOM will work the request within ten working days. If final disposition is not feasible, MARCORLOGCOM will provide an interim response.

030802. MARCORLOGCOM will establish a due-in for evacuated materiel. Upon receipt of the item, MARCORLOGCOM will conduct a 100 percent inspection of the item and document the condition of the item.

030803. MARCORLOGCOM will only direct "retain and repair" when the overall asset posture of the item is diminished and the maintenance activity must accomplish the repair of the unserviceable items to ease the asset criticality. In the event that excess assets are accumulated by the unit, MARCORLOGCOM may need to provide further disposition instructions.

030804. On a monthly basis, MARCORLOGCOM will reconcile all due-ins to ensure materiel is being returned within the prescribed times. MARCORLOGCOM will also advise the MARFORs, SEs, and other Services when units/commands are repeatedly delinquent in returning retrograde assets within the prescribed times.

030805. MARCORLOGCOM will provide an interim response to requests for disposition instructions that do not contain all required data or do not provide sufficient information.

030806. For requests for disposition instructions of excess materiel, MARCORLOGCOM will provide redistribution instructions. If it is determined that the major command is not in excess, then MARCORLOGCOM will reject the request for disposition instructions. RIPs will identify excess SECREPs to MARCORLOGCOM's Coordinated SECREP Management section for action.

030807. MARCORLOGCOM will ensure appropriate actions are taken for DoD personal property that is subject to the DoD Demilitarization (DEMIL) Program, as indicated by the assigned DEMIL code.

0309 CHANGES TO PENDING REQUESTS FOR DISPOSITION INSTRUCTIONS

When it is necessary to change a request for disposition instructions after submission, due to erroneous data or other reasons, the following action shall be taken:

030901. Organization Holding the Materiel

In GCSS-MC, the unit will update request for disposition instructions and notify the major command and MARCORLOGCOM of the change.

030902. MARCORLOGCOM

A. MARCORLOGCOM will reverse/correct any actions taken on the original request for disposition instructions.

B. MARCORLOGCOM will update data in response to the modified request for disposition instructions.

0310 FOLLOW-UPS TO REQUESTS FOR DISPOSITION INSTRUCTIONS

To follow-up on the status of request for disposition instructions for military equipment, the unit will contact MARCORLOGCOM Weapon Systems Management Center (WSMC) and cite the request for disposition instructions in GCSS-MC.

0311 REDISTRIBUTION OF EXCESS

031101. Military equipment will be reported as serviceable and/or reparable excess to MARCORLOGCOM after prior screening is conducted within the command to effect redistribution. Excess screening will be completed at the MSC, MEF, MARFOR, and SE (for bases, posts, or stations) level prior to submission to MARCORLOGCOM for action.

031102. MARCORLOGCOM will continually review reported in-use assets against T/E requirements and may direct redistribution under the following rules:

A. Fill deficiencies on the same coast.

B. Fill deficiencies on the opposite coast.

C. Redistribution will not be directed from a unit not physically located at its home port (i.e., units aboard ship, extended training exercise, etc).

D. Redistribution from activities outside the Continental United States will not be affected if the requirement can be satisfied from in stores assets or can be procured for direct delivery in time to meet the required delivery date.

E. Prior coordination is required.

F. Redistribution orders will not be honored by holders of the materiel when such action will result in MARCORLOGCOM pushing a like item for replacement; however, in these cases, sufficient data will be provided to MARCORLOGCOM to justify the rejection.

G. Redistribution orders will be addressed to the command level having redistribution authority (i.e., MSC, MEF, MARFOR, and SE (for bases, posts, or stations)); in the case of 4th MAW and ground units, the referral will be addressed to the CG, MARFORRES.

H. Instructions concerning secondary items and SL-3 components to accompany shipment based on disposition instructions are contained in Volume 3 of this Order.

I. Materiel shipped in response to MARCORLOGCOM redistribution orders must be in Condition Code D or better and must be operable.

J. For MARCORLOGCOM directed redistributions of excesses, the unit redistributing the excess will provide a Transportation Account Code.

<p>VOLUME 6: CHAPTER 4</p> <p>“REQUESTS FOR EQUIPMENT”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
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CHAPTER 4

REQUESTS FOR EQUIPMENT

0401 GENERAL

This chapter provides policy and procedures for validating, submitting, and approving requests for military equipment outside of MARCORLOGCOM's push fulfillment and MARCORSYSCOM's quarterly fielding processes. This chapter also provides policy and procedures for requesting Non-Standard Equipment (NS-E).

0402 PUSH FULFILLMENT MODEL

In 2011, the Marine Corps transitioned from a "pull system" driven by Military Standard Requisitioning & Issue Procedure requisitions, to a "push system" that fills T/E deficiencies at the MEF or SE level with ready-for-issue assets from MARCORLOGCOM Remote Storage Activities (RSAs).

040201. MARCORLOGCOM publishes Class VII equipment recommended sourcing solutions based on unit property records in the accountable property system of record (APSR) via naval message to each MSC on a quarterly basis during the months of January, April, July, and October.

040202. MARCORLOGCOM (DMFA, Blount Island Command, MCPP-N, Marine Expeditionary Unit (MEU) Augmentation Program, and Maritime Prepositioning Force Program), MARFORs, MARFORRES, Marine Forces Special Operations Command, and SEs validate the sourcing solutions and respond within 30 days via naval message.

040203. Non-acceptance of Class VII equipment may result in that equipment being offered to fill other T/E deficiencies Marine Corps-wide.

040204. The MARFORs and SE provide MARCORLOGCOM with shipping instructions (Ship-To Department of Defense Activity Address Code (DoDAAC)) if different from the Initial Issue Provisioning DoDAAC.

040205. MARCORLOGCOM provides the receiving supply activity with advance shipment notices in GCSS-MC.

040206. Prior to fielding, MARCORSYSCOM and MARCORLOGCOM will ensure that Class VII equipment item configuration (i.e., parent-child associations), serial numbers, Item Unique Identification (IUID), and Unique Item Identifiers (UII) are captured within GCSS-MC to enable supply activities to accurately process receipt transactions and establish accountability.

040207. Supply System Responsibility Items (SSRI), Using Unit Responsibility Items, and Collateral Materiel are issued in accordance with Volume 3 of this Order and paragraph 0408 of this Volume.

040208. For replacement of Class VII equipment that is SSRI of equipment, units submit requisitions with an Advice Code of 4E and in accordance with paragraph 0408 of this Volume. Requisitions are validated on an as occurring basis instead of during the quarterly push fulfillment process.

040209. When requesting disposition instructions, units will not submit Class VII equipment requisitions. Only deployed MEUs and Special Purpose Marine Air Ground Task Forces are authorized to identify the need for replacement. MARCORLOGCOM will initiate fulfillment actions after coordination with the parent or gaining MARFOR/SE; if unavailable from in-stores.

040210. When a field-level maintenance activity declares an item as uneconomically repairable or beyond the maintenance activity's capability and the maintenance activity receives disposition instructions from MARCORLOGCOM, the maintenance activity will document the condition of the asset in the disposition instructions (i.e., GCSS-MC service request) and shipping document to the owning organization. The maintenance activity may provide an electronic copy of the Letter of Unserviceable Property (LUP), disposition instructions, and shipping documentation to the owning organization in the GCSS-MC service request. After the item has been shipped, MARCORLOGCOM will provide a replacement item in accordance with the current fielding priorities as set by DC PP&O.

0403 MARCORSYSCOM QUARTERLY FIELDING SCHEDULE

Units that require early fielding to meet operational/deployment timelines will submit a request via naval message to MARCORSYSCOM and MARCORLOGCOM.

0404 ACCELERATED OR EMERGENT PUSH FULFILLMENT OR FIELDING REQUEST

040401. Description

This paragraph does not address Requests for Forces policy as prescribed by DC PP&O. This paragraph addresses when a unit has a TFSMS T/E deficiency and a validated operational requirement for MARCORLOGCOM to source equipment in advance of the push fulfillment process.

040402. Procedure

The unit must submit a request through the unit's chain of command to the MARFOR/SE G3/4 via naval message for validation and internal sourcing (as applicable). Upon determination that the requested items cannot be internally sourced, the MARFOR/SE will endorse and forward the request to MARCORLOGCOM or MARCORSYSCOM (as applicable) via naval message. The MARFOR/SE will include DC I&L Logistics Plans (LP) as an addressee in the courtesy copy line for information.

040403. Message Requirements

A. Naval messages will include: an analysis of the unit's T/E requirements; on-hand asset posture; excess/deficient posture; level of risk to operations and training if the request

goes unsourced; and applicable operational plans (OPLANS)/contingency missions/Training & Exercise Employment Plan (TEEP) events.

B. For MARCORLOGCOM/MARCORSYSCOM to expediently source/field the request, the unit must provide: the TAMCN; National Stock Number (NSN)/National Item Identification Number (NIIN); nomenclature; quantity; required delivery date; Unit Identification Code (UIC); ship-to DoDAAC; accountable property officer (APO)/ supply officer point of contact (POC); validated justification description; and any additional supporting documents.

040404. Approval Authority

Once the requesting MARFOR/SE G3/G4 validates and justifies the request, MARCORLOGCOM will source based upon enterprise asset availability.

0405 REQUESTS FOR EQUIPMENT "ABOVE" A UNIT'S TFSMS T/E REQUIREMENT

040501. Description

This request results from a unit having a requirement that will temporarily increase an existing TFSMS T/E.

040502. Procedures

A. Special Allowances

Special allowances for equipment are intended to support Research, Development, Test, and Evaluation, and do not exceed one year. Units will submit a special allowance requests to the parent MARFOR/SE G3/G4 via naval message. The MARFOR/SE will validate, endorse, and forward the request via naval message to the DC PP&O (PO) for approval; and DC I&L (LP) for assistance with equipment sourcing. DC I&L (LP) will task MARCORLOGCOM to conduct a feasibility of support (FOS) for asset availability. MARCORLOGCOM will conduct a FOS and provide DC I&L with the results. For sourcing solutions that require non-excess cross-leveling actions, DC I&L will direct cross-leveling upon DC PP&O's approval. DC PP&O's approval is contingent on an acceptable level of risk. As required, DC I&L (LP) will task MARCORLOGCOM to conduct sourcing actions. The gaining unit will account for special allowance items in accordance with Volume 3 of this Order.

B. New/Emerging Operational Requirements

New or emerging operational requirements will be captured in a DC PP&O approved Equipment Density List (EDL). Refer to paragraph 020512 of Volume 3 of this Order for further guidance on EDLs.

C. Long-term Requirements that Exceeds One Year

Long-term adjustments to established T/E requirements will continue to be submitted via a Table of Organization and Equipment Change Request (TOECR) to DC CD&I Total Force

Structure Division via the chain of command for staffing through the Expeditionary Force Development System (EFDS) process in accordance with reference (d). Until a TOECR has been approved and loaded into TFSMS, MARCORLOGCOM will not conduct any additional equipment sourcing actions. If there is an immediate need for equipment, units will follow guidance in paragraphs 040502.A and 040502.B.

040503. Message Requirements

A. Naval messages will include: an analysis of the T/E requirements; on-hand asset posture; excess/deficient posture; level of risk to operations and training assumed if request goes unsourced; and applicable OPLANS/contingency missions/ TEEP events.

B. For MARCORLOGCOM and MARCORSYSCOM to expediently source/field the request, the unit must provide: the TAMCN; NSN/ NIIN; nomenclature; quantity; required delivery date; UIC; ship-to DoDAAC; APO/supply officer POC; validated justification description; and any additional supporting documents.

040504. Approval Authority

Once the MARFOR/SE validates and justifies the request, the approval authority is DC PP&O (PO) for approval and DC I&L (LP) for assistance with equipment sourcing.

0406 REQUESTS FOR EQUIPMENT "BEYOND" A UNIT'S TFSMS T/E REQUIREMENT

040601. Description

This request results from a unit having a new requirement for equipment that is not reflected on their TFSMS T/E.

040602. Procedures

A. TOECR

Units that have equipment needs that are not reflected on their TFSMS T/E and are in the Marine Corps inventory should submit a TOECR in accordance with Volume 3 of this Order.

B. Universal Needs Statement (UNS)

Units that have equipment needs that are not reflected on their TFSMS T/E and are not in the Marine Corps inventory will submit an UNS in accordance with enclosure 6 of reference (e). In accordance with reference (d), the urgent needs process will be used to request additional warfighting capabilities that are critically needed by operating forces conducting or preparing to conduct combat or contingency operations.

1. Description. The UNS is designed to act as a "work request" for current and future desired capabilities. The UNS identifies operational enhancements, opportunities, and deficiencies in terms of a stated capability set. Opportunities may include new capabilities,

improvements to existing capabilities, or elimination of redundant or unneeded capabilities. There are instances where a deliberate UNS may have resulted from an Urgent UNS (UUNS). This would be the case for a capability solution fielded via the UUNS process and then recommended for consideration as a program of record. It may also be used when a capability solution cannot be provided by the UUNS process due to technological, industrial, or other constraints and must then be pursued via the deliberate four phases of the EFDS.

2. UNS Submission and Processing. Advocates, the MARFORs, or the SE can generate an UNS. UNS are further developed by the advocate to address required capabilities and transition a capability into a warfighting requirement. UNS are forwarded to DC CD&I Capabilities Processing Branch which logs the UNS into a tracking system. The Capabilities Processing Branch routes the UNS to the appropriate Warfighting Function Integration Division within Capabilities Development Directorate and tracks the UNS progress. The Warfighting Function Integration Division analyzes the UNS and briefs the UNS at the Capabilities Development and Integration Board meeting. This briefing is the first forum to address potential integration issues related to the UNS. The Capabilities Development and Integration Board provides recommendations for the "way ahead" for the UNS. The Capabilities Development and Integration Board also aids the managing Warfighting Function Integration Division in further clarifying the capability gap, excess, or short fall. This enables the Warfighting Function Integration Division to accurately describe the UNS for the Functional Needs Analysis step of the EFDS process or terminate the UNS. All UNS submissions will be handled in accordance with reference (d).

040603. Approval Authority

The UNS will be developed and approved in accordance with reference (e) via the appropriate chain of command. Submission of an UNS, UUNS, or Joint Urgent Operational Needs Statement does not provide the authority to procure equipment locally using Operations and Maintenance Marine Corps funding, nor does the submission of a TOECR authorize units to hold assets above the established AAO.

0407 REQUESTS FOR NON-STANDARD EQUIPMENT (NS-E)

040701. Description

In accordance with Volume 3 of this Order, NS-E is defined as non-expendable equipment that is rapidly acquired and fielded to bridge mission capability gaps to meet urgent warfighter requirements or commercially purchased to support garrison requirements. NS-E can be either tactical (military equipment) or non-tactical (garrison property). Volume 3 of this Order provides additional information for Tactical and Non-Tactical NS-E.

040702. Procedure

Units that have equipment needs for NS-E will use current development processes (e.g. UNS, and UUNS) in accordance with references (d), (e), and (f). Upon DC CD&I's determination that an item is Non-Tactical NS-E (garrison property), units will submit the request to the Installation Personal Property Manager (PPM) via the unit's supply officer/APO. Supply officers/APOs not supported by a Marine Installation PPM will ensure that Non-Tactical NS-E is procured via Purchase

Request (PR) Builder. Upon receipt of Non-Tactical NS-E, units will account for these assets in the Defense Property Accountability System (DPAS). Units that need Special Item Equipment will use locally developed procedures (e.g. Marine component specific, Theater Provided Equipment, installation commander designed, etc.) to request equipment from supporting organizations or installations. For acute deficiencies in operational capability, use the UUNS process in accordance with reference (d).

040703. Approval Authority

DC CD&I is the approval authority for UNS and UUNS requests.

0408 REQUESTS FOR SUPPLY SYSTEM RESPONSIBILITY ITEM (SSRI)

When a disposition results in a deficient SSRI component, using unit supply activities will submit a request for replacement to the appropriate the MSC, MEF, and MARFOR. The MSC, MEF, and MARFOR will screen the request to determine if the excess inventory exists within the MSC, MEF, or MARFOR and can be redistributed to fulfill the requesting unit's deficiency. If the unit's deficiency can be fulfilled from existing excess inventory, the MSC, MEF, or MARFOR will provide the excess unit with redistribution instructions for execution. If the requesting unit's deficiency cannot be sourced from within the MSC, MEF, and MARFOR, the MARFOR will direct the requesting unit to submit a requisition for replacement in GCSS-MC. Subsequently, MARCORLOGCOM will review and fulfill the requisition as long as the requested quantity does not exceed the AAO. If the requested quantity exceeds the AAO, MARCORLOGCOM will provide cancellation status to the requesting unit for the excess quantity.

VOLUME 6: CHAPTER 5

“EXCHANGE OF NONEXCESS PERSONAL PROPERTY”

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.

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 5

EXCHANGE OF NON-EXCESS PERSONAL PROPERTY

0501 GENERAL

050101. DoD policy is to exchange, rather than replace, eligible non-excess property whenever exchange promotes economical and efficient program accomplishment. Exchange policy, authority, and applicability are governed by reference (g) (issued by the Administrator of the General Services Administration (GSA)), Volume 9 of reference (h), reference (i), and reference (j). Reference (k) prescribes the policy and procedures for exchange of non-excess personal property concurrent with an acquisition.

050102. Personal property includes all property (systems and equipment, materials, and supplies) except real property (land and improvements to facilities), and records of the Federal Government. Exchange (trade-in) property includes personal property not in excess to the needs of the owning activity, but eligible for replacement because of obsolescence, unserviceability, or other valid reasons. Exchanged property is applied as whole or as partial payment allowance toward the acquisition of similar items. The exchange of items is authorized when the existing item and replaced item are: identical; fall within a single Federal Supply Classification (FSC) group of property (includes any and all forms of property within a single FSC group); are parts or containers for similar equipment; or are designed or constructed for the same purpose (includes any and all forms of property regardless of the FSC group to which they are assigned).

0502 EXCHANGES

Any equipment, including repair parts, may be exchanged subject to the limitations provided by reference (l).

050201. For all exchanges, a written administrative determination of economic advantage shall be prepared by the acquiring activity (e.g., PM, PdM). This determination shall indicate the following:

- A. The anticipated economic advantage to the government resulting from the use of the exchange authority.
- B. That exchange allowances shall be applied in payment for the items to be acquired.
- C. That, if required, the property has been rendered safe or innocuous, or has been demilitarized in accordance with reference (m).

050202. In documenting exchange transactions, a detailed cross-reference between old and new items is not required; however, the acquiring activity shall maintain records that are adequate enough to substantiate that:

- A. The items acquired were similar to the items exchanged.

B. Any exchange allowances applied as whole or part payment for property acquired were in fact available for such application.

050203. Under the exchange of non-excess personal property program, the following are not authorized:

- A. The acquisition of any personal property not authorized by law.
- B. The acquisition of personal property in violation of any procurement restrictions for commodities or any established replacement policies or standards promulgated by the President, Congress, Secretary of Defense (or designee thereof), or the Administrator of the GSA.
- C. The acquisition of personal property when procurement under a Federal Supply Schedule contract is required, except when acquired under such contract.
- D. The exchange of excess or surplus property even though otherwise eligible in connection with the acquisition of personal property.
- E. The use of exchange authority for the exchange of strategic or critical material, except as authorized by Volume 3 of this Order.
- F. The use of exchange authority for the exchange of nuclear regulatory commission-controlled material.
- G. The exchange of controlled substances, except in accordance with Volume 3 of this Order.
- H. The exchange of scrap materials in connection with the acquisition of personal property.
- I. The exchange of property otherwise eligible which was acquired from another agency or DoD component as non-excess, excess or surplus, unless that property was in use for one year after acquisition.

050204. Property acquired by exchange shall be recorded at acquisition cost. The credit received from the exchange is considered to be the selling price of exchanged property and is to be accounted for as a gain or loss on the sale of property in accordance with reference (n).

<p>VOLUME 6: CHAPTER 6</p> <p>“RECLASSIFICATION OF MILITARY EQUIPMENT TO GARRISON PROPERTY OR GARRISON MOBILE EQUIPMENT”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
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CHAPTER 6

**RECLASSIFICATION OF MILITARY EQUIPMENT TO GARRISON PROPERTY OR
GARRISON MOBILE EQUIPMENT**

0601 GENERAL

Military equipment that is excess to approved warfighting requirements can be used to fill validated garrison property or garrison mobile equipment (GME) requirements. This chapter provides the policy and procedures to reclassify and permanently transfer excess military equipment to garrison property or GME. Garrison property and garrison mobile equipment will not be reclassified to military equipment.

0602 RECLASSIFICATIONS

All requests to reclassify and permanently transfer military equipment to garrison property or GME must be approved by DC I&L (LP) and MCICOM. The request can include Class IX supply (repair parts) that is excess and supports the military being reclassified as garrison property/GME. All reclassification requests will be endorsed by the installation property office and sent to MARCORLOGCOM via naval message. Upon receipt of a reclassification request, MARCORLOGCOM will conduct a feasibility of support to validate current military equipment inventory levels and determine supportability. Regardless of the AAO, Net Asset Posture, or disposal plan, a feasibility of support is required for all reclassification requests to maintain an audit trail and ensure accountability of reclassified items. If deemed unsupported, MARCORLOGCOM will notify the requesting organization via naval message. If deemed supportable, MARCORLOGCOM will endorse and forward the request with the feasibility of support results to DC I&L (LP) via naval message. DC I&L (LP) will coordinate a risk assessment with DC PP&O and MCICOM. If DC PP&O and MCICOM deems the risk acceptable, DC I&L (LP) will release a naval message authorizing the reclassification and permanent transfer of military equipment to garrison property or GME. The naval message, feasibility of support, DD 1348-1A, and DD 1149, "Requisition and Invoice/Shipping Document," serve as key supporting documentation for reclassification and permanent transfer of military equipment to garrison property or GME. Key supporting documentation for reclassifications will be retained for 10 years. Upon reclassification, the requesting organization will account for garrison property or GME in the DPAS. Additionally, for military equipment that is reclassified to garrison property or GME, the MARFORs (e.g., SMU and RIP) will no longer provide maintenance or supply support. For reclassified equipment that does not support an installation mission, the using unit will fund all support costs.

VOLUME 6: CHAPTER 7

“TURN-IN OF MATERIEL TO DLA DISPOSITION SERVICES”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 7

TURN-IN OF MATERIEL TO DLA DISPOSITION SERVICES

0701 GENERAL

The proper disposition of Marine Corps property is a multi-step collaborative effort requiring logistics chain management actions between MARCORLOGCOM, MARCORSYSCOM, PEO-LS, Marine Corps supply activities, and supporting DLA-DS activities. Properly executing and documenting the turn-in of Marine Corps property to DLA-DS is essential to maintaining accurate accountability, auditability, and reporting of assets to the Marine Corps financial statement. To ensure accurate property accountability and visibility of Marine Corps disposals and returns, all transactions will be executed in compliance with the guidance set forth in Volume 6 of reference (h), reference (o), reference (p), reference (q), and this Volume.

0702 EQUIPMENT IDENTIFIED FOR DISPOSAL

070201. All legacy assets identified as obsolete in a published disposal plan will be disposed of in accordance with the instructions and disposal timelines provided within the disposal document. Authorization to maintain assets beyond the disposal date must be approved by DC I&L (LP) in coordination with DC PP&O. The timely disposal of equipment is mandatory to ensure that obsolete and unserviceable assets are removed from the Marine Corps inventory and the corresponding financial statement.

070202. Prior to the disposal of Class VII items, requesting organizations must receive authorization (i.e., disposition instructions) from MARCORLOGCOM via the GCSS-MC service request process. MARCORLOGCOM will provide disposition instructions indicating whether the requesting unit can dispose the items locally or if the unit must arrange commercial transportation for a non-local turn-in to DLA-DS. This process must begin with the accurate identification of disposal assets by the NSN, quantity, condition code, serial number, and UII.

070203. After receiving disposition instructions from MARCORLOGCOM via GCSS-MC, the owning organization will prepare the items for disposition. To ensure environmental compliance, the unit will take actions to ensure that all property for turn-in is safe to handle and does not leak during storage or transport to the DLA-DS field office.

070204. Equipment staged for disposition is not authorized for daily use within the command or activity.

070205. Responsible officers (ROs)/property custodians may be required to store and maintain large assets (e.g., vehicles, engineer equipment) until the disposal delivery date. Regardless of the storage location, the supply officer/APO will initiate and complete the disposal process for their organization. Owning organizations must document any situation that prevents the unit from complying with the 30-day turn-in requirement. Examples of such situations include DLA-DS field offices not accepting turn-ins or large scale disposal projects.

070206. For military equipment, the owning organization supply officer/APO will use the Material Redistribution process in GCSS-MC to generate the DD 1348-1A shipping document

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(with a GCSS-MC-generated document number) and to send a shipment status to DLA-DS. The owning organization must ensure that serial numbers for all disposal assets are listed on the GCSS-MC-generated DD 1348-1A. MARCORLOGCOM organizations that use the Stock Control System (SCS) will follow disposal actions per the UM 4400-13. For garrison property and garrison mobile equipment, units will use DPAS for disposal actions.

070207. Within three working days of receiving disposition instructions, the owning organization will use the “Transportation Scheduler” within the DLA-DS website to schedule a disposal turn-in appointment at a local DLA-DS field office, or a pick-up date for deliveries to a non-local site. If the transportation scheduler application is not available, organizations must contact the local DLA-DS field office to schedule a turn-in appointment. To maintain an accurate audit trail of items transferred from Marine Corps ownership to DLA-DS, the owning organization must use the GCSS-MC-generated document number to schedule the appointment. The owning organization must also use the corresponding GCSS-MC-generated DD 1348-1A or DPAS DD 1348-1A (for garrison property or garrison mobile equipment) for the disposal turn-in. If the assets require commercial transportation to a non-local DLA-DS site, the owning organization must contact a local DLA-DS field office prior to scheduling a pick-up date in “Transportation Scheduler.” Contact information for a supporting DLA-DS Disposal Service Representative can be located at <http://www.dispositionservices.dla.mil/drmo/pages/default.aspx>. A local DLA-DS representative will inspect the assets at the owning organization’s location to ensure proper preparation for shipment. Once the local DLA-DS representative has approved the assets for shipment, the owning organization must schedule a pick-up date via “Transportation Scheduler.” The DLA Distribution Transportation section will then arrange for a commercial carrier to transport the items to a DLA-DS field office. Commercial drivers are not required to sign DD 1348-1A shipping documents; however, a copy of the bill of lading will be provided to the owning organization prior to the pick-up date. After the commercial carrier receives the items, the owning organization must maintain the bill of lading and a copy of the “Transportation Scheduler” appointment confirmation in a DLA-DS pending file.

070208. If the assets are delivered and received at a local DLA-DS field office, the owning organization will obtain, at a minimum, a conditional receipt stamp or DLA-DS personnel initials on the DD 1348-1A. At this point, the DD 1348-1A is in a pending status and only represents DLA-DS’s “conditional acceptance” of the items. After delivery, the owning organization will place the DD 1348-1A and a copy of the “Transportation Scheduler” appointment confirmation in a DLA-DS pending file.

070209. Once DLA-DS verifies the quantity and condition of items turned-in by the owning organization, a copy of the signed DD 1348-1A and bill of lading will be uploaded to the DLA-DS Electronic Document Management Suite (EDOCS) via the DLA-DS website.

070210. Seven business days after the disposal turn-in, the owning organization must periodically check the EDOCS Suite for the DD 1348-1A or bill of lading. DLA-DS may take up to 45 days to upload documents to the EDOCS Suite. Once available, the owning organization will print the signed DD 1348-1A and bill of lading (if applicable) from DLA’S EDOCS website. The printed DD 1348-1A represents the final receipt and is a key supporting document (KSD) that shows that the ownership of the assets has transferred from the Marine Corps inventory to DLA. The unit must upload the EDOCS Suite DD 1348-1A and bill of lading to the original return service request in GCSS-MC. The unit must also staple a copy to the original DD 1348-1A and transfer the document

from the pending file to the supply active file (i.e., voucher file) in accordance with Volume 3 of this Order. File retention is ten years (three years active file and seven years archived).

070211. If after 30 days, the unit cannot locate the EDOCS Suite DD 1348-1A, the unit will notify DLA-DS. If DLA-DS cannot locate the signed DD 1348-1A, then the “conditional acceptance” DD 1348-1A will become the voucherable document.

070212. If DLA-DS discovers discrepancies between the information provided on the owning organization’s DD 1348-1A and the physical assets turned-in (e.g., quantity mismatches or incorrect condition codes), DLA-DS will provide the owning organization a Supply Discrepancy Report (SDR) via the Program Data Reporting and Evaluation Program (PDREP).

070213. During the 30-day period after the disposal turn-in, owning organizations must screen the “reporting tools” functionality within PDREP on a weekly basis to identify SDRs that require action.

070214. Owing organizations in receipt of an SDR must perform causative research and, as required, deliver the missing quantities, perform appropriate disposal transactions in GCSS-MC/SCS, and/or adjust property records and KSDs.

070215. For disposals of military equipment and/or secondary reparables directed by a MARCORLOGCOM Inventory Manager, the owning organization must attach all KSDs (i.e., EDOCS Suite DD 1348-1A, Transportation Scheduler confirmation, and commercial carrier bill of lading) to the original GCSS-MC service request and reassign the task to the MARCORLOGCOM Inventory Manager who provided disposition instructions.

0703 STORES ACCOUNT CODE 1 (SAC 1) ASSETS

For SAC 1 assets, the same procedures in paragraph 0702 (excluding paragraph 070215) must be followed to ensure that consistent document numbers are used for the turn-in of property. Specifically, units must use the GCSS-MC-generated document number (i.e., from the “Material Redistribution” process) to schedule a DLA-DS appointment via the “Transportation Scheduler.”

0704 INTERMEDIATE MAINTENANCE ACTIVITY (IMA) DISPOSALS

In the event an IMA determines that a Class VII Item is damaged beyond repair or has reached the end of its service life, the IMA will request disposition instructions via the GCSS-MC service request process and per Chapter 3 of this Volume.

070401. In coordination with the MARCORSYSCOM PM/PdM for the asset, MARCORLOGCOM will approve the request and provide disposition instructions to the IMA via the GCSS-MC service request process.

070402. Once disposition instructions are provided by MARCORLOGCOM, the IMA will perform all actions to ensure that all property turned in to DLA-DS is safe to handle and does not leak during storage and transport to the DLA-DS field office to ensure environmental compliance.

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070403. As directed in the GCSS-MC service request and disposition instructions, the owning organization supply activity will perform all required supply actions to include the Materiel Redistribution process that generates the GCSS-MC-generated DD 1348-1A and the shipment transaction to DLA-DS within five business days of notification.

070404. Once the owning organization completes the required supply actions, the IMA will contact DLA-DS prior to scheduling a pick-up date within "Transportation Scheduler." The IMA will ensure that the GCSS-MC-generated document number is used when scheduling a turn-in appointment via DLA-DS's Transportation Scheduler. Once the asset is delivered to a local DLA-DS field office or picked up by a commercial carrier, the IMA will attach a copy of the signed DD 1348-1A and bill of lading to the GCSS-MC service request as a proof of delivery and file a copy in the pending file. This KSD shows "conditional acceptance" of the asset by DLA-DS.

070405. After seven days, the owning organization will screen the EDOCS Suite and, when available, download the signed DD 1348-1A and bill of lading. The unit will upload the EDOCS Suite's copy of the signed DD 1348-1A and bill of lading to the GCSS-MC service request and file a copy in the supply active file, per Volume 3 of this Order, with the conditional acceptance DD 1348-1A. This represents final receipt of the asset by DLA-DS and ends the life cycle of the item for readiness and valuation reporting.

070406. The IMA will then assign a disposition task to the MARCORLOGCOM Inventory Manager for visibility of the KSD. Upon verification of completed disposition, the Inventory Manager will complete the disposition task. The IMA will also reassign the service request to the MARCORLOGCOM WSMC for follow-on actions.

070407. After closing out the GCSS-MC service request, MARCORLOGCOM WSMC will notify MARCORSYSCOM so that the PM/PdM can update the IUID Registry and the military equipment valuation tables.

0705 CONSUMABLE ITEMS

Consumable items without an NSN (e.g., scrap metal, brass, dunnage, and etc.) that is not accounted for within an APSR (i.e., DPAS, GCSS-MC, or SCS) must be disposed of via the DLA-DS Electronic Turn-In Document (ETID) process. Units can enter items by NSN or local NSN (i.e., Marine Corps Stock Number), into the DLA-DS's ETID system. Owning organizations must also identify the basic material content, estimated weight, and precious metal code (if applicable).

070501. Once items are entered into the ETID system, a DD 1348-1A document number will be generated. The owning organization will use this document number to request a turn-in appointment via the DLA-DS Transportation Scheduler. After delivery on the scheduled date, a copy of the signed DD 1348-1A will be retained in the pending file.

070502. After seven days, the owning organization will perform all administrative follow-up actions in paragraph 070210 (i.e., download the ETID DD 1348-1A from the DLA-DS EDOCS Suite as a form of final receipt; contact DLA-DS if the DD 1348-1A cannot be located in the EDOCS Suite; and take action on SDRs provided by DLA-DS).

0706 ITEMS REQUIRING SPECIALIZED PROCESSING FOR DISPOSAL

070601. Due to the nature and sensitivity of communications security equipment, this policy does not apply to the disposal process used for Electronic Key Management System or CCI assets.

070602. Disposal of small arms/light weapons will be conducted in accordance with reference (o). These items will only be returned to MARCORLOGCOM for demilitarization by the PICA at Anniston Arsenal.

0707 GARRISON PROPERTY

070701. Organizations that possess garrison property are not authorized to dispose of garrison property directly with DLA-DS without prior approval from the installation PPM/Base Property Control Office (BPCO).

070702. The owning organization's supply officer/APO must identify to the installation PPM/BPCO all excess or unserviceable garrison property, regardless of unit price. Assets within DPAS that do not have a MCSN must be properly cataloged.

070703. The PPM/BPCO will provide disposition instructions as required.

070704. If disposition to DLA-DS is determined, the PPM/BPCO will either provide the supply officer/APO with the required DD 1348-1A turn-in documents, or direct the supply officer/APO to obtain the DD 1348-1A turn-in documents via the DLA-DS ETIDS website.

070705. Once appropriate turn-in documents have been obtained, the supply officer/APO will schedule a turn-in appointment via the DLA-DS Transportation Scheduler. After delivery on the scheduled date, a copy of all "conditional acceptance" DD 1348-1A turn-in documents will be provided to the PPM/BPCO and be retained in a pending file.

070706. After seven days, the PPM/BPCO will perform all administrative follow-up actions in paragraph 070210 (i.e., download the signed DD 1348-1As from the DLA-DS EDOCS system as a form of final receipt; contact DLA-DS if the DD 1348-1As cannot be located in the EDOCS system; take action on SDRS provided by DLA-DS).

070707. For audit purposes, the possessing organization supply officer/APO and PPM/BPCO must retain all final receipt DD 1348-1A turn-in documents as proof that ownership of garrison property has transferred to DLA-DS. A copy of final receipt turn-in documents for specific garrison property assets must be provided to the PPM/BPCO per the disposition instructions.

0708 DISPOSAL TURN-IN KEY SUPPORTING DOCUMENTS (KSD)

070801. Marine Corps units will use the GCSS-MC-generated DD 1348-1A to dispose of military equipment for the following reasons:

A. It automatically provides the necessary information required by DLA-DS for the turn-in of Class VII items.

B. It is the primary document that establishes accountability and a clear audit trail for Marine Corps property.

C. For audit purposes, it is the authorized Tier Level 1 KSD used to prove the disposal/turn-in of Marine Corps assets to DLA-DS.

070802. Supply activities disposing of garrison property or garrison mobile equipment accounted for in DPAS must retain manually created DD 1348-1As as acceptable KSDs for audit purposes. This includes signed DD 1348-1As posted to the EDOCS system by DLA-DS.

0709 ITEM UNIQUE IDENTIFICATION (IUID) TEMPORARY DATA STORAGE (TDS)

070901. TDS is the Marine Corps' military equipment IUID data repository until such time as GCSS-MC subsumes this functionality. Upon completion of disposal actions or property transfers to DLA-DS, Marine Corps commands and activities will comply with the MARCORSSYSCOM PM/PdM equipment disposal plans.

070902. MARCORSSYSCOM PMs/PdMs are responsible for generating and submitting life cycle event updates to include disposals to TDS and the IUID Registry.

070903. For TDS updates, provide the MARCORSSYSCOM IUID Project Officer with the approved file format for disposals. The file format is located on the TDS website, <https://tds-iuid.com>. The Assistant Commander, Acquisition Logistics Product Support IUID Knowledge Center is located at https://mcscviper.usmc.mil/sites/mcsciuid/tds/tds_data_submission/forms/allitems.aspx, and the MARCORSSYSCOM IUID project site is located at <https://mcscviper.usmc.mil/sites/mcsciuid/tdsdatasubmission/mc%20tds%20data%20submission%20and%20management%20for%20iuid/forms/allitems.aspx>.

070904. For garrison property and garrison mobile equipment, units will update the IUID Registry via DPAS.

APPENDIX A

Processing Timeframes for Depot Level Repairables and Equipment

<u>Function</u>	<u>Time (Calendar Days)</u>		
Administrative Processing of Disposition Instructions at the MSC/Holding Unit			5
Preservation, Packaging and Packing processing			6
RSA Receipt Processing			10
	<u>CONUS</u>	<u>Overseas Western Pacific</u>	<u>Overseas All Others</u>
Distribution Management Office/ In Transit:	14	53	38
ATAC (SECREPs only)	14	30	30

VOLUME 7

“AMMUNITION AND EXPLOSIVES”

SUMMARY OF MAJOR CHANGES

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

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VOLUME 7: AMMUNITION AND EXPLOSIVES

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VOLUME 7: CHAPTER 1

“GENERAL OVERVIEW”

SUMMARY OF SUBSTANTIVE CHANGES

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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

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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.***

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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

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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”

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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

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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”

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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”

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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”

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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.

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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

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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
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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

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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.

<p>VOLUME 10</p> <p>“FURNISHING GOVERNMENT PROPERTY TO EXTERNAL ORGANIZATIONS”</p> <p>SUMMARY OF VOLUME 10 CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>The date denoted by blue font (left header) will reflect the date this Volume was last updated.</p> <p>All Volume changes denoted in blue font will reset to black font upon a <u>full revision</u> of this Volume.</p>			
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VOLUME 10: FURNISHING GOVERNMENT PROPERTY TO EXTERNAL
ORGANIZATIONS

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**VOLUME 10: FURNISHING GOVERNMENT PROPERTY TO EXTERNAL
ORGANIZATIONS**

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REFERENCES

- (a) DLM 4000.25-1, "Military Standard Requisitioning and Issue Procedures (MILSTRIP)," June 13, 2012
- (b) Federal Acquisition Regulations (FAR)
- (c) DFARS PGI 245 "Government Property"
- (d) Navy Marine Corps Acquisition Regulation Supplement (NMCARS)
- (e) Marine Corps Acquisition Procedures Supplement (MAPS)
- (f) Joint Memorandum, "Government-Furnished Property Compliance with Regulatory and Policy Requirements," May 4, 2015
- (g) DoD Manual 4140.01, "DoD Supply Chain Materiel Management Procedures," February 10, 2014
- (h) DoD Instruction 5000.64, "Accountability and Management of DoD Equipment and Other Accountable Property," May 19, 2011
- (i) DoD Instruction 4161.02, "Accountability and Management of Government Contract Property," April 27, 2012
- (j) DLM 4000.25, "Defense Logistics Management System (DLMS)," June 5, 2012
- (k) DoD FMR 7000.14-R, "Department of Defense Financial Management Regulation (DoD FMR)," Volumes 1-15, dates vary by volume
- (l) MCO 4410.28
- (m) DoD Instruction 8320.04, "Item Unique Identification (IUID) Standards for Tangible Personal Property," September 3, 2015
- (n) DLM 4000.25-2, "Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP)," June 13, 2012
- (o) DoD Directive 3025.18, "Defense Support of Civil Authorities (DSCA)," September 21, 2012
- (p) DoD Directive 3025.13, "Support of the U.S. Secret Service (USSS), Department of Homeland Security (DHS)," October 8, 2010
- (q) DoD Instruction 3025.21, "Defense Support of Civilian Law Enforcement Agencies," February 27, 2013
- (r) DSCA 5105.38-M, "Security Assistance Management Manual," October 3, 2003
- (s) MCO 5710.6C
- (t) DoD Instruction 1225.06, "Equipping the Reserve Forces," May 16, 2012
- (u) DoD Instruction 3025.20, "Defense Support of Special Events," April 6, 2012
- (v) DoD Instruction 7230.08, "Leases and Demonstrations of DoD Equipment," January 2, 2009
- (w) DoD Instruction 4140.57, "DoD Replenishment Parts Purchase or Borrow (DoD RPPOB) Program," May 30, 2008
- (x) DoD Directive 5230.25, "Withholding of Unclassified Technical Data from Public Disclosure," August 18, 1995
- (y) MCO P4790.10B
- (z) DoD Instruction 5000.2, "Operation of the Defense Acquisition System," January 7, 2015
- (aa) MCO 4600.41

VOLUME 10: 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

010101. Historically, the Marine Corps has furnished many categories of government property (material, equipment, test equipment, special test equipment, etc.) to external organizations. Examples include furnishing military equipment to Space and Naval Warfare Systems Command (SPAWAR) for retrofitting with Supply System Responsibility Item equipment before being fielded to fleet units, or furnishing military equipment to a coalition force (CF).

010102. To comply with Titles 10 and 31 of United States Code and Department of Defense (DoD) policies, this Volume redefines the process for the management of government property furnished to external organizations and addresses the transfer of tangible government property in the form of materiel and equipment to external organizations.

010103. In this Volume, “government property” means all property owned or leased by the government (i.e., Marine Corps). Government property includes both government-furnished property (GFP) and contractor-acquired property (CAP). Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software. The use of the term government property in this Volume is synonymous with Marine Corps property.

010104. In this Volume, “government-furnished property” means property in the possession of, or directly acquired by the government and subsequently furnished to the contractor for performance of a contract. GFP includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. GFP can also include CAP if the CAP is a deliverable under a cost contract and accepted by the government for continued use under the contract.

010105. This Volume does not cover real property, documents and information, or intangible government property because control over these types of property require different considerations which are addressed by separate DoD, Department of the Navy (DON), and Marine Corps policies and procedures. This Volume also addresses interservice transfers of Marine Corps equipment or material to other military services. This Volume establishes policies and procedures to maintain proper accountability of government property furnished to external organizations.

0102 ROLES AND RESPONSIBILITIES

Effective management of government property furnished to external organizations is a shared responsibility across several organizations. The following roles and responsibilities are pertinent to ensure clarity with coordination.

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

DC I&L is responsible to the Commandant of the Marine Corps for establishing logistics policy. DC I&L exercises oversight for all issues pertaining to logistics, strategic mobility,

purchasing and contracting, facilities, and installations. Though developed collaboratively across all functional stakeholders, the policy for accountability of GFP and external loans, leases, and bailments is published on behalf of Headquarters Marine Corps (HQMC) by DC I&L.

A. Logistics Plans, Policy, and Strategic Mobility Division (LP)

1. Maintain and provide current policy guidance for the management of GFP to external organizations in accordance with current DoD guidance and directives.

2. Coordinate with Office of the Secretary of Defense, Defense Procurement Acquisition Policy to ensure that DoD automated information systems support this policy and adequately capture Marine Corps requirements.

3. Serve as the principal Marine Corps representative in the joint community for policy matters pertaining to government property furnished to external organizations.

4. Establish, collect, and maintain metrics for monitoring government property furnished to external organizations.

5. When applicable, serve as the approving authority for requests to loan/lease government property to an external organization.

6. Provide approval/disapproval to source using unit property to fill an external organization's requirements when no property is available within the Marine Corps Logistics Command (MARCORLOGCOM) inventory. For garrison property and garrison mobile equipment (GME), Marine Corps Installations Command (MCICOM) is this approval authority. Refer to paragraph 010409.

7. Maintain and update DoD Activity Address Codes (DoDAACs) in accordance with reference (a).

8. Coordinate with the Deputy Commandant, Plan, Policies, and Operations (DC PP&O) on all requests to furnish government property to an external organization. If necessary, forward requests to MARCORLOGCOM or MCICOM (for garrison property and GME) for determination of property availability.

9. Provide tasking guidance to key stakeholders to include identification of a lead Marine Corps liaison if applicable.

10. Assign a unique Routing Identifier Code (RIC) and Distribution Code for MARCORLOGCOM, MCICOM, and Marine Corps Systems Command (MARCORSYSCOM) to allow the Management Control Activity (MCA) to validate government furnished material (GFM) requisitions.

11. Chair the Central Property Office Working Group that oversees the implementation of property policies and addresses materiel weakness in property accounting. These materiel weaknesses include, but are not limited to: Marine Corps equipment off property records (EOPR); contracts that include GFP, but lack the required clauses; unaccounted for GFP; and failures to properly screen contractor requisitions for materiel through the DoD supply system.

B. Contracts Division (LB)

1. Oversee on behalf of DC I&L, as Head of the Contracting Activity, the operations of all Marine Corps Field Contracting System contracting offices, in accordance with Federal, DoD, DON, and Marine Corps acquisition policies and procedures.

2. Ensure supporting contracting offices are compliant with reference (b), Part 245 of (c), and references (d), (e), and DoD and DON acquisition related policy documents, instructions, and guides addressing government property and the contents of this Volume when government property is provided to contractors.

3. Coordinate with the Director of Defense Procurement and Acquisition Policy and the Deputy Assistant Secretary of the Navy for Acquisition Policy on all proposed changes to Federal, DoD, and Navy acquisition policies, procedures, and regulations relating to the use of government property by contractors.

4. Ensure compliance with reference (f).

5. Participate in the monthly Central Property Office Working Group.

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

In coordination with DC I&L (LP), provide the strategic and political-military (Pol-Mil) value and /or Service operational risk analysis for all requests to furnish Marine Corps government property to partner nations.

A. DC PP&O (PLU) will provide the strategic and Pol-Mil value to DC I&L (LP) for requests that would result in the furnishing of government property to a partner nation.

B. DC PP&O (POG) will provide the Service operational risk analysis to DC I&L (LP) for requests that would result in the furnishing of government property to an external organization.

010203. Commanding General, MARCORLOGCOM

A. Serve as the MCA responsible for the control, accountability, and administration of government property furnished to external organizations from Marine Corps inventory (i.e., existing stock or newly accepted property as a result of new acquisitions which require no further assembly/modification). This responsibility includes accountability/management of GFP requirements where a Marine Force (MARFOR) level command or Marine Expeditionary Force (MEF) is providing equipment for repair, modification, overhaul, warranty, or other contractor logistics support (CLS) under a maintenance support contract (e.g., secondary reparable). MCA responsibilities are identified in paragraph 010208.

B. Manage and track all government property issued to an external organization when sourced from existing Marine Corps inventory (i.e., existing stock or newly accepted material as a result of new acquisitions which required no further assembly/modification). Examples include:

1. Property pulled from existing stocks to satisfy the requirement.
 2. Property redistributed from a using unit to a contractor to satisfy the requirement.
 3. Any cataloged equipment where the Marine Corps is a registered user, whether or not the equipment was previously established on government property records.
 4. Contractor requested and MCA approved material requisitioned through the DoD supply system in accordance with Volume 9 of reference (g) for all MARCORLOGCOM generated contracts.
- C. As a requestor, provide requirements for Marine Corps contractual documents to the supporting contracting officer prior to Request for Proposal (RFP)/Request for Bid (RFB) which involve the furnishing of government property to a contractor.
- D. When required, determine property availability and provide recommended sourcing solution of all requests to furnish government property to external organizations. Forward all requests to MARCORSYSCOM when sourcing is not available from existing Marine Corps inventory. Additionally, forward all requests from partner nations where the foreign military sales (FMS) process will be used to provide the equipment, services, or support to MARCORSYSCOM.
- E. If necessary, request and establish Naval Surface Warfare Center (NSWC), Crane, Indiana sub-accounts to establish small arms/light weapons accountability for government property loaned to a CF.
- F. In coordination with the lead Marine Corps liaison, coordinate validation and renewal of requirements, assist in accountability verification when required, coordinate return of property, and report discrepancies for all CF loans.
- G. In cooperation with MARCORSYSCOM, assist in the execution of the Replenishment Parts Purchase or Borrow (RPPOB) Program in accordance with this Volume.
1. Execute, promote, and monitor the use of the RPPOB program in accordance with this Volume.
 2. Provide programming and policy guidance for the RPPOB program.
- H. Initiate, via the comptroller, a special disbursing account to maintain security deposits from external organizations in support of loan/lease agreements.
- I. Ensure supporting contracting offices are familiar with this Volume.
- J. Provide representatives to the monthly Central Property Office Working Group.
- K. Appoint in writing an accountable property officer (APO) or officers to account for all property in accordance with Volume 3 of this Order and reference (h).

- L. Ensure compliance with reference (f).
- M. Manage maintenance support contracts for GFP requirements where the MARFORs/MEFs provide equipment for repair, modification, overhaul, warranty, or other CLS support.
- N. Ensure all MARCORLOGCOM contracts for GFP (to include maintenance support contracts) are compliant with the references in paragraph 010209.C and include the items listed in the applicable GFP attachment (see paragraph 020201.A).
- O. Provide the MARFORs and supporting establishment (SE) with a copy of all maintenance support contracts (or make available electronically) where the MARFOR or SE may be required to send GFP to a contractor for repair, modification, overhaul, warranty, or other CLS repair. Ensure MARFORs and SE are provided a copy of the corresponding GFP attachment (or make available electronically) for each maintenance support contract (see paragraph 020201.A).
- P. Use Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) in the Wide Area Workflow e-Business Suite, citing the contract number, to transfer property to and from the custody of a contractor as a basis for custodial accountability in accordance with reference (i).

010204. Commander, MARCORSYSCOM

- A. Serve as the MCA responsible for the control, accountability, and administration of GFP to external organizations as a result of new acquisitions in support of Research Development Test and Evaluation (RDT&E) efforts or new acquisitions in support of final end item assembly/delivery. This responsibility includes accountability/management of GFP requirements where the MARFORs/MEFs are providing government property in support of MARCORSYSCOM's RDT&E efforts. MCA responsibilities are identified in paragraph 010208. For accountability/management of a Depot Maintenance Interservice Support Agreement (DMISA), MARCORLOGCOM is the MCA. For garrison property and GME, MCICOM is the MCA.
- B. MARCORSYSCOM will manage and track government property issued to an external organization when it involves new acquisitions in support of RDT&E efforts or new acquisitions in support of final end item assembly/delivery. Examples include:
 - 1. Non-system property purchased and subsequently provided as GFP to an external organization for the purposes of RDT&E.
 - 2. Property received under one contract (not fielded) and provided to another contractor or non-contractor external organization (i.e., SPAWAR) to be included in the final end item assembly.
 - 3. All assets awaiting assignment of a National Stock Number (NSN) that would otherwise be transferable to MARCORLOGCOM for property accountability.
 - 4. Contractor requested and MCA approved material requisitioned through the DoD supply system in accordance with Volume 9 of reference (g) for all MARCORSYSCOM generated contracts.

C. By 1 November of each year, MARCORSYSCOM will provide MARCORLOGCOM and MCICOM with a reconciled annual report of government property furnished by MARCORLOGCOM and MCICOM in support of MARCORSYSCOM programs. MARCORLOGCOM and MCICOM require this information to maintain accountability. Report Control Symbol DD-4400-52 (External Report Control Symbol DD-AT&L (Q) 1575)) is assigned to this reporting requirement. Appendix B of this Volume provides reporting procedures.

D. Coordinate with the respective Program Executive Officer (PEO) to ensure consistent and accurate reporting of government property furnished to external organizations.

E. As a requestor, provide requirements for Marine Corps contractual documents to the supporting contracting officer prior to RFP/RFB which involves the furnishing of government property to a contractor.

F. As a requestor, provide sourcing requirements to MARCORLOGCOM or MCICOM (for garrison property and GME) for determination of government property availability prior to the establishment of any binding agreements that involve furnishing government property to a non-contractor external organization, when property requested falls under MARCORLOGCOM or MCICOM purview.

G. When required, determine property availability and provide recommended sourcing solution of all requests to furnish government property to an external organization.

H. When applicable, execute contract action for the purchase of government property that will be furnished to an external organization.

I. Notify DC I&L (LP) in advance if, during the course of an agreement, government property becomes the subject of FMS.

J. Notify the responsible MCA of contract or binding agreement modifications that impact the type, quantity or duration of government property furnished to an external organization, to include modifications to the information identified in PGI 245.1 of reference (c).

K. As the Marine Corps Ground Equipment Lifecycle Manager, serve as the lead agency for the RPPOB program.

1. Execute, promote, and monitor the use of the RPPOB program in accordance with this Volume.

2. Provide programming and policy guidance for the RPPOB program.

3. Initiate via the comptroller a special disbursing account to maintain security deposits from potential suppliers.

L. Initiate via the comptroller a special disbursing account to maintain security deposits from external organizations in support of loan/lease agreements.

M. Ensure supporting contracting offices are compliant with this Volume.

N. Provide participants to the monthly Central Property Office Working Group.

O. Appoint in writing APOs to account for all property in accordance with Volume 3 of this Order and reference (h).

P. Ensure compliance with reference (f).

Q. Ensure all MARCORSYSCOM contracts for GFP (to include maintenance support contracts) are compliant with the references in paragraph 010209.C and include the items listed in the applicable GFP attachment (see paragraph 020201.A).

R. Ensure MARFORs and SE are provided with a copy of contracts (or make available electronically) where the MARFOR or SE may be required to send GFP in support of MARCORSYSCOM's RDT&E efforts. Provide the MARFOR and SE with a copy of the corresponding GFP attachment (or make available electronically) for each maintenance support contract (see paragraph 020201.A).

S. Use iRAPT, citing the contract number, to transfer property to and from the custody of a contractor as a basis for custodial accountability in accordance with reference (i).

010205. Program Executive Officer (PEO)

A. As a requestor, provide requirements for Marine Corps contractual documents to the supporting contracting officer prior to RFP/RFB that involves the furnishing of government property to a contractor.

B. As a requestor, provide sourcing requirements to MARCORLOGCOM or MCICOM (for garrison property or GME) for determination of government property availability prior to the establishment of any binding agreements which involve furnishing government property to a non-contractor external organization when property requested falls under MARCORLOGCOM or MCICOM purview.

C. Coordinate government property support requirements for external organizations with the appropriate MCA (in accordance with paragraphs 010402, 010203.B, and 010204.B) to ensure consistent and accurate reporting of GFP.

D. When applicable, facilitate contract execution for the purchase of government property that will be furnished to an external organization.

E. Notify the appropriate MCA of contract or binding agreement modifications that impact the type, quantity or duration of government property furnished to an external organization, to include modifications to the information identified in PGI 245.2 of reference (c).

F. Ensure supporting contracting offices are familiar with this Volume.

G. Participate in the monthly Central Property Office Working Group.

H. Ensure compliance with reference (f).

010206. Commanding General, MCICOM

A. Serve as the MCA responsible for the control, accountability, and administration of government property furnished to external organizations for garrison property and GME. This responsibility includes accountability/management of GFP requirements where the MARFORs/MEFs are providing equipment for warranty repair and/or other CLS repair for garrison property and GME. MCA responsibilities are identified in paragraph 010208.

B. Manage and track government property issued to an external organization when it involves garrison property or GME. Examples include:

1. Property pulled from existing stocks to satisfy the requirement.
2. Property redistributed from a using unit to a contractor to satisfy the requirement.
3. Any cataloged equipment where the Marine Corps is a registered user, whether or not the equipment was previously established on government property records.
4. Contractor requested and MCA approved material requisitioned through the DoD supply system in accordance with Volume 9 of reference (g) for all MCICOM generated contracts.

C. As a requestor, provide requirements for Marine Corps contractual documents to the supporting contracting officer prior to RFP/RFB which involve the furnishing of government property to a contractor.

D. When required, determine property availability and provide recommended sourcing solution of all requests to furnish government property to external organizations.

E. Ensure supporting contracting offices are familiar with this Volume.

F. Provide participants to the monthly Central Property Office Working Group.

G. Appoint in writing APOs to account for all property in accordance with Volume 3 of this Order and reference (h).

H. Ensure compliance with reference (f).

I. Manage maintenance support contracts for GFP requirements where the MARFORs/MEFs provide equipment for repair, modification, overhaul, warranty, or other CLS support.

J. Ensure all MCICOM contracts for GFP (to include maintenance support contracts) are compliant with the references in paragraph 010209.C and include the items listed in the applicable GFP attachment (see paragraph 020201.A).

K. For garrison property and GME, provide the MARFORs and SE with a copy of all maintenance support contracts (or make available electronically) where the MARFOR or SE may be required to send GFP to a contractor for repair, modification, overhaul, warranty, or other CLS repair. Ensure to provide the MARFOR and SE with a copy of the corresponding GFP attachment (or make available electronically) for each maintenance support contract (see paragraph 020201.A).

L. Use iRAPT, citing the contract number, to transfer property to and from the custody of a contractor as a basis for custodial accountability in accordance with reference (i).

010207. MARFORs and SE Commanders

A. As a requestor, provide requirements to MARCORLOGCOM or MCICOM (for garrison property or GME) for determination of government property availability prior to the establishment of any binding agreements which involve furnishing government property to a non-contractor external organization.

B. As a requestor, provide requirements for Marine Corps contractual documents to the supporting contracting officer prior to RFP/RFB which involves furnishing government property to a contractor.

C. Forward all government property requests from non-contractor external organizations to DC I&L (LP) or MCICOM (for garrison property or GME).

D. When authorized by DC I&L (LP) or MCICOM (for garrison property or GME), execute MARFOR/SE external temporary loans in accordance with Chapter 4 of this Volume.

E. MARFORs and SE are not authorized to not perform MCA functions, as outlined in paragraphs 010203, 010204, 010206, and 010208, or enter into any contractual relationships that involved furnishing government property to a contractor.

F. When providing government property to a contractor for repair, modification, overhaul, warranty, and/or other CLS support under a maintenance support contract, use iRAPT, citing the contract number, to transfer property to and from the custody of a contractor as a basis for custodial accountability in accordance with reference (i). Once transferred, iRAPT will send a notification to the MCA for accountability and management.

G. When applicable, serve as the lead Marine Corps liaison for CF loans in accordance with Chapter 7 of this Volume. Responsibilities include:

1. Act as the single focal point for coalition loans within an Area of Responsibility (AOR).
2. Serve as the communications link with the combatant command (COCOM) when they are the authorizing agency.
3. Assist in resolving accountability and visibility disputes.

4. In coordination with MARCORLOGCOM or MCICOM (for garrison property or GME), task appropriate subordinate elements in the execution of the transfer of government property on temporary loan to CFs within your respective AOR.

5. In coordination with MARCORLOGCOM or MCICOM (for garrison property or GME), coordinate validation and renewal of requirements, assist in accountability verification when required, coordinate return of property, and report discrepancies.

6. Report to MARCORLOGCOM or MCICOM (for garrison property or GME) all combat losses, replacement-in-kind for combat losses, and/or return of property on temporary loan to CFs.

7. Ensure compliance with applicable directives and instructions.

8. Provide assistance in the creation and proper management of the lead Marine Corps liaison coalition DoDAAC.

H. Ensure supporting contracting offices are familiar with this Volume.

I. Initiate follow-up action when an external organization has not reported materiel receipt acknowledgement of transferred government property within prescribed reporting time after the expected time of arrival in accordance with reference (j).

010208. Management Control Activities (MCAs)

A. Manage and maintain a record of accountability for government property furnished to external organizations, with the exception of DC I&L (LP) approved MARFOR/SE external temporary loans. If required, billing and payment procedures will be per reference (k) and as covered by binding agreements.

B. Conduct random sampling of chain of custody documentation for validation of property records for all government property in the possession of external organizations.

C. By 1 December each year and in accordance with Volumes 9 and 10 of reference (g), reference (h), and Chapter 4, Volume 4 of reference (k), provide an annual consolidated financial value inventory of all government property in the possession of external organizations to DC I&L (LP). Report Control Symbol DD-4400-52 (External Report Control Symbol DD-AT&L (Q) 1575) is assigned to this reporting requirement. Appendix B of this Volume provides reporting procedures.

D. Administer the government property in the possession of external organizations program within the Marine Corps per the references and maintain item accountability within an approved accountable property system of record (APSR) through final disposition.

E. Notify the requesting agency immediately when government property shipments will not meet the required delivery date assigned to a request for support requirements.

F. Investigate discrepancy reports related to government property furnished to an external organization submitted by the contractor/Defense Contract Management Agency (DCMA)/external agency and forward the results of the investigation to the appropriate requesting agency with recommended corrective action within 10 days of discrepancy notification.

G. Initiate follow-up action when the external organization has not reported materiel receipt acknowledgement of government property within prescribed reporting time after the expected time of arrival in accordance with reference (j).

H. Thirty days prior to expiration of a binding agreement, notify the requesting agency to review disposition instructions for the return of government property.

I. Validate all requisitions from external organizations for property to be provided via the DoD supply system to ensure they are contractually authorized.

J. Per Volume 9 of reference (g), maintain control over all requisitions submitted to the DoD wholesale supply system by contractors and by DoD component activities when such requisitions indicate shipment to a contractor. The MCA shall carry out the procedures per references (a) and (j).

K. For contractor access to government supply sources, ensure compliance with Volume 9 of reference (g) and, on a quarterly basis, provide a list of approved or denied requisitions to the appropriate contracting officer.

L. Use iRAPT, citing the contract number, to electronically transfer property to and from the custody of a contractor or external organization, as a basis for custodial accountability in accordance with reference (i).

010209. Contracting Officers

A. Screen all requests for contract actions to identify the intent to provide GFP during the course of the contract, and ensure the requestor identifies specific items required.

B. Verify with the MARCORLOGCOM MCA or MCICOM MCA (for garrison property and GME) that potential government property furnished to a contractor is available prior to initiation of a contract.

C. Adhering to references (b), (c), (d), (e), (k), (l), (m), and Volume 9 of reference (g), create the contract that provides government property to a contractor and ensure that the applicable Federal Acquisition Regulation (FAR) clauses, Defense Federal Acquisition Regulation Supplement (DFARS) clauses, and instructional language identified in Appendix A are included in the contract.

D. Identify in the contract the government property authorized for furnishing to the contractor in accordance with reference (c).

E. As provided by the requesting activity, ensure "ship to/mark for" instructions for return of government property are provided. If return designation is uncertain at the time of issue, the contractor should be instructed to contact the contracting officer or their appointed representative who will coordinate with the appropriate MCA for disposition instructions. The binding agreement will be modified when applicable.

F. Notify the appropriate MCA of binding agreement modifications that impact the type, quantity or duration of government property furnished to an external organization.

G. Per Volume 9 of reference (g), identify in the contract a list of authorized GFM items and quantities approved for requisitioning from DoD supply sources to support contractor requirements.

H. In accordance with Part 45 of reference (b), appoint a property administrator responsible for administering the contract requirements and obligations relating to government property in the possession of a contractor.

I. Ensure compliance with reference (f).

010210. Accountable Property Officer (APO)

The APO is an individual responsible for establishing and maintaining an organization's formal property records, systems and supporting financial records that effectively control and manage government property. Also, the APO possesses the responsibility for ensuring all transactions involving government property accurately reflect the life cycle activities and can be audited in their entirety. Per Volume 1 of this Order, APO is synonymous with supply officer. APOs will be appointed by the commanding officer/accountable officer in writing and will ensure compliance with reference (h).

0103 PROCESS OVERVIEW

Effective management of government property furnished to an external organization is a five step process, identified in Figure 1-1.

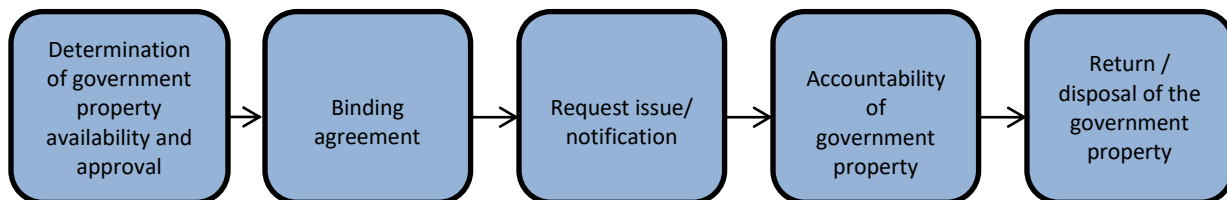


Figure 1-1. Five Step Process to Furnish Government Property to an External Organization

010301. Determination of Government Property Availability and Approval

The first step provides the Marine Corps' feasibility of support, appropriate sourcing solution, and approval to fill the requested government property requirement.

010302. Binding Agreement

The second step is the formal agreement committing the Marine Corps to provide government property to an external organization.

010303. Request Issue/Notification

The third step provides the coordination required between the requestor (i.e., non-USMC external organization or Marine Corps liaison entity) and the sourcing agency. The requestor provides the applicable information, such as contract number, binding agreement, requested delivery date, shipping address and points of contact required by the sourcing agency to coordinate and execute the contract requirements. In some cases, there will not be an issue request, but rather a notification to the appropriate MCA that a new item that has been procured, received, and must be reported as GFP to the MCA.

010304. Accountability of Government Property

The fourth step is the establishment and maintenance of property accountability and visibility in an approved APSR throughout the terms of the agreement.

010305. Return/Disposal of the Government Property

The final step is the return of the sourced government property to the Marine Corps inventory (as the end item or component to an end item) or the disposal of the government property in accordance with Marine Corps' disposition instructions.

0104 FURNISHING GOVERNMENT PROPERTY

010401. The Marine Corps will maintain a uniform, standardized process for requesting, approving, managing, and returning government property furnished to external organizations. Accountability will migrate from being managed by an existing manual process on local databases to an automated process using a DoD approved APSR with DoD mandated Defense Logistics Management System transactions in accordance with references (a) and (n).

010402. Requests to initiate the furnishing of government property to an external organization will be routed and approved in accordance with this Volume. Once approved, a binding agreement will be established detailing the terms associated with the furnishing of the property to the external organization. Details and types of binding agreements are provided in the enclosure. The binding agreement is then provided to the sourcing activity and supporting MCA to initiate the transfer of the property and establishment of accountability.

010403. The Marine Corps will utilize MCAs who will be responsible for the control, accountability, and administration of government property furnished to external organizations. Each MCA will be tasked with the responsibility to administer and account for material and equipment provided by the Marine Corps as government property to external organizations for the purposes of development, manufacture, modernization, modification, repair, overhaul, bailment, or operational necessity. This responsibility includes accountability/management of GFP requirements where the MARFORs/MEFs provide equipment for repair, modification, overhaul, warranty, and/or other CLS under a maintenance support contract (e.g., secondary reparable) or in support of MARCORSSYSCOM's RDT&E efforts.

010404. MARCORLOGCOM, MARCORSYSCOM, and MCICOM have each been designated as MCAs for the Marine Corps. Paragraphs 010203, 010204, and 010206 of this chapter delineate the roles and responsibilities for MARCORLOGCOM, MARCORSYSCOM, and MCICOM, respectively.

010405. On an annual basis, property in the custody of external organizations will be validated and reported to DC I&L using the procedures identified in Appendix B.

010406. Loans of government property are not to be encouraged or promoted.

010407. Government property will not be furnished to an external organization for contracts that include acquisition, repair, overhaul, modification, or reconditioning if providing the government property necessitates procuring new equipment that will result in exceeding the Approved Acquisition Objective (AAO).

010408. With the exception of GFP, government property will not be transferred if consumed in use, resulting in the unnecessary disposition of government property without reimbursement, as could be the case with batteries, petroleum products, and other expendable items.

010409. Government property will not generally be sourced from the MARFOR's inventory (i.e., from a using unit) to meet contract or binding agreement requirements; however, it may be required to source certain requirements from MARFOR units to meet unique or critical low-density equipment requirements, to support equipment repair/modification/overhaul/warranty, or to support CF loan requirements within a contingency environment. In these situations, DC I&L (LP) or MCICOM (for garrison property or GME) approval is required.

A. If required, MARCORLOGCOM will contact DC I&L (LP) for permission to redistribute property from a using unit for loan requirements. For garrison property or GME, MCICOM is the approval authority to redistribute property from a using unit for loan requirements.

B. DC I&L (LP) will initiate a feasibility of support (FOS) with respective MARFOR/SE to determine supportability prior to authorizing redistribution. For garrison property or GME, MCICOM will initiate the FOS with the MARFOR/SE.

C. When redistribution from a using unit is approved by DC I&L (LP) or MCICOM (for garrison property and GME), the using unit will transfer accountability of the property to MARCORLOGCOM or MCICOM, respectively; however, physical delivery of the property may go directly to the contractor. MARCORLOGCOM or MCICOM (for garrison property and GME) will provide the authorization for transfer and shipping. The transfer documentation will identify the document directing the transfer. Upon shipment, the using unit will use iRAPT to electronically transfer property to the contractor and send a notification to the appropriate MCA in accordance with reference (i). The using unit will also adjust the property records accordingly.

010410. The MARFORs and SE will only issue GFP to a contractor for repair, modification, overhaul, warranty, and/or other CLS repair under a maintenance support contract or as directed by DC I&L (LP) or MCICOM (for garrison property or GME) (see paragraph 010409.C).

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The MARFOR/SE will use iRAPT, citing the contract number, to electronically transfer property to and from the custody of the contractor as a basis for custodial accountability in accordance with reference (i). Once entered, iRAPT will send a notification to the appropriate MCA for accountability and management.

0105 PROPERTY FURNISHED TO AN EXTERNAL ORGANIZATION

Although the DoD may not have physical custody, in order to maintain effective property accountability and for financial reporting purposes, DoD Components shall establish and maintain records and accountability for property (of any value) furnished to external organizations in accordance with reference (h).

010501. In accordance with references (d), (e), and (i), government property may be furnished to contractors under the circumstances described in references (b) and (c), and only for the performance of a specific contract or contracts. Refer to Chapter 2 for additional information.

010502. In accordance with reference (k), government property may be lent as a temporary loan or leased to various external organizations, to include but not limited to, DoD funded customers, state and local agencies, and foreign governments. Refer to Chapters 3 through 7 for additional information.

0106 EXTERNAL ORGANIZATIONS THAT POSSESS GOVERNMENT PROPERTY

External organizations that possess authorized government property have stewardship responsibility, consistent with the terms and conditions of the contract or binding agreement.

010601. An external organization's property management or accountability systems, such as custodial systems, will not replace the responsibility for the Marine Corps to manage property in a Marine Corps APSR.

010602. These policies and procedures apply to accounting for GFP issued within the provisions of other military services/agencies' contracts and are to be coordinated by MARCORSSYSCOM Program Managers (PMs) and managed by MARCORLOGCOM or MCICOM (for garrison property and GME).

VOLUME 10: CHAPTER 2

“PROVIDING GOVERNMENT FURNISHED PROPERTY (GFP) TO CONTRACTORS”

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

PROVIDING GOVERNMENT FURNISHED PROPERTY (GFP) TO CONTRACTORS

0201 GENERAL

020101. It is Marine Corps policy that contractors will furnish all materiel and equipment required for the performance of government contracts; however, government property may be furnished to the contractor as GFP only when it is determined in accordance with Part 45 of reference (b) and PGI 245.103-70 of reference (c).

020102. MARCORLOGCOM, MCICOM, and MARCORSYSCOM will not furnish government property to a contractor unless it is authorized by a GFP binding agreement (i.e., contract, Purchase Order (PO), modification to current contract, or bailment) signed by an authorized government contracting officer. The MARFORs and SE will only issue GFP to a contractor for repair, modification, overhaul, warranty, and/or other CLS repair under a maintenance support contract or as directed by DC I&L (LP) or MCICOM (for garrison property and GME). Failure to do so is a violation of Part 45 of reference (b), Part 245 of reference (c), Volume 9 of reference (g), reference (h), reference (i), and this Volume. The APO will forward a copy of each contract, contract modification, and PO that requires the furnishing of government property to a contractor as GFP to the appropriate MCA to maintain control and accountability of government property.

020103. Contractor Access to Government Supply Sources - Government Furnished Material (GFM)

When the requiring activity determines in writing that it is in the best interest of the Marine Corps to provide materials to DoD contractors, the preferred method is to push those materials directly from existing stock. When a direct “push” of materials is not feasible, DoD contractors may be allowed access to DoD supply stores when the following conditions are met:

- A. The contract file must contain the required authorization to include a list of the authorized items and quantities in accordance with Part 51 of reference (b) and PGI 251.102 of reference (c).
- B. Contractors will be assigned a unique DoDAAC for each contract at each contractor location, and this DoDAAC will not be reassigned until that contract has been closed.
- C. For contractor access to government supply sources, the MCA will ensure compliance with Volume 9 of reference (g) and, on a quarterly basis, provide a list of approved or denied requisitions to the appropriate contracting officer.
- D. The MCA establishes a management reporting system to complete the GFM status report that abides by the provisions outlined in Volume 9 of reference (g).

020104. With the exception of GFP that a MARFOR/SE provides to a contractor for repair, modification, overhaul, warranty, and/or other CLS repair under a maintenance support contract; MARFORs and SEs are not authorized to furnish government property as GFP to contractors without prior approval from DC I&L (LP) or MCICOM (for garrison property and GME)

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and coordination through MARCORLOGCOM or MCICOM (for garrison property and GME). Upon approval from DC I&L (LP) or MCICOM (for garrison property and GME), the MARFOR/SE may ship the items directly to the contractor per the binding agreement. Upon shipment to a contractor, the MARFOR/SEs will decrement property records and MARCORLOGCOM or MCICOM (for garrison property and GME) will assume responsibility for accounting for the furnished property.

020105. Accountable property records shall not be established for CAP until delivery to the DoD has occurred.

020106. Marine Corps equipment that is covered by warranty will be processed in accordance with procedures established by the respective program manager; however, the requirement to track and account for assets as GFP being repaired by a contractor under warranty still exists. The original contract is considered the binding agreement and satisfies the requirements set forth in this Volume. For all GFP, to include requirements where the MARFOR/SE provides property to a contractor for repair, modification, overhaul, warranty, and/or other CLS repair under a maintenance support contract, MARCORLOGCOM or MCICOM (for garrison property and GME) will maintain accountability in an APSR. The MARFOR/SE will use the iRAPT, citing the contract number, to electronically transfer property to and from the custody of the contractor as a basis for custodial accountability in accordance with reference (i). iRAPT will send a notification to the MCA for accountability and management.

0202 DETERMINATION OF GOVERNMENT PROPERTY AVAILABILITY

020201. Upon identification of a potential GFP requirement, the requiring Marine Corps agency (i.e., activity with the GFP support requirement) will submit a NAVMC 4400/2, "Request for Marine Corps Materiel – Government Furnished Property" to MARCORLOGCOM or MCICOM (for garrison property and GME). To support the overall GFP process, a NAVMC 4400/2 will be submitted prior to both the initial solicitation and final contract award. NAVMC 4400/2 is not required when a MARFOR/SE furnishes property to a contractor for repair, modification, overhaul, warranty, and/or CLS repair under a maintenance support contract (e.g., Secondary Repairables); however, prior to issue, the MARFOR/SE must have a copy of the maintenance support contract on file (or electronic access) so the MARFOR/SE can cite the contract number when electronically transferring the property to the contractor via iRAPT. Furthermore, the maintenance support contract must be compliant with the references in paragraph 010209.C and include the items listed in the applicable GFP attachment (see paragraph 020201.A).

A. The Scheduled GFP (SGFP) or Requisitioned GFP (RGFP) attachment must be submitted in conjunction with the NAVMC 4400/2. The SGFP/RGFP attachments required by PGI 245.103-72 identify the GFP that is to be provided to the contractor in performance of the contract. The SGFP/RGFP attachment is provided in the DoD procurement toolbox, at www.dodprocurementtoolbox.com. The following describes the SGFP and RGFP attachments:

1. The SGFP attachment identifies GFP that the DoD will provide to a contractor. SGFP is categorized by Serially Managed ("Serialized Items List") GFP which indicates that all events identified in DFARS 252.211-7007 are reportable by the contractor, or Not Serially Managed ("Non-Serialized Items List") which indicates that only the event of GFP receipt is required.

2. The RGFP attachment identifies items that the contractor has authority to requisition from the DoD Supply System. The RGFP attachment identifies those items that the DoD will pay for in the “Non-Reimbursable List.” Items that the contractor has authority to requisition, but which will be paid for by the contractor, are identified in the “Reimbursable List.”

B. Sourcing determination for new acquisitions in support of RDT&E will be decided by MARCORSYSCOM and do not need to be forwarded to MARCORLOGCOM.

020202. MARCORLOGCOM or MCICOM (for garrison property and GME) will conduct a FOS assessment, to include the screening of all DoD inventories, to source the requirement. MARCORLOGCOM or MCICOM (for garrison property and GME) will respond to all NAVMC 4400/2 requests with the appropriate and/or recommended sourcing solution.

A. When government property is available from within existing MARCORLOGCOM inventory stores or MCICOM’s available inventories (for garrison property and GME), the NAVMC 4400/2 response will be returned to the requesting agency.

B. When government property is not available from within existing MARCORLOGCOM inventory stores or MCICOM’s available inventories (for garrison property and GME), it will not normally be redistributed from using units to satisfy the requirement. However, to meet specific GFP requirements as identified in paragraph 010409 of Chapter 1, MARCORLOGCOM may recommend to DC I&L (LP) the redistribution of property from a using unit. In these situations, the NAVMC 4400/2 response will be forwarded to DC I&L (LP). For garrison property and GME, MCICOM is the approval authority.

C. When government property is not available under the conditions identified in paragraphs 020202.A and 020202.B of this chapter, the request is deemed not supportable and the NAVMC 4400/2 will be forwarded to MARCORSYSCOM for a recommendation on procurement action.

020203. When warranted, MARCORSYSCOM will conduct a FOS assessment to determine if new procurement is a valid option to source the requirement. MARCORSYSCOM will respond to all NAVMC 4400/2 requests with the appropriate recommendation regarding procurement (e.g., new procurement or no procurement action) and return to the requesting agency.

020204. When warranted, DC I&L (LP) will coordinate actions identified in paragraph 010409.B of Chapter 1 prior to approving or denying a MARCORLOGCOM recommendation for using unit redistribution. Upon determination, the NAVMC 4400/2 will be returned to the requesting agency.

020205. The determination that government property is available for transfer does not in itself authorize providing the property.

020206. The requesting Marine Corps agency's supporting contracting office will execute solicitation and final contract award that provides GFP based on the requesting agency's documentation provided to the contracting officer in accordance with PGI 245.103-70.

0203 BINDING AGREEMENT

020301. References (b), (c), and (k) require that a valid GFP binding agreement (i.e., contract, PO, modification to current contract, or bailment) be in place with the authorized government property properly identified as GFP at the time of issue. The response to the requestor's NAVMC 4400/2 (paragraph 0202 of this chapter) must correspond to the government property identified in the contract.

020302. All contracts must adhere to the provisions of references (b), (c), (d), Volume 9 of reference (g), and reference (k). All contracts must meet the requirements identified in PGI 245.103 of reference (c) and include the clauses and instructional language identified in Appendix A.

020303. The contractor receiving the GFP must have a valid DoDAAC to execute GFP custody accountability. Request for new contractor DoDAAC assignment is the responsibility of the requiring activity. Refer to Volume 2 of this Order for additional information regarding DoDAAC assignment.

0204 REQUEST ISSUE/NOTIFICATION

020401. When GFP assets are sourced from Marine Corps inventory per paragraph 020202 or 020204 of this chapter and upon completion of the GFP binding agreement (i.e., contract), requests for the issue of GFP are to be submitted to the supporting MCA utilizing NAVMC 4400/4, "Request for Marine Corps Materiel – Issue Request." NAVMC 4400/4 must include the applicable GFP contract number.

A. MARCORLOGCOM will coordinate all issue actions with the appropriate contractor when sourced from MARCORLOGCOM inventory. For garrison property and GME, MCICOM will coordinate all issue actions.

B. MARCORLOGCOM or MCICOM (for garrison property and GME) will coordinate redistribution actions with the appropriate MARFOR and issue actions with the appropriate contractor when MARFOR sourcing is approved by DC I&L (LP) or MCICOM (for garrison property and GME). MARCORLOGCOM or MCICOM (for garrison property and GME) will assume responsibility for accounting items transferred per paragraphs 010409.C.

020402. When GFP assets are sourced from a new procurement (per paragraph 020203 of this chapter) the requesting agency will contact the appropriate MCA upon completion of the GFP binding agreement (i.e., contract) and upon delivery and acceptance of the asset. NAVMC 4400/4 must include the applicable contract number which should not be confused with the procurement contract number.

020403. When GFP will be incorporated into another end item or when the item will not be recovered, appropriate identification of this fact will be made on the NAVMC 4400/4.

0205 ACCOUNTABILITY OF GOVERNMENT FURNISHED PROPERTY - GFP

020501. Per reference (h), the MCA will use an APSR to track and account for all government property under their cognizance furnished as GFP to contractors. The MCA will also

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track GFP that the MARFOR/SE provides to a contractor for repair, modification, overhaul, warranty, and/or other CLS repair under a maintenance support contract.

A. Contractors receiving GFP will be assigned an “L” DoDAAC for tracking purposes. NAVMC 11718, “USMC DoDAAC / RIC Request,” will be used to request an “L” DoDAAC and will be submitted as supporting documentation to NAVMC 4400/4 when requesting issuance of GFP assets per the contract. Requests for “L” DoDAACs must include a completed GFP checklist.

B. MCAs and MARFORs/SE (as applicable in paragraphs 010207 and 010410) will use the invoice and receipt forms in iRAPT, citing the contract number, to electronically transfer property to and from the custody of the contractor as a basis for custodial accountability in accordance with reference (i). Once entered, iRAPT will send a notification to the MCA.

C. Contractors will electronically receipt in iRAPT for the GFP in accordance with the instructions outlined in the binding agreement and reference (i). Instructional language for this requirement is outlined in Appendix A.

D. Contractors are responsible for establishing stewardship responsibility and providing the MCA and MARFORs/SE (as applicable in paragraph 020501) with the necessary copies of the receipt forms.

E. Contractors will maintain accountability of GFP in a DCMA approved APSR and in accordance with reference (h).

020502. Per reference (b), PGI 245.103-71 of reference (c), and reference (m), electronic transfers that document accountability transactions via iRAPT will cite the contract number and unique item identification (UII) (as applicable).

A. These transfers include the initial furnishing to and receipt by the contractor, subsequent transfers between contractors, or return to the government.

B. For GFP transactions, iRAPT will electronically update the DoD Item Unique Identification (IUID) Registry to reflect the transfer of custody of government property between the government and the contractor.

020503. Upon shipment of the GFP, either by the government to a contractor or a contractor to the government, an electronic notification via iRAPT will be made to the receiving organization (i.e., government or contractor) indicating a property transfer.

020504. When in their possession, contractors have stewardship responsibility of GFP. If a contractor furnishes GFP in which they have stewardship responsibility to one of their sub-contractors (i.e., GFP was furnished to the contractor in accordance with a GFP binding agreement), stewardship responsibility remains with the contractor in which the government property was furnished.

020505. When redistribution from a using unit to a contractor is approved by DC I&L (LP) or MCICOM (for garrison property or GME), the using unit will transfer accountability of the

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property to MARCORLOGCOM or MCICOM; however, physical delivery of the property may go directly to the contractor. Upon shipment, the using unit will use iRAPT, citing the contract number, to electronically transfer the property to the contractor and send a notification to the MCA. The using unit will also adjust the property records accordingly. Coordination for the transfer and shipping instructions will be provided by MARCORLOGCOM or MCICOM per paragraph 020401.B of this chapter.

0206 RETURN/DISPOSAL OF GOVERNMENT PROPERTY

GFP may be returned to the Marine Corps in a variety of ways depending on the item and what has happened to the item during the time in which it has been in the contractor's custody. Examples include GFP embedded in new item delivery; GFP embedded in reparables; GFP returned as issued; or GFP returned modified per contract requirements. As a result, the appropriate return/disposal instructions will be provided in the GFP binding agreement. If return/disposal instructions are unknown at the time of the awarding of the GFP binding agreement and subsequently not provided, the external organization will contact the approving agency (i.e., awarding contracting officer) who will coordinate with the MCA for appropriate disposition instructions. The binding agreement will be modified when necessary to document final return/disposal instructions.

VOLUME 10: CHAPTER 3

“EXTERNAL TEMPORARY LOANS AND LEASES”

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.

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 3

EXTERNAL TEMPORARY LOANS AND LEASES

0301 GENERAL

030101. Throughout this chapter, “external temporary loans” will be referred to as “loans.”

030102. Formal requests for the loan or lease of government property will be sent to DC I&L (LP) through the non-contractor external organization or requiring Marine Corps activity (i.e., Marine Corps activity with the requirement to loan property to a non-contractor external organization) chain of command using NAVMC 4400/3, “Request for Marine Corps Materiel – Loan, Lease, or Bailment.” Requests will be submitted at least 90 days prior to the date the loan is desired, when practical. All formal requests will receive a determination of property availability assessment and an appropriate DC I&L (LP) or MCICOM (for garrison property or GME) response/approval. Those requests from a partner nation which would use the FMS process should be sent to MARCORSYSCOM.

030103. Formal requests for the loan or lease of government property to DoD agencies initiated by MARCORSYSCOM to support a previously established Marine Corps requirement for RDT&E efforts are not required to be routed to DC PP&O and DC I&L (LP) or MCICOM (for garrison property or GME).

030104. Government property will not be furnished to non-contractor external organizations unless it is authorized by a binding agreement documented on a NAVMC 4400/5, “Agreement for the Loan of US Marine Corps Materiel,” NAVMC 4400/6, “Agreement for the Lease of US Marine Corps Materiel,” or upon direction by DC I&L (LP). NAVMC 4400/5 and 4400/6 are not required to release assets in support of DMISA.

030105. All binding agreements that require the furnishing of government property to a non-contractor external organization will be forwarded to the appropriate MCA as indicated in paragraph 010402 of Chapter 1, in order to maintain control and accountability of government property.

030106. MARFORs and SEs are not authorized to furnish government property to external organizations unless authorized by DC I&L (LP) or MCICOM (for garrison property or GME). When authorized, MARFORs and SEs will execute the furnishing of government property in accordance with the procedures identified in Chapter 4 of this Volume.

030107. Loans and leases will not cause the lender (i.e., the Marine Corps) to purchase a replacement item or report table of equipment (T/E) deficiencies.

030108. Loans and leases are not applicable to the following situations.

A. Loans to Marine Corps units or activities from MARCORLOGCOM inventory stores are not authorized. A temporary issue to Marine Corps units and activities will be accomplished in accordance with Volume 3 of this Order.

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B. The lease or bailment of facilities or the use of government production and research property by contractors, nonprofit organizations, foreign governments, or international organizations are not authorized. Refer to Chapter 2 (GFP) and Chapter 5 (bailment) for additional guidance.

C. Temporary issues or loans of materiel for special tooling, special test equipment, Class V materiel, or software (technical manuals, drawings, etc.) to contractors are not authorized. Refer to Chapter 1 for additional guidance.

030109. In accordance with reference (k), the following additional information is provided regarding the lending or leasing of property to other Federal agencies.

A. State and Local Governments

An item may be lent to civil authorities for a maximum of 120 days during domestic crises, emergencies, or civil disturbances as prescribed in reference (o). Under no circumstances will emergency issues be treated as a loan. Reference (o) provides amplifying guidance.

B. U.S. Secret Service

An item may be lent to the U.S. Secret Service for a maximum of 120 days in performance of their duties as prescribed in reference (p). Reference (p) provides amplifying guidance.

C. Civilian Law Enforcement

An item may be lent to a civilian law enforcement activity for a maximum of 120 days for law enforcement purposes as prescribed in reference (q). Reference (q) provides amplifying guidance.

D. DoD Funded Customers

An item may be lent to a DoD funded customer for a maximum of 120 days to support an approved training exercise, a military emergency, or natural disaster. For any other reason not previously addressed, loans to DoD funded customers will not exceed 365 days and will be determined by the approval authority based on valid justification.

E. Humanitarian Relief

Under the authority of 10 U.S.C. § 2557, nonlethal excess supplies (not a weapon, ammunition, or other equipment designed to inflict bodily harm or death) may be transferred to the Department of State for its distribution in support of humanitarian relief.

030110. In accordance with reference (k), the following additional information is provided regarding the lending or leasing of property to civil authorities and special activities.

A. National Veterans' Organizations

Under the authority of 10 U.S.C. § 2551, an item (e.g., cots, blankets, pillows, mattresses, bed sacks, and other supplies) may be lent to recognized national veterans' organizations for a maximum of 120 days to support national/state convention or regional youth athletic or recreational tournament sponsored by veterans' organizations. A bond equal to the value of the property is required for the care and safekeeping of the property before the items are loaned.

B. American National Red Cross

Under the authority of 10 U.S.C. § 2552, an item may be lent to an organization formed by National Red Cross for a maximum of 120 days for the purpose of instruction and practice needed to aid Army, Navy, or Air Force in time of war. A bond equal to twice the value of the property is required for the care and safekeeping of the property before the items are loaned.

C. Inaugural Committee

Under the authority of 10 U.S.C. § 2553, an item may be lent to the Inaugural Committee to support an inauguration of the President of the United States for period not to exceed nine days beyond the ceremony. A bond equal to the value of the property is required for the care and safekeeping of the property before the items are loaned.

D. Boy Scout Jamborees

Under the authority of 10 U.S.C. § 2554, cots, blankets, commissary equipment, flags, refrigerators, and other property may be lent to the Boy Scouts of America for the use of Scouts and officials who attend any national or world Boy Scout Jamboree. In addition, services and expendable medical supplies, as may be necessary or useful to the extent that items are in stock and items or services are available may be furnished without reimbursement. Items may be lent for a maximum of 120 days. A bond equal to the value of the property is required for the care and safekeeping of the property before the items are loaned.

E. Shelter for the Homeless, Incidental Services

Under the authority of 10 U.S.C. § 2556, the Secretary of a Military Department may provide without reimbursement bedding for support of shelters that are operated by entities other than DoD, but only to extent the Secretary determines that the provisions will not interfere with military requirements. In addition, incidental services and other items (such as medical supplies) may be provided without reimbursement to the extent that the provisioning does not interfere with military preparedness or ongoing military functions. To support these requirements, a service may issue only property declared excess to the needs of DoD.

F. Foreign Countries or International Organizations

An item may be loaned to eligible foreign countries or international organizations under an Acquisition and Cross-Servicing Agreement (ACSA). Weapon systems may not be loaned to partner nations. References (r) and (s) provide amplifying guidance and details on what may and may not be loaned.

G. Other Leases

Under the authority of 10 U.S.C. § 2667, non-excess items may be leased to an organization when the Secretary of Defense or the Secretary of the Military department has determined that the item is not needed for DoD during the proposed lease and the lease will promote the national defense or otherwise be in the public interest.

030111. Reserve Component

Reference (t) contains special provisions regarding loaning equipment from Reserve Component assets. The Memorandum of Agreements (MOA) requirement in this reference is satisfied by the completion of NAVMC 4400/5 or NAVMC 4400/6 in this Volume. Reference (t) provides amplifying guidance.

030112. Special Events

DoD capabilities may be used to provide support for international and domestic special events as authorized by law and DoD policy. DoD resources in support of special events may be provided only after the resources of all other relevant governmental and non-governmental entities are determined not to be available, unless there is a statutory exception or the DoD is the only source of specialized capabilities. DoD support should not be provided if use of commercial sources would be more appropriate. Reference (u) establishes policy, assigns responsibilities, and provides procedures for support to civil authorities and qualifying entities during the conduct of special events.

030113. Leases and Demonstrations

Per reference (v), DoD Components may participate directly in international trade shows or trade exhibitions, when it is determined to be in the national security interest. Additionally, when foreign sales of U.S. manufactured defense equipment would contribute to U.S. national security and foreign policy interests, the Secretaries of the Military Departments or their designees may lease DoD equipment to a defense contractor or industrial association for demonstration to foreign governments or for display or demonstration at international trade shows or trade exhibitions. Reference (v) provides amplifying guidance.

030114. Inter-service transfer requests for excess Marine Corps equipment will be processed following the same procedures identified in this chapter and in accordance with Volume 9 of reference (g). Hence the property, title, and accountability responsibility will be transferred, thus there is no coordination required for the return of the property to the Marine Corps.

0302 DETERMINATION OF GOVERNMENT PROPERTY AVAILABILITY AND APPROVAL

030201. All requests for the loan/lease of government property to a non-contractor external organization, either initiated by a non-contractor external organization or a requiring Marine Corps activity, will be processed utilizing NAVMC 4400/3. These requests will be forwarded to MCICOM (for garrison property or GME) or MARCORLOGCOM and MARCORSYSCOM, when applicable, for a determination of property availability.

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A. NAVMC 4400/1, “Military Property of the United States” must be submitted in conjunction with NAVMC 4400/3; however, if a previous agreement has been established which details the pedigree data normally collected on the NAVMC 4400/1, then that agreement can be referenced instead of providing NAVMC 4400/1 (e.g., modification instruction or tech manual).

B. In accordance with paragraph 030102 of this chapter, requests initiated by an external organization or a requiring Marine Corps activity will be routed to MARCORLOGCOM via DC I&L (LP) and coordinated with DC PP&O as appropriate. For garrison property and GME, the external organization or requiring activity will route the request to MCICOM.

C. In accordance with paragraph 030103 of this chapter, requests initiated by MARCORSYSCOM will be routed directly to MARCORLOGCOM.

030202. MARCORLOGCOM or MCICOM (for garrison property or GME) will conduct an FOS assessment, to include the screening of all DoD inventories, to determine the most cost-effective method to source the requirement. MARCORLOGCOM or MCICOM will respond to all NAVMC 4400/3 requests with the appropriate and/or recommended sourcing solution.

A. When government property is available from within existing MARCORLOGCOM inventory stores, NAVMC 4400/3 response will be forwarded to DC I&L (LP), unless the request is to support RDT&E (see paragraph 030103 of this chapter) in which case NAVMC 4400/3 will be returned to the requesting activity. For garrison property and GME, MCICOM will determine the inventory availability and provide a response.

B. When government property is not available from within existing MARCORLOGCOM inventory stores or MCICOM’s available inventories (for garrison property and GME), it will not normally be redistributed from using units to satisfy the requirement; however, to meet specific loan requirements as identified in paragraph 010409 of Chapter 1, MARCORLOGCOM may recommend the redistribution of property, from a using unit, to DC I&L (LP). In these situations, NAVMC 4400/3 response will be forwarded to DC I&L (LP). For garrison property and GME, redistributions from a using unit will be approved and coordinated by MCICOM. See paragraph 030505 for additional information pertaining to the accountability of property redistributed from a using unit to satisfy an external temporary loan or lease.

C. When government property is not available under the conditions identified in paragraphs 030202.A and 030202.B of this chapter, the request is deemed not supportable and NAVMC 4400/3 will be forwarded to MARCORSYSCOM for a recommendation on procurement action.

030203. When warranted, MARCORSYSCOM will conduct an FOS assessment to determine if new procurement is a valid option to source the requirement. MARCORSYSCOM will respond to all NAVMC 4400/3 requests with the appropriate recommendation regarding procurement (e.g., new procurement or no procurement action) and return to DC I&L (LP).

030204. When warranted, DC I&L (LP) will coordinate actions identified in paragraph 010409.B of Chapter 1 prior to approving or denying a MARCORLOGCOM recommendation for using unit redistribution.

030205. Request initiated by an External Organization

DC I&L (LP), in coordination with DC PP&O, will make the final approval determination. The final NAVMC 4400/3, if approved, will be provided to MARCORLOGCOM or MARCORSYSCOM, as appropriate, for the establishment of the binding agreement (i.e., NAVMC 4400/5 or NAVMC 4400/6), in accordance with paragraph 0303 of this chapter. For garrison property and GME, MCICOM will make the final determination.

030206. Request initiated by Marine Corps Activity

DC I&L (LP), in coordination with DC PP&O, will make the final approval determination. The final NAVMC 4400/3, if approved, will be provided to MARCORLOGCOM or MARCORSYSCOM, as appropriate, for the establishment of the binding agreement (i.e., NAVMC 4400/5 or NAVMC 4400/6), in accordance with paragraph 0303 of this chapter. For garrison property and GME, MCICOM will make the final determination.

A. DC I&L (LP), in coordination with DC PP&O, will make the final approval determination. The final NAVMC 4400/3 will be returned to the requesting Marine Corps Activity. If approved, the requesting Marine Corps Activity is responsible for establishing the binding agreement (i.e., NAVMC 4400/5 or NAVMC 4400/6) in accordance with paragraph 0303 of this chapter.

B. Requests in support of RDT&E (see paragraph 030103 of this chapter) will be returned to the requesting MARCORSYSCOM activity whom is responsible for establishing the binding agreement (i.e., NAVMC 4400/5 or NAVMC 4400/6), in accordance with paragraph 0303 of this chapter.

030207. The determination that government property is available for transfer does not in itself authorize provision of the assets.

0303 BINDING AGREEMENT

030301. A valid binding agreement, with the government property authorized for loan or lease properly identified, is required to be in place prior to the physical execution of the loan. The listing of authorized government property will be provided on NAVMC 4400/1 attached to the approved NAVMC 4400/3 or provided via appropriate reference listing as described in paragraph 030201.A of this chapter.

030302. The binding agreement directing the loan/lease must be in the form of a NAVMC 4400/5 or NAVMC 4400/6 as indicated in paragraph 030104 of this chapter. In no case will an external organization's document/agreement be substituted for NAVMC 4400/5 or NAVMC 4400/6. DoD approved requests and binding agreements and other lease agreements (to include FMS) such as those captured in a Letter of Offer and Acceptance may be attached to the NAVMC 4400/5 or NAVMC 4400/6 as supporting documentation. Refer to Chapter 6 for additional information regarding binding agreements.

0304 REQUEST ISSUE/NOTIFICATION

030401. When property is sourced from Marine Corps inventory per paragraph 030202 or 030204 of this chapter and upon completion of the binding agreement, requests for the issue of assets are to be submitted to the supporting MCA utilizing NAVMC 4400/4. NAVMC 4400/4 must include the applicable binding agreement.

A. MARCORLOGCOM will coordinate all issue actions with the appropriate non-contractor external organization when sourced from MARCORLOGCOM inventory. For garrison property and GME, MCICOM will coordinate all issue actions.

B. MARCORLOGCOM will coordinate redistribution actions with the appropriate MARFOR and issue actions with the appropriate non-contractor external organization when MARFOR sourcing is approved by DC I&L (LP). For garrison property and GME, MCICOM will coordinate all redistribution actions.

030402. When property is sourced from new procurement per paragraph 030203 of this chapter and upon completion of the binding agreement, the requesting activity will contact the appropriate MCA upon delivery and acceptance of the asset. NAVMC 4400/4 must include the applicable binding agreement which should not be confused with the procurement contract number.

030403. When property will be incorporated into another end item or when the item will not be recovered, appropriate identification of this fact will be made on the NAVMC 4400/4.

030404. As indicated in paragraph 030108 of this chapter, certain civil authorities are required to provide a bond prior to the loan or lease of government property. The posting of the bond by the borrowing activity is required prior to the issue of the loaned/leased government property; refer to Chapter 6 for additional procedures regarding surety bonds.

0305 ACCOUNTABILITY OF GOVERNMENT PROPERTY – LOANS AND LEASES

030501. The MCA will track and account for all government property under their cognizance furnished as a loan/lease to external organizations, unless directed otherwise by DC I&L (LP) (i.e., external temporary loans by the MARFOR/SE) using an APSR.

A. External organizations receiving government property will use their assigned DoDAAC for tracking purposes. In the event a DoDAAC is unable to be assigned (e.g., a non-DoD agency), another government tracking identification such as a Data Universal Numbering System (DUNS) number must be used.

B. MCAs will use iRAPT to electronically transfer property to and from the custody of the external organization as a basis for custodial accountability.

C. The external organization will be responsible for establishing stewardship responsibility and providing the MCA the necessary copies of the receipt forms.

030502. When applicable, electronic transfers which cite the binding agreement and UII will be used to document accountability transactions. These transfers include the initial furnishing to and receipt by the external organization, subsequent transfers between external organizations, or return to the government.

030503. Upon shipment of the loaned/leased government property, either by the government to an external organization or an external organization to the government, an electronic notification will be made to the receiving organization (i.e., government or external organization) indicating a property transfer.

030504. When in their possession, external organizations will have stewardship responsibility of loaned government property. If an external organization with stewardship responsibility (i.e., government property was furnished to the external organization in accordance with a binding agreement) transfers the government property to another external organization (e.g., subordinate agency), stewardship responsibility remains with the external organization in which the government property was furnished.

030505. When redistribution from a using unit is approved by DC I&L (LP) or MCICOM (for garrison property and GME) (per paragraph 030202.B), the using unit will transfer accountability of the property to MARCORLOGCOM or MCICOM, respectively; however, the physical delivery of the property may go directly to the external organization. Coordination for the transfer and shipping instructions will be provided by MARCORLOGCOM or MCICOM per paragraph 030401.B of this chapter. These situations do not include the DC I&L (LP) or MCICOM authorized external temporary loans by MARFOR/SE discussed in Chapter 4.

0306 RETURN/DISPOSAL OF GOVERNMENT PROPERTY

030601. Loaned government property may be returned to the Marine Corps in a variety of ways depending on the item and what has happened to the item during the time of the loan. Examples include government property embedded in new item delivery, government property embedded in higher assembly, or government property returned as issued. As a result, the appropriate return/disposal instructions will be provided in the binding agreement. If return/disposal instructions are unknown at the time of the awarding of the binding agreement and are subsequently not provided, the external organization will contact the approving agency who will coordinate with MARCORLOGCOM or MCICOM (for garrison property and GME) for appropriate disposition instructions.

030602. Under normal circumstances, the loan of Stores Account Code (SAC) 1 materiel will not be made to another U.S. Navy activity. Intra-DON movement of SAC 1 materiel will be either an issue to end use or a permanent issue (transfer) to that unit. Exceptions include inter-service requests for Marine Corps specific assets (i.e., Individual Combat Clothing and Equipment) that are required to support Marine Corps operations and exercises.

030603. Consumable items will be treated as an issue to an end user in accordance with Volume 3 of this Order.

VOLUME 10: CHAPTER 4

“EXTERNAL TEMPORARY LOANS BY THE MARFOR/SE”

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

EXTERNAL TEMPORARY LOANS BY THE MARFOR/SE

0401 GENERAL

040101. Authority

In accordance with Chapters 1 through 3 of this Volume, MARFORs and SEs are not authorized to furnish government property to external organizations unless authorized by DC I&L (LP) or MCICOM (for garrison property or GME). In certain situations, DC I&L (LP) or MCICOM may determine it is in the Marine Corps' best interest to source and execute the furnishing of government property to a non-contractor external organization by a MARFOR or SE unit/activity. Only in these situations will the MARFOR or SE unit/activity be responsible for the establishment of accountability management for government property furnished to a non-contractor external organization.

040102. Items to be Loaned

Government property, with the exception of property cataloged as classified, sensitive, or pilferable in the Federal Logistics Information Service, is eligible for furnishing to a non-contractor external organization by the MARFOR/SE upon approval by DC I&L (LP) or MCICOM (for garrison property or GME). Examples include, but are not limited to, cots, mattresses, mattress covers, blankets, pillows, folding chairs, and tentage.

040103. Formal requests by non-contractor external organizations for the loan of government property will be submitted in accordance with paragraph 030102 of Chapter 3.

040104. Geographically co-located commanders may assist the external organization in the completion and routing of NAVMC 4400/3 as necessary.

040105. Government property will not be furnished to non-contractor external organizations unless it is authorized by a binding agreement documented on NAVMC 4400/5 or NAVMC 4400/6. DoD-approved requests and binding agreements and other lease agreements (to include FMS) such as those captured in a Letter of Offer and Acceptance may be attached to the NAVMC 4400/5 or NAVMC 4400/6 as supporting documentation.

040106. Refer to paragraphs 030108 through 030111 of Chapter 3 for additional guidance regarding the loan and lease of government property to other Federal agencies, civil authorities, and special activities.

0402 DETERMINATION OF GOVERNMENT PROPERTY AVAILABILITY AND APPROVAL

040201. Requests for the loan/lease of government property to a non-contractor external organization that meet the criteria identified in paragraph 040102 of this chapter may be forwarded to a MARFOR or SE unit/activity in accordance with paragraph 040101 of this chapter for

an FOS assessment. Requests that do not meet criteria identified in paragraph 040102 of this chapter are executed in accordance with the procedures identified in Chapter 3.

040202. MARFOR and SE unit/activities will respond to all requests, using the original NAVMC 4400/3, with their determination of availability. The determination that government property is available for transfer does not authorize provision of the assets.

040203. Requests submitted with support of a geographically co-located commander may include their determination of availability on NAVMC 4400/3 prior to routing to DC I&L (LP) or MCICOM (for garrison property or GME).

040204. DC I&L (LP) or MCICOM (for garrison property or GME) will review the request for loan of government property and the MARFOR/SE determination of availability. Utilizing NAVMC 4400/3, DC I&L (LP), in coordination with DC PP&O, will approve as an authorized external temporary loan by the MARFOR/SE and identify the sourcing agency or deny the request. The final NAVMC 4400/3, if approved, will be used for the creation of the binding agreement in accordance with paragraph 0403 of this chapter.

040205. Determination of Non-availability

A determination of non-availability is made by DC I&L (LP), in coordination with DC PP&O, when the requested government property is not capable of being sourced by the MARFOR/SE, and is not capable of being sourced or is not cost beneficial to source via MARCORLOGCOM. For garrison property and GME, MCICOM will make the determination of non-availability.

0403 BINDING AGREEMENT

040301. When authorized as an external temporary loan by the MARFOR/SE, the sourcing activity will ensure a valid binding agreement, with the government property authorized for loan properly identified and in place prior to the physical execution of the loan. The listing of authorized government property will be provided on the approved NAVMC 4400/3.

040302. The binding agreement directing the loan must be in the form of NAVMC 4400/5 or NAVMC 4400/6 as indicated in paragraph 040105 of this chapter. In no case will an external organization's document/agreement be substituted for NAVMC 4400/5 or NAVMC 4400/06. Refer to Chapter 6 for additional information regarding binding agreements.

0404 REQUEST ISSUE/NOTIFICATION

040401. The authorization by DC I&L (LP) or MCICOM (for garrison property and GME) will identify the sourcing solution as internal to the MARFOR/SE to support the furnishing of government property. As a result, there is no requirement for the supporting Marine Corps activity to submit a request to a sourcing activity (i.e., MARCORLOGCOM or MCICOM). The MARFOR/SE will coordinate the issuing of the property to the external organization.

040402. As indicated in paragraph 030110 of Chapter 3, certain civil authorities are required to provide a bond prior to the loan or lease of government property. The posting of the bond

by the borrowing activity is required prior to the issue of the loaned/leased government property. Refer to Chapter 6 for additional procedures regarding surety bonds.

0405 ACCOUNTABILITY OF GOVERNMENT PROPERTY – EXTERNAL TEMP LOANS

For external temp loans to non-contractor external organizations (see Chapter 3 paragraph 0301), the supporting MARFOR/SE (i.e., unit/activity tasked with support) will maintain accountability of all property furnished to the requesting organization using established internal temporary loan procedures described in Chapter 4, paragraph 040801 of Volume 3 of this Order. The sourcing unit/activity will be responsible for conducting a joint inventory with the external organization and obtaining the necessary copies of property transfer documents. In addition, the sourcing unit/activity is further responsible for maintaining liaison with the external organization during the period of utilization of the loaned government property.

0406 RETURN/DISPOSAL OF GOVERNMENT PROPERTY

The supporting MARFOR/SE unit/activity is responsible for the following:

040601. Ensuring all loaned government property is shipped at the close of the event at the expense of the external organization to the agreed to location.

040602. Preparing a joint inventory of returned government property in cooperation with a representative of the external organization. This will be the basis for a final receipt at the expiration of the loan. The supply officer or APO of the supporting unit/activity and the external organization representative with whom the government property is loaned will certify all copies for correctness.

040603. Determining the cost of and making formal restitution demand upon the external organization for bond forfeitures in accordance with Chapter 6 of this Volume.

VOLUME 10: CHAPTER 5

**“BAILMENT PROGRAM (REPLENISHMENT PARTS PURCHASE OR
 BORROW (RPPOB))”**

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 5

**BAILMENT PROGRAM (REPLENISHMENT PARTS PURCHASE OR BORROW
(RPPOB))**

0501 GENERAL

This chapter establishes policy in accordance with reference (w) for the Marine Corps RPPOB Program to provide domestic business concerns an opportunity to purchase or borrow replenishment parts from the government for:

050101. Design replication or modification.

050102. Subsequent submission of offers to sell items of supply replenishment parts to the government.

050103. Enhancing competition, lowering costs, and improving lead times by developing and locating alternative sources of supply and manufacturing.

0502 POLICY

050201. Replenishment part costs shall be lowered through competition and product simplification. Therefore, sample parts shall be made available to domestic business concerns when MARCORSSYSCOM or MCICOM (for garrison property or GME) determines that such action is in the best interest of the government. That determination shall include economic considerations as well as national security requirements, inventory needs, the probability of future purchases of parts, and any additional restrictions required by law.

050202. No domestic business concern in good standing (i.e., not on the excluded party list) shall be denied the opportunity to participate in the Marine Corps RPPOB Program. The availability of sample parts shall be limited to quantities adequate to meet the program's objectives. Controls shall be established within the Marine Corps to prevent exploitative ordering of sample parts and later depletion of DoD supply system stocks.

A. Alternate sources of supply may be developed through this program when appropriate under Subpart 6.202 of reference (b).

B. The Marine Corps need not delay ongoing or planned purchase actions of spare parts to allow potential suppliers (i.e., external organization) to participate in the program.

C. Government inspection of parts for compliance to performance criteria, based on existing technical data, shall be conducted, when appropriate, before the bailment or sale of parts to potential suppliers.

050203. Only domestic businesses may participate in the RPPOB Program. The transfer of parts or technical data by the domestic business participating in the RPPOB Program to other parts or firms within the United States or to foreign firms or foreign governments is forbidden.

050204. Through the RPPOB Program, the Marine Corps shall make sample parts available to domestic businesses for the purpose of design replication, modification, or development and submission of a data package to obtain approval to sell like replenishment parts to the government.

050205. To provide the maximum incentive for industry to participate in the RPPOB Program, the Marine Corps shall assure all qualified companies are provided the opportunity to compete for parts they have made competitive under the RPPOB Program. Accordingly, no part shall be procured under requirements so strict as to eliminate the firm that moved the part from noncompetitive to competitive status through a successful RPPOB action.

050206. The Marine Corps must be the Primary Inventory Control Agency of the part to approve requests from potential suppliers to view or obtain sample parts on a bailment or purchase basis.

050207. MARCORSSYSCOM will determine which sample parts are eligible for reverse engineering under the RPPOB program, during the full screen breakout/exploded view (e.g., diagram, picture, schematic or technical drawing) review performed per the DFARS.

A. Items requested for RPPOB sale or bailment that has not undergone a full screen breakout review shall be expeditiously scheduled for a review (limited or full) to determine the items' eligibility for the RPPOB program.

B. Once the breakout review process is completed and a part is determined eligible for the RPPOB program, the Marine Corps shall ensure the criteria identified in paragraph 050402 of this chapter are met prior to approving the part for bailment.

050208. There are three methods that the Marine Corps may use to make parts available to the potential suppliers:

A. Direct purchase of the part by the potential supplier

This is the preferred method as it minimizes the management and administrative impact to the government. Pricing policies for this method shall be in accordance with Volume 11A of reference (k). The potential supplier will also pay administrative and accessorial charges such as packing, crating, and handling costs. The potential supplier shall make payment prior to delivery of the material to the potential supplier. There is no limitation on the dollar value of parts that may be purchased. This option will follow the procedures identified below, however title and accountability responsibility will transfer, thus there is no coordination required for the return of the property to the Marine Corps.

B. Bailment of the part to the potential supplier

MARCORSSYSCOM shall prepare a bailment agreement with the provisions agreed upon by both parties. Parts shall not be subjected to destruction or irreversible disassembly. Parts shall not be loaned to potential suppliers unless such parts can be re-inspected and validated by the government. The government will need to have visibility of the bailed property's material condition and location status in the event the property is required by the government (e.g., emergency need for

the last item on the shelf). Bailments shall be assessed costs in accordance with Volume 11A of reference (k).

C. Inspecting the part

Potential suppliers may inspect parts for the purpose of familiarization. The parts will be displayed in Marine Corps-designated display areas. The Marine Corps will determine what parts are put on display. Viewing of a part is encouraged to eliminate unneeded purchase or bailment agreements. This option will follow the procedures below; however, government property will not physically be transferred. MARCORSYSCOM will coordinate with MARCORLOGCOM to coordinate the inspecting process.

0503 REQUESTS

050301. Potential suppliers must be from a domestic business concern and shall submit requests to purchase or borrow a part utilizing NAVMC 4400/3 to MARCORSYSCOM. NAVMC 4400/1 must be submitted in conjunction with NAVMC 4400/3.

050302. In the NAVMC 4400/3 justification, the potential supplier must:

A. State that the intent of purchasing or borrowing the part is for replication and/or modification and subsequent offer of sale of the item of supply replenishment parts to the government.

B. Specify the improvement to be offered by any proposed modifications.

0504 DETERMINATION OF GOVERNMENT PROPERTY AVAILABILITY AND APPROVAL

050401. Upon receipt of request to purchase or borrow a part by a potential supplier, an applicable MARCORSYSCOM agent will be identified as the lead Marine Corps point of contact on NAVMC 4400/3. This agent will have liaison responsibility with the potential supplier. NAVMC 4400/3 will be forwarded to MARCORLOGCOM or MCICOM (for garrison property and GME) for a determination of government property availability. MARCORLOGCOM or MCICOM (for garrison property and GME), in coordination with MARCORSYSCOM, will conduct an FOS assessment, to include the screening of all DoD inventories, to determine the most cost-effective method to source the requirement; and ensure compliance with the criteria below for making sample parts available to potential suppliers. The determination that government property is available for transfer does not in itself authorize providing the assets.

050402. Criteria for identifying potential replenishment parts

Per reference (m), the Marine Corps shall make sample parts available to potential suppliers only when the following criteria are met:

A. The part has limited or reduced sources for supply due to non-availability of a technical data package (TDP), an incomplete TDP, or a TDP that contains limited rights data. Any technical data that contains limited rights shall not be released to potential suppliers.

B. The annual buy value of the part exceeds thresholds developed by DoD Components based on guidance in PGI Subpart 217.7506 of reference (c). The DoD Components may lower the dollar value to accommodate their program.

C. Loan or sale of the part does not adversely affect or deplete required supply quantities.

D. Potential life-cycle savings exceed the cost (including evaluation and testing) of making the part available. The economic evaluation phase of reference (c) shall be used to determine cost savings.

E. Critical safety items, engineering safety items, and engineering critical or unstable parts shall be made available only upon approval by DoD Components that have the technical cognizance of the part. Subpart 209.2 of reference (c) prescribes the qualification requirements for aviation critical safety items.

F. A part's TDP, once developed, would not disclose critical technology with military or space applications. This determination shall be made in accordance with the provisions of reference (x).

G. Loaning, viewing, or selling of the part is not prevented by law (i.e., patent rights or security classification).

H. If the part is engineering critical or unstable, it may be made available only upon approval of the acquisition project officer for the end item.

I. Once developed, the TDP for the part will not disclose critical military technology.

J. A potential supplier may not borrow items under warranty. The government will not sell items under warranty unless the same item not under warranty is not available. In the instance where a warranted item is sold, the warranty does not transfer with the sale. A warranted item shall not be precluded from being viewed.

K. The Marine Corps shall not bail or sell a part for the purpose of modification without considering the following:

1. The proposed modification must improve performance, reliability, maintainability, interchangeability, product quality, safety, productivity, or decreases life-cycle costs.

2. The probability of future purchases of the proposed improved part.

3. If the proposed modification is, or should be, considered under the existing DoD Value Engineering Program under Part 48 of reference (b), or other in house product improvement, or preplanned product improvement.

4. The potential supplier must not be currently debarred, suspended, or otherwise prohibited from engaging in government procurement.

5. The potential supplier must demonstrate ability to duplicate the sample item. This demonstration may be accomplished by referencing past performance.

6. The potential supplier must not have previously been awarded a contract to provide the requested item to the government.

050403. When government property is not available from within MARCORLOGCOM inventory stores or MCICOM's available inventories (for garrison property and GME), or does not meet the criteria identified in the preceding paragraph, it will not normally be redistributed from using units to satisfy the requirement and the request may be deemed not supportable; however, to meet specific requirements as identified in paragraph 010409 of Chapter 1, MARCORLOGCOM may request approval to redistribute property from a using unit from DC I&L (LP). For garrison property and GME, MCICOM is the approval authority.

050404. MARCORLOGCOM will respond to all requests, using the original NAVMC 4400/3, with the appropriate and recommended sourcing solution or indicate the Marine Corps inability to support the request.

050405. A MARCORSYSCOM contracting officer will make final approval determination and notify the potential supplier utilizing NAVMC 4400/3 if their request for bailment or purchase is denied or delayed. The final NAVMC 4400/3, if approved, will be used for the creation of the binding agreement in accordance with paragraph 0505 of this chapter.

0505 BINDING AGREEMENT

050501. Approved Sales

Requests approved as a sale will use the approved NAVMC 4400/3 as source documentation for the sale. The sale price must be identified on NAVMC 4400/3 upon approval. MARCORSYSCOM will be responsible for coordination of funds transfer with the external organization.

050502. Approved Bailments

A valid binding agreement, with the government property authorized for bailment with the government property authorized for loan properly identified, is required to be in place prior to the physical execution of the loan. The listing of authorized government property will be provided on the approved NAVMC 4400/1 attached to the approved NAVMC 4400/3. The binding agreement directing the bailment must be in the form of a NAVMC 4400/7, "Agreement for the Bailment of US Marine Corps Materiel." In no case will an external organization's document/agreement be substituted for NAVMC 4400/7. For unique situations that merit negotiation of specific bailment provisions, attach supporting documentation to NAVMC 4400/7.

050503. Approved Display

Request approved as a display will use the approved NAVMC 4400/3 as source documentation for the display of government property.

0506 REQUEST ISSUE/NOTIFICATION

050601. Approved Sales

The issue of government property in support of approved bailment sales will be submitted to MARCORLOGCOM or MCICOM (for garrison property and GME) utilizing NAVMC 4400/4.

A. MARCORLOGCOM or MCICOM (for garrison property and GME) will coordinate the physical issue of the loaned/leased government property requirements with the external organization.

B. The government property will be supplied in Condition Code “A” with a copy of all associated unclassified data.

C. The gaining organization is responsible for transportation costs to and from the Marine Corps designated point and will ensure in-transit visibility.

050602. Approved Bailments

Upon completion of the binding agreement, requests for issue of government property are to be submitted to MARCORLOGCOM or MCICOM (for garrison property and GME) utilizing NAVMC 4400/4.

A. MARCORLOGCOM or MCICOM (for garrison property and GME) will coordinate the physical issue of the loaned/leased government property requirements with the external organization.

B. Government property will be supplied in Condition Code “A” with a copy of all associated unclassified data.

C. The gaining organization is responsible for transportation costs to and from the Marine Corps designated point and will ensure in-transit visibility.

050603. Approved Display

MARCORSYSCOM will coordinate the display time and location with MARCORLOGCOM. For garrison property and GME, MARCORSYSCOM will coordinate with MCICOM.

0507 ACCOUNTABILITY OF GOVERNMENT PROPERTY – RPPOB PROGRAM

050701. The MCA will track and account for all government property under their cognizance furnished as bailment loans to external organizations.

A. In the event a DoDAAC is unable to be assigned (e.g., a non-DoD agency), another government tracking identification such as a DUNS number must be used.

B. MCAs will use iRAPT to electronically transfer property to and from the custody of the external organization as a basis for custodial accountability.

C. The external organization will be responsible for establishing stewardship responsibility and providing to MARCORLOGCOM or MCICOM (for garrison property and GME) the necessary copies of the receipt forms.

050702. When applicable, electronic transfers which cite the bailment agreement and the UII will be used to document accountability transactions. These transfers include the initial furnishing to and receipt by the external organization, or return to the government.

050703. Upon shipment of the government property, either by the government to an external organization or an external organization to the government, an electronic notification will be made to the receiving organization (i.e., government or external organization) indicating a property transfer.

050704. When in their possession, external organizations will have stewardship responsibility of loaned government property.

0508 RETURN/DISPOSAL OF GOVERNMENT PROPERTY

050801. Appropriate return/disposal instructions will be provided in NAVMC 4400/7. If return/disposal instructions are unknown at the time of the completion of NAVMC 4400/7 and are subsequently not provided, the external organization will contact MARCORSYSCOM who will coordinate with MARCORLOGCOM or MCICOM (for garrison property and GME) for appropriate disposition instructions.

050802. The borrower must return parts in the same condition as they were received. The government agency receiving the returned materiel is responsible for conducting a joint inventory of returned government property in cooperation with a representative of the external organization. This will be the basis for a final receipt at the expiration of the bailment. The supply officer or APO of the supporting unit/activity and the external organization representative with whom the government property was loaned will certify all copies for correctness.

VOLUME 10: CHAPTER 6

OTHER AGREEMENTS AND BOND REQUIREMENTS

SUMMARY OF SUBSTANTIVE CHANGES

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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.

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CHAPTER 6

OTHER AGREEMENTS AND BOND REQUIREMENTS

0601 GENERAL

As indicated in the previous chapters, non-contractor external organizations will be required to enter into a binding agreement prior to the issuance of government property. This agreement will be in the form of NAVMC 4400/5, NAVMC 4400/6, or NAVMC 4400/7. For requests from a CF or ally that would use the FMS process, the signed LOA will be attached to the NAVMC 4400. In addition, certain external organizations (as identified in Chapter 3) are required to post and provide evidence of a bond to ensure the safe return of the borrowed materiel or reimbursement for any loss of or damage to the materiel. The information in this chapter is to provide assistance in the execution of these binding agreements and surety bonds.

0602 LOAN, LEASE, AND BAILMENT AGREEMENTS

060201. The approving authority for NAVMC 4400/3 will indicate on the form, as part of its approval, the requirement to complete a binding agreement with any additional supporting documentation, requirements, and identifying the appropriate agency responsible for document execution before shipment or issue of government property.

060202. The approving authority for non-contractor external organization requests are:

- A. CDR, MARCORSYSCOM – MARCORSYSCOM supported RDT&E loans or leases.
- B. CDR, MARCORSYSCOM – bailment requests.
- C. DC I&L or MCICOM (for garrison property or GME) – all other requests for loans or leases. In these situations MARCORLOGCOM, MARCORSYSCOM, or MARFOR/SE unit/activities will be directed to establish the appropriate binding agreements as indicated in Chapters 3 and 4 of this Volume.

060203. Loan, lease, or bailment agreements are mutually developed by the Marine Corps agency and the chief of the borrowing activity (or their designee). The agreements identify the responsibilities of all parties and include terms and conditions of the loan, lease, or bailment. NAVMC 4400/5, NAVMC 4400/6, and NAVMC 4400/7 are standardized forms that will be used to enter the respective binding agreements.

060204. The Marine Corps activities authorized to establish a loan, lease, or bailment agreement, upon direction from the approving authority identified in paragraph 060202 above, are:

- A. MARCORSYSCOM – RDT&E leases and bailment agreements.
- B. MARCORSYSCOM – MARCORSYSCOM supported RDT&E or DC I&L (LP) directed loan agreements.

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- C. MARCORLOGCOM – DC I&L (LP) directed loan agreements.
- D. MARFOR/SE Appointed Supply Officer – DC I&L (LP) authorized MARFOR/SE external temporarily loans as discussed in Chapter 4 of this Volume.
- E. MARCORSYSCOM for leases to CF or allies under the FMS process.
- F. MCICOM for loans, leases, and bailments of garrison property and GME.

060205. The loan, lease, and bailment agreement must be signed by the chief of the borrowing activity (or their designee). In order to protect the government and to ensure the correct representative of the borrowing activity is entering into the agreement, borrowing activities that are private parties or non-DoD parties must notarize the agreement to make it binding. DoD agencies do not require notarization.

060206. Loan, lease, and bailment agreements will be held by the Marine Corps agency and a copy will be provided to the issuing activity, with NAVMC 4400/1, until termination and final settlement of each loan, lease, or bailment.

060207. Loan and lease agreements with civil authorities or private entities, to support special events outline in Chapter 3 require the borrower to post and provide evidence of a bond prior to the delivery of government property. Refer to paragraph 0603 of this chapter for applicable guidance.

060208. When necessary, the binding agreement will include supporting documentation. Examples include, but are not limited to, PO, Military Interdepartmental Purchase Requests, ACSA, Inter-Service Support Agreements, Statements of Work (SOW), Government Task Orders or MOAs.

060209. For specific guidance regarding Foreign Military Leases (Security Assistance) see paragraph 0604 below. For specific guidance on Coalition Loans see Chapter 7.

0603 BONDS

060301. The borrower shall assume the risk of loss or liability for damage to the borrowed property. That risk shall be covered either by insurance or the posting of a bond on the replacement value of the property being loaned or leased. Per the requirements in Chapter 3, Marine Corps policy requires the borrowing activity to post and provide evidence of a bond; however, DC I&L (LP) or MCICOM (for garrison property or GME) may waive this requirement in lieu of the borrower's self-insurance, if proof is provided and validated by a warranted contracting officer.

060302. Bonds ensure safe return of the borrowed materiel or reimbursement for any loss of or damage to the materiel. To document the bond, the borrowing activity will be required to use NAVMC 4400/8, "Checklist for Surety Bond and Power of Attorney." This will ensure that their bond instrument of choice contains all necessary information that provides for the Safekeeping of Public Property by Guaranteeing Reimbursement to the Government for Expenses incident to the Loan, Lease, or Bailment of US Marine Corps materiel. A warranted contracting officer will receive, review, and document evidence of the bond on NAVMC 4400/8. As applicable, general counsel will

receive, review, and document evidence of the power of attorney on NAVMC 4400/8. The bond and power of attorney (if applicable) will be returned with the corresponding binding agreement to the following Marine Corps activities prior to delivery of government materiel:

- A. MARCORSYSCOM – All bailment agreements.
- B. MARCORLOGCOM or MCICOM (for garrison property and GME) – All loan and lease agreements with the exception of MARFOR/SE external temp loans authorized by DC I&L (LP) discussed in Chapter 4 of this Volume.
- C. MARFOR/SE Appointed Supply Officer or APO – MARFOR/SE external temp loans authorized by DC I&L (LP) discussed in Chapter 4 of this Volume.

060303. The bond will consist of:

- A. A properly executed bond with a certified bank check, cash, or negotiable U.S. Treasury bonds.

- B. A notice of bond by a reputable bonding company deposited with the appropriate Marine Corps activity identified above. Bonds will equal the total price of the borrowed items as indicated on NAVMC 4400/1 submitted in conjunction with the approved NAVMC 4400/3, and will be referenced in NAVMC 4400/5 or NAVMC 4400/6. A “double” bond (bond equal to twice the value of the borrowed item(s)) will be required when indicated in Chapter 3 of this Volume.

060304. Bonds do not have to be posted by the borrowing agency itself. The source of originating agency for the bond is immaterial if the bond is valid. For example, to secure a lease, a state may post bond on behalf of a city, county, or other governmental body or authority within the State.

060305. In an emergency, when posting a bond would delay issue of property for an urgent release, DC I&L (LP) may approve the issue prior to the posting of the bond. The bond must be posted within five days.

060306. Bond forfeitures will be made in accordance with the applicable loan, or lease agreements. Exceptions to mandatory forfeitures can only be made with the approval of DC I&L (LP). Forfeitures do not release the borrowing agency from returning borrowed materiel or affect ownership. Bonds normally are forfeited under the following conditions:

- A. Materiel is not returned at the end of a lease period or when the Marine Corps has directed return.
- B. The borrowing agent refuses to pay for damages or other Marine Corps expenses.

060307. Evidence of bonds will be held by the Marine Corps agency identified in paragraph 060302 of this chapter until the loan or lease is ended and final settlement is made. At that time, the evidence of the bond will be returned to the borrower.

060308. If US Treasury Bonds are posted as surety bond, the borrowing agency must provide evidence of a power of attorney. This will enable cashing of the treasury bonds if forfeiture is required as a result of a default on the loan or lease.

060309. Restitution will be conducted in accordance with Chapter 4 of with Volume 3 of this Order and Volume 5 of reference (k). If payment is not received within a reasonable time (i.e., a sensible length of time in which payment is possible or achievable), the matter will be referred to the next higher command for appropriate action. All restitutions under the provisions for loan/lease of government property will be credited to the applicable Marine Corps general fund receipt account whenever permitted by reference (k). Consult the legal advisor if the situation is not covered by reference (k). In some situations, the miscellaneous receipt transaction will require deposit into the United States Treasury per 31 U.S.C. § 3302.

0604 FOREIGN MILITARY LEASES (SECURITY ASSISTANCE)

References (r) and (s) provide policy, procedures, and guidance for the lease of government property to foreign countries. For clarification purposes, the following information is provided:

060401. Use of leases

Normally, the U.S. Government makes defense articles available to foreign governments by FMS under the Arms Export Control Act (AECA); however, there may be exceptional instances in which a lease agreement would be the most appropriate method whereby U.S. Defense article can be made available to foreign countries or international organizations. Such arrangements are authorized under the AECA, Chapter 6, when it is determined that there are compelling foreign policy and national security reasons for providing such articles on a lease rather than a sales basis, and the article is not needed, at this time, for public use. For example, a foreign government may desire to obtain a defense article for a short period under a lease for testing purposes to assist it in determining whether to procure the article in quantity. As another example, the U.S. Government may only be able to respond to an urgent foreign requirement for defense article by making it available from inventory but for national defense reasons cannot sell the article and must require its return to inventory after a specified term. Leases of defense articles to foreign countries or international organizations will be concluded under the AECA, Chapter 6; leases to foreign countries or international organizations under 10 U.S.C. § 2667 are not authorized.

060402. The country or international organization must pay in U.S. dollars all costs incurred by the U.S. Government in leasing such property, including reimbursement for depreciation of such property while leased (the rental payment). The charge for depreciation will be based on the current procurement value, actual acquisition cost (if known), or latest procurement cost. If there is a current procurement contract in effect for the DoD component for an item which is identical to the property to be leased, the current procurement price will be applied, adjusted as appropriate for condition; otherwise, the actual or latest procurement cost will apply, adjusted as appropriate for condition and market value. An administrative charge will not be applied to rental payments collected under the lease.

060403. As indicated in references (r) and (s), leases to partner nations are controlled. For this reason, the CMC, in reference (s) has tasked MARCORSYSCOM with the responsibility of

executing this program. All requests from a foreign government for a lease of government property must be forwarded to MARCORSYSCOM for appropriate action.

060404. Per reference (s), DC I&L (LP), in coordination with DC PP&O, will review all lease requests prior to final execution.

060405. If HQMC approves the lease, MARCORLOGCOM and MARCORSYSCOM will be notified to release the property, as appropriate. Accountability will be executed as a coalition loan which is discussed in Chapter 7 of this Volume. For garrison property and GME, MCICOM is the approval authority.

0605 DEPOT MAINTENANCE INTERSERVICE SUPPORT AGREEMENTS (DMISA)

DMISAs are governed by references (y) and (z). The DMISA is a formal agreement similar to a contract whereby one military Service (the Agent) agrees to provide depot maintenance support for another Service (the Principal). It may also be used when a Service is the Agent and another federal department agency or element thereof is the Principal. Typically, DMISAs are established to cover depot maintenance and related support functions for weapon systems, equipment end items, systems, subsystems, components, or commodity groups. DMISAs, which should be used only to assign workload, are normally established for five year periods with mandatory annual reviews, except for Service workload competition assignments. Each Military Service and DoD agency is responsible for programming, budgeting, and funding to support its respective interservice arrangements. For clarification purposes regarding the DMISA, the following information is provided:

060501. Policy

MARCORLOGCOM and MARCORSYSCOM will not furnish government property to an agent for the performance of depot maintenance unless it is authorized by a DMISA that is signed by an authorized government contracting officer. A copy of the DMISA that requires the furnishing of government property to an agent will be forwarded to the appropriate MCA in order to maintain control and accountability of government property.

060502. Determination of Government Property Availability and Approval

All requests for the furnishing of government property to an agent for the performance of depot maintenance will be processed utilizing NAVMC 4400/4. A copy of the DMISA, which serves as the binding agreement, will be attached to the NAVMC 4400/4 as supporting documentation. These requests will be forwarded to MARCORLOGCOM and MARCORSYSCOM, when applicable, for a determination of property availability.

A. NAVMC 4400/1 must be submitted in conjunction with NAVMC 4400/4; however, if the DMISA details the pedigree data normally collected on NAVMC 4400/1, then the DMISA can be referenced instead of providing NAVMC 4400/1.

B. Per paragraph 030102 of Chapter 3, requests initiated by an external organization or a requiring Marine Corps activity will be routed to MARCORLOGCOM via DC I&L (LP) and coordinated with DC PP&O as appropriate.

C. Per paragraph 030103 of Chapter 3, requests initiated by MARCORSYSCOM will be routed directly to MARCORLOGCOM.

D. MARCORLOGCOM will conduct an FOS assessment, to include the screening of all DoD inventories, to determine the most cost-effective method to source the requirement. MARCORLOGCOM will respond to all NAVMC 4400/4 requests with the appropriate and/or recommended sourcing solution.

E. When government property is available from within existing MARCORLOGCOM inventory stores, NAVMC 4400/4 response and NAVMC 4400/1 (as applicable per paragraph 060502.A) will be forwarded to DC I&L (LP).

F. When government property is not available from within existing MARCORLOGCOM inventory stores, it will not normally be redistributed from using units to satisfy the requirement; however, to meet specific depot maintenance requirements as identified in the DMISA, MARCORLOGCOM may recommend the sourcing of property from a using unit to DC I&L (LP). In these situations, NAVMC 4400/4 response and NAVMC 4400/1 (as applicable per paragraph 060502.A) will be forwarded to DC I&L (LP).

G. When warranted, DC I&L (LP) will coordinate actions identified in paragraph 010409.B of Chapter 1 prior to approving or denying a MARCORLOGCOM recommendation for using unit redistribution.

H. When government property is not available under the conditions identified in paragraphs 060502.F and 060502.G of this chapter, the request is deemed not supportable and NAVMC 4400/4 and NAVMC 4400/1 (as applicable per paragraph 060502.A) will be forwarded to MARCORSYSCOM for a recommendation on procurement action.

I. When warranted, MARCORSYSCOM will conduct an FOS assessment to determine if new procurement is a valid option to source the requirement. MARCORSYSCOM will respond to all NAVMC 4400/4 requests with the appropriate recommendation regarding procurement (e.g., new procurement or no procurement action) and return to DC I&L (LP).

060503. Request Initiated by an External Organization

DC I&L (LP), in coordination with DC PP&O, will make the final approval determination. The final NAVMC 4400/4 (with the DMISA attached as the binding agreement), if approved, will be provided to MARCORLOGCOM or MARCORSYSCOM, as appropriate, for execution of the NAVMC 4400/4, in accordance with paragraph 060505 of this chapter. The determination that government property is available for transfer does not in itself authorize provision of the assets.

060504. Request Initiated by Marine Corps Activity

DC I&L (LP), in coordination with DC PP&O, will make the final approval determination. The final NAVMC 4400/4 (with the DMISA attached as the binding agreement), if approved, will be provided to MARCORLOGCOM or MARCORSYSCOM, as appropriate, for execution of the NAVMC 4400/4, in accordance with paragraph 060505 of this chapter. The determination that government property is available for transfer does not in itself authorize provision of the assets.

060505. Binding Agreement

A valid DMISA serves as the binding agreement. The DMISA, with the government property authorized for depot maintenance properly identified, is required to be in place prior to the physical execution of the DMISA. The listing of authorized government property will be provided on the NAVMC 4400/1 attached to the approved NAVMC 4400/4 or provided via appropriate reference listing as described in paragraph 060502.A of this chapter.

060506. Request Issue/Notification

When property is sourced from Marine Corps inventory per paragraph 060502.D or 060502.G of this chapter and upon completion of the binding agreement, requests for the issue of assets are to be submitted to the supporting MCA utilizing NAVMC 4400/4 and NAVMC 4400/1 (as applicable per paragraph 060502.A). NAVMC 4400/4 must include the applicable binding agreement.

A. MARCORLOGCOM will coordinate all issue actions with the agent when sourced from MARCORLOGCOM inventory.

B. MARCORLOGCOM will coordinate redistribution actions with the appropriate MARFOR and issue actions with the appropriate agent when MARFOR sourcing is approved by DC I&L (LP).

C. When property is sourced from new procurement per paragraph 060502.I of this chapter, the requesting activity will contact the appropriate MCA upon delivery and acceptance of the asset. NAVMC 4400/4 must include the applicable DMISA that serves as the binding agreement.

D. When property will be incorporated into another end item or when the item will not be recovered, appropriate identification of this fact will be made on the NAVMC 4400/4.

060507. Accountability of DMISA Items

The MCA will track and account for all government property under their cognizance furnished as DMISA items to an agent, unless directed otherwise by DC I&L (LP) (i.e., external temporary loans by the MARFOR/SE) using an APSR.

A. Agents receiving government property will use their assigned DoDAAC for tracking purposes.

B. MCAs will use iRAPT to electronically transfer property to and from the custody of the agent as a basis for custodial accountability.

C. The agent will be responsible for establishing stewardship responsibility and providing the MCA the necessary copies of the receipt forms.

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D. When applicable, electronic transfers which cite the DMISA and UII will be used to document accountability transactions. These transfers include the initial furnishing to and receipt by the agent, subsequent transfers between agents, or return to the Marine Corps.

E. Upon shipment of the DMISA item, either by the Marine Corps to an agent or an agent to the Marine Corps, an electronic notification will be made to the receiving organization (i.e., Marine Corps or agent) indicating a property transfer.

F. When in their possession, agents will have stewardship responsibility of government property furnished as a DMISA item. If an agent with stewardship responsibility transfers the government property to an external organization (e.g., sub-contractor or subordinate agency), stewardship responsibility remains with the agent to which the government property was furnished.

G. When a DMISA issue from a using unit is approved by DC I&L (LP), the using unit will transfer accountability of the property to MARCORLOGCOM; however, physical delivery of the property may go directly to the agent. Coordination for the transfer and shipping instructions will be provided by MARCORLOGCOM per paragraph 060506.B of this chapter.

060508. Return/Disposal of Government Property

DMISA items may be returned to the Marine Corps in a variety of ways depending on the item and what has happened to the item during the time in which it has been in the external organization's custody. Examples include government property embedded in new item delivery, government property embedded in higher assembly, or government property returned as issued. As a result, the appropriate return/disposal instructions will be provided in the DMISA. If return/disposal instructions are unknown at the time of the establishment of the DMISA and are subsequently not provided, the external organization will contact the approving agency who will coordinate with MARCORLOGCOM for appropriate disposition instructions.

0606 PERMANENT INTERSERVICE TRANSFERS OF GOVERNMENT PROPERTY

Interservice transfers involve the permanent transfer of ownership and accountability of government property to another military Service within DoD. All permanent interservice transfers of government property must be approved by DC I&L (LP). All requests for permanent interservice transfers of government property will be sent to MARCORLOGCOM or MCICOM (for garrison property and GME) via naval message. Upon receipt of a request for the permanent interservice transfer of government property, MARCORLOGCOM or MCICOM (for garrison property and GME) will conduct a feasibility of support to determine asset availability. Regardless of the AAO, Net Asset Posture, or disposal plan, a FOS is required for all permanent interservice transfers to maintain an audit trail and ensure accountability of transferred items. If deemed unsupportable, MARCORLOGCOM or MCICOM (for garrison property and GME) will notify the requesting activity via naval message. If deemed supportable, MARCORLOGCOM will endorse and forward the request with the feasibility of support results to DC I&L (LP) via naval message. DC I&L (LP) will coordinate a risk assessment with DC PP&O (for SAC 3 items). If the risk is deemed acceptable, DC I&L (LP) will release a naval message authorizing the interservice transfer of government property. For garrison property and GME, MCICOM is the approval authority and will release the naval message authorizing the interservice transfer of government property. The naval

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message, FOS, DD 1348-1A, "Issue Release/Receipt Document," and DD 1149, "Requisition and Invoice/Shipping Document" serve as key supporting documentation for permanent interservice transfers of government property. Key supporting documentation for permanent interservice transfers will be retained for 10 years. Upon permanent interservice transfer of government property, the transferring organization will coordinate with MARCORSYSCOM to update the IUID Registry and Military Equipment Valuation tables to reflect the permanent change in ownership.

VOLUME 10: CHAPTER 7

“COALITION LOANS”

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CHAPTER 7

COALITION LOANS

0701 GENERAL

This chapter governs accountability and visibility of government property temporarily loaned to CFs. This chapter does not grant the legal authority to transfer or temporarily loan property; rather, this chapter governs the processes to facilitate the transfer after legal authority has been obtained. Reference (s) provides information regarding security assistance and legal authority to enter into loan agreements.

0702 POLICY

070201. Government property authorized and approved for temporary loan to CFs will be accounted for at the Marine Corps level to establish accountability and maintain visibility. When applicable, Marine Corps elements may be tasked to execute the physical transfer on behalf of the Marine Corps, but accountability will remain a Marine Corps responsibility. In addition, management of requirements to include pending request, sourcing, tasking to support, renewal of agreements, coordination for the return of loaned property will be a Marine Corps responsibility. Responsibilities may be delegated or tasked to lower echelons to assist with the overall management of specific loans, but Marine Corps unit/activities will not loan property to CFs.

070202. All requests for coalition loans will be forwarded to DC I&L (LP) for coordination with DC PP&O (PLU) and appropriate actions. Requests from the COCOM, whom have been given authority to enter into loans directly with MARFOR commanders, will be expeditiously forwarded to DC PP&O and DC I&L (LP) for determination of property availability. Subsequent response will be forwarded to the MARFOR commander for official response to the COCOM.

070203. MARFORs and SE commanders may be tasked to serve as the lead Marine Corps liaison with the CF and COCOM within their respective AOR during the period of utilization of the loaned government property, as applicable. These commanders will provide support as required within the scope of this Volume and maintain liaison with the CF, HQMC, MARCORLOGCOM, MCICOM, MARCORSYSCOM, and COCOM.

0703 DETERMINATION OF GOVERNMENT PROPERTY AVAILABILITY AND APPROVAL

070301. Upon identification of a potential CF loan requirement, a request for determination of government property availability will be made to MARCORLOGCOM or MCICOM (for garrison property and GME).

070302. MARCORLOGCOM or MCICOM (for garrison property and GME), in coordination with MARCORSYSCOM, will conduct an FOS assessment, to include the screening of all DoD inventories, to determine the most cost-effective method to source the requirement. MARCORSYSCOM will screen the requirement to ensure compliance with International Trafficking in Arms Regulations (22 CFR 120) and any National Disclosure Policy restrictions that may pertain

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to the requested items. The determination that government property is available for transfer does not in itself authorize provision of those assets. Consideration for determination of property availability by the MARCORLOGCOM or MCICOM (for garrison property and GME) includes:

- A. Adverse effects on readiness posture.
- B. Adequate asset positions.
- C. Prescribed timeframe for the loan period.
- D. Readily replacing stocks when war reserve assets are required.
- E. Compliance with International Trafficking in Arms Regulations and National Disclosure Policy restrictions.

070303. When government property is not available from within MARCORLOGCOM inventory stores or MCICOM's available inventories (for garrison property and GME) and has been deemed not cost effective to source through new procurement, it will not normally be redistributed from using units to satisfy the requirement and the request may be deemed not supportable; however, to meet specific requirements as identified in paragraph 010409 of Chapter 1, MARCORLOGCOM may request approval to redistribute property from a using unit through DC I&L (LP).

070304. DC I&L (LP), in coordination with DC PP&O, will provide a coordinated response to the requesting agency (e.g., Joint Chief of Staff or COCOM via MARFOR Commander). For garrison property or GME, MCICOM will provide the response.

0704 BINDING AGREEMENT

The Marine Corps will be tasked to loan property to a CF by either the Joint Chiefs of Staff or COCOM with delegated authority. DC I&L (LP) or MCICOM (for garrison property and GME), in coordination with DC PP&O, will endorse the tasking and provide appropriate execution coordination and guidance. Minimum requirements in the endorsed tasking include:

070401. State the requirement and justification for the loaned government property to include the start and expiration date of the loan. A loan will not exceed one year without a requirement to request extension.

070402. Identify MARCORLOGCOM or MCICOM (for garrison property and GME) as responsible for accountability management of the CF loan.

070403. Identify authorized government property to be loaned to include sourcing unit. If redistribution is required from a using unit, in accordance with paragraph 070303 of this chapter, appropriate instructions will be provided.

070404. Identify the lead Marine Corps liaison (i.e., MARFOR), if applicable.

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070405. Identify a valid DoDAAC for the agency receiving or providing Marine Corps oversight of the loaned government property, refer to paragraph 070602 below regarding DoDAAC assignment.

070406. Identify the requirement for a signature by the CF upon receipt of government property.

070407. The expected condition of the government property upon issue and return, to include reimbursement mechanism for damaged or lost government property. If a reimbursement mechanism is unknown at that time of tasking endorsement, indicate procedures to report damages to DC PP&O and DC I&L (LP) or MCICOM (for garrison property and GME).

070408. The shipment of loaned government property will be conducted in accordance with reference (aa).

0705 REQUEST ISSUE/NOTIFICATION

070501. Applicable information required for MARCORLOGCOM or MCICOM (for garrison property and GME) to execute the tasked CF loan will be provided in the endorsed tasking statement identified in paragraph 0704 of this chapter.

070502. If government property is sourced from a using unit to meet requirements, MARCORLOGCOM will coordinate the accountability transfer and issue in accordance with paragraph 010409 of Chapter 1. For garrison property and GME, MCICOM will coordinate the accountability and issue.

0706 ACCOUNTABILITY OF GOVERNMENT PROPERTY – COALITION LOAN

070601. The MARCORLOGCOM MCA or MCICOM MCA (for garrison property and GME) will maintain and account for all government property furnished to CFs using an APSR.

A. To establish accountability within an APSR, MARCORLOGCOM or MCICOM (for garrison property and GME) will administratively issue the government property as on loan using the lead Marine Corps liaison's CF DoDAAC. Only one "ship to only" DoDAAC will be created to administratively account for all property loaned to CFs within the lead Marine Corps liaison's AOR that is separate and distinct from their regular DoDAAC. This DoDAAC does not establish the lead Marine Corps liaison as the accountable officer, rather it provides MARCORLOGCOM or MCICOM (for garrison property and GME) with visibility of loaned government property within an APSR (i.e., it identifies property as on CF loan within a MARFOR commander's AOR). The following Type of Address Codes (TAC) will be used.

1. TAC 1 will be identified by MARCORLOGCOM or MCICOM (for garrison property and GME).

2. TAC 2 will be identified by the MARFOR/SE commander (lead Marine Corps liaison).

3. TAC 3 will be HQMC.

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B. In coordination with the lead Marine Corps liaison, MARCORLOGCOM will use iRAPT to electronically transfer property to and from the physical custody of the CF as a basis for custodial accountability.

C. The CF will be responsible for establishing stewardship responsibility and provide the lead Marine Corps liaison (who will provide copies to MARCORLOGCOM) the necessary copies of the receipt forms.

070602. Electronic transfers will be used to document all issue transactions of government property. Upon shipment of the government property, a notification will be made to the lead Marine Corps liaison indicating a property transfer is being processed. The lead Marine Corps liaison will acknowledge receipt of property that will ultimately establish administrative accountability. The lead Marine Corps liaison will not receive property until the CF has acknowledged receipt of government property as indicated in paragraph 070601 of this chapter.

070603. If necessary, MARCORLOGCOM or MCICOM will request and establish NSWC, Crane, Indiana sub-accounts to establish small arms/light weapons accountability for government property loaned to CFs.

070604. MARCORLOGCOM or MCICOM (for garrison property and GME), in coordination with the lead Marine Corps liaison, will coordinate and prepare a joint inventory of property being issued in cooperation with a representative of a requesting organization. This will be the basis for the final condition determination at the expiration of the loan.

070605. Where and when possible, combat losses and/or return of any government property on temporary loan to CFs will be reported to MARCORLOGCOM or MCICOM (for garrison property and GME) by the lead Marine Corps liaison.

070606. Where and when possible, replacement-in-kind for combat losses of government property on temporary loan to CFs will be reported to MARCORLOGCOM or MCICOM (for garrison property and GME) by the lead Marine Corps liaison.

070607. Any physical movement and/or transfer of sourced property to/from CFs will be communicated via Automated Message Handling System to all agencies identified in the tasking message addressed in paragraph 0704 of this chapter.

070608. MARCORLOGCOM or MCICOM (for garrison property and GME) will initiate a request for validation of requirements, and accountability verification, when required.

070609. Sustainment

Separate contracted maintenance and supply support for the specific purpose of supporting government property temporarily loaned to CFs is not authorized. If a CF requires sustainment of government property on temporary loan to them, support will be limited to the following and sustainment costs will be captured and reported for reimbursement.

A. Situations where providing supply or maintenance support to the CF does not impact or interfere with Marine Air Ground Task Force (MAGTF) operations or exceed logistical capabilities/capacity.

B. Pre-existing maintenance services, to include field support representatives, ordinarily available to the MAGTF.

C. Items requisitioned through the Marine Corps supply system and ordinarily available to the MAGTF.

0707 RETURN/DISPOSAL OF GOVERNMENT PROPERTY

070701. MARCORLOGCOM or MCICOM (for garrison property and GME) is responsible for providing appropriate disposition instructions and ensuring the APSR is updated accordingly for all returns of loaned government property.

070702. Upon conclusion of the loan, all property will be shipped to an agreed location at the expense of the CF. MARCORLOGCOM or MCICOM (for garrison property and GME), in coordination with the lead Marine Corps liaison, will determine the best location for the physical receipt of the property. Acceptable return locations include:

A. Return to lead Marine Corps liaison.

B. Return to MARCORLOGCOM or MCICOM (for garrison property and GME).

070703. MARCORLOGCOM or MCICOM (for garrison property and GME), in coordination with the lead Marine Corps liaison, will prepare a joint inventory of returned property in cooperation with a representative of a requesting organization. This will be the basis for a final receipt at the expiration of the loan. The receiving agency (i.e., as dictated by Marine Corps liaison) and the organization representative with whom the inventory is loaned will certify all copies for correctness.

070704. Electronic transfers will be used to document all return transactions of government property. Upon shipment of the government property, the lead Marine Corps liaison will notify MARCORLOGCOM or MCICOM (for garrison property and GME) that the transfer of property is being processed using iRAP. The lead Marine Corps liaison will initiate the iRAP transaction upon physical receipt of the property from the CF per paragraph 070702.A of this chapter or upon the verification of physical shipment to MARCORLOGCOM or MCICOM (for garrison property and GME) per paragraph 070702.B of this chapter. MARCORLOGCOM or MCICOM (for garrison property and GME) will acknowledge receipt of property in iRAP which will remove the administrative accountability from the lead Marine Corps liaison.

070705. If applicable, MARCORLOGCOM or MCICOM (for garrison property and GME), in coordination with the lead Marine Corps liaison, will initiate investigative action for missing, damaged, or destroyed CF loaned property. DC PP&O and DC I&L (LP) or MCICOM (for garrison property and GME) will be notified of such actions.

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070706. If applicable, MARCORLOGCOM or MCICOM (for garrison property and GME), in coordination with the lead Marine Corps liaison, will determine the cost of and forward restitution demands to DC I&L (LP) or MCICOM (for garrison property and GME). DC I&L (LP) or MCICOM (for garrison property and GME), will forward restitution demands to the approving agency (i.e., Joint Chief of Staff or COCOM). Restitution demands are applicable for the following:

- A. Items lost, destroyed, or damaged beyond prospect of economical repair.
- B. Renovations or repairs accomplished at the government expense. Expense estimates will be obtained as soon as practical for the purpose of making demand for restitution.

**VOLUME 10: APPENDIX A
 “FAR & DFARS CLAUSES AND INSTRUCTIONAL LANGUAGE”**

SUMMARY OF SUBSTANTIVE CHANGES

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

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX A

FAR & DFARS CLAUSES AND INSTRUCTIONAL LANGUAGE

- FAR Clause(s): 52.245-1, Government Property
52.245-2, Government Property Installation Operation Services
52.245-9, Use and Charges
- DFARS Clause(s): 252.245-7000, Government-Furnished Mapping, Charting, and Geodesy Property
252.245-7001, Tagging, Labeling, and Marking of Government Furnished Property
252.245-7002, Reporting Loss of Government Property
252.245-7003, Contractor Property Management System Administration
252.245-7004, Reporting, Reutilization and Disposal
252.211-7007, Reporting of Government Furnished Property
252.225-7040, Contractor Personnel Authorized to Accompany U.S. Armed Forces Deployed Outside the United States (For Organizational Clothing and Individual Equipment/Individual Combat Clothing and Equipment (ICCE) support requirements only)
Instructional Language:

- Contractors will utilize the DoD iRAPT government property transfer system for GFP receipt acknowledgement, subsequent transfer of GFP to other contracts/contractors (if authorized in the contract), or return of GFP to the Marine Corps to ensure government property transfers are conducted in accordance with the Defense Logistics Manuals 4000.25-1 MILSTRIP, and 4000.25-2 MILSTRAP; and applicable FAR/DFARS clauses.

- Contractors will report GFP deficiencies in quantity, quality, or failure to the contracting officer or their appointed representative.

- Contractor generated DoD supply system requisitions must be submitted to the contracting officer or their appointed representative for subsequent MCA approval.

- Contractors will contact the contracting officer or their appointed representative for appropriate disposition instructions if not previously identified in the contract. When applicable, the contract will be modified.

- Contractors will mark all containers utilized to return government property with the UIIs (if applicable), issue document number, Procurement Instrument Identification Number (PIIN), and project code.

- Contractors are required to register as a Property Receiver and Property Shipper in the iRAPT in order to acknowledge receipt of GFP and notify the Marine Corps of intent to return GFP. These actions ensure that the DoD IUID Registry is updated with the lifecycle event which property reflects current possession status.

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- Contractors can register for access to iRAPT via <https://wawf.eb.mil/>. The iRAPT website provides registration instructions. In applying for access, the contractor's government sponsor will need to provide the contractor's contract number and contract expiration date so that the system administrator can activate the contractor's account.

Note: The requesting Marine Corps agency (i.e., agency with the requirement) is responsible to coordinate these requirements with the supporting contracting office.

VOLUME 10: APPENDIX B

**“GOVERNMENT FURNISHED PROPERTY (GFP) AND LOANED
 PROPERTY, PLANT, & EQUIPMENT (PP&E) REPORTING FORMAT”**

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX B

GOVERNMENT FURNISHED PROPERTY (GFP) AND LOANED PROPERTY, PLANT, & EQUIPMENT (PP&E) REPORTING FORMAT

Report Control Symbol DD-4400-53 (External Report Control Symbol DD-AT&L(Q)1575)

1. As outlined in this Volume, the provisions of a contract or an approved loan agreement may direct Marine Corps PP&E to be delivered or acquired by contractors or to be delivered to an external agency. In both cases, the PP&E remains government property. Under the provisions of this Volume, MARCORLOGCOM (MCA), MARCORSYSCOM (MCA), MCICOM (MCA) will create and maintain the GFP/loaned PP&E asset listing in the APSR for Marine Corps accountability and fiduciary reporting purposes.

2. By 1 December each year (but no earlier than 1 November), each MCA will report a listing of GFP/loaned PP&E inventory and financial value to DC IL (LP) in accordance with this Volume; Chapter 4, Volume 4 of [DoD 7000.14-R, "Department of Defense Financial Management Regulation,"](#) Volume 9 of [DoDM 4140.01, "DoD Supply Chain Materiel Management Procedures,"](#) and [DoDI 5000.64, "Accountability and management of DoD Equipment and Other Accountable Property."](#)

3. In the case of GFP/loaned PP&E administered by the MARCORLOGCOM MCA or MCICOM MCA that is satisfying a MARCORSYSCOM requirement, MARCORSYSCOM will certify to MARCORLOGCOM or MCICOM that these assets have been inventoried and that the requirement is still current, prior to MARCORLOGCOM certification to DC I&L (LP). Appendix C can be used for this purpose.

4. The annual report will include:
 - a. GFP and Loaned PP&E Inventory Report. A cover letter providing certification to the annual GFP and loan PP&E inventory submission. Enclosures include the items discussed in paragraphs 4b and 4c below. An example is provided in Appendix C.

 - b. GFP and Loaned PP&E Inventory Listing. An itemized consolidated listing of GFP in the custody of a contractor or loaned PP&E in the custody of an external agency. Reporting requirements and instructions are identified in Appendix D.

 - c. GFM Summary Report. A financial summary report of GFM as identified in the GFP and Loaned PP&E Inventory Listing. Reporting requirements and instructions are identified in Appendix E.

VOLUME 10: APPENDIX C

**“GOVERNMENT FURNISHED PROPERTY (GFP) AND LOANED
 PROPERTY, PLANT, & EQUIPMENT (PP&E) INVENTORY REPORT”**

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

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APPENDIX C

**GOVERNMENT FURNISHED PROPERTY (GFP) AND LOANED PROPERTY, PLANT, &
EQUIPMENT (PP&E) INVENTORY REPORT**

Report Control Symbol DD-4400-53 (External Report Control Symbol DD-AT&L(Q)1575)

Appropriate Letter Head

4400
Code/Serial
Date

From: Commanding General (or Commander if from MARCORSYSCOM)
To: Commandant of the Marine Corps, (DC I&L/LP) (or CG MARCORLOGCOM or CG MCICOM)

Subj: GOVERNMENT FURNISHED PROPERTY (GFP) INVENTORY REPORT

Ref: (a) MCO 4400.201-V-10
(b) DoDM 4140.01
(c) DoDI 5000.64
(d) DoD 7000.14-R

Encl: (1) Government Furnished Property (GFP) and loaned PP&E Inventory Summary Report (see Appendix D for format)
(2) Government Furnished Material (GFM) Inventory Report Summary (see Appendix E for format)

1. In accordance with the references, I certify that all GFP is accounted for. Additionally, I have verified that all GFM retained past 24 months without an issue for use was reviewed for necessity of retention.

2. The following Department of Defense Activity Address Code(s) (DoDAAC) was/were reviewed as part of this report:

(Insert applicable DoDAACs and date data was pulled for inventory)

3. GFM inventory balance variances of 10% or more and out of balance inventory as reported in enclosure (2), have been reviewed, adequately justified, and adjusted by authorized approval authority.

4. The point of contact regarding this certification is (name, code, email, phone number).

Signature
Typed Name

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Copy to:
Retention File

VOLUME 10: APPENDIX D

**“GOVERNMENT FURNISHED PROPERTY (GFP) AND LOANED
 PROPERTY, PLANT, & EQUIPMENT (PP&E) INVENTORY LISTING”**

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX D

**APPENDIX E GOVERNMENT FURNISHED PROPERTY (GFP) AND LOANED
PROPERTY, PLANT, & EQUIPMENT (PP&E) INVENTORY LISTING**

Report Control Symbol DD-4400-53 (External Report Control Symbol DD-AT&L(Q)1575)

The information provided and described below will be provided in a spreadsheet type format and be included as an enclosure to the GOVERNMENT FURNISHED PROPERTY (GFP)/LOANED PLANT, PROPERTY, AND EQUIPMENT (PP&E) INVENTORY REPORT, Appendix C. The information in bold capital letters identifies the requirement followed by a brief description of the required input.

1. **ITEM NUMBER** - Sequential count beginning with first entry.
2. **DATE PULLED** - Date the data for the inventory report was pulled from the APSR.
3. **COMMAND & DoDAAC** – Provide the DoDAAC and command name of the accountable officer.
4. **PROGRAM MANAGER** - Program Manager Code (*ex. PEO LS, PM ICCE*).
5. **POC NAME** – Provide the First Name, MI, Last Name (rank if applicable) of the command's Point of Contact (POC).
6. **POC PHONE NUMBER** – Provide the phone number (commercial and DSN) of the Command's POC.
7. **POC EMAIL** – Provide the e-mail address of the command's POC.
8. **NATIONAL STOCK NUMBER (NSN)/MARINE CORPS STOCK NUMBER (MCSN)** - Provide the NSN/MCSN of the GFP/loaned PP&E item (*ex. 1240004597780*).
9. **NOMENCLATURE AND DESCRIPTION** - Provide the nomenclature and description of the GFP/loaned PP&E item (*ex. TELESCOPE ELBOW M16*).
10. **PART/MODEL NUMBER** - Provide the Part/Model Number of the GFP/loaned PP&E item (*ex. 7597780*).
11. **TYPE DESIGNATION** – Type designation is a combination of letters and numbers arranged in a specific sequence to provide a short, significant method of identification for an item (*ex. AH-1, M1114*). Type designations for major end items, assemblies and subassemblies are derived from the following documents:
 - DoD 4120.15-L, Model Designation of Military Aerospace Vehicles, May 12, 2004
 - MIL-HDBK 1812, Type Designation, Assignment and Method of Obtaining, February 14, 1997
 - MIL-STD-196E, Joint Electronic Type Designation System, February 17, 1998

- MIL-STD-1661(OS), Mark and Mod Nomenclature System, August 1, 1978
- MIL-STD-1464A(AR), Army Nomenclature System, May 15, 1987
- SECNAVINST 5030.8, Classification of Naval Ships and Craft, November 21, 2006.

12. UNIT OF MEASURE – Provide the unit of measure, AKO unit of issue, of the GFP/loaned PP&E item (*ex. EA, ST, RL, etc.*).

13. QUANTITY – Provide quantity of unit of measure of the GFP/loaned PP&E item.

14. UNIT ACQUISITION COST – Provided the unit acquisition cost of the GFP/loaned PP&E item (*ex. \$1,313.00*).

15. POSTING REFERENCE (I.E., PIIN) – Provide the receiving report number, contract number, purchase order, other PIIN, or invoice number which placed the GFP/loaned PP&E item into the Marine Corps inventory.

16. DUNS OR CAGE CODE - Manufacture DUNS is a unique nine-digit identification number to better identify organizations. Commercial and Government Entity (CAGE) code is a five-character data element assigned by Defense Logistics Information Service to identify a commercial or Government entity. Provide the appropriate DUNS/CAGE code for the manufacturer of the GFP/loaned PP&E item.

17. ACCEPTANCE DATE – Provide the date the GFP/loaned PP&E item was placed into service at the Marine Corps.

18. ACCEPTANCE LOCATION – Provide the location of acceptance or DoDAAC of accepting agency which accepted the GFP/loaned PP&E item into service at the Marine Corps.

19. UNIQUE ITEM IDENTIFIER (UII) - Provide the UII of the GFP/loaned PP&E item as it appears on the UII data plate. Required for all serialized assets. Leave blank if non-serialized asset.

20. OEM SERIAL NUMBER - Provide Original Equipment Manufacturer (OEM) Serial Number of the GFP/loaned PP&E item as it appears on the GFP/loaned PP&E item. Required for all serialized assets. Leave blank if non-serialized asset.

21. MARINE CORPS SERIAL NUMBER - Provide the MCSN of the GFP/loaned PP&E item as it appears on the asset, if applicable (*ex. USMC10002512*). Leave blank in non-serialized asset.

22. CATEGORY CODE - Provide the category code of the GFP/loaned PP&E item. Input “E” for Equipment (GFE) or “M” for Material (GFM).

NOTE: Entries of “M” are used for the completion of the Government-Furnished Material Inventory Summary Report.

23. OM&S CLASSIFICATION (GFM ONLY) - Provide appropriate operating materials and supplies (OM&S) classification for all GFM items. These are those items with a category code of “M” entered in column 22. OM&S classifications are as follows:

HFU - Held For Use
HFFU - Held in Reserve for Future Use
HFR - Held for Repair
E - Excess
O - Obsolete
U - Unserviceable.

NOTE: Refer to Chapter 4, Volume 4 of the DoD Financial Management Regulation for descriptions.

NOTE: These entries are used for the completion of the Government-Furnished Material Inventory Summary Report.

24. CONDITION CODE - Respective material or equipment condition code. Condition codes are as follows:

- A - Serviceable Issuable Without Qualification
- B - Serviceable Issuable With Qualification
- C - Serviceable Priority Issue
- D - Serviceable Test/Modification
- E - Unserviceable Repairable (Limited Cost to Restore)
- J - Suspended (In Stock)
- K - Suspended (Returns)
- L - Suspended (In Litigation)
- Q - Suspended (Quality Deficient Exhibits)
- F - Unserviceable Repairable
- G - Unserviceable Incomplete
- M - Suspended (In Work)
- R - Suspended (Reclaimed Items, Awaiting Condition Determination)
- P - Unserviceable Reclamation/Salvage
- H - Condemned Unserviceable
- S - Condemned Scrap
- V - Condemned Waste Military Munitions (WMM)

NOTE: These entries are used for the completion of the Government-Furnished Material Inventory Summary Report.

25. CUSTODIAL CONTRACT NUMBER - The custodial contract number is the corresponding contract number or date time group (DTG) of the message approving the loan of PP&E which identifies the asset as a GFP/loaned PP&E requirement. Input for GFP will include the contract number and the most recent modification number when applicable (ex. M6700411C1111, MOD #2). Input for loaned PP&E will be the DTG of the message approving the loan of PP&E (ex. 121524Z AUG 10).

26. CLIN/SLIN/ELIN- All GFP items must be delivered on a contract line item (CLIN) or subline item (SLIN). Exhibit line items (ELINs) may be used on the contract to provide additional

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information. Provide the appropriate CLIN/SLIN/ELIN identifying the delivery of GFP from the custodial contract number. Leave blank if loaned PP&E.

27. PERIOD OF PERFORMANCE START DATE – Provide the period of performance start date as identified in the custodial contract/approval to the loan PP&E message (*ex. 20120501*).

28. PERIOD OF PERFORMANCE END DATE – Provide the period of performance end date as identified in the custodial contract/approval to the loan PP&E message (*ex. 20130501*).

29. CONTRACTOR DoDAAC – Provide the DoDAAC of the contractor/external agency receiving GFP/loaned PP&E as it appears on the custodial contract/approval to the loan PP&E message.

30. CONTRACTOR NAME – Provide the name of contractor/external agency receiving GFP/loaned PP&E as it appears on the custodial contract/approval to the loan PP&E message.

31. CONTRACT POC – Provide the name of the contractor/external agency POC as it appears on the custodial contract/approval to the loan PP&E message.

32. SENT DATE – Provided the date of physical delivery of the GFP/loaned PP&E item to the receiving agency.

33. RECEIVED DATE – Provide the date of physical receipt of the GFP/loaned PP&E by the receiving agency.

34. AS IS - At its option, the Government may, furnish government property in an “as-is” condition. In such cases, the Government makes no warranty. Identify “as is” conditions with a “Yes.” Identify non “as is” conditions with a “No.”

VOLUME 10: APPENDIX E

“GOVERNMENT FURNISHED MATERIAL (GFM) SUMMARY REPORT”

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX E

GOVERNMENT FURNISHED MATERIAL (GFM) SUMMARY REPORT

Report Control Symbol DD-4400-53 (External Report Control Symbol DD-AT&L(Q)1575)

The information provided and described below will be provided in a spreadsheet type format and be included as an enclosure to the GOVERNMENT FURNISHED PROPERTY (GFP)/LOANED PLANT, PROPERTY, AND EQUIPMENT (PP&E) INVENTORY REPORT, Appendix C. The information in bold capital letters identifies the requirement followed by a brief description of the required input.

SECTION I - INVENTORY VALUE

1. REPORTING DoDAAC – Enter the reporting agency’s DoDAAC.

2. LEDGER ACCOUNT - DoD FMR Volume 4, Chapter 4 describes the ledger accounts in which OM&S must be reported in the financial statements as required by the Treasury and for other reporting requirements mandated by Congress and Office of Management and Budget. Each account must be updated based on applicable source documents. Source documents includes contracts, invoices, receiving reports, payment vouchers, material-return documents, transfer documents, inventory documents, issue and shipping documents, sales records, and documented gains and losses. Detailed posting transactions are outlined in the Standard Financial Information Structure (SFIS) transaction library at United States Standard General Ledger SFIS Transaction Library. Descriptions of the U.S. Standard General Ledger (USSGL) accounts for operating materials and supplies are provided below.

3. CONDITION CODES - Supply condition codes classify material in terms of readiness for issue and use or identify action underway to change the status of material. Supply condition codes currently in use within the DoD are defined in DoD 4000.25-2-M, “Military Standard Transaction Reporting and Accounting Procedures.” OM&S recorded in financial records should be identifiable to OM&S recorded in APSR and vice versa. The relationship of APSR condition codes USSGL financial inventory accounts is provided below.

Operating Materials and Supplies Held for Use (Account 1511). Used to record the value of materials and supplies held for use in normal operations. Materials and supplies should not exceed the amount expected to be used within normal business operations unless documentation justifying an excess supply is developed and maintained for review. This account is used to record the initial acceptance of materials and supplies in transit when title has passed but the items have not been received and accepted. Items in transit between DoD accounting entities must be kept under financial accounting control at all times. As such, this account is intended to be used by any DoD Component that maintains supplies and materials. Use this account to record amounts for OM&S with Condition Codes A-D up to the AAO. **[Excludes Excess, Economic Retention and Contingency Retention OM&S]**

- A - Serviceable Issuable Without Qualification
- B - Serviceable Issuable With Qualification
- C - Serviceable Priority Issue
- D - Serviceable Test/Modification

Operating Materials and Supplies Held in Reserve for Future Use (Account 1512). Account is used to record the value of stocks of materials and supplies maintained because they are not readily available in the market and there is more than a remote chance that they will eventually be needed, although not necessarily in the normal course of operations. Use this account to record amounts for OM&S with Condition Codes A-D, E, J, K, L, and Q that is above the AAO and is retained for economic or contingency purposes. **[Excludes Excess OM&S]**

- E - Unserviceable Repairable (Limited Cost to Restore)
- J - Suspended (In Stock)
- K - Suspended (Returns)
- L - Suspended (In Litigation)
- Q - Suspended (Quality Deficient Exhibits)

Operating Materials and Supplies Held for Repair or Remanufacturing (Account 1514). Account is used to record the value of materials and supplies that are not in usable condition, but can be economically repaired. The objective is to rebuild items as an alternative and rotating source of supply. Once rebuilt, the items will be returned to Operating Materials and Supplies Held for Use. Use this account to record amounts for all OM&S with Condition Codes F, G, M, and R. **[Excludes Excess OM&S]**

- F - Unserviceable Repairable
- G - Unserviceable Incomplete
- M - Suspended (In Work)
- R - Suspended (Reclaimed Items, Awaiting Condition Determination)

Operating Materials and Supplies – Excess, Obsolete and Unserviceable (Account 1513). Account is used to record the value of operating materials and supplies (serviceable or unserviceable) that exceed the amount expected to be used in normal operations and do not meet management's criteria to be held in reserve for future use. Obsolete operating materials and supplies include stocks that are no longer needed due to changes in technology, laws, customs or operations. Unserviceable operating materials and supplies are items that are physically damaged and cannot be consumed in operations. Use this account to record amounts for OM&S that is NOT reportable in USSGL accounts 1511, 1512, or 1514. The OM&S reported using this account must be valued at its Net Replacement Value. **[Includes Serviceable and Unserviceable Excess OM&S]**

- P – Unserviceable Reclamation/Salvage
- H – Condemned Unserviceable
- S – Condemned Scrap
- V – Condemned Waste Military Munitions (WMM)

4. CURRENT SEMI-ANNUAL VALUE (\$ VALUE) – Input dollar value for current semi-annual inventory value per respective *LEDGER ACCOUNT/CONDITION CODE* combination.

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5. PRIOR SEMI-ANNUAL VALUE (\$ VALUE) - Input dollar value for prior semi-annual inventory value per respective *LEDGER ACCOUNT/CONDITION CODE* combination. This value should correspond with the *CURRENT SEMI-ANNUAL VALUE* from the most recently submitted inventory report for respective *LEDGER ACCOUNT/CONDITION CODE* combinations.

6. VARIANCE (%) – Calculate the percentage variance between the *CURRENT SEMI-ANNUAL VALUE* and *PRIOR SEMI-ANNUAL VALUE*. Equation for calculation is $(CURRENT SEMI-ANNUAL VALUE - PRIOR SEMI-ANNUAL VALUE) / PRIOR SEMI-ANNUAL VALUE$.

7. DATE PULLED (YYYYMMDD) – Input the date (YYYYMMDD format) the data was pulled.

8. TOTAL VALUE OF INVENTORY – Input the total value of all *LEDGER ACCOUNT/CONDITION CODE* combination input for each column heading.

SECTION II - VARIANCE EXPLANATION

9-12. Explain any variances of plus or minus (+/-) of 10% for the reporting period for each *LEDGER ACCOUNT/CONDITION CODE* combination as determined in the VARIANCE (all block 6) calculations of **SECTION I – INVENTORY VALUE**.

SECTION III - SOURCE SYSTEM AND TRANSACTION SUMMARY

13. TOTAL RECEIPTS – Enter the total dollar value of the receipts that increased the dollar value of the inventory for the reporting semi-annual report. This normally includes Document Identifier Codes starting with D6; iRAPT receipts; or receipts reported by the MCA.

14. TOTAL ISSUES - Enter the total dollar value of the issues that decreased the dollar value of the inventory for the reporting semi-annual report. This normally includes Document Identifier Codes starting with D7; or part of a contractor consumption report.

15. TOTAL GAINS - Enter the dollar value of transactions that had a financial impact on the value of the inventory. Do not include gains that had no monetary impact on the value of the inventory. This normally includes Document Identifier Codes starting with D8; or contractor acquired property now classified as GFM.

16. TOTAL LOSSES - Enter the dollar value of transactions that had a financial impact on the value of the inventory. Do not include losses that had no monetary impact on the value of the inventory. This normally includes Document Identifier Codes starting with D9 reported on Lost, Theft, Damaged, and Destroyed or Plant Clearance Automated Reutilization Screening System.

17. BALANCE VERIFICATION - The calculated balance that uses the previously reported total value of inventory value provided by the reporting activity (block 8b) and adds and subtracts the sum of the transactions that affected the inventory values during the reporting period as reported by the reporting command (blocks 13-16). If there is a difference between the calculated inventory balance (block 17f) and the current total value of inventory (block 8a), the reporting activity must provide a detail explanation of why the previous inventory values plus the transactions totals do not equal what is being reported for the current reporting period..

17a. PRIOR SEMI-ANNUAL BALANCE - Value calculated in block 8b - *TOTAL VALUE OF INVENTORY - PRIOR SEMI-ANNUAL VALUE*.

17b. TOTAL RECEIPTS – Value input in block 13 - *TOTAL RECEIPTS*.

17c. TOTAL ISSUES – Value input in block 14 - *TOTAL ISSUES*.

17d. TOTAL GAINS – Value input in block 15 – *TOTAL GAINS*.

17e. TOTAL LOSSES – Value input in block 16 - *TOTAL LOSSES*.

17f. CALCULATED CURRENT S/A INVENTORY – Calculated current Semi-Annual Inventory Value. Equation for calculation is (block 17a + block 17b - block 17c + block 17d - block 17e).

17g. REPORTED INVENTORY - Value calculated in block 8a - *TOTAL VALUE OF INVENTORY – CURRENT SEMI-ANNUAL VALUE*.

17h. OUT OF BALANCE CONDITION – Calculated difference between the *CALCULATED CURRENT S/A INVENTORY* value and *REPORTED INVENTORY* Value. Equation for calculation is (block 17g - block 17f).

18. SYSTEM OF SOURCE DATA ORIGINATION - Enter the system from which the data was provided (e.g., DPAS, GCSS-MC, CAV-II).

19. OUT OF BALANCE EXPLANATION - Required if the *OUT OF BALANCE CONDITION* is not equal to 0.

NOTE: For current values, report the latest acquisition cost or unit of issue cost.

SECTION IV - DATA CALL CERTIFICATIONS

To comply with reporting requirements, reporting information must be reviewed to ensure financial information is reported accurately. This section provides assurance to the Fiscal Director of the Marine Corps that the financial information being reported has been reviewed and is being reported accurately. Certification by the verifying official must be provided. Reports used to obtain the financial information being provided must be retained in accordance with the financial records retention requirements and be made available upon request by auditors or other reviewing officials.

20. PREPARED BY – Individual preparing the summary report is required to certify the report this section.

20a. NAME - Name of individual preparing summary report.

20b. RANK - Rank of individual preparing summary report.

20c. DATE - Date individual preparing summary report provided signature.

20d. SIGNATURE - Signature of individual preparing summary report.

21. VERIFIED BY – Individual verifying the summary report is required to certify the report in this section.

21a. NAME - Name of individual verifying summary report.

21b. RANK - Rank of individual verifying summary report.

21c. DATE - Date individual verifying summary report provided signature.

21d. SIGNATURE - Signature of individual verifying summary report

<p>VOLUME 12</p> <p>“MARINE CORPS CLASS VIII MANAGEMENT AND SUSTAINMENT”</p> <p>SUMMARY OF VOLUME 12 CHANGES</p> <p>Hyperlinks are denoted by <i>bold, italic, blue and underlined font.</i></p> <p>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.</p> <p>The date denoted by blue font (left header) will reflect the date this Volume was last updated.</p> <p>All Volume changes denoted in blue font will reset to black font upon a <u>full revision</u> of this Volume.</p>			
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VOLUME 12: MARINE CORPS CLASS VIII MANAGEMENT AND SUSTAINMENT

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REFERENCES

- (a) MCWP 4-11.1
- (b) MANMED, NAVMED P-117
- (c) BUMEDINST 6710.70A
- (d) DoD Instruction 3110.06, "War Reserve Materiel (WRM) Policy," June 23, 2008
- (e) MCO 3900.17
- (f) MCO 5311.1D
- (g) SECNAVINST 7320.10A

VOLUME 12: CHAPTER 1

“MARINE CORPS CLASS VIII MANAGEMENT AND SUSTAINMENT”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 1

MARINE CORPS CLASS VIII MANAGEMENT AND SUSTAINMENT

0101 GENERAL

This Volume establishes policy governing strategic, operational, and enterprise-level management activities required for the successful administration of Class VIII medical materiel in support of Marine Air-Ground Task Force (MAGTF) operations. It also defines roles and responsibilities of supporting organizations to facilitate the effective management of Marine Corps Class VIII. Additionally, it provides guidance to Headquarters Marine Corps (HQMC) agencies; the operating forces (OPFORs); and the supporting establishment for managing Authorized Medical Allowance Lists (AMALs), Authorized Dental Allowance Lists (ADALs), and unit-level individual issue Table of Authorized Materiel Control Number (TAMCN) items.

010101. Class VIII materiel includes two subclasses: Subclass 'A' (medical materiel), and Subclass 'B' (bloods/fluids). Throughout this document, Class VIII will refer only to Subclass A, which includes all durable items, expendable items, pharmaceuticals, and biomedical equipment organized (according to unit mission requirements) into AMAL or ADAL assemblages and medical kits. The AMAL/ADAL assemblages are designed to support specific operational needs of the Marine Corps. AMAL/ADAL assets are assigned to Marine Corps units by Table of Equipment (T/E) designation and are managed by Marine Corps Systems Command (MARCORSYSCOM), and the OPFORs in support of deployed operations, field exercises, and training activities. Additional medical materiel designed as "Medical Kits" are procured as Class II materiel by the using organization. These medical kits include Combat Life Saver, Vehicle Kit and Corpsman Assault Pack assets.

010102. Reference (a) provides doctrine for medical logistics, including procurement, initial issue, management, resupply, and disposition of materiel required to support medical and dental elements organic to Marine Corps component/Marine Force (MARFOR) level commands. Such materiel is identified as Class VIII (consumable and equipment). The Program Manager (PM), Combat Support Equipment, MARCORSYSCOM initiated the Class VIII Enterprise Management project to promote an enhanced and sustainable ready-to-issue posture of Class VIII materiel; reduce the logistics burden on the operating forces in garrison; provide enterprise-wide visibility and accountability; maintain shelf life standards and reduce losses from expiration; and reduce overall procurement, replenishment, and replacement costs. The Class VIII Enterprise Management effort establishes centralized management for Class VIII equipment and supplies, with a single enterprise-wide acquisition objective, and move specific garrison supply chain functions to the Defense Logistics Agency (DLA).

0102 ROLES AND RESPONSIBILITIES

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

A. Develop, publish, and maintain policy and directives required to support Class VIII management. Coordinate with Class VIII stakeholders to ensure accuracy and completeness of directives.

- B. Maintain staff cognizance over Class VIII matters to ensure effective management, selection criteria, requirements determination, sourcing, positioning, acquisition, and distribution of Class VIII materiel.
 - C. Review and approve the methodology for computing Class VIII materiel expressed in days of supply (DOS).
 - D. Determine the appropriate casualty estimation for 60 to 180 DOS.
 - E. Provide the appropriate casualty estimation to the Naval Health Research Center (NHRC) for input into the Tactical Medical Logistics Planning Tool (TML+). Modeling conducted in TML+ will be used to determine Class VIII initial issue and surge requirements for days 0-180.
 - F. Support and participate in the modernization review of AMALs/ADALs.
 - G. Support and participate in the creation of the HQMC Medical Contingency File (MCF) and submission to DLA Troop Support.
 - H. Biennially, in coordination with the MARFORs and MARCORSYSCOM, participate in planning sessions to determine appropriate Class VIII materiel inventory positioning and stocking levels for the enterprise.
 - I. Facilitate the execution of Class VIII materiel global sourcing when required.
 - J. Participate in the DLA bi-annual review of medical contingency requirements. Advocate for Marine Corps Class VIII requirements during this review.
 - K. Serve as the advocate for Class VIII funding, required training and education relating to Class VIII management, and medical information technology systems. Provide guidance for the management of these systems.
010202. Deputy Commandant for Programs and Resources
- A. Publish Marine Corps programming and budgeting guidance consistent with the Defense Planning and Programming Guidance to enable detailed Class VIII management planning.
010203. Deputy Commandant for Plans, Policies, and Operations
- A. In coordination with DC I&L, ensure that Class VIII materiel requirements are included in operational planning.
010204. Deputy Commandant for Combat Development and Integration (DC CD&I)
- A. In coordination with MARCORSYSCOM, plan and program for Class VIII initial issue modernization and new program requirements during Program Objective Memorandum development cycles.

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- B. Support and participate in the modernization review of AMALs/ADALs.
- C. Determine requirements for initial issue (15 DOS) of Class VIII materiel.
- D. Collaborate with MARCORSYSCOM to generate justification and supporting documentation to establish Class VIII initial issue (15 DOS) and modernization initiatives for programming and budgeting.
- E. Validate the update of initial issue (15 DOS) of Class VIII materiel allowances assigned to the MARFORs in Total Force Structure Management System (TFSMS).
- F. Establish requirements for the Theater Medical Information Program and recommend changes to HQMC policy based on program initiatives.

010205. Commanding General, Marine Corps Logistics Command

- A. Ensure Class VIII materiel planning is accomplished on an annual basis in coordination with the War Reserve Materiel (WRM) Plans Level Conference.
- B. Ensure Blount Island Command (BIC) support and participation in the modernization review of AMALs/ADALs.
- C. Ensure each Maritime Prepositioning Squadron (MPSRON) has the requisite portion of the Class VIII requirement to support contingency requirements (i.e., Special Purpose MAGTFs). During War Reserve withdrawal actions, the Combatant Commander must approve the release of the Class VIII assets held aboard the MPSRONs.
- D. Ensure identification, reporting, accountability, custody, and maintenance of on-hand Class VIII materiel via the appropriate accountable property system of record (APSR).
- E. Provide after action reports (post load-out of MPSRONs) to supported units, MARCORSYSCOM, and DC I&L. After action reports must identify items for inclusion in the Fly-In-Echelon (FIE).

010206. Commander, MARCORSYSCOM

- A. Serve as the Marine Corps executive agent for the procurement and management of Class VIII WRM Requirements.
- B. Provide life cycle materiel and supply chain management for Class VIII.
- C. Maintain accurate visibility of enterprise wide Class VIII inventory positioning and stocking levels through the appropriate APSR.
- D. Biennially, facilitate planning sessions with the MARFORs to determine appropriate Class VIII materiel inventory stocking levels. Publish results in the form of a naval message.

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- E. Facilitate and support the execution of Class VIII materiel global sourcing between Medical Logistics Companies (MEDLOGs) by providing visibility of inventory levels across the enterprise.
- F. Monitor Class VIII consumption rates and patterns to anticipate required adjustments to enterprise stocking levels reviewed during the biennial inventory stocking level review.
- G. Coordinate with DLA Troop Support to ensure the supply chain is prepared to support requirements.
- H. Lead and facilitate modernization reviews for each AMAL/ADAL at least every four years. Include venues to host reviews and publish schedules via electronic correspondence. Ensure that the NHRC is included in each review.
- I. Provide DLA with updated AMAL/ADAL configurations following each modernization review to ensure effective demand planning and forecasting.
- J. Source AMAL/ADAL components not stocked by DLA, and provide them to the individual MEDLOGs directly.
- K. Collaborate with DC CD&I to generate justification and supporting documentation for Class VIII initial issue (15 DOS) and modernization initiatives for programming and budgeting.
- L. Submit Class VIII initial issue funding to the Programming Budgeting Documentation Database.
- M. Manage Class VIII funding for initial issue and modernization. Coordinate with DLA for initial issue (15 DOS) and modernization of Class VIII in accordance with the Modernization Buy List.
- N. Field initial issue and modernized Class VIII materiel to designated MARFORs.
- O. Maintain and manage the standard configuration for AMAL/ADAL.
- P. Maintain and manage the line list (bill of materials) to include expiration reports and dates.
- Q. Maintain the Medical Logistics Online website at the following link:
<https://eis.usmc.mil/sites/mefkb/default.aspx>.
- R. In coordination with DC I&L, participate in validation of the MCF.

010207. Commander, Marine Corps Forces Command, and Commander, Marine Corps Forces Pacific

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- A. Maintain a capability to support 15 DOS of AMALs/ADALs for respective Marine Expeditionary Forces (MEFs) as configured by MARCORSYSCOM. Ensure that proper Class VIII materiel and quantities are available to deliver the appropriate capability of health services
- B. Submit Class VIII replenishment funding requests to the OPFOR's Program Evaluation Board funding sponsor at DC CD&I, and requisition the replenishment of Class VIII held at the MEDLOGs for use in support of operations and training.
- C. Submit global sourcing requests to the respective MARFORs via the chain of command.
- D. Ensure that deploying unit's Class VIII materiel catalogs are registered with the supporting Theater Lead Agent for Medical Materiel (TLAMM).
- E. Support Marine Corps Forces Reserve (MARFORRES) surge requirements for units that have been mobilized in support of contingency operations or training exercises with appropriate T/E assigned AMAL/ADAL blocks, to include narcotics and controlled substances.
- F. Support and participate in biennial inventory stocking level reviews.
- G. Support and participate in modernization reviews.
- H. Receive initial issue (15 DOS) of Class VIII materiel from MARCORSYSCOM for incorporation in to the Class VIII inventory. Ensure that associated property records are updated upon receipt of materiel via the appropriate APSR.
- I. Ensure that MEDLOG managers inventory Class VIII materiel in accordance with provisions outlined in Volume 4 of this Order.
- J. Ensure MEF level approval before the issue of AMAL/ADAL blocks.
- K. Provide for the identification, reporting, accountability, custody, and maintenance of on hand Class VIII materiel via the appropriate APSR.
- L. Plan for the assembly and procurement of FIE items and movement to the theater of operations when falling in on Maritime Prepositioning Force (MPF) assets.
- M. Ensure pharmaceutical stocks and narcotics are handled and accounted for in accordance with Chapter 21 of reference (b) and reference (c).

010208. Commander, MARFORRES

- A. Maintain the AMALs/ADALs for reserve units. Ensure that proper Class VIII materiel is present or available to deliver the appropriate capability of health services in support of training and exercises.
- B. Budget for and procure the replenishment of Class VIII AMALs/ADALs held at the MEDLOG to support training, exercises, and rotation of stocks.

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- C. Budget for the replenishment of Class VIII individual issue items held at the unit level.
- D. Submit requests for increases in inventory stocking levels for AMAL/ADAL blocks to DC I&L and MARCORSSYSCOM.
- E. Submit requests for AMAL/ADAL blocks in support of OPFOR events to the respective MARFOR.
- F. Support and participate in AMAL/ADAL modernization reviews.
- G. Support and participate in inventory stocking level reviews.
- H. Receive initial issue (15 DOS) of Class VIII materiel from MARCORSSYSCOM and incorporate into the Class VIII inventory. Ensure that associated property records are updated upon receipt of materiel in the appropriate APSR.
- I. Provide blocks for those Annual Training (AT) and Innovative Readiness Training exercises and events organic to MARFORRES that require medical officer support. Individual units will be responsible to maintain and replenish TAMCN equipment on their supply accountable records utilizing the organic Marine Corps supply system using unit Operation and Maintenance funds.

0103 METHODOLOGY

010301. The Marine Corps is responsible to fulfill a capability equivalent to 60 DOS for medical consumables, equipment, and associated materiel to include medical repair parts and test equipment in accordance with the provisions outlined in reference (d). The 60 DOS Class VIII capability is based on NHRC modeling used to simulate medical surges by patient quantity and type.

010302. To meet the Marine Corps' 60 DOS capability, MARFORs maintain a capability to support 15 DOS of Class VIII materiel. Days 16-60 are supported through a combination of Service and operational level support and planning, and support from DLA. Beyond day 60, the lead agency will assume responsibility for sustainment of Class VIII materiel as the TLAMM. Requisitions will be placed through the TLAMM for the specific operation or region.

010303. Class VIII materiel is considered War Reserve Materiel as outlined in Volume 8 of this Order; however, due to the unique and dynamic nature of Class VIII, it is authorized to be used in training and exercise evolutions as it is technically owned by the unit.

010304. The Marine Corps provides oversight of its Class VIII materiel from an enterprise perspective and executes inventory management and deployment at a regional level. Under this management methodology, Class VIII equipment, supplies and consumables are consolidated and positioned in strategic locations that enable an increased ready-to-issue capability while reducing the total cost of ownership. Enterprise management promotes enhanced and sustained readiness of Class VIII materiel; reduces the logistics burden on the operating forces in garrison; provides enterprise-wide visibility and accountability; maintains shelf life standards] and

reduces losses from expiration; reduces overall procurement, replenishment, and replacement costs; and promotes a more effective and streamlined logistics process.

0104 ACCOUNTABILITY

010401. MEDLOGs provide custodial management of authorized Class VIII materiel for the OPFORs, for field environment health service support. MEDLOGs are required to maintain AMAL/ADAL blocks for their respective MEF. The MEFs draw against available assets held by MEDLOGs. Biennially, MEFs will participate in stocking level reviews facilitated by MARCORSSYSCOM to determine required on-hand inventory levels. Since it is not cost effective for MEDLOGs to maintain the full T/E for every MEF unit, biennial inventory planning reviews must be accomplished to determine the appropriate amount of on-hand inventory to be maintained by each MEDLOG. Though on-hand quantities will typically be less than the full T/E, a capability will be maintained to reach the full 15 DOS requirement. The capability is achieved through a combination of support from DLA and established contingency contract vehicles with prime vendors. The MEDLOGs are also responsible for ensuring that the proper equipment and consumables are present or available to deliver the appropriate capability of health services based on the on-hand inventory levels. This process is conducted through Limited Technical Inspections (LTIs).

010402. AMAL/ADAL blocks are modularly designed in standardized configurations to allow for ease of embarkation and transportation. Due to this configuration, AMALs/ADALs are issued as complete blocks. The issuing of partial blocks is not authorized. If an organization requires supplemental items, equipment, or consumables, it is the responsibility of the individual unit/organization to acquire proper authorization through the Marine Logistics Group (MLG)/MEF, and to fund, source, and procure those requirements via the supporting MEDLOG.

010403. Due to the unique nature of continental United States based AT events for MARFORRES units, the issue of Class VIII Bill of Materials (BOMs) are authorized in situations where organic assets are insufficient to support the event. The short duration of an AT event (two weeks) often makes the complete issue of AMAL/ADAL blocks inefficient and places an unnecessary administrative burden on MARFORRES units. The BOMs will be shipped directly to requesting units. Requesting units will be responsible for refunding the cost of the BOM. All line items that comprise the BOM must be consistent with the AMAL/ADAL blocks that the requesting unit rates per the T/E. The detachments within 4th MLG are not authorized to pull consumable line items from an AMAL/ADAL block to source the Class VIII BOMs. Line items for Class VIII BOMs will be procured through existing prime vendor contract vehicles.

0105 DETERMINATION OF REQUIREMENTS

Requirements are determined to ensure that the demand for Marine Corps' Class VIII is accurately forecasted. At the enterprise level, DC CD&I will determine requirements by establishing an initial issue (15 DOS) as a part of the T/E listed in the TFSMS. The types and quantities in the T/E comprise the unit's basic allowance. Although these T/Es are predetermined, they undergo routine reviews to ensure the type and quantity of materiel is in accordance with changing mission objectives or changes in force structure. Additionally, at the enterprise level, the surge (or strategic) requirements that are needed to meet the 60 DOS capability requirement must be planned for.

010501. To identify capability gaps, after receiving MEF Commander's approval, units will submit an Urgent Needs Statement via the chain of command through the Urgent Needs

Process for a capability currently not fielded per reference (e). To modify a unit's T/E, a Table of Organization and Equipment Change Request must be submitted to DC CD&I per reference (f).

010502. Class VIII requirements shall be determined for specific Operational Plans (OPLANS). Once determined, requirements will be communicated back to MARCORSYSCOM.

010503. Marine Corps AMALs/ADALs are designed to establish and/or support a specific health care mission. MARCORSYSCOM has established a Modernization Review process to ensure appropriate medical materiel aligns with authorized capability sets. The results of these reviews reflect current treatment protocols and modalities. Although pharmacy is included in the Modernization Review, due to shelf life issues, MARCORSYSCOM does not procure these items. It is the responsibility of the MEDLOGs to procure pharmacy items through the Prime Vendor Pharmacy or DLA Contingency Contracts.

0106 SOURCING

There are two separate phases of sourcing Class VIII materiel. First, actions are taken to ensure support for all units deploying from their base or station. Second, actions are taken to ensure sustainment support for units once in theater.

010601. AMAL/ADAL blocks provide for 15 DOS for consumable items and are sourced from organic Class VIII supplies held as part of the Class VIII enterprise inventory. Each MEDLOG is required to maintain a capability to support a minimum of 15 DOS of required Class VIII materiel. The risk of not maintaining a full 15 DOS at each MEDLOG is mitigated by balancing on-hand inventory levels with OPLAN requirements with the known capabilities of DLA and the industrial base. During days 16-90 of an operation, MEDLOGs will receive materiel directly from DLA and Prime Vendors and assemble necessary AMAL/ADAL blocks for deploying units. Upon commencement of an operation, MARCORSYSCOM will coordinate with the MARFORs and provide DLA with appropriate and timely demand triggers which will enable DLA to procure utilizing specific garrison supply chain functions and ship individual AMAL/ADAL line items directly to the MEDLOGs who have been supporting deploying units, by day 90 (90 days is the amount of time DLA has forecasted to be capable of providing support of individual AMAL/ADAL line items to MEDLOGs). DLA will maintain and continue to provide this capability until no longer required.

010602. Sourcing in theater is conducted in a similar fashion. Using units deploy with their initial issue AMAL/ADAL blocks which provide for 15 DOS of consumable line items. For days 16-60, using units will be pushed medical materiel until a MEDLOG or TLAMM is established within the theater. If there is no MEDLOG forward, but the TLAMM is operational, using units will source Class VIII materiel solely through the TLAMM. At day 60 it is assumed that the TLAMM will be capable of supporting line item replenishment in theater.

0107 POSITIONING

010701. At the enterprise level, Class VIII inventory is positioned at the MEDLOGs based on OPLAN requirements and training requirements as determined by each MEF. MARFORRES positioning is determined by training and exercise requirements. MARCORSYSCOM will facilitate inventory "stock on-hand" reviews on a biennial basis with the

MEFs; however, it is essential for the MEFs and MARFORRES to determine operational Class VIII requirements to allow for appropriate inventory positioning.

010702. The Marine Corps Prepositioning Program and Marine Corps Prepositioning Program – Norway (MCPN) maintain a Class VIII capability. Following the load-out of a Maritime Prepositioning Ship, BIC is responsible for providing the supported MEF with an after action report detailing the Class VIII inventory aboard the MPSRON.

010703. MEFs must plan for FIE requirements as MPSRONS are unable to carry certain narcotics and shelf life items. MCPN also has narcotic and shelf life constraints which must be planned for accordingly. It is not a requirement for MEFs to maintain FIE items at all times; only the capability to procure these items in an acceptable time frame to support OPLANs.

010704. DLA Troop Support utilizes contingency contracts with vendors and traditional support to fill requirements during days 16-60. These items will be positioned by DLA and the vendor as needed. After day 60, materiel is positioned by DLA Troop Support in the theater of operations with the TLAMM or within the Medical Supply Chain Network. The TLAMM is designated by the combatant commander to provide the operational capability for medical supply chain management and distribution from strategic to tactical levels. In a land-based theater of operations, the Army will normally be designated as the TLAMM.

0108 ACQUISITION

010801. The PM for Combat Support Equipment, MARCORSSYSCOM, facilitates the life cycle management, modernization, and procurement of Class VIII materiel, consumables, and reparables for initial issue (15 DOS). Further, the PM advocates for resources in the Warfighting Program Evaluation Board.

010802. The MEF and MARFORRES Commanders are responsible for funding the requisitioning, maintenance, and management control to sustain Class VIII materiel readiness after initial issue.

010803. Access to Class VIII materiel for days 16-60 is funded through contingency contracts. DLA utilizes the Warstopper Program to fund these requirements. The Warstopper Program is a Department of Defense Operation and Maintenance line of funding that finances the access fees to distributors and manufacturers for maintaining stocks of Class VIII materiel that may be used in surge and sustainment operations. The Marine Corps does not incur any cost for this program. Costs for contingency contracted materiel are incurred by the Marine Corps when requisitions for Class VIII materiel are submitted.

0109 IMPLEMENTATION

Implementation describes the actual execution of responsibilities that provide using units with the Class VIII materiel required to support mission requirements.

010901. Using units must plan for the issuance of AMAL/ADAL blocks. Conducting LTIs, before and after operations and other training exercises, ensures that all equipment and consumables are accounted for and are in working order.

010902. Class VIII requirements must be captured in OPLANS, including distribution to final destinations. Considering that AMAL/ADAL blocks provide for 15 DOS, OPLANS must plan for Class VIII line item replenishment requirements beyond day 15 of an operation.

A. During days 16-60 of an operation, MEDLOGs will consolidate additional materiel requirements and ship to forward deployed units.

B. Beyond day 60, it is expected that the TLAMM will have reached full operational capability and will assume support for line item replenishment.

0110 RESOURCES

011001. Directives issued by the Commandant of the Marine Corps are published electronically and can be accessed via the Marine Corps homepage at: <http://www.marines.mil>. For the purpose of inspection, electronic files suffice and need not be printed. Hard copy and CD-ROM versions of Marine Corps directives can be obtained through the Marine Corps Electronic Library. Directives may also be accessed and referenced from the internet.

011002. The following sources/directives provide additional guidance regarding the administration of Class VIII medical materiel not directly addressed in this chapter, but critical for Class VIII management and system users.

A. Chapter 19 of reference (b) outlines the medical responsibilities, organization, and support of the Marine operational forces.

B. Reference (b) provides guidelines for controlled substances inventory and best practices for the management of medical and dental inventories.

C. Reference (c) provides guidance for managing AMALs/ADALs.

D. Navy Tactics, Techniques, and Procedures 4-02.1, Medical Logistics addresses Navy health service logistics support capabilities available to the operational commander and not only prescribes tactics, techniques, and procedures for theater operations, but useful information on mission planning and training.

E. Reference (g) establishes policies and procedures for General Fund and Working Capital Fund personal property management.

F. The Marine Corps Class VIII Management Handbook, NAVMC 4000.2A, provides useful information on the MCF and associated processes, information on MPF stocking levels, registration of a deploying unit's Class VIII materiel catalogs with the supporting TLAMM, the handling of pharmaceutical stocks and narcotics, information on DLA and established contingency contract vehicles with prime vendors.

G. Detailed information on prepositioned Class VIII can be found at the Marine Corps Prepositioning Information Center (MCPIC): <http://www.mcpic.bic.usmc.mil>. MCPIC is a web-based resource that unites disparate information sources at one site for the prepositioning community; to include, but not limited to, ship and squadron plans, prepositioning objectives, T/E,

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data of equipment and supplies actually loaded on the MPF vessels, and other reference information.
The MCPIC website is Common Access Card enabled and requires account establishment.

VOLUME 13

**“INDIVIDUAL CLOTHING, FLAGS, PERSONAL EFFECTS, AND THE
CONSOLIDATED STORAGE PROGRAM”**

SUMMARY OF VOLUME 13 REVISIONS

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CONSOLIDATED STORAGE PROGRAM**

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- (b) DoD 7000.14-R, "Department of Defense Financial Management Regulation (DoD FMR)," Volumes 1-15, dates vary by volume
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- (s) TM 4700-15/1H, "The Ground Equipment Records Procedures Manual"
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- (v) DoD Instruction 1338.18, "Armed Forces Clothing Monetary Allowance Procedures," January 7, 1998
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03 NOV 2016

- (ao) DoD Instruction 1300.18, "Department of Defense Personnel Casualty Matters, Policies, and Procedures," January 8, 2008
- (ap) National Firearms Act
- (aq) DoD Instruction 4715.8, "Remediation of Environmental Contamination Outside the United States," November 1, 2013

Report Required: Inventory Control Effectiveness Report General Supplies (Report Control Symbol DD-4400-51), (External Report Control Symbol DD-AT&L(Q)935),
<http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>

VOLUME 13: CHAPTER 1

“INTRODUCTION”

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

INTRODUCTION

0101 GENERAL

010101. This Volume provides policy and procedural guidance for the administration and management of individual clothing, flags, Personal Effects (PE), and the Consolidated Storage Program (CSP).

010102. Detailed procedures contained in this Volume are limited to those related to individual clothing, flags, PE, and the CSP and are not contained in other Marine Corps directives.

010103. Chapters 2 through 8 provide policy and procedural guidance for:

- A. Clothing Allowances
- B. Clothing Accounting and Record Keeping
- C. Clothing Sources of Supply
- D. Clothing, Retention, Recovery, and Replacement
- E. Organizational Clothing and Equipment
- F. Reserve Clothing
- G. Deployment Activation/Mobilization

010104. Chapter 9 provides policy and procedural guidance for the CSP.

010105. Chapters 10 through 13 provide policy and procedural guidance for:

- A. The National Flag's History, Use, and Placement
- B. The National Flag's Size, Display, and Mast, Folds
- C. Marine Corps Colors, Standards, Flags, Guidons, Plates and Streamers
- D. Miscellaneous Flags

010106. Chapters 14 through 25 provide policy and procedural guidance for:

- A. Personal Effects Administration and Disposition
- B. Personal Effects Inventory Procedures

- C. Personal Effects for Deceased and Missing Status
- D. Personal Effects for Hospitalizations
- E. Personal Effects for Unauthorized Absences without Leave
- F. Personal Effects for Incarcerations
- G. Personal Effects for Leave, Liberty, and Temporary Additional Duty
- H. Personal Effects for Unit Deployments
- I. Personal Effects for Lost, Abandoned, or Unclaimed Privately-Owned
Personal Property
- J. Personal Effects in a Combat Environment
- K. Baggage Held by Commercial Carriers
- L. Personal Effects and Baggage Centers

010107. This chapter provides detailed roles and responsibilities for the administration of individual clothing and the CSP. Clothing stakeholders and their primary roles and responsibilities are identified in paragraph 0102 and Figure 1-1. Specific roles and responsibilities pertaining to flags and personal effects are covered in Chapters 10 through 13 and Chapters 14 through 25, respectively.

0102 ROLES AND RESPONSIBILITIES

010201. Unit and Organization Commanders

A. Unit and organization commanders are responsible for enforcing the policy contained within this Volume. First and foremost is the responsibility to protect the spirit and intent of the clothing allowances to ensure no unauthorized issues are charged against the Military Personnel Marine Corps (MILPERS) and Reserve MILPERS open allotments for clothing allowances.

B. Specific clothing responsibilities are as follows:

1. Ensure strict compliance with this Volume when authorizing individual clothing allowances, ensuring that allowance issue forms are accurately and completely filled out and reflect the actual allowance items and quantities authorized, per Chapter 3 of this Volume.

2. Ensure completion of required clothing inventories, per Chapter 3 of this Volume.

3. Perform clothing inspections to ensure serviceability, proper fit, and compliance with applicable Minimum Requirements Lists (MRLs), per paragraph 0218 of this Volume.

4. Collect clothing upon separation of specific individuals and provide disposition of recovered clothing, per Chapter 5 of this Volume.

010202. Deputy Commandant, Installations and Logistics (DC I&L)

A. Publish policy pertaining to the administration and management of individual clothing, flags, PE, and the CSP in compliance with overarching Department of Defense (DoD) policy and providing technical support and guidance to the Permanent Marine Corps Uniform Board (PMCUB).

B. Specific clothing responsibilities are as follows:

1. Establish clothing program logistics support responsibilities and policy for the administration of individual clothing and equipment.

2. Work with the PMCUB to develop uniform and accessory project directives, as required, for both system and non-system clothing items.

3. Assist the PMCUB with the development of an annual budget for uniform clothing initiatives and clothing allowances.

4. Provide clothing allowance rate information to assist the PMCUB with allowance decisions and implementation plans and to assist Marine Corps Systems Command (MARCORSYSCOM) with new clothing fielding plans.

5. Coordinate annual Marine Corps Clothing Allowances and Clothing Replacement Allowances (CRA) with the DoD.

6. Publish annually, per fiscal year (FY), all applicable clothing allowances and MRLs.

7. Provide policy oversight and assist with supply support to Military Clothing Sales Stores (MCSS):

a. Coordinate with the Defense Logistics Agency (DLA) on clothing item pricing.

b. Provide timely notification and guidance to all clothing stakeholders concerning policy changes.

c. Provide technical assistance on uniforms and uniform matters as required.

d. Provide policy oversight to the administration of agreements between the Marine Corps and the Army and Air Force Exchange Service (AAFES) and the Naval Exchange Command (NEXCOM) for sale and/or issue of uniform clothing.

C. Develop and publish CSP policy and guidance for selected Class II/VII commodities.

D. Develop a strategic plan in conjunction with Marine Corps Logistics Command (MARCORLOGCOM) and Marine Corps Installations Command (MCICOM) to provide the necessary infrastructure support for the centralized management of selected Class II/VII requirements.

010203. Deputy Commandant, Programs and Resources (DC P&R)

A. DC P&R is responsible for providing fiscal instructions for clothing administration and oversight of the clothing budget.

B. Specific clothing responsibilities are as follows:

1. Provide technical support and guidance to the PMCUB for development of an annual budget for uniform clothing initiatives and clothing allowances. Provide data on MILPERS and Reserve MILPERS funds available for clothing allowances to assist the PMCUB with allowance decisions and implementation plans and to assist MARCORSYSCOM with new clothing fielding plans.

2. Coordinate with the MARCORSYSCOM for funding associated with new item fielding, to include initial item cost, applicable CRA and price increases for existing allowances. Provide MARCORSYSCOM, upon submission of a Supply Request Package (SRP), the fund to be billed (i.e. appropriation data, signal code, fund code, etc.), address of billing office, and point-of-contact.

3. Provide fiscal instructions and oversee the spending of MILPERS/Reserve MILPERS for the clothing budget line. Coordinate with Manpower and Reserve Affairs (M&RA) throughout the year if any variances occur in the budget plan.

010204. Deputy Commandant, Manpower and Reserve Affairs (DC M&RA)

A. Administer MILPERS appropriations and operations of Marine Corps Exchange (MCX) MCSSs.

B. Specific clothing responsibilities are as follows:

1. Provide the PMCUB with technical support and guidance, including manpower plans and data, planned accessions and numbers of personnel in allowance rating billets. This data will assist with clothing allowance decisions and allowance fielding and implementation plans.

2. Provide fiscal programming and budgeting oversight, via the Program Objective Memorandum (POM) officer, for all clothing allowances to include initial clothing allowances, supplementary clothing allowances, cash clothing allowances, and miscellaneous and special issues.

3. Provide MILPERS POM programmatic (formats, timelines, etc.) and assist the PMCUB with submission of the POM and related initiatives (Unfunded Programs List, Unified Legislation and Budgeting initiatives, Budget Estimate Submission, etc.) for clothing allowances.

4. Provide issues and sales of supply system uniform clothing items and sales of commercial non-system uniform clothing items via MCX MCSSs. Provide for uniform clothing alterations, per paragraphs 022305 and 022306 of this Volume.

5. Provide for deployment support of uniform clothing items via MCX MCSSs. Ensure that MCSS mobilization plans parallel and support Headquarters Marine Corps (HQMC) operational plans concerning the disposition of Marine Corps MCSS stocks in the event of mobilization. See paragraph 0806 of this Volume.

6. Provide oversight to the MCX MCSSs per Chapter 4 of this Volume and ensure compliance with all applicable Marine Corps policies and procedures.

7. Prepare procurement instructions and invitations for quotations and administer contracts for the procurement of approved non-system uniform clothing items.

8. Consolidate requirements and establish stockage points/objectives for system and non-system uniform clothing items provided for sale and/or issue at MCX MCSSs.

9. Develop and provide MARCORSYSCOM with long-range uniform sales projections for the purpose of budgeting and planning basic uniform material requirements.

10. Coordinate with MARCORSYSCOM and MARCORLOGCOM to ensure that:

a. Contractors meet and maintain quality control standards. In this regard, DC M&RA will coordinate with all MCX MCSSs in the submission of Quality Deficiency Reports (QDRs) for non-system items and Product Quality Deficiency Reports (PQDRs) for system items, per paragraph 0403 of this Volume.

b. Uniform clothing specifications or Commercial Item Description (CID) and patterns are current.

11. Provide representation at DLA reviews of materiel obligations (backorder briefs).

12. Provide disposition instructions for recovered clothing, to include recovered clothing sales, per Chapter 5 of this Volume.

13. Respond to requests from other HQMC organizations for management/operational information in response to audits, congressional inquiries, etc.

14. Coordinate with MARCORLOGCOM to perform a bi-annual reconciliation of the Navy Working Capital Fund (NWCF) money value of the inventory loan in order to maintain supporting documentation for financial statements and audits.

010205. Deputy Commandant, Combat Development and Integration (DC CD&I)

A. Ensure all equipment allowances are loaded into the Total Force Structure Management System (TFSMS) by Unit Identification Code (UIC) at the operational/organizational level.

B. Conduct an annual review of all selected Class II/VII allowances resident in TFSMS.

C. Coordinate with CG MARCORLOGCOM and service component-level commanders to compute the required contingency sustainment inventory levels sufficient to support deploying commands and personnel.

010206. Commanding General, Marine Corps Logistics Command (CG, MARCORLOGCOM)

A. Manage NWCF for the operation of MCSSs.

B. Specific clothing responsibilities are as follows:

1. Provide Marine Corps liaison to DLA-Troop Support in order to interface between item managers and USMC customers and to resolve issues on uniform clothing requisitions.

2. Manage the PQDR Program for system uniform clothing items.

3. Serve as designated focal point to process clothing related DD 1277, "Cataloging Action Requests" forwarded by MARCORSYSCOM.

4. Serve as screening point monitor for Marine Corps Supply Discrepancy Reports (SDRs).

5. Oversee and pay fees associated with the Memorandum of Agreement (MOA) between the Marine Corps and the NEXCOM for providing mail order support services for uniform clothing items to Marine Corps personnel worldwide. This MOA is executed by MARCORLOGCOM.

6. Manage and fund the NWCF used on loan to M&RA MCX and AAFES on Okinawa to stock MCSSs. Per paragraph 0303 of this Volume, MARCORLOGCOM will increase the money value of the initial loan, as required, so that the MCSSs can maintain sufficient stock to support each installation's requirements.

C. Provide centralized inventory management and consolidated storage of select Class II/VII in support of units participating in the CSP. This includes property accountability, disposition and control, requisitioning, materiel receipt acknowledgement, care-in-storage, maintenance management, issue, recovery, repair, laundry, calibration, and shelf life management.

D. Ensure that all CSP items are accounted for within the accountable property system of record (APSR), to allow for vouchering actions associated with approved Missing/Lost Gear statements/approved investigations, as well as vouchering actions associated with third party logistics (3PL) provider transition, cyclic, and spot inventories.

E. Inform DC I&L, Marine Forces (MARFORS), Training and Education Command (TECOM), and MARCORSSYSCOM of all issues and concerns that may affect readiness to include transfers of equipment in/out of regional facilities.

F. Manage all property acquired, leased, or otherwise obtained throughout an asset's lifecycle: from initial acquisition and receipt, through accountability and custody, until formally relieved of accountability through disposition or approved adjustment voucher.

G. Designate in writing, the accountable officer, per Volumes 3 and 4 of this Order and reference [\(a\)](#) to allow for vouchering actions associated with the 3PL provider transition, cyclic, and spot inventories. Also, designate in writing, approving and appointing authorities to allow for the assessment of financial liability per Volumes 3 and 4 of this Order.

H. Appoint, in writing, accountable property officers (APOs), as required per reference [\(a\)](#) to include an APO from within the LOGCOM CSP Program Office to allow for vouchering actions associated with the 3PL provider transition, cyclic, and spot inventories.

I. Ensure APOs comply with Volume 3 of this Order, reference [\(a\)](#), reference [\(b\)](#), and the following.

1. For items issued by the CSP, coordinate and support the establishment and maintenance of an organization's accountable property records, systems, and financial records, in connection with government property, irrespective of whether the property is in the individual's or unit's possession. This includes the requirement for auditability and the ability to maintain a complete audit trail of all transactions.

2. Designate custodial areas within an accountable area and appoint property custodians, in writing, for each area designated.

3. Monitor the receipt, storage, utilization, transfer, and disposal of property.

4. Issue Individual Memorandum Receipt (IMR)/ Consolidated Memorandum Receipt (CMR) documentation for all property assigned to an individual or organization.

5. Require that all persons entrusted with government property are made aware of and understand their responsibilities, which include proper care and stewardship, as well as potential legal ramifications for misuse or loss.

6. Certify that property assigned to a unit or organization is properly inventoried; a joint physical inventory was conducted when transferring the organization's property account; properly execute and sign the required documentation.

J. Coordinate with MARCORSSYSCOM to identify and integrate the scheduling of CSP commodity equipment fielding procedures with associated recovery and disposition instructions.

K. Develop POM input for contracted logistics support and program management requirements.

L. Manage the contract support necessary to operate the CSP.

M. Provide the accountable officers an equipment list of all missing, lost, stolen and damaged items in order to obtain funding for these items not returned by individuals or units.

N. Conduct quarterly IMR/CMR reconciliation and submit discrepant conditions/findings to the Commanding General MEF/MARFORs/TECOM for adjudication as applicable.

O. Quarterly provide DC I&L, MARFORs, TECOM and MARCORSSYSCOM with valid metrics; i.e., equipment shortfalls dollar value, excess value and consumer satisfaction.

P. Semi-annually provide a DD 2338-2, "Inventory Control Effectiveness (ICE) Report General Supplies" to DC I&L, MARFORs, and CG TECOM. Report Control Symbol DD-4400-51 (External Report Control Symbol DD-AT&L(Q)935)) has been assigned to this reporting requirement. DD 2338-2 is available at <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>.

Q. As a Management Control Activity (MCA) for government furnished property (GFP), validate and approve issue items to contractors as GFP in accordance with Volume 10 of this Order.

R. Coordinate with Commander, Marine Forces Reserve (MARFORRES) on Selected Marine Corps Reserve (SMCR) support requirements for Chemical, Biological, Radiological, and Nuclear Defense Equipment (CBRND-E), Special Training Allowance Pool (STAP) and Soft Walled Shelters and Camouflage Netting (SWS&CN).

S. Oversee the MOA between the Marine Corps and AAFES for operation of MCSSs in Okinawa.

010207. Commander MARCORSYSCOM

- A. Responsible for total lifecycle program management of uniform clothing items.
- B. Specific clothing responsibilities are as follows:
1. Provide supply and logistics support and requirements/demand determination for system and non-system uniform clothing items.
 2. Provide technical support and guidance to the PMCUB in order to develop a budget for uniform clothing research and development (R&D) and quality assurance activities. Coordinate with the PMCUB for development of a POM and budget for new uniform clothing fielding, associated CRAs, price increases for existing allowance items, and initial sustainment.
 3. Perform uniform clothing R&D and new item development, as directed by the PMCUB via uniform project directives.
 - a. For new items, fabricate or procure a minimum of nine samples for each item; seven to be maintained by MARCORSYSCOM, one for PMCUB and one for the National Museum of the Marine Corps (NMMC), 18900 Jefferson Davis Hwy, Triangle, VA 22172.
 - b. For each item introduced into the Federal Supply System or for an item currently in the system that has changed significantly, MARCORSYSCOM shall tag six of the sample items as guide samples and provide them to DLA for use in procurement.
 4. Perform clothing design functions for the Marine Corps by developing and maintaining detailed drawings and current specifications/CIDs, preparing patterns, fabricating and/or procuring prototypes, experimental fabrics, and items/accessories, as directed or required.
 5. Provide DC P&R, in writing, the total projected price quotation and subsequent up-front funding changes for new item introduction.
 6. Coordinate item standardization review, including substitutability/acceptability, and supply planning data for federal supply system items. Specifically:
 - a. Coordinate with DLA on projected up-front funding costs in support of new system item introduction/standardization and provide DC P&R in writing the total projected price quote. Any subsequent up-front funding changes will also be provided to DC P&R.
 - b. Initiate, prepare, and submit DD 1277 for newly introduced items and SRPs, requirements data, etc., to DLA (per reference [\(c\)](#)) via MARCORLOGCOM. Include in the SRP the fund to be billed, address of billing office, and point-of-contact.
 - c. Develop phase-in/phase-out plans, per reference [\(c\)](#). Coordinate with DLA, DC I&L, DC P&R, DC M&RA, CG, MARCORLOGCOM and the PMCUB on all proposed phase-in/phase-out plans. Provide timely notification and guidance to all clothing

stakeholders concerning disposition of phase-out merchandise to allow sufficient and appropriate actions.

7. Initiate and evaluate technical or manufacturing changes in specifications/CIDs for existing Marine Corps uniform items and materials when such changes will result in ease of manufacturing or higher percentage of acceptability of finished items, without in any way altering the appearance or basic utility of the improved item. Proposed specification/CID changes that will alter the appearance, basic utility, or basic fabric of an item will require prior approval of Commandant of the Marine Corps (CMC) via the PMCUB. Provide subject approved changes to the Institute of Heraldry.

8. Establish shade tolerance and approve/disapprove shade deviations based upon evaluation and recommendations of the DLA laboratory for system uniform clothing items, where neither the appearance nor the function of the item is affected.

9. Provide quality assurance for all uniform clothing items as follows:

a. Establish and maintain a Marine Corps Uniform Items Certification Database of approved commercial sources of supply for non-system uniform clothing items authorized for sale through the military clothing sales system. This area of responsibility includes soliciting, receiving, inspecting, and approving/disapproving samples of uniform clothing and accessories from manufacturers and distributors.

b. Upon acceptance of the manufactured sample, issue an approval number/USMC serial number and letter of approval to the manufacturer/distributor. One tagged sample will be returned to the manufacturer/distributor, and one tagged sample will be maintained for reference purposes. Furnish DC M&RA, DC I&L, and the PMCUB a copy of each letter of approval.

c. Maintain liaison with approved commercial sources and the MCSSs to ensure that the quality of Marine Corps uniform items supplied meet Marine Corps standards and specifications/CIDs. Perform, as required or requested, onsite visits to suppliers for first article inspections and follow-up visits, as necessary.

d. Resolve quality deficiency reports received for non-system uniform clothing items. Remove from the approved source listing those suppliers that do not correct reported deficiencies or continue to provide items not meeting Marine Corps standards. Cancel approval numbers for items discontinued by individual suppliers. Prior to canceling uniform approval numbers, coordinate with DC M&RA and provide DC M&RA, DC I&L, and the PMCUB a copy of each cancellation letter.

10. Provide newly established approved sources with specifications/CIDs and a full range of patterns on a one-time basis free of charge when awarded a contract. Subsequent expense for replacement patterns or pieces shall be borne by the approved source. Approved sources that have not been actively producing but were previously provided a full range of patterns will only be provided revised pattern pieces/revisions free of charge, to include specification/CID changes/revisions.

11. Provide, as requested, detailed specifications/CIDs and a standard size pattern, including all changes thereto, to DC M&RA, AAFES, and/or NEXCOM, for use in competitive procurement for those non-system uniform clothing items provided through the military clothing sales system.

12. Coordinate and assist, as required, DC M&RA in the preparation of invitations for quotations for the procurement of approved Marine Corps officer optional uniform items.

13. Attend meetings for clothing and textile (C&T) standardization projects with other military services and industry. Present and defend the Marine Corps position based on R&D and evaluation studies for items under discussion within the guidelines of Marine Corps policy and established procedures.

14. Provide representation at DLA reviews of materiel obligations (backorder briefs). Subsequent to each meeting, provide a status-type report to DC I&L, DC M&RA, and via Marine administrative message (when required) within 10 working days.

15. Publish new item availability and initial fielding message notification and limited availability messages, as required, in coordination with CG, MARCORLOGCOM.

16. Provide assistance in resolving supply support problems pertaining to Marine Corps uniform clothing items.

17. Provide useful service life data on all new system uniform items and periodically perform research to adjust existing useful service life data, as the useful service life is a critical component for establishing the CRA.

C. Per reference (d), program managers are vested with Total Life Cycle Management responsibilities, to include the authority and resources necessary for timely and effective acquisition and initial procurement of selected Class II/VII. Serve as the single point for acquisition and disposition of selected Class II/VII managed by the CSP.

D. Fund for the acquisition and initial sustainment of CBRND-E and STAP to include SL-3 items and associated repair parts. Initial sustainment concludes once the SRPs and Technical Data Packets are accepted by DLA. Subsequently, after 24-36 months, the sustainment for CBRND-E and STAP will become the responsibility of the operating forces, supporting establishments and base, post and stations.

E. Fund for the acquisition and sustainment of SWS&CN equipment.

F. Coordinate new and replacement selected Class II/VII fielding and disposal plans with MARCORLOGCOM and the MARFORS.

G. Coordinate with the Marine Corps, Navy and Army Air Force MCSSs to stock and promote the sale of assorted and approved Marine Corps individual equipment to

individuals who voluntarily choose to replace missing, damaged, or destroyed government equipment, per Volume 4 of this Order and Chapters 1 thru 8.

H. Coordinate with CG MARCORLOGCOM to ensure the proper Controlled Item Inventory Codes are properly assigned and cataloged to the corresponding equipment prior to initial fielding.

010208. Commander, TECOM

A. Fund sustainment for training commands supported by the CSP.

B. Assist DC CD&I in validating initial issue and contingency sustainment allowances in TFSMS.

C. Ensure subordinate commands publish amplifying local guidance, in coordination with MARCORLOGCOM and MARCORSYSCOM procedures for CSP management and support. At a minimum, local procedures will include:

1. Individual issue equipment support procedures.

2. Equipment lists issues, based on training requirements.

3. Unit and individual equipment recovery procedures.

4. Adjudicate procedures for damaged, lost, or stolen gear, voluntary gear replacement, and associated voucher file management.

5. Support for the quarterly Individual and Alpha Roster Reconciliation Report provided by MARCORLOGCOM CSP personnel.

6. Coordinate with MARCORLOGCOM and MARCORSYSCOM regarding any additions or deletions to individual and unit equipment managed by CSP operations.

D. Fund replacement and replenishment sustainment for individual combat clothing and equipment (ICCE) to include SL-3 items and associated repair parts for TECOM units after initial fielding is complete and the items are available through the supply system (i.e., Catalog Action Request (CAR) actions are complete).

E. Coordinate with MARCORLOGCOM on the transfer of select ICCE out of the regional facilities.

F. Coordinate with the MARCORLOGCOM MCA to obtain approval to issue items to contractors as GFP. Volume 10 of this Order provides additional policy and guidance.

G. Coordinate support requirements with the MARFORs, as required.

010209. Commanders, MARFORs

A. Monitor CSP operations to ensure centralized logistics support meet user requirements.

B. Assist DC CD&I in validating initial issue and contingency sustainment allowances in TFSMS.

C. Ensure subordinate commands (e.g., MEFs) publish amplifying local guidance, in coordination with MARCORLOGCOM and MARCORSYSCOM procedures for CSP management and support. At a minimum, local procedures will include:

1. Individual issues for Marines, Sailors, civilians, and unit equipment support procedures for deploying units.

2. Equipment lists for Marines, Sailors, civilians and unit equipment based on operational and training requirements.

3. Unit and individual issue and equipment recovery procedures.

4. Adjudication procedures for damaged, lost, or stolen gear, voluntary gear replacement, and associated voucher file management, per Volume 4 of this Order.

5. Ensure subordinate commands support reconciliation of the quarterly IMR, CMR and Alpha Roster Reconciliation Reports, provided by MARCORLOGCOM CSP personnel.

6. Coordinate with MARCORLOGCOM and MARCORSYSCOM regarding any additions or deletions to individual and unit equipment managed by CSP operations.

D. Fund replacement and replenishment sustainment for ICCE to include SL-3 items and associated repair parts for MARFOR units after initial fielding is complete and the items are available through the supply system (i.e., CAR actions are complete).

E. Coordination with MARCORLOGCOM on the transfer of select ICCE out of the regional facilities.

F. Coordinate with the MARCORLOGCOM MCA to obtain approval to issue items to contractors as GFP. Volume 10 of this Order provides additional policy and guidance.

G. Coordinate support requirements with the MARFORs, as required.

010210. Commander, MARFORRES

A. Coordinate SMCR support requirements for CBRND-E, STAP and SWS&CN with MARCORLOGCOM.

B. Publish amplifying local guidance, in coordination with MARCORLOGCOM and MARCORSYSCOM procedures for centralized logistics management and support of CRBND-E, STAP, and SWS&CN. At a minimum, local procedures shall include:

1. Individual and unit equipment support procedures for deploying units;
2. Unit equipment issue lists based on training requirements.
3. Unit/individual issue and recovery procedures.
4. Adjudication procedures for damaged, lost, or stolen gear, voluntary gear replacement, and associated voucher file management, per Volume 4 of this Order.
5. Establish reimbursement procedures to the issuing facility for all lost and unserviceable equipment.

C. Coordination with MARCORLOGCOM and MARCORSYSCOM regarding any additions and deletions to the individual and unit equipment managed by CSP operations.

D. Fund, manage, and distribute select ICCE requirements for SMCR units.

E. SMCR personnel will report to the gaining organization with a full issue of ICCE from their Home Station Training Center.

F. Coordinate with MARFORS to fund all shortfalls if SMCR personnel do not report to the gaining organization with a full issue of ICE.

010211. Permanent Marine Corps Uniform Board (PMCUB)

A. The PMCUB is the program sponsor for uniform clothing, accessories, and materials and is responsible for executing CMC authorized clothing allowances and uniform wear regulations.

B. Specific clothing responsibilities of the PMCUB are as follows:

1. Consider any matter related to Marine Corps uniforms in which a perceived problem exists or in which a possible improvement can be made, via a seabag review or similar reviews. Implement new clothing allowances or clothing allowance changes, as necessary. The basic process for implementing new or modified clothing allowances is outlined in Figure 1-2 following. A need for a new clothing allowance (either via cash payment or in-kind issue) or an allowance change is presented to the PMCUB for consideration. The PMCUB uses R&D, allowance working groups, and technical support and guidance from clothing subject matter experts to consider the requests, analyze fiscal impact and supportability, and make recommendations to the formal Marine Corps Uniform Board (MCUB). The formal MCUB is a task-organized board facilitated by the PMCUB to address new or modified allowance recommendations. The formal MCUB then makes recommendations to the CMC, via the Assistant Commandant of the Marine Corps (ACMC)

Committee. The ACMC Committee will comment on the MCUB's recommendations and forward to CMC for decision.

2. Initiate new clothing item project directives (to improve existing items or develop new items) in order to:

a. Develop and/or fabricate proposed uniforms, materials, and accessories.

b. Introduce approved items into the Federal Supply System or the MCX, AAFES, and NEXCOM.

3. Approve designs and materials for all uniform clothing and accessory items, to include field uniform items.

4. Coordinate with clothing stakeholders and subject matter experts to develop a budget for uniform initiatives (including R&D and new item fielding) using the Planning, Programming, Budgeting, and Execution process. Prioritize available funding for new uniform clothing fielding and new uniform clothing allowances and assist with the fielding plan for new clothing items.

5. Administer and approve all uniform clothing allowances and MRLs.

6. Approve an implementation plan for new or modified clothing allowances.

7. Establish the need for and authorized wear of uniform clothing, accessories, and materials. Uniform wear regulations are not discussed in this Manual as they are provided in reference [\(e\)](#).

0103 ADMINISTRATION AND LOGISTICS

010301. Records Management. Records created as a result of this Order shall be managed according to the National Archives and Records Administration approved dispositions per reference [\(f\)](#) to ensure proper maintenance, use, accountability and preservation regardless of format or medium.

010302. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The DON recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference [\(g\)](#)) and implemented per reference [\(h\)](#).

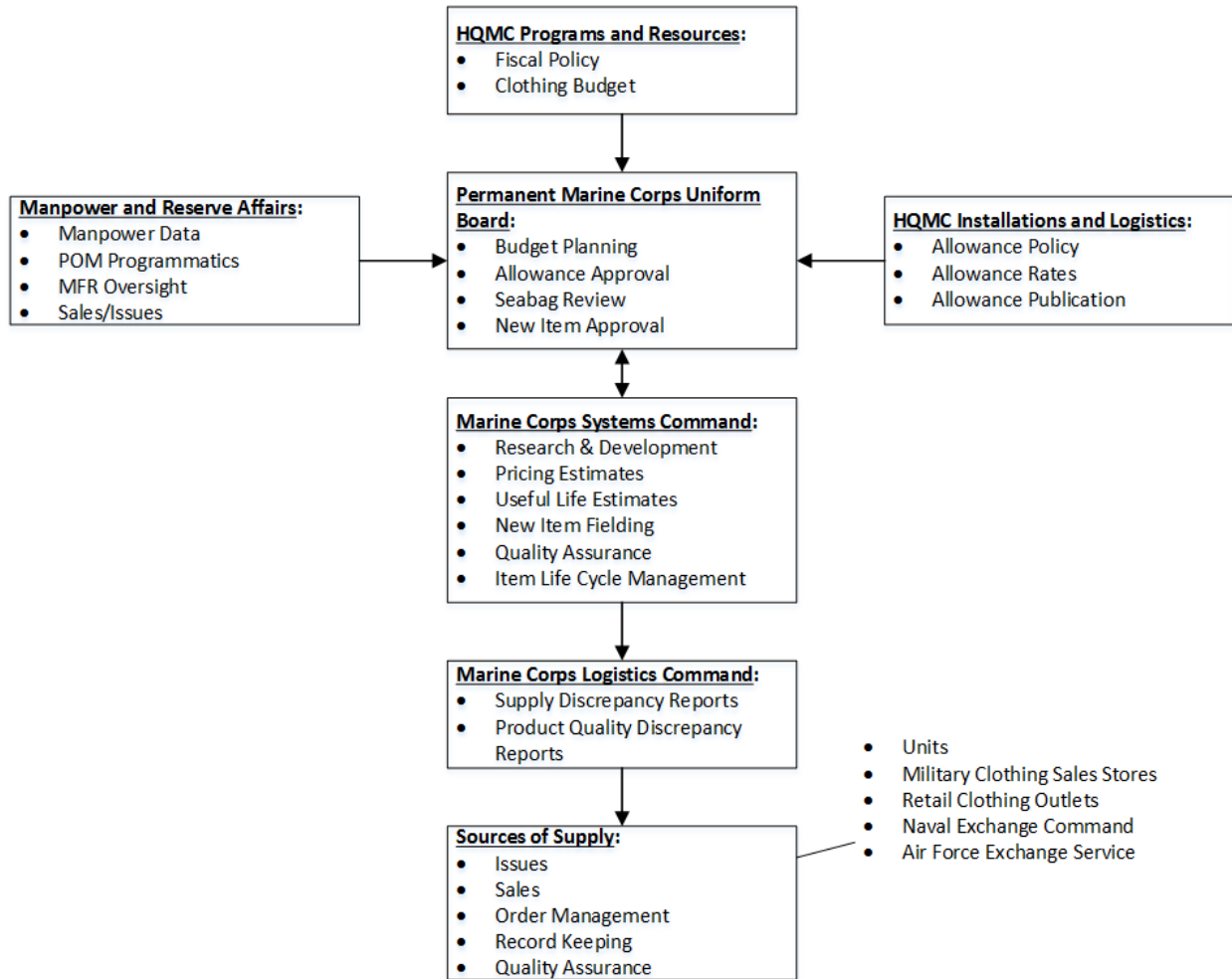


Figure 1-1. Clothing Allowance Stakeholder Roles and Responsibilities.

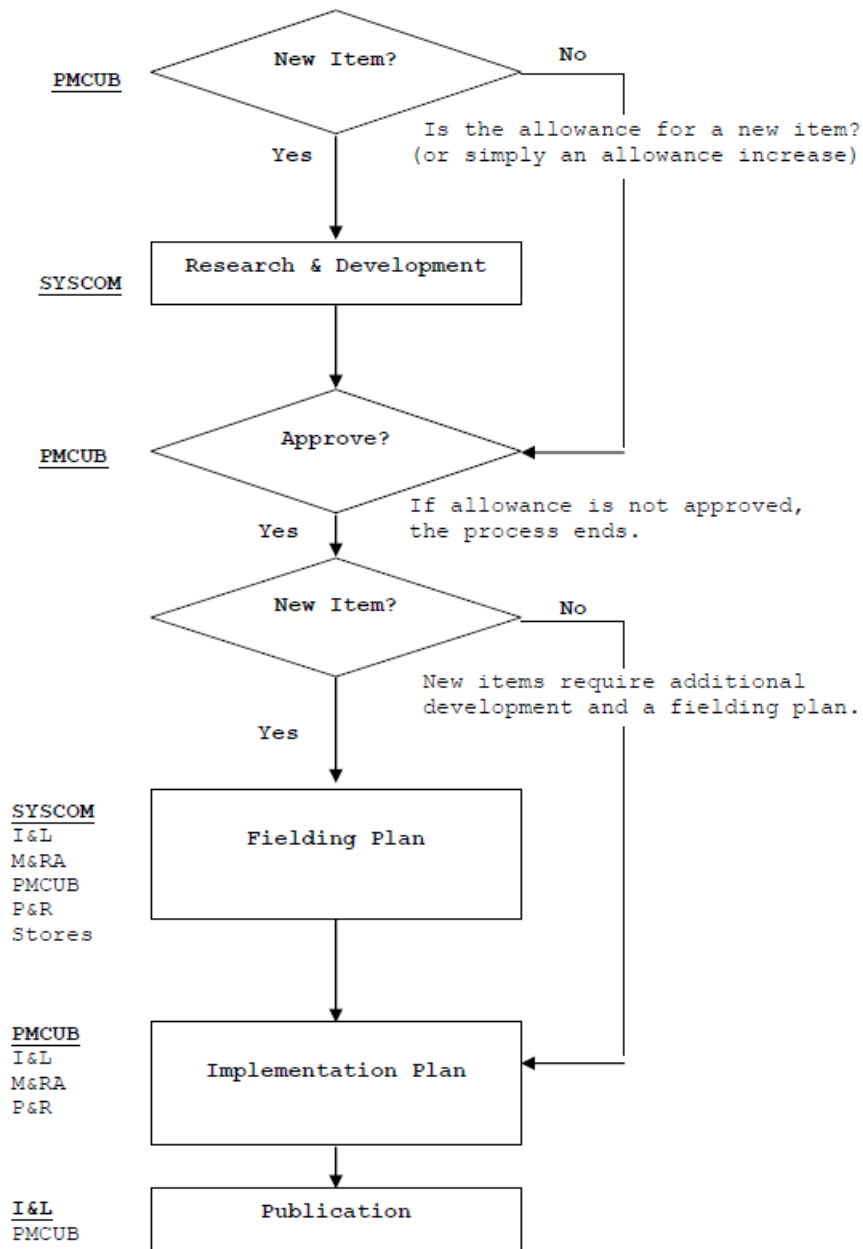


Figure 1-2. Clothing Allowance Implementation.

VOLUME 13: CHAPTER 2

“CLOTHING ALLOWANCES”

SUMMARY OF MAJOR 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

CLOTHING ALLOWANCES

0201 GENERAL

020101. Reference (i) directs the services to provide enlisted service members with all uniforms required for wear. Initially, this requirement is met by issuing all recruits the Initial Clothing Allowance (commonly known as the “seabag”) at recruit training. Marine recruits are issued required uniforms, t-shirts, shorts, and sweat suits; at a cost to the Marine Corps and not the Marine. This Volume contains a listing of the Initial Clothing Allowance (seabag) issue and other authorized clothing allowances, issues, and entitlement criteria.

020102. These allowances pertain to enlisted personnel of the Regular and Reserve Establishment (unless otherwise specified), Reserve personnel on extended active duty (more than 6 months of active duty), and authorized civilians serving with the Marine Corps, as designated. Reference (j) is published annually, and contains amplified instructions for new or modified allowances and, where in conflict, takes precedence over the policy contained herein. Additional allowances and procedures for Reserve personnel are provided in Chapter 7.

020103. The furnishing of individual clothing to officers on other than a sales basis is not authorized, except as otherwise specified in this Volume or as directed by the CMC.

020104. Uniform clothing allowances are authorized under the DoD Clothing Monetary Allowance (CMA) System, per reference (b). Allowances can be provided as either clothing gratuitously issued or as cash paid to authorized individuals. Clothing issued under the CMA System may not be replaced in-kind (one-for-one replacement), unless specifically authorized in writing by HQMC. Clothing items issued to personnel under the provisions of these allowances may be either new or serviceable recovered clothing suitable for resale, per Chapter 5 paragraph 0512.

020105. Serviceable recovered clothing will be the first source of supply considered for allowance issues. Initial Clothing Allowance issues may be either new or Condition Code A, per Chapter 5 paragraph 0514, at the commander’s discretion.

020106. The administration of individual clothing and clothing allowances requires a coordinated team effort by several clothing stakeholders. Clothing allowances, in particular, are unique, in that they cross boundaries between supply and manpower entitlements and are not incorporated within the Marine Corps capabilities based assessment process. The CMC is the approving authority for all uniform clothing allowances and allowance changes.

020107. The PMCUB makes clothing allowance recommendations to CMC and seeks additional funding, with the support of subject matter experts from various organizations.

0202 INITIAL CLOTHING ALLOWANCES

020201. Initial clothing allowances in this section are only authorized for enlisted personnel and only one entitlement to an initial clothing allowance will accrue during any period of continuous active duty in an enlisted status. Initial clothing allowances consist of: Initial Issue to recruits, reenlistees, or activated personnel (seabag issue).

020202. Initial Issue is authorized under the following instances:

- A. Upon first enlistment or induction in the Marine Corps (both Regular and Reserve).
- B. Upon reenlistment in the Regular Marine Corps, acceptance of an Active Reserve contract, or assignment to extended active duty (more than 6 months of active duty), subsequent to expiration of 3 months from completion of Marine Corps obligated service (i.e., must have been off of obligated service for 90 days or more). See Chapter 8 for additional details on issues to reservists recalled to active duty during partial or total mobilization/activation, including issue of a Minimum Combat Load (MCL) in lieu of an entire Initial Issue.
- C. Upon enlistment or reenlistment in the Marine Corps following discharge from another branch of the service.
- D. Upon recall to active duty, subsequent to the expiration of 3 months from the date of last release/retirement from active duty (to include personnel of the Fleet Marine Force Reserve); also known as a “non-obligor.” Only one such allowance shall be authorized during any period of 4 consecutive years. See Chapter 8 for additional details on issues pertaining to recalled retirees.
- E. Upon reenlistment in the Regular Marine Corps after having been on the temporary disability retirement list in excess of 18 months.

0203 INITIAL ISSUE TO ENLISTED MUSICIANS OF THE U.S. MARINE BAND

020301. This Initial Issue is prescribed each FY with the maximum monetary value set by the Secretary of Defense. This allowance is authorized to both male and female enlisted personnel under the following instances:

- A. Upon appointment to the U.S. Marine Band.
- B. Upon appointment to the U.S. Marine Band, following discharge from another branch of the service.

020302. If appointed to the U.S. Marine Band from another band or drum and bugle corps of the Regular Establishment, the Initial Issue will be reduced by the amount of clothing they were last required to maintain, as documented on NAVMC 631, “Individual Clothing Record (Men’s) and NAVMC 631A, “Individual Clothing Record (Women’s).”

0204 REDUCED INITIAL ISSUE TO RESERVE REENLISTEES OR ACTIVATED PERSONNEL

020401. This Reduced Initial Issue is authorized when a member has enlisted from a Reserve component of the Marine Corps (i.e., is still under obligated service, also known as an “obligor”) or has been off of obligated service (“non-obligor”) for less than 3 months.

020402. The Reduced Initial Issue consists of the Initial Issue reduced by the amount of clothing the individual was last required to maintain (i.e., exit inventory per Chapter 3 paragraph 0308), as documented on the NAVMC 631/631A. An MCL may be issued in lieu of an entire Initial Issue to mobilized/activated personnel.

020403. For Individual Ready Reserve (IRR) personnel the Reduced Initial Issue consists of the difference between the current active duty MRL and the active duty exit inventory. Unserviceable clothing possessed by the individual and listed on the exit inventory will be replaced at government expense, only once, immediately upon reenlistment.

020404. For SMCRs the Reduced Initial Issue consists of the difference between the current active duty MRL and the current reserve MRL. Unserviceable clothing possessed by the individual and listed on the exit inventory will be replaced at government expense, only once immediately upon reenlistment.

0205 REDUCED INITIAL ISSUE TO COMMISSIONED OFFICERS OR WARRANT OFFICERS

020501. This reduced Initial Issue is authorized when an officer initially commissions or reverts to enlisted status to serve on active duty, other than for the purpose of retirement or transfer to the Fleet Marine Corps Reserve.

020502. This reduced Initial Issue consists of the Initial Issue reduced by the items and quantities contained in the officer’s minimum uniform requirements list, per reference (e).

020503. Entitlement to this reduced Initial Issue will not be considered as the "last authorization of an initial allowance" for the purpose of determining entitlement to a CRA. Only one such allowance will be authorized during any period of 4 consecutive years. Unserviceable clothing possessed by the individual and listed on the exit inventory will be replaced at government expense, only once immediately upon commissioning or reversion.

020504. Reduced Initial Issue to Unsuccessful Officer Candidates

Reduced Initial Issue is authorized when the candidate is assigned to further duty in an enlisted status. This issue consists of the clothing necessary to bring the amounts furnished the individual up to the current active duty MRL.

0206 REDUCED INITIAL ISSUE TO ENLISTED PRISONERS

020601. This Reduced Initial Issue is authorized to enlisted personnel restored to duty after being sentenced to confinement and punitive discharge. This Reduced Initial Issue consists of only the items of clothing recovered during their PE inventory, per Chapter 5.

020602. The individual will be required to purchase those items still required after the preceding issue has been made, in order to bring the quantity of clothing in that person's possession up to the applicable MRL. Policy for issue to prisoners (while still in a prisoner status) is provided in paragraph 0226.

0207 ISSUES TO CIVILIANS SERVING WITH MARINE CORPS UNITS

020701. Issues to civilians serving with Marine Corps units are authorized when so designated by CMC via the MCUB.

020702. Authorized civilians may wear Marine Corps service or utility uniforms with designated civilian technician insignia, but no distinctive grade or Marine Corps or Navy device or insignia may be worn, per reference [\(e\)](#).

020703. Documentation of such issues will be recorded on a NAVMC 604, "Combined Individual Clothing Requisition and Issue Slip (Men's)," and NAVMC 604B, "Combined Individual Clothing Requisition and Issue Slip (Women's)," and maintained by the issuing organization for record keeping purposes only. NAVMC 631/631A is not required.

0208 SPECIAL INITIAL ALLOWANCES TO NAVY PERSONNEL

020801. Special Initial Utility Uniform Allowance (SIUUA)

The SIUUA is intended for both Active and Reserve Navy enlisted personnel serving with Marine Corps who units are authorized to wear the utility uniform during the performance of their work while assigned to Marine Corps units.

020802. The SIUUA is authorized for Regular Navy enlisted personnel and Reserve Navy enlisted personnel on extended active duty (more than 6 months of active duty), permanently assigned or assigned on a Temporary Additional Duty (TAD) basis for augmentation purposes due to contingency operational commitments to Marine Corps forces, or on inactive duty assigned to SMCR support units.

020803. Authorized Navy enlisted personnel will receive only one entitlement to this allowance during any one period of continuous assignment to such duty. Additionally, personnel who have received this allowance will not be authorized a subsequent allowance of the same items upon assignment to a new Marine Corps unit if less than 3 years have elapsed between assignments (i.e., there must be a 3-year break in service with the Marine Corps in order to receive a new SIUUA).

020804. Navy officers may purchase and wear the utility uniform at their option and expense, per the Navy appearance standards.

0209 SPECIAL INITIAL SERVICE UNIFORM ALLOWANCE (SISUA)

020901. The SISUA is intended for Navy Hospitalmen and Religious Program Specialists, both Regular and Reserve, on extended active duty (more than 6 months of active duty), permanently assigned to Marine Corps units (other than combat-committed units) and drilling Selected Naval Reserve personnel in these ratings on inactive duty assigned to SMCR support units. Those assigned to combat-committed units will receive the SIUUA above only.

020902. Authorized Navy enlisted personnel will be given a 60-day option period in which to elect to wear the Marine Corps service uniforms. This 60-day period begins upon the member reporting to the gaining force command (GFC). Those who elect to wear and maintain Marine Corps service uniforms will be provided the SISUA. Navy personnel who receive this allowance will be required to wear these uniforms as directed for the duration of their continuous service with a Marine Corps organization and will abide by Marine Corps uniform and grooming regulations, per reference (e). Those who elect not to wear Marine Corps service uniforms will wear their Navy service uniforms, when service uniforms are required.

020903. Navy enlisted personnel will receive only one entitlement to this allowance during any one period of continuous assignment to such duty.

020904. Navy enlisted personnel who have received this allowance will not be authorized a subsequent allowance of the same items upon assignment to a new Marine Corps unit if less than 3 years have elapsed between assignments (i.e., there must be a 3-year break in service with the Marine Corps in order to receive a new SISUA).

020905. Navy officers may purchase and wear the Marine Corps service uniform at their option and expense, per the Marine Corps grooming and physical appearance standards provided in reference (e).

0210 INITIAL ALLOWANCES FOR OFFICERS

021001. The Initial Clothing Allowance for officer programs is authorized for:

- A. Platoon Leaders Course Candidates.
- B. Officer Candidates Course Candidates.
- C. Naval Reserve Officers Training Corps (NROTC) Marine-Option Midshipmen.
- D. Service academy students directed to attend Officer Candidates School (OCS), Marine Corps Combat Development Command (MCCDC), Quantico, VA.

021002. Enlisted personnel selected for assignment to a military service academy as a student, enrolled in the NROTC, or selected to attend OCS as a candidate are responsible for retaining their issued Marine Corps clothing. Accordingly, only those items and quantities of the applicable allowance which are in excess of the applicable MRL will be issued.

021003. If an individual returns to extended active duty (more than 6 months of active duty) within 3-months of last separation from active duty, the individual is considered as having been in a "continuous active duty status" and remains under the CMA System until appointment as an officer (i.e., clothing replacement in-kind is not authorized). In the event the enlisted person is discharged from a military service academy or the NROTC or fails to complete OCS, credit toward entitlement of the cash CRA will only be given for active duty with the Marine Corps.

021004. Personnel who receive this Initial Clothing Allowance will not be entitled to cash CRA.

0211 CLOTHING REPLACEMENT ALLOWANCE (CRA)

021101. CRA amounts are prescribed annually by the Secretary of Defense and are based on the replacement price and useful service life of items in the initial clothing allowance ("seabag"). CRA is paid in cash via direct deposit to regular enlisted Marines and reserve enlisted Marines on extended active duty (more than 6 months of active duty) to replace individual seabag items, as required.

021102. CRA payments are made in addition to other pay and allowances and are paid annually, at the end of the Marine's enlistment anniversary month. Reserve enlisted Marines, not on extended active duty, are not eligible for CRA. Drilling reservists are authorized replacement in-kind of clothing items, per Chapter 7.

021103. CRA accrues on each Initial Clothing Allowance (seabag) item monthly and is to be used with discretion by the individual for the replacement of seabag items initially issued or to purchase newly fielded seabag items (i.e., items on the MRL).

021104. Seabag MRL inspections should be conducted routinely to ensure that Marines are using the CRA to replace clothing items. It is recommended that an individual inspection be monitored by the command concurrent with each Marine's annual CRA payment.

021105. CRA is not intended to cover the cost of repair, laundering, dry-cleaning, or alteration of clothing.

021106. Whenever feasible, improved or new individual uniform clothing items introduced will be phased in during a time period that will allow personnel to accrue CRA to purchase the new item. Concurrent with the phase-in of the new item, a fair wear-out (phase-out) period will be announced for individual uniform clothing items replaced/deleted from initial and/or supplementary allowances.

021107. Enlisted Navy personnel who are furnished Marine Corps clothing continue to receive Navy CRA while serving with Marines. Therefore, they are not entitled to CRA from the Marine Corps.

0212 TYPES OF CLOTHING REPLACEMENT ALLOWANCES (CRA)

021201. CRA is payable in two types, basic and standard, based on the enlisted person's time on active duty. Entitlements to the following CRAs are reported into the Marine Corps Total Force System via unit diary entry for payment.

A. Basic CRA (BCRA)

BCRA is intended for enlisted Marines (both Regular and Reserve on extended active duty) in their first 3 years of active duty and computes to approximately 70 percent of Standard CRA (SCRA). BCRA accrues beginning with the first day of the month following the completion of 6 months continuous active duty without regard to time lost, from the date of last authorization to the Initial Issue. BCRA will continue to accrue during the remainder of the first 3 years of continuous active duty.

B. Standard CRA (SCRA)

SCRA is intended for enlisted Marines (both Regular and Reserve on extended active duty) serving beyond 3 years of active duty. SCRA will accrue to enlisted Marines beginning with the first day of the month following the completion of 36 months of active duty without regard to time lost, from the date of last authorization of the Initial Issue. This allowance will continue during the remainder of the period of continuous active duty.

021202. Restriction on CRA Accrual

Time served under one of the following circumstances does not count towards accrual of continuous active duty time (for either BCRA or SCRA) while:

- A. Serving in a temporary commissioned or warrant status.
- B. Pay is forfeited.
- C. CRA is suspended because a replacement in-kind process has been instituted during a declared combat period (extremely rare).
- D. Confined and sentenced to a punitive discharge at the expiration of the period of confinement.
- E. In a declared missing status.
- F. Serving active duty with another Service.

0213 CASH CLOTHING ALLOWANCES

Entitlements to the following clothing cash allowances are reported into the Marine Corps Total Force System for payment:

021301. Civilian clothing monetary allowances are provided to procure an initial allowance of civilian clothing or replace civilian clothing for individuals ordered by the CMC to wear civilian clothing more than half the time performing official duties. Civilian clothing is defined as clothing suitable for the duties being performed and may vary in formality from business attire to casual clothing appropriate for rugged field wear. All enlisted personnel meeting the eligibility and conditions of entitlement may receive this allowance.

021302. Only officers assigned to a permanent duty station outside the United States are authorized to receive these allowances. The allowances described in this section are furnished in addition to other clothing allowances to which an individual may be entitled; therefore, CRA continues to accrue while an enlisted Marine receives a civilian clothing monetary allowance.

0214 TYPES OF CIVILIAN CLOTHING MONETARY ALLOWANCES

021401. Initial Permanent Duty Civilian Clothing Allowance

This allowance is for Marines required to wear civilian clothes more than half the time when performing official duty. This allowance provides for civilian clothing required during the first year of a permanent duty assignment.

021402. Civilian Clothing Replacement Allowance

This is an annual allowance intended to provide funds to individuals who received the Initial Permanent Duty Civilian Clothing Allowance and serve more than 1 year in positions requiring the wear of civilian clothes.

A. This allowance is payable at the end of the anniversary month of the Marine commencing the qualifying assignment if it is projected that he or she will serve at least 6 additional months in that assignment. The value of this replacement allowance will not exceed one third of the Initial Permanent Duty Civilian Clothing Allowance.

B. The Commanding Officer (CO) of Marine Corps Embassy Security Group (MCESG) may elect to authorize an up-front payment of 2 years worth of this replacement allowance along with the Initial Permanent Duty Civilian Clothing Allowance, subject to the following limitations:

1. This up-front payment is limited to one time in a Marine's career; and
2. Marines who receive the up-front payment will not be authorized another Civilian Clothing Replacement Allowance until 3 years have elapsed from the date of the initial payment.

0215 TEMPORARY ADDITIONAL DUTY (TAD) CIVILIAN CLOTHING ALLOWANCES

021501. Short Term TAD allowance is authorized when civilian clothing is required in connection with TAD of at least 15 days (consecutive or cumulative) within a 30-day period. The value of this short term TAD allowance will not exceed one third of the Initial Permanent Duty Civilian Clothing Allowance.

021502. Long Term TAD allowance is authorized when civilian clothing is required in connection with TAD of at least 30 days (consecutive or cumulative) within a 36-month period. The value of this long term TAD allowance will not exceed two thirds of the Initial Permanent Duty Civilian Clothing Allowance.

021503. Eligibility

A. Enlisted personnel are eligible for civilian clothing monetary allowances while serving on extended active duty (more than 6 months of active duty) in one of the following capacities:

1. White House duty, as determined by the military aide.
2. Congressional escort duty, as determined by the CMC Office of Legislative Affairs.
3. Intelligence, security, and related activities.
4. Permanent or temporary duty in a foreign country when required by host government or U.S. ambassador (State Department duty).
5. Explosive Ordnance Disposal (EOD) personnel and Military Working Dog (MWD) handlers, while TAD in support of the US Secret Service or Department of State.
6. Law enforcement, military police, or criminal investigative duty.
7. As required by the CO of MCESEG and in accordance with paragraph

021402.B.

B. Regular officers and Reserve officers assigned to extended active duty (more than 6 months of active duty) are eligible for civilian clothing monetary allowances, if required, when permanently assigned to duty station outside of the United States (outside the 48 contiguous states, Alaska, Hawaii, and the District of Columbia).

0216 REQUESTS FOR CIVILIAN CLOTHING MONETARY ALLOWANCES

021601. COs must attest to the following conditions and provide in a written request to the PMCUB:

- A. Amount of time civilian clothing is required to be worn by the individual in the official capacity of his/her duty (approximate number of days or months).
- B. Individual's effective date of assignment to qualifying duty.
- C. Individual's end of current contract date.
- D. Individual's rotation date.
- E. For officers, requests must also include a copy of Permanent Change of Station orders.

021601. Requests for each of the civilian clothing monetary allowances (except the Civilian Clothing Replacement Allowance) must then be submitted to the PMCUB, via the Defense Finance and Accounting Service (DFAS) Center for written approval prior to running unit diary entries. Send requests to:

Commandant of the Marine Corps (CMC)
Permanent Marine Corps Uniform Board (PMCUB)
2200 Lester Street
Quantico, VA 22134-6050

via:

Defense Finance and Accounting Service (DFAS) Center
Support Services Division
Accounts Maintenance Section (PMCF)
Kansas City, MO 64197-0001

A. Upon receipt, DFAS will review the individual's pay record to determine whether the individual previously received any civilian clothing allowances and endorse the request. The endorsement will indicate the amount and date of any such civilian clothing allowance which was authorized during the previous 3-year period, as specified by the conditions of entitlement provided in Figure 2-1.

B. Upon verification from DFAS, the MCUB will determine whether a civilian clothing monetary allowance is authorized and will notify the command in writing. Only upon written approval from the MCUB can the unit diary entry be made to initiate payment of the cash allowance.

C. The individual's CO will annually certify/recertify an individual's qualifications for the Civilian Clothing Replacement Allowance and upon approval report appropriate unit diary transaction.

D. The Personal Items Allowance for female enlisted Marines is a one-time cash allowance paid to supplement the Initial Issue to recruits/reenlistees. This allowance covers the purchase of underclothing, shoes, nylons, and other personal items not stocked within the supply system. This cash allowance is reported into the Marine Corps Total Force System for payment.

E. Miscellaneous enlisted cash clothing allowances are cash allowances provided to unique organizations for the purchase of clothing items not stocked within the supply system. Typically, these allowances are paid to supplement gratuitous issues of clothing. Miscellaneous enlisted cash clothing allowances are listed annually in reference (i) and must be reported into the Marine Corps Total Force System for payment.

0217 CASH CLOTHING ALLOWANCES FOR OFFICERS

021701. Officers are entitled to two Cash Clothing Allowances as reimbursement for the purchase of required uniforms items (see reference (i)). These allowances must be reported into the Marine Corps Total Force System for payment and can be paid concurrently.

021702. Initial Uniform Allowance for Officers

Allowance is payable only once to eligible officers, commissioned or appointed in the Regular or Reserve components of the Marine Corps. The Initial Uniform Allowance for officers is payable as follows:

A. Upon first reporting for active duty (other than for training) for a period of more than 90 days. A member entering active duty as an officer in a Regular Component upon Reserve Officer Training Corps (ROTC) graduation after October 12, 1964 is considered to have entered on active duty for more than 90 days.

B. Upon completing at least 14 days of active duty or active duty for training as a member of a Reserve Component.

C. Upon completing 14 periods of inactive-duty training as a member of the Ready Reserve. Each period must be of at least 2 hours duration.

D. Upon transfer from another service Reserve component. Regular officers may not receive this allowance when transferring from another military service.

E. If a member has received the Initial Uniform Allowance in any amount as an officer under conditions other than those listed in subparagraphs 021702.A through 021702.E preceding, the member cannot again be entitled to this allowance.

F. Only periods of duty that require wearing of the uniform are counted for entitlement to this allowance.

G. An officer must be determined physically qualified for active duty before entitlement to this allowance accrues.

021703. Additional Active Duty Uniform Allowance for Officers

The Additional Active Duty Uniform Allowance for officers is payable to eligible officers commissioned in the Reserve component and ROTC graduates appointed in the Regular component

of the Marine Corps. The Additional Active Duty Uniform Allowance for officers is payable as follows.

A. Each time of entry or reentry on active duty, or active duty for training (including authorized travel time) for more than 90 days. The period served may be under orders specifying active duty for more than 90 days or under two or more orders requiring a continuous period of more than 90 days' active duty.

B. An officer commissioned in a Regular component upon ROTC graduation after October 12, 1964 accrues entitlement to the allowance on commencement of duty as a regular officer. The officer is considered then to have entered on active duty for more than 90 days.

C. This allowance is not payable if the officer has received an initial uniform allowance of more than the current Additional Active Duty Uniform Allowance for officers during the current tour of active duty or within a period of 2 years before entering on that tour.

D. This allowance is not payable when the tour of duty for which payment is being considered began within 2 years after the end of a previous period of active duty, or active duty for training, of more than 90 days. This applies whether or not a uniform allowance was paid for the previous tour of duty. It applies only if the prior service was performed as a Reserve officer or as a Regular officer commissioned upon ROTC graduation after October 12, 1964.

E. A Reserve officer ordered to an indefinite tour of active duty or active duty for training is not entitled to this allowance until the member completes more than 90 days of that tour.

F. Only periods of duty requiring the wearing of the uniform are counted for entitlement to the allowance prescribed in this paragraph.

G. To be entitled under this paragraph, an officer must be determined physically qualified for active duty.

H. Reference (b) provides additional restrictions and examples on how to compute the 2-year period.

0218 MINIMUM REQUIREMENTS LIST (MRL)

021801. The MRL is a listing, by item and quantity, of individual uniform clothing that enlisted personnel must have in their possession and maintain in a serviceable condition.

021802. These requirements pertain to enlisted Marines of the Active and Reserve components and enlisted Sailors issued a Special Initial Uniform Allowance, per paragraph 0208. Minimum requirements for officers are provided in reference (e). The updated MRLs are published annually, at the beginning of each FY, per reference (j).

021803. These regulations specifically prohibit enlisted personnel from being required to possess clothing in excess of the MRL. Personnel are permitted to purchase additional items above the MRL at their own expense, but may not be directed to do so by their superiors.

021804. Recruit Initial Clothing Allowance Issue

While undergoing recruit training, enlisted personnel will be required to maintain a minimum allowance of individual uniform clothing provided as an Initial Issue, per Chapter 2.

021805. Mandatory Possession Dates

Mandatory possession dates are established for enlisted Marines and Sailors to possess new clothing items or revised quantities, per reference (j). New items not issued with an initial clothing allowance or via a gratuitous issue will not be added to the MRL and assigned a mandatory possession date until CRA is adjusted and sufficient time has been provided to accrue funds to purchase the new items.

021806. Optional Items

Amplifying notes to MRLs explain circumstances that permit personnel to have in their possession items other than those listed. Per references (c) and (j), personnel are authorized to buy, as optional replacements to meet MRLs, approved commercial uniform items that in some cases are of higher quality than those initially issued. These optional uniform items are often more expensive than the issued uniform items. Personnel cannot be directed to purchase optional commercial uniform items.

021807. During TAD

When personnel are assigned to TAD and return to the parent organization is contemplated upon completion of such TAD, the individual is only required to take those quantities and types of clothing expected to be utilized in performing TAD. Per the provisions of Chapters 14 to 25 of this Volume, clothing not taken by the individual will be stored at the parent organization unless the individual is residing in other quarters.

0219 SUPPLEMENTARY CLOTHING ALLOWANCES

021901. Supplementary Clothing Allowances are additional/extra clothing allowances authorized to enlisted personnel when they are assigned to a tour of duty that requires extra clothing for the performance of such duty. Supplementary Clothing Allowances are additional quantities or special items of uniform clothing not required by the majority of other enlisted personnel.

021902. Organizational clothing should also be considered as a means for providing additional, mission-specific uniform clothing, per Chapter 6. Supplementary Clothing Allowances may not exceed 20 percent of the Initial Clothing Allowance established by the Assistant Secretary of Defense.

021903. Eligibility

Unit or activity commanders are responsible for verifying eligibility for a Supplementary Clothing Allowance for enlisted personnel only as set forth in reference (j). Certification that the requesting individual's record has been checked and the individual is authorized to the allowance(s) is done by signing the NAVMC 604/604B and subsequent documentation on the NAVMC 631/631A, per Chapter 3. The unit/organization commander or his designee, authorized in writing to sign by-direction for the commander, must certify (sign) the NAVMC 604/604B.

021904. Supplementary Clothing Allowances will be furnished to enlisted personnel prior to transfer to an organization which is authorized such allowances, per reference (j) with the following exceptions.

A. In those cases where a Marine Corps detachment is physically located at another service activity and/or the detachment is not authorized supply personnel within their Table of Organization (T/O) to process clothing orders, the Officer in Charge (OIC) will issue a duplicate copy of the NAVMC 604/604B for insertion on top of the enlistment contract of the transferring individual's Official Military Personnel File (OMPF) to ensure the gaining command is aware of the requirement for subsequent issuance, citing this paragraph as authority for noncompliance with the provisions of Chapter 3.

B. Personnel assigned to MCESEG, Quantico, VA, for duty with the Department of State will receive a Supplementary Clothing Allowance only upon the satisfactory completion of a course of instruction and when actually assigned to the Department of State for duty.

C. The Recruiters Blue Uniform Allowance will be issued to students immediately upon successful completion of the Recruiters School, Marine Corps Recruit Depot (MCRD), San Diego. When transfer orders are received and special measurement clothing is required, the clothing officer will forward the requisition and appropriate measurements to DLA requesting that the special measurement clothing be forwarded to the CO of the organization to which the individual was transferred.

D. Supplementary Clothing Allowances will not be issued prior to transfer of enlisted personnel to Marine Barracks, 8th and I Streets, S.E., Washington, DC, or to those Navy enlisted personnel who are authorized the Special Initial Clothing Allowances.

021905. Only one entitlement to the same type of allowance will accrue during any one period of continuous assignment to such duty. An individual who has received a Supplementary Clothing Allowance will not be authorized a subsequent allowance of the same items upon assignment to duty requiring the wearing of uniform clothing for which the allowance is provided, if less than 3 years have elapsed between the effective date of the new assignment and the last day of the previous assignment to such duty.

021906. If the individual is transferred from a unit or duty which afforded an allowance to another unit or duty that provides for entitlement to a larger or different type of allowance than that initially furnished, the individual will be entitled to the difference between the

two allowances, as appropriate. Additionally, if a Supplementary Clothing Allowance increases for a unit or activity, all members assigned to that unit or activity that will be remaining more than 6 additional months will be issued the increase items (i.e., allowance will be “grandfathered”), if so designated in the allowance approval document.

021907. Grade insignia, service stripes, trouser stripes, and waist plates may be issued in conjunction with Supplementary Clothing Allowances and sewn on (if applicable) using Operations and Maintenance, Marine Corps (O&M MC) funds, under the specific circumstances in Figure 2-3.

021908. Personnel who are furnished a Supplementary Clothing Allowance will be permitted to retain such clothing upon transfer from the duty for which the clothing was authorized, provided they have served more than 6 months since the date of issue of the allowance.

0220 METHOD OF ISSUE

Most issues of Supplementary Clothing Allowances will be made by authorized MCSSs via the use of a NAVMC 604/604B. If a unit or activity is not supported by a MCSS, the supply officer must order and issue the authorized items, per Figure 2-2 following. Specific instructions for accounting and record keeping for clothing allowance issues are provided in Chapter 3.

0221 TYPES OF SUPPLEMENTARY CLOTHING ALLOWANCES

Supplementary Clothing Allowances consist of:

022101. Maternity Uniform Allowance

The Maternity Uniform Allowance is authorized to pregnant enlisted Marines or enlisted Navy personnel serving with active Marine Corps units (who have elected to wear the Marine Corps uniform) who expect to remain on active duty or in an active Reserve status beyond the time when they can no longer wear the service/utility uniform properly.

A. The Maternity Uniform Allowance is authorized only once during a 36-month period, commencing on the date of initial issuance.

B. Enlisted Marines or Sailors are required to present to their CO a certificate of pregnancy, signed by a proper medical officer. This certificate of pregnancy must accompany the submission of form NAVMC 604B for the Maternity Uniform Allowance.

C. Maternity Uniform Allowance issues shall be recorded on a NAVMC 631A, per Chapter 3.

022102. Blue Uniform Allowances

Blue Uniform Allowances are authorized to specific enlisted Marines required to wear the blue uniform as part of their assigned duties. Blue Uniform Allowances are issued in various compilations and quantities (small, medium, large, and recruiters issues), per reference (i). Marines

who have been issued a Supplementary Blue Uniform Allowance will retain the issued items for 3 years after detachment from qualifying duty, regardless of whether or not the items are still serviceable. This will allow replacement of unserviceable items should an individual be assigned to subsequent duty which requires a Supplementary Blue Uniform Allowance issue.

022103. Special Blue Uniform Replacement Allowance

The Special Blue Uniform Replacement Allowance is an authorization to replace unserviceable components of authorized Supplementary Blue Uniform Allowances, not a complete new issue of the applicable Supplementary Blue Uniform Allowance. This Special Blue Uniform Replacement Allowance is authorized to the following enlisted Marines.

- A. Those assigned to career specialty duties only (recruiters in Military Occupational Specialty (MOS) 8412 and musicians in occupational field 55 and MOS 9812). This replacement of unserviceable blue uniform components is authorized every 3 years, beginning with the third anniversary of assignment to such duty.
- B. Those assigned to duty entitling them to a Supplementary Blue Uniform Allowance and less than 3 years have elapsed since their previous assignment wherein blues were required. This replacement of unserviceable blue uniform components is authorized at the beginning of each subsequent assignment to qualifying duty.
- C. Those assigned to duty entitling them to a Supplementary Blue Uniform Allowance and are subsequently extended on such duty beyond 3 years, including Marines on extended active duty (more than 6 months of active duty). This replacement of unserviceable blue uniform components is authorized on the third anniversary of assignment to such duty.
- D. Those transferred from a unit or duty which afforded a Supplementary Blue Uniform Allowance to another unit that provides for a Supplementary Blue Uniform Allowance. This replacement of unserviceable blue uniform components is authorized only for those items included in the new unit's allowance.
- E. Replacement on an item basis will be effected only if the individual has more than 6 months remaining on qualifying duty and will not exceed the types and quantities of items contained in the current applicable Supplementary Blue Uniform Allowance.
- F. Inspections of Supplementary Blue Uniform Allowance items will be conducted to determine serviceability. Personnel conducting inspections for Marines in career specialties 8412 and 9812 will be limited to Recruiting Station COs (RSCOs), band officers, and drum and bugle corps officers. Inspections for other authorized Marines will be conducted by the individual's CO. For those Marines who are geographically isolated from the command structure (e.g., Marine security guards), the senior Marine is authorized to conduct inspections for serviceability.
- G. All items designated as unserviceable for which replacement will be effected must be recovered by the supporting organic supply account and turned over to the local DLA-Disposition Services (DLA-DS) for proper disposal.

H. Recovery of the unserviceable item and issue of the replacement item will be recorded on the NAVMC 631/631A, per Chapter 3.

022104. Miscellaneous Uniform Allowances

Miscellaneous Uniform Allowances are authorized to enlisted Marines required to wear unique items or regular items more frequently than usual as part of their assigned duties. Miscellaneous Uniform Allowances are issued in various compilations and quantities as specified in reference (j) and must be maintained for a period of three years following authorized duty. Supplementary Clothing Allowance documentation and record keeping procedures apply.

0222 REQUESTS FOR SUPPLEMENTARY CLOTHING ALLOWANCES

022201. Submit requests to the MCUB at the following address:

Commandant of the Marine Corps (CMC)
Permanent Marine Corps Uniform Board (PMCUB)
2200 Lester Street
Quantico, VA 22134-6050

022202. All requests must be signed by the CO and submitted via the chain of command for endorsement. Requests shall contain the following information: name and military address of the organization, reporting unit code, monitor command code, T/O number and date, line number(s) and billet description, tour length, recommended allowance (specify individual items required and/or type of allowance), number of Marines to be issued the allowance, and the justification. The following additional information, based on a 12-month period, is required, depending on the type of clothing requested.

A. Dress Blue Uniform Items

Number and description of various military ceremonies (indicating other commands involved), civil community functions, other public relations activities, and/or assigned duties when the blue uniform would be more appropriate than the service uniform and the total number of hours involved during duty performance.

B. All Other Uniforms/Items

Weather factors, duties involved, and available laundry or dry-cleaning facilities, services, and costs.

0223 OTHER CLOTHING ISSUES AND SERVICES

Clothing items and services gratuitously provided to authorized personnel, per the guidance in this section, are as follows:

022301. Uniform accessories, including grade insignia, service stripes, trousers stripes, and waist plates, will be gratuitously issued per the following guidance:

022302. Figure 2-3 lists authorized accessories and occasions authorized for issuance. The quantities to be issued will be based on the amount of items in the current applicable MRL and any other additional allowance required to be possessed and maintained by the individual. When a Supplementary Clothing Allowance is issued, the quantities of grade insignia and/or stripes to be issued will be limited to the quantities required to complement those items contained in the Supplementary Clothing Allowance.

022303. Authorized uniform accessories will be financed by unit or HQMC O&MMC appropriations, except those specifically identified as being funded by MILPERS appropriations, per Figure 2-3 following. The expense of additional grade insignia, service stripes, trousers stripes, or waist plates in excess of authorized quantities or to replace those worn out will be borne by the individual. Sewing on at government expense is not authorized for other occasions to include gratuitous issues of accessories, additional promotions, time-in-service being met, etc. Under these circumstances, the sewing on will be at the expense of the individual.

022304. Issues are to be made using NAVMC 604/604B, per Figure 2-2, using the proper appropriation data from the funding source identified in Figure 2-3. Units may also purchase uniform accessories in bulk from the local MCSS, supply permitting, for issue via NAVMC 604/604B to authorized individuals. Gratuitous issues must be further documented on NAVMC 631/631A, per Chapter 3.

022305. Uniform alterations are authorized to obtain an improved fit and still retain a military appearance, per reference (k), but will not change the intended appearance or function of the garment; however, stocks of altered clothing are not desirable and should be avoided to the maximum extent possible.

022306. Local tailors should be cautioned not to cut away excess material when performing alterations, in order that future necessary alterations may be accomplished. Uniform fit alterations and other alteration services required to sew on authorized uniform accessories will be provided per the following guidance.

A. Gratuitous alterations of outer uniform clothing provided to the individual (except commissioned officers and warrant officers) from government supply sources, including recovered clothing, shall be gratuitously altered to fit the individual at the time of sale or issue.

B. Alterations shall not be made if the cost exceeds 50 percent of the standard price of the item being issued or sold. Alteration costs which exceed 50 percent of a recovered clothing item being sold will be borne by the individual. This cost limitation does not apply to initial issues made at the MCRDs or the MCCDC during initial training. Additional gratuitous alteration services and the occasions they are authorized are listed in Figure 2-3.

C. Gratuitous alterations will only be provided to officers when required for the clothing replacements specifically designated in Chapter 6.

D. Profile changes following initial training may make alterations necessary for initially issued items of outer uniform clothing. These alterations may be performed at government expense up to 6 months after the individual reports to his/her first permanent duty assignment, per

Figure 2-3. Outer clothing includes service and dress trousers, service and dress shirts, dress coats, and utility coats and trousers; it does not include sweaters or footwear.

E. When physical profile changes up to 6 months after reporting to the first permanent duty assignment are such that garments cannot be altered to obtain an acceptable fit or the alteration costs would exceed the cost of a new garment, replacement of such garments is authorized. Issues shall be made from stocks of serviceable recovered clothing, whenever possible. The exchanged clothing will be recovered by the issuing organization.

F. Alteration costs shall not exceed 50 percent of the price of the item being reissued. Such replacement issue shall be made upon certification by the OIC of the MCSS that replacement issue is more economical than alterations and shall be approved by the individual's commander. Utility uniforms cannot be altered, so a replacement (with recovery of non-fitting utilities) is authorized. The serviceability of the recovered clothing should be inspected and gross negligence, if suspected, should be reported to the individual's command for investigation.

G. Authorized gratuitous uniform alterations will be provided using O&MMC appropriations, per Figure 2-3.

1. Alterations to uniform clothing issued or sold over the counter or by mail order by an MCSS, will be performed under a contract/agreement between the store and the alteration service provider. Requests for alterations of mail order uniform clothing must be accompanied by a copy of the mail order receipt. Some organizations that do not have access to a MCSS have local contract alteration services available.

2. If unusual circumstances prevent initial alterations at the time and place of issue or sale, a memorandum, signed by the OIC of the MCSS, identifying the garment and explaining why alterations were not accomplished shall be provided to the individual. This memorandum will authorize the alterations at government expense at the individual's next duty station. In the case of organizations that do not have access to a MCSS, the memorandum must include appropriation data to fund the alterations. If no funding appropriation is provided, gratuitous alterations will not be performed.

H. Alteration Sources

Every effort shall be made to provide all personnel proper tailoring facilities. Alterations for Reserve personnel are detailed in Chapter 8.

1. Personnel shall be advised that alterations performed at other than designated military tailoring establishments shall be the individual's responsibility and subject to strict conformance to published Marine Corps regulations.

2. Alterations made to outer uniform clothing of individuals on duty at a location where contract alteration services are not available shall be paid for by the individuals concerned. The following statement, if applicable, shall be completed by the individual and forwarded to the parent organization for reimbursement:

"I (name, and grade) HEREBY CERTIFY that I paid the attached bill for alterations to outer uniform clothing and that such alterations were in accordance with current Marine Corps regulations.

"It is, therefore, requested that the undersigned be reimbursed in the amount of \$_____, United States currency.

"(Signature)"

3. NOTE: If foreign currency was used to pay for the alterations, an official of the United States must certify the rate of exchange (on date of payment) of United States currency against foreign currency as follows:

"I (name, position, and title) HEREBY CERTIFY that the amount of the attached bill (amount in foreign currency) does convert to \$_____, United States currency."

0224 MARINE CORPS EMBASSY SECURITY GROUP (MCESG)

Costs for alterations required for system uniform clothing issued to/purchased by enlisted Marines serving in overseas duty assignments after the initial issue and altering will be the responsibility of the individual Marine.

0225 REPAIR, LAUNDERING AND DRY CLEANING

The repair, laundering, and/or dry-cleaning of all gratuitously issued clothing items are the responsibilities of the individual. Under no circumstances will these services be provided at government expense. This policy does not pertain to organizational issues discussed in Chapter 6.

0226 MISCELLANEOUS ISSUES TO ABSENTEES, DESERTERS, PRISONERS OR PERSONNEL DISCHARGED UNDER EXCEPTIONAL CIRCUMSTANCES

022601. Issues to Marine Corps Absentees and Deserters

A. Returning absentees and deserters who return to their parent command and are awaiting adjudication that have not been transferred to the brig will be required to purchase only a minimum amount of uniform clothing items necessary to maintain acceptable standards of personal appearance; they will not be issued or required to purchase an entire new MRL of clothing. Serviceable uniform clothing should first be purchased from available stocks of recovered clothing, then from limited or substitute standard item stock or from oldest standard stock.

B. Returning absentees and deserters who voluntarily report to a nonparent command will be required to purchase a minimum amount of uniform clothing items necessary to maintain acceptable standards of personal appearance until they have been transferred to their parent command and restored to a full duty status. Serviceable uniform clothing should first be purchased from available stocks of recovered clothing, then from limited or substitute standard item stock or from oldest standard stock. When it has been determined by the commander that a returning absentee or deserter attached to another command does not have access to sufficient funds for the purchase of required clothing, a checkage sale shall be processed to provide required clothing. The

commander who approves the checkage shall ensure that the completed NAVMC 604/604B is forwarded, by cover letter, to the commander of the individual's parent command in order that the checkage may be processed against the applicable pay record.

C. Individuals restored to a full duty status, after clothing has been recovered per Chapter 6, shall be issued those items indicated on the certificate of inventory contained in the individual's OMPF as having been recovered in a serviceable condition. If the required inventory is missing, required items will be funded by the unit whose responsibility it was to conduct the inventory; O&MMC funded vice MILPERS funded. Worn gloves, underclothing, and socks which have been recovered will not be gratuitously replaced for the individual. The quantities of clothing which will be provided the individual under this authority will not exceed the amounts contained in the current MRL.

D. Recovered clothing should be used for these issues. If recovered clothing is not available, issues may be made first from limited or substitute standard item stock, then from oldest standard stock.

E. The individual will be required to purchase those items still required after the preceding issue has been made, in order to bring the quantity of clothing in the individual Marine's possession up to the current MRL.

022602. Issues to Marine Corps Prisoners

A. When courts-martial prisoners are transferred and they do not possess the necessary traveling uniform, a suitable portion of the minimum traveling uniform (see Figure 8-1), per Chapter 8, less insignia, will be issued and accounted for as a "miscellaneous issue/replacement issue," per Figure 3-1 and Chapter 3.

B. The traveling uniform will be expended from the individual's clothing account. The expenditure document will include the individual's name, Social Security Number (SSN), and a statement to the effect that the clothing has been issued to provide a necessary traveling uniform to a court-martial prisoner.

C. Recovered clothing should be used for these issues. If recovered clothing is not available, issues may be made first from limited or substitute standard item stock, then from oldest standard stock.

D. Personnel confined to brigs on shore which are under Marine Corps jurisdiction will be required to have in their possession certain articles of individual uniform clothing as prescribed for prisoners in the particular confinement facility, per reference (1). When clothing other than that listed in the current MRL is required, the brig will notify the committing command.

E. Personnel who are in a pay status but who do not have the required items of clothing will be provided necessary articles on a cash and/or checkage sales basis. For personnel in a non-pay status that have not been properly equipped by their parent command, the brig will provide for this issue, per reference (1) using local O&MMC funds and may seek reimbursement from the parent command.

F. Prisoners granted emergency leave may be issued a portion of the minimum traveling uniform (see Figure 8-1), per Chapter 8, necessary for travel and charged accordingly. If the individual granted emergency leave is in a non-pay status, the issue rendered the individual will be expended from the account as a “miscellaneous issue/replacement issue,” per Figure 3-1 and Chapter 3. Upon return from such leave, the clothing furnished to the individual will be applied against the clothing allowance to which the individual may be entitled, or, if the individual is not entitled to a clothing allowance, the outer garments furnished will be recovered.

G. Prisoners awaiting authority to be restored to duty or awaiting action by the Judge Advocate General of the Navy or appellate review may be issued a portion of the minimum traveling uniform (see Figure 8-1), per Chapter 8 paragraph 0808, necessary to maintain acceptable standards of personal appearance. If the prisoner is in a non-pay status, the issue rendered the individual will be expended from the account as a “miscellaneous issue/replacement issue” per Figure 3-1 and Chapter 5 paragraph 0515.

H. If authority is subsequently received to restore the individual to a full duty status, the clothing issued under the foregoing authority will be deducted from the remainder of the clothing to which the individual may be entitled. If the individual is not restored to a full duty status and is not otherwise entitled to an issue of clothing, then all outer garments furnished will be recovered.

022603. Issues to prisoners/detainees from Services other than Marine Corps.

A minimum traveling uniform (see Figure 8-1), per Chapter 8, may be issued when the activity commander determines that the health and comfort or appearance of the individual warrants such an issue. Local O&MMC funds will be used for this issue and reported as an “Issue for Other Purposes.” Normally, however, individuals who surrender or are apprehended will be returned to their parent service in the clothing worn at the time of return to military jurisdiction.

022604. Issues to Personnel Discharged Under Exceptional Circumstances

A. Individuals discharged for the reasons set forth in paragraph 0505 may be issued non-distinct items from the minimum traveling uniform (see Figure 8-1), per Chapter 8 paragraph 0807, or appropriate civilian clothing for wear to their home.

B. Non-distinct uniform clothing items are the belt, buckle, shirt (without insignia), skirt, slacks, trousers, etc. The all-weather coat with insignia of grade removed may be issued at the direction of the CO when weather conditions require. The quantity and unit of issue for any item is one each. The issue rendered will be expended from the account as a “miscellaneous issue/replacement issue,” per Figure 3-1 and Chapter 5 paragraph 0515.

C. Civilian clothing is limited to trousers/slacks, sport shirt, blouse, and the like, only if required to suitably clothe the individual with respect to the season. The quantity and unit of issue for any item is one each. The cost will be charged to unit O&MMC appropriations, per reference [\(m\)](#). The decision to issue civilian clothing vice uniform clothing must be made in writing by the CO. The order will list the articles to be procured and issued and will reference this paragraph as authorization. Copies of receipts will be vouchered to the property records for record purposes

only. They will have attached thereto a receipt signed by the dischargée and a copy of the CO's order. The original receipt will be attached to the CO's order as the authority for such purchase.

0227 ISSUES TO HOSPITALIZED PERSONNEL

Issues to hospitalized personnel are authorized for enlisted Marines who are not in possession of their uniform clothing due to medical evacuation and/or hospitalization. The issue shall consist of the minimum amount of uniform clothing necessary to maintain acceptable standards of personal appearance, up to the minimum traveling uniform (see Figure 8-1), per Chapter 8 paragraph 0807. This issue includes health and comfort items such as bathrobes, slippers, shaving and dental gear. This issue will be expended as a "miscellaneous issue/replacement issue," per Figure 3-1 and paragraph 0515 (using MILPERS appropriations).

0228 ISSUE FOR THE BURIAL OF THE DEAD

Issues for the burial of the dead are authorized to Marines on active duty or other eligible decedent (excluding retired or discharged personnel), per references [\(n\)](#) and [\(o\)](#), if the decedent's uniforms are not available or suitable for burial purposes. The preferred burial uniform for deceased Marines is the blue uniform (white gloves may be obtained for damaged hands). If the blue uniform is not available, the service uniform will be used. If an issue is required, it should be made with new uniforms. Cover and shoes will not be provided.

022801. Officers

Items of system uniform clothing, such as socks, and underclothing, shall be purchased and issued by US Navy Mortuary Affairs. US Navy Mortuary Affairs can be reached at 1-866-787-0081.

A. Uniform items and accessories peculiar to officers, including the cover, appropriate grade insignia, and ribbon bars, will be provided by US Navy Mortuary Affairs. US Navy Mortuary Affairs will ship the uniform items directly to the place where they are needed.

B. The next of kin of a retired or discharged individual authorized to wear Marine Corps uniforms may purchase the necessary uniform for the decedent for burial purposes only upon presentation of DD 256, "Honorable Discharge Certificate," and DD 214, "Certificate of Release or Discharge from Active Duty," to the authorized clothing sales store. More information can be obtained from the Navy-Marine Corps Uniform Program at 1-800-368-4088.

C. Unit supply officers that have questions regarding the funding of burial uniforms per reference [\(o\)](#) should contact US Navy Mortuary Affairs at 1-866-787-0081.

022802. Enlisted Personnel

Necessary uniforms, including underclothing, socks, cap, appropriate grade insignia, and service stripes shall be purchased and issued by US Navy Mortuary Affairs. US Navy Mortuary Affairs can be reached at 1-866-787-0081.

A. Ribbons, ribbon bars, and badges will be purchased and issued by US Navy Mortuary Affairs. US Navy Mortuary Affairs can be reached at 1-866-787-0081.

B. The next of kin of a retired or discharged individual authorized to wear Marine Corps uniforms may purchase the necessary uniform for the decedent for burial purposes only upon presentation of DD 256/DD 214 to the authorized clothing sales store. More information can be obtained from the Navy-Marine Corps Uniform Program at 1-800-368-4088.

C. Unit supply officers that have questions regarding the funding of burial uniforms per reference (o) should contact US Navy Mortuary Affairs at 1-866-787-0081.

022803. Burial in Civilian Clothing

Upon request from the next of kin, a deceased Marine may be buried in personal civilian clothing or clothing provided by the next of kin. Civilian clothing may not be provided or reimbursed at government expense, if the next of kin refuses to use available or offered uniforms. Reimbursement for civilian clothing is allowable if a uniform is not obtainable without undue delay.

0229 REPLACEMENT ISSUES UNDER THE PERSONAL PROPERTY CLAIMS REGULATIONS

Replacement issues under the Personal Property Claims Regulations are those replacements which are made to personnel for damage, loss, destruction, capture, or abandonment of uniform clothing incident to military service, beyond normal wear and tear. Reference (p) provides the policy for handling personal property claims, as follows:

022901. Authorized Personal Property Claims

Claims submitted under this instruction will include only articles of individual uniform clothing. Should an individual desire to submit a claim for other personal property, a separate claim covering non-system clothing items must be submitted. Authorized personal property claims for uniform clothing are provided in Figure 2-4 following. Officers may submit a personal property claim for damaged, lost, destroyed, captured, or abandoned uniform clothing, but replacement issues are only authorized for system clothing, not officer unique commercial clothing items.

022902. Personal Property Claims Not Considered

A. Depreciation

Since replacement is made on an item basis, a depreciation factor may apply. The issuing officer merely enters the current standard cost of a replaced item under the "endorsements of issue" portion of the claim forms.

B. Losses by Postal Authorities

Claims based on the loss of property after it has been delivered to the post office for shipment to the owner do not come within the purview of this policy. Such claims are a matter for

adjudication by postal authorities under the provisions of the post office manual, or by the Judge Advocate General of the Navy under the Navy General Claims Regulations.

C. Damage to or Destruction of Uniform

Damage to or destruction of uniform clothing by battery acid, barbed wire, or sprayed paint, etc. while engaged in duties for which utility clothing is normally intended does not meet the conditions set forth in this or any other class of claim.

D. Loss or Damage When Under Owner's Control

The government's obligation does not extend to property in the custody or under the control of the owner. The owner of the property has an obligation to safeguard said property and any loss or damage caused, in whole or in part, by active or passive negligence of the owner is not payable.

E. Property Stolen From Lockers

The adjudicating authorities will not approve the replacement of clothing items stolen from a locker or other storage space unless it is determined by an investigating officer that the government was negligent in not providing a secure storage location.

F. Losses in Base/Station Laundries

Claims based on loss of clothing in Marine Corps Base (MCB)/station laundries are not payable.

G. Losses by Absentees and Deserters

Replacement of clothing, based on separation of the owners from their property because of unauthorized absence, is prohibited.

022903. Actions Required Prior to Submission of a Personal Property Claim

A. Investigation of Losses

In instances of claims for replacement of clothing that is missing, action is to be taken to show that a loss has occurred. Acceptance of the claimant's statement of the loss should be contingent upon the results of the investigation or search instituted by the investigating officer.

B. Claim Processed with Personal Insurer

The instructions contained in the preceding paragraph regarding losses recoverable from carriers are equally applicable when the property is insured. A claim for personal insurance should be processed and a copy of settlement provided before submitting a personal property claim. Damage to or destruction of uniform clothing by battery acid, barbed wire, or sprayed paint, etc.

while engaged in duties for which utility clothing is normally intended does not meet the conditions set forth in this or any other class of claim.

C. Completion of Claim Forms with or without Exhibits

Ensure that all portions of the personal property claims DD 1842, "Claim for Loss of or Damage to Personal Property Incident to Service," and DD 1844, "List of Property and Claim Analysis Chart," are complete, to include a full and complete statement of the circumstances which led to the submission of the claim.

022904. How to Submit a Personal Property Claim

Personal Property Claims, utilizing DD 1842 and DD 1844, must be submitted to the HQ, M&RA (MFP-2). Individuals may also submit personal property claims via email at hqmc.claims@usmc.mil. Claims instructions can be found at www.manpower.usmc.mil, by selecting Family, Marine and Family Programs Division (MF), Military Personnel Services, Personal Property Claims link.

022905. Processing of Personal Claims for Replacement Issue

A. Following adjudication, if the claim is authorized, proper documentation for processing with the NAVMC 604/604B will be provided by HQ, M&RA (MFP-2). System uniform clothing items listed on the current MRL will be denied for personal property claim cash reimbursement and thus will be authorized for gratuitous replacement issue via a NAVMC 604/604B (using Functional Account Number (FAN) 72048), per Figure 3-1. The issue of items other than those authorized by the claim is not authorized.

B. Once replacement issue has been effected on the approved claim, an authorized clothing officer will endorse the claim indicating the action accomplished, as well as ensure completion of the NAVMC 604/604B. The clothing so issued will be expended from the account and documented as a "Personal Property Claims Issue," per Figure 3-1. A copy of the personal property claim should be filed with the NAVMC 604/604B.

022906. Distribution of Personal Property Claims Forms

A. Every effort will be made to settle all claims by initially affecting a complete issue as indicated by the approved claim. In those cases when the claim can be settled with the first issue, the original of the personal property claim will be retained by the clothing officer to support the clothing officer's retained copy of the NAVMC 604/604B documenting the clothing issued. One completed copy of all documents will be furnished to the activity commander, for proper documentation per Chapter 3. Copies of all completed documents shall also be forwarded to HQ, M&RA (MFP-2).

B. In those cases when only a partial issue can be affected at the first attempted settlement of the claim, the clothing officer making the partial issue will cause three additional certified copies of the claim to be prepared. The clothing officer will indicate such partial issue by

endorsing the personal property claim accordingly. The quantity issued will be documented on the NAVMC 604/604B. Distribution of applicable documents will be as follows:

1. Two certified copies of the NAVMC 604/604B and personal property claim forms will be forwarded to the activity commander; one copy to be provided to service member and a copy for the official files of the organization. The activity commander will prepare a new NAVMC 604/604B for issue to the individual for the items that were not available for issue.

2. One certified copy of the completed NAVMC 604/604B and personal property claim form will be submitted to HQ, M&RA (MFP-2).

3. The original completed NAVMC 604/604B will be retained by the clothing officer to support the retained copy of the reported transaction.

C. In those unusual circumstances when a claim is not settled by two partial issues, the clothing officer making the second partial issue will prepare three additional certified copies of all the documents and make distribution of the claim forms as prescribed for partial issues.

Type of Allowance	Conditions of Entitlement
Initial Permanent Duty Civilian Clothing Allowance	<ol style="list-style-type: none"> 1. Must be individual's permanent duty station. 2. Individual must be required to wear civilian clothing more than 50% of the time. 3. Must be individual's first year of assignment. 4. Effective date is the date of assignment to authorized duty. 5. Allowance will not be paid again unless there is a 1 year break in authorized duty. Instead, individuals may be authorized a Civilian Clothing Replacement Allowance. 6. Individual must have more than 6 months of obligated service remaining and it is anticipated that individual will continue to serve in a qualifying duty for more than 6 months. Reservists are not entitled to this allowance unless they serve on extended active duty (more than 6 months continuous active duty). 7. If individual received a TAD Civilian Clothing Allowance within the preceding 12 months of commencing a qualifying permanent duty assignment, individual will be entitled to the difference between the TAD allowance amount received and the Initial Permanent Duty Civilian Clothing Allowance. 8. Officers are not entitled to this allowance unless assigned to a permanent duty station located outside the U.S.
	<ol style="list-style-type: none"> 1. Individual must have received the Initial Permanent Duty Civilian Clothing Allowance and serve more than 1 year in authorized duty. 2. If reassigned to a qualifying duty, time since last payment of an Initial Permanent Duty Civilian Clothing Allowance must be less than 3 years. 3. If individual has a break between qualifying

<p>Civilian Clothing Replacement Allowance</p>	<p>assignments, break must be less than 12 months.</p> <ol style="list-style-type: none"> 4. If 2 or 3 above pertain, effective date is date reassigned or the anniversary of the date of any previous civilian clothing allowance, whichever occurs later. 5. Individual must have more than 6 months of obligated service remaining and it is anticipated that individual will continue to serve in qualifying duty for more than 6 months.
<p>Temporary Additional Duty (TAD) Civilian Clothing Allowances</p>	<ol style="list-style-type: none"> 1. Individual must be required to wear civilian clothing more than 50% of the time while TAD for 15 days in a 30-day period or 30 days in a 36-month period (consecutive or cumulative). 2. The 15-day qualification does not apply to EOD and MWD handler personnel, Defense Courier Service couriers, and On-Site Inspection Agency military personnel, who receive the Long Term TAD Civilian Clothing Allowance for 30 days upon their initial TAD travel requirement. 3. Maximum amount payable for all TAD performed in any 36-month period will not exceed the maximum prescribed for the 30-day period. The 30-day allowance payment will be less any amount paid within the past 36-month period for TAD. 4. Not authorized to Marines who received an Initial Permanent Duty Civilian Clothing Allowance or a Civilian Clothing Replacement Allowance within 12 months of performing a qualifying period of TAD. 5. Reservists are not entitled to this allowance unless they serve more than 6 months continuous active duty. 6. Officers are not entitled to this allowance unless assigned to a permanent duty station located outside the U.S.

Figure 2-1. Civilian Clothing Monetary Allowances Conditions of Entitlement.

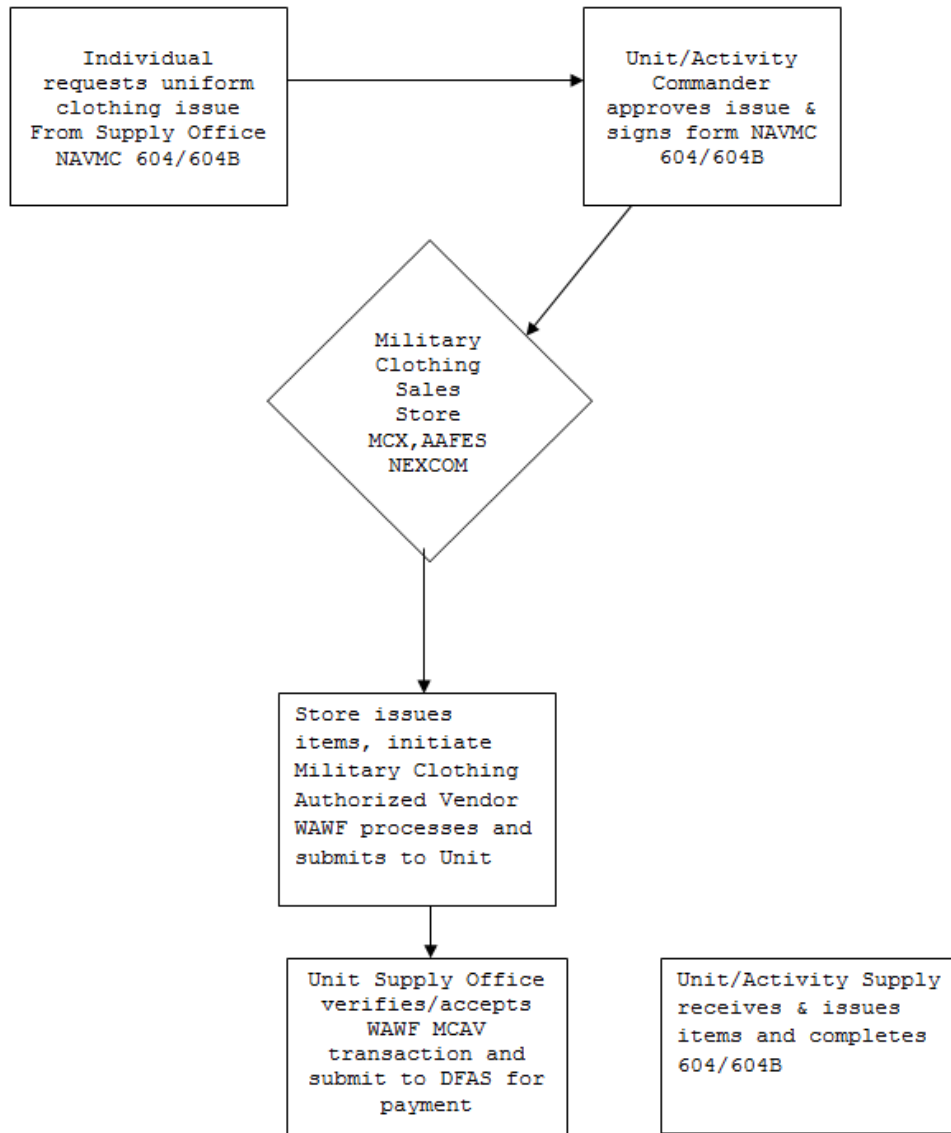


Figure 2-2. Uniform Clothing Issue Process.

MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE CORPS
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<u>Item</u>	<u>Activity</u>	<u>Occasion</u>	<u>Funding Source</u>
Alteration (If cost is less than 50% U/P)	Altered for Fit	<ol style="list-style-type: none"> 1. Initial clothing allowance. 2. Supplementary allowance. 3. Personal property claims replacement. 4. Up to 6 months after reporting to the first permanent duty assignment following initial training when: <ol style="list-style-type: none"> a. Individual's profile changes. b. Replacement issue is made upon discovery of defective uniform clothing items. 5. New purchase. 6. Recovered clothing purchase. 7. Other clothing issues, per paragraph 2009 preceding. 8. Organizational/CTEP issue. 9. Specific return from combat. 	<p>O&MMC O&MMC O&MMC O&MMC</p> <p>O&MMC O&MMC O&MMC</p> <p>O&MMC O&MMC</p>
Grade Insignia	Issued	<ol style="list-style-type: none"> 1. Initial clothing allowance. 2. Supplementary allowance. 3. Personal property claims replacement. 4. First promotion to grade; additionally, (5) pairs of plastic Marine Corps grade insignia will be issued gratuitously upon promotion and (1) pair of plastic Navy grade insignia for each combat utility coat issued to authorized Navy personnel serving with Marine units and upon promotion. 5. Other clothing issues, per paragraph 2009 preceding. 6. Meritorious promotions during recruit training (service coats and shirts). 7. Organizational/CTEP issue. 8. Specific return from combat. 	<p>O&MMC O&MMC MILPERS O&MMC</p> <p>MILPERS</p> <p>O&MMC</p> <p>O&MMC MILPERS</p>

MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE CORPS
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Grade Insignia	Sewn On	<ol style="list-style-type: none"> 1. Initial clothing allowance. 2. First supplementary allowance issue. 3. Personal property claims replacement. 4. Up to 6 months after reporting to the first permanent duty assignment following initial training when: <ol style="list-style-type: none"> a. Individual's profile changes. b. Replacement issue is made upon discovery of defective uniform clothing items. 5. Other clothing issues, per paragraph 2009 preceding. 6. Meritorious promotions during recruit training (service coats and shirts). 7. Organizational/CTEP issue. 8. Specific return from combat. 	<p>O&MMC O&MMC O&MMC O&MMC</p> <p>O&MMC</p> <p>O&MMC</p> <p>O&MMC O&MMC</p>
Martial Arts Belt	Issued	<ol style="list-style-type: none"> 1. As qualified or replaced. 2. Personal property claims replacement 3. Other clothing issues, per paragraph 2009 preceding. 4. Organizational/CTEP issue. 5. Specific return from combat. 	<p>O&MMC MILPERS MILPERS</p> <p>O&MMC MILPERS</p>
Name/Service Tapes	Issued	<ol style="list-style-type: none"> 1. Initial clothing allowance. 2. Supplementary allowance. 3. Personal property claims replacement. 4. Other clothing issues, per paragraph 2009 preceding. 5. Organizational/CTEP issue. 6. Specific return from combat. 	<p>MILPERS MILPERS MILPERS MILPERS</p> <p>O&MMC MILPERS</p>
Name/Service Tapes	Sewn On	<ol style="list-style-type: none"> 1. Initial clothing allowance. 2. Supplementary allowance. 3. Personal property claims replacement. 4. Other clothing issues, per paragraph 2009 preceding. 5. Organizational/CTEP issue. 6. Specific return from combat. 	<p>O&MMC O&MMC O&MMC O&MMC</p> <p>O&MMC O&MMC</p>
Service Stripes Trouser Stripes	Issued	<ol style="list-style-type: none"> 1. Initial clothing allowance. 2. Supplementary allowance. 3. Upon reaching time-in-service (service stripes). 4. First promotion to NCO (trouser stripes). 5. Personal property claims replacement. 6. Other clothing issues, per paragraph 2009 preceding. 7. Organizational/CTEP issue. 8. Specific return from combat. 	<p>O&MMC O&MMC O&MMC</p> <p>O&MMC</p> <p>MILPERS MILPERS</p> <p>O&MMC MILPERS</p>

Service Stripes Trousers Stripes	Sewn On	<ol style="list-style-type: none"> 1. Initial clothing allowance. 2. First supplementary allowance. 3. Personal property claims replacement. 4. Other clothing issues, per paragraph 2009 preceding. 5. Organizational/CTEP issue. 6. Specific return from combat. 	<p>O&MMC O&MMC O&MMC O&MMC</p> <p>O&MMC O&MMC</p>
Waistplate w/ Insignia	Issued	<ol style="list-style-type: none"> 1. Initial clothing allowance. 2. Supplementary allowance. 3. First promotion to grade while in billet requiring the wear of blue uniform. 4. Personal property claims replacement. 5. Other clothing issues, per paragraph 2009 preceding. 6. Organizational/CTEP issue. 7. Specific return from combat. 	<p>MILPERS MILPERS O&MMC</p> <p>MILPERS MILPERS</p> <p>O&MMC MILPERS</p>

Figure 2-3. Uniform Accessories and Alterations.

<u>Claim Type</u>	<u>Major Elements Considered or Required</u>
Claims in General	<ol style="list-style-type: none"> 1. Proximate cause of the loss, damage, destruction, or abandonment was the negligent act or omission of agents or employees of the government acting within the scope of their employment. 2. Loss, damage, destruction, or abandonment occurred incident to the service of the claimant.
Losses at Assigned government Quarters or Other Authorized Places	<ol style="list-style-type: none"> 1. Damage or destruction caused by fire, flood, hurricane, or an occurrence of equally serious importance. 2. Location must be designated by superior authority for the reception of the damage or destroyed property. 3. Loss of property through pilferage, theft, or damage when the property is located at a place designated by superior authority for the reception of such property, such as a warehouse, hospital, or baggage dump, or losses or damage arising from the separation of the owner from this property by reason of emergency hospitalization or similar emergencies where the government is obligated to secure and safeguard the property. 4. There existed an obligation on the part of the government, or its agents or employees to safeguard the property of the claimant.
Theft from Possession of Claimant	<ol style="list-style-type: none"> 1. Positive evidence must exist to establish that the claimant exercised due care in the protection of such claimant's clothing and that a larceny, burglary, or housebreaking has occurred. 2. Location must be in assigned government quarters or other authorized place designated by superior authority for the reception of the stolen property.

<p>Transportation and Storage Losses</p>	<ol style="list-style-type: none"> 1. Travel, storage, or shipment involved was either under orders, in connection with orders, or in the performance of military duty. 2. No element of negligence on the part of the claimant exists when the loss arises while the property is in the claimant's personal custody and/or incident to transportation by a private conveyance. 3. Loss, damage, or destruction arises incident to the act of transportation, storage, or shipment of the property. 4. Losses while traveling under orders authorizing a delay en route, when items are in the custody of a Marine owner (or carrier) at the time of loss, damage, or destruction.
<p>Unusual Occurrence</p>	<ol style="list-style-type: none"> 1. Damage or loss must be a direct result of extraordinary risk, differentiated from normal risk. 2. Property is subjected to this risk by the performance of official noncombatant duties by the claimant. 3. Official noncombatant duties included efforts to save government property or human life, or performance of duty in connection with civil disturbances, public disorders, and public disasters. 4. Property has been abandoned or destroyed as opposed to discarded, when such abandonment or destruction was ordered by superior authority or necessitated by military emergency. "Abandonment" is not to be interpreted to cover the act of discarding property.
<p>Property Used for the Benefit of the government</p>	<p>Property (so used or held for use for the benefit of the government at the direction or request of superior authority or by reason of military necessity) is not being used for the purpose for which it was intended.</p>

Figure 2-4. Authorized Personal Property Claims.

VOLUME 13: CHAPTER 3

"CLOTHING ACCOUNTING AND RECORD KEEPING"

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 H	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 3

CLOTHING ACCOUNTING AND RECORD KEEPING

0301 GENERAL

This chapter contains policy and procedures for proper accounting, documentation, and other record keeping activities required for the administration of clothing allowance and other issues.

0302 FISCAL ACCOUNTING

030201. Most personal clothing allowances and issues authorized by HQMC are funded using MILPERS or Reserve MILPERS appropriations and require fulfillment of additional fiscal accounting activities. Other personal clothing issues may be directed locally by the unit/organization commander and are funded using local O&M MC appropriations.

030202. HQMC Funded Allowances and Issues

Authorized allowances and issues are currently assigned FANs, per reference [\(q\)](#). FANs for clothing allowance issues are listed in Figure 3-1. The FAN is provided on the NAVMC 604/604B, per paragraph 0303, and issues are typically made at an authorized MCSS, per Figure 2-2. MCBul 7301 will provide a standard document number (SDN) and line of accounting (LOA) required for clothing purchases and reimbursement. A matrix table will be provided via the Bulletin with the SDN/LOA that will be used by the clothing stores to create the voucher to be submitted to DFAS for reimbursement. Units/organizations that do not have access to a MCSS can requisition items through the supply system using a MILSTRIP document with the proper SDN/LOA and a Signal Code B.

030203. The authorizing unit/organization will provide all necessary issue information on the NAVMC 604/604B, per paragraph 0303 following. Required information includes the appropriate FAN, which identifies that MILPERS appropriations should be used to fund the issue. Officers or any other person as delegated by the local CO may sign NAVMC 604/604Bs, as these forms authorize the expenditure of government funds.

030204. Unit/Organization Funded Issues

Issues requiring O&M MC funding must be funded using local O&M MC appropriations. Units/organizations will either authorize issue via the NAVMC 604/604B at an MCSS or order clothing items via the supply system, per Figure 2-2. However, when using the NAVMC 604/604B for an O&M MC funded issue, complete unit appropriation, including a full SDN/LOA, must be provided, per paragraph 0303. Only officers may sign NAVMC 604/604B, as these forms involve the direct expenditure of government funds.

0303 DOCUMENTATION OF ALLOWANCES

Clothing allowance and other issues must be documented on either a HQMC approved local accounting form or a NAVMC 604/604B. The NAVMC 604 (Men's) is identical to the NAVMC 604B (Women's), except for different item lists.

030301. Recruit Training Issues

In lieu of a NAVMC 604/604B for each individual recruit, a roster of all recruits to receive each phased clothing issue may be used by the MCRDs to support items issued. Recruits will sign a receipt to document all items issued.

A. Separate rosters will be prepared by FY and active or reserve component to charge the correct MILPERS/Reserve MILPERS account. The current active duty date (date of last entry for active duty with the Marine Corps) and the names of each Marine will be entered on the appropriate roster.

B. For each Marine who cannot be provided the complete initial issue, a mechanized due-member (DM) form must be inserted on top of the enlistment contract of the transferring individual's OMPF to bring attention to the gaining command of the required subsequent issuance, must be prepared. To ensure all initial issues are charged to the appropriation applicable at the time of entitlement, the words "CHARGE TO FY__ APPROPRIATION" will be annotated on the bottom margin of the DM form.

1. Appropriation data applicable at the time of entitlement will be reflected on the mechanized DM form. To ensure that all initial clothing allowance issues are charged to the appropriation applicable at the time of entitlement, the current active duty date (CURR ACDU) of the Marine will also be entered on the DM form. The forms will be prepared in an original only and will be headed "Due Individual to Complete Initial Issue." The form will be signed by the Depot Clothing Officer or another officer authorized in writing to approve such requisitions and will be inserted on the document side of the individual's OMPF. Items not furnished because of the requirement for special order clothing will be indicated by the notation "SPEC ORDER" which will be shown next to the affected item.

2. If the amounts due the individual cannot be furnished completely by subsequent issue, the foregoing procedures will be repeated, ensuring that all data required is included on the DM form.

3. Commanders will ensure that the foregoing procedures are carefully followed, inasmuch as the mechanized DM form filed in the individual's OMPF constitutes the only authority to make subsequent issues in fulfillment of the individual's Initial Issue at follow-on duty stations.

4. All clothing that is due the individual, including special measurement clothing/footwear, that arrives after the individual has transferred from the MCRD, will be forwarded to the individual's new command for issue. The new command will complete the issue and the DM form and return it to the applicable MCRD. To alleviate delays in delivery of DM clothing and return of receipts required to support stores accounting records, the MCRD must notify the individual's new command to coordinate shipment and receipt. The subject items will be dropped from MCRD's inventory upon shipment and receipt of the completed DM form.

030302. Officer Training Issues

Issues to candidates attending OCS will be documented on the NAVMC 604/604B and charged to the appropriate FAN.

A. The original NAVMC 604/604B will be provided to OCS for inclusion in the individual's OMPF. Enter in Block/Item 18 of the DD 214, "I understand that while I am serving my remaining reserve obligation for military service I am required to maintain all of my individual uniform clothing items for a minimum of 90 days from my discharge."

B. A copy will be retained by the issuing officer.

C. A copy will be furnished to the individual concerned.

0304 SPECIAL INITIAL CLOTHING ALLOWANCES ISSUE TO NAVY PERSONNEL

Issues to authorized Sailors are made at Field Medical School (FMS), typically via the local MCSS, and individual units per Figure 2-2. In lieu of a NAVMC 604/604B for each individual FMS student, the MCSS may use a roster of all students to support a Summary NAVMC 604/604B covering all students and all items issued. MCSSs will follow those instructions provided for bulk recruit issues, per paragraph 0303, substituting "Initial Clothing Allowance" with "Special Initial Clothing Allowance."

0305 CASH CLOTHING ALLOWANCES

Cash Clothing Allowances are documented via unit diary entry and recorded in the member's military pay account.

0306 SUPPLEMENTARY CLOTHING ALLOWANCE AND OTHER HQMC FUNDED CLOTHING ISSUE

Supplementary Clothing Allowance issues and other HQMC funded clothing issues will be documented on a NAVMC 604/604B.

030601. Unit/Organization Responsibilities

Commanders at the battalion/squadron or equivalent level for independent units/organizations will ensure the NAVMC 604/604B is completed properly before sending an authorized individual to a supporting MCSS to receive the allowance issue. Only officers designated in writing by the commander may sign NAVMC 604/604Bs, as these forms authorize the expenditure of government funds. It is not the MCSS's responsibility to ensure that the correct allowance quantities are provided on the NAVMC 604/604B. This responsibility rests solely with the commander. Copies of individual's orders/web orders must be provided with the NAVMC 604/604B to assist the MCSS with authorized issues. When an allowance issue is authorized for an activity not

supported by an MCSS, the signed NAVMC 604/604B will be used to support a requisition through the supply system. The following sections on the NAVMC 604/604B must be completed.

- A. Recipient name, grade, date of authorization, and current active duty date (date of last entry for active duty).
- B. Authorized quantity per item to be issued, per reference (j).
- C. Type of issue (initial, supplementary, or replacement) and appropriate FAN.
- D. Reference the paragraph number from this Volume, enclosure and page number from reference (j) or other HQMC/PMCUB authorization and T/O number or UIC, if applicable, which authorizes the allowance.
- E. Complete unit address (unit office stamp with address is permitted).
- F. Unit/organization CO's signature or designee authorized in writing to sign by-direction of the CO. This signature certifies that the requesting individual's record has been checked and the individual is authorized to the clothing allowance issue. A letter identifying the individual authorized to sign the forms and their sample signatures must be provided to the supporting MCSS.
- G. CO's or other authorized individual's printed name and rank.
- H. Grade insignia, service stripes, trouser stripes, and waist plates may be issued in conjunction with a Supplementary Clothing Allowance (if applicable) at government expense under the specific circumstances described in paragraph 0223; however, a separate NAVMC 604/604B with O&M MC appropriation must be provided to the MCSS. After the clothing is received and issue is made, a copy of the NAVMC 604/604B will be forwarded to the unit administrative section for appropriate documentation in the individual's OMPF, per paragraph 0308.

030602. MCSS Responsibilities

MCSSs retain a copy of the NAVMC 604/604B with an accompanying financial voucher to support expenditure from the MILPERS and Reserve MILPERS appropriations. Copies may be maintained electronically (on diskette or CD) and should be retained for a minimum of 6 years and 3 months from date of issue. A copy will be forwarded to the individual's commander for retention in the individual's OMPF. The appropriate data from the NAVMC 604/604B will be transferred to a SF 1034, "Public Voucher for Purchases and Services Other Than Personal," for fiscal processing. The MCSS will require a separate NAVMC 604/604B with O&M MC appropriation for authorized grade insignia, service stripes, trouser stripes, or waist plates, per Chapter 2 paragraph 0223.

0307 UNIT/ORGANIZATION FUNDED CLOTHING ISSUES

030701. Unit/Organization Responsibilities

Commanders at the battalion/squadron level or equivalent level for independent units/organizations will ensure the correct SDN/LOA/Tactical Address Code (TAC) combinations are provided on the NAVMC 604/604B to identify the appropriate O&M MC fund to bill for the issue, per reference (q). Commanders will also ensure that the complete unit address is provided and that the form is signed, either by himself/herself or by direction of the CO. Only officers designated in writing by the commander may sign NAVMC 604/604B, as these forms authorize the expenditure of government funds. This signature certifies that the requesting individual's record has been checked and the individual is authorized to the clothing issue. The individual will then be issued the clothing by the unit or sent to the local MCSS for issue, per Figure 2-2.

030702. MCSS Responsibilities

If a MCSS is used to make the O&M MC funded clothing issue, the store manager will verify that O&M MC appropriation data is provided on the NAVMC 604/604B and that the form is signed by the individual's CO or other officer authorized in writing to sign by-direction of the CO, prior to making the issue. The O&M MC appropriation data will be transferred to an SF 1034 for fiscal processing. After issue action is completed, the signed NAVMC 604/604B will be used by the MCSS to support the requisition/issue.

0308 INDIVIDUAL CLOTHING RECORDS AND INVENTORIES

030801. Clothing allowance and other clothing issues must be further documented on a NAVMC 631/631A and maintained in the individual's OMPF, per reference (r). Other activities, including individual uniform clothing inventories, must also be documented on the NAVMC 631/631A. Responsibility for the preparation and maintenance of clothing records rests directly with the activity commander; however, details of administration may be delegated to appropriate assistants. Care shall be exercised by all personnel having official access to the records to prevent unauthorized entries.

030802. The Inspector General, Marine Corps inspects OMPFs for proper maintenance of these forms. The NAVMC 631/631A may be downloaded from the Marine Corps Electronic Forms System (MCEFS), per paragraph 0301. The NAVMC 631A (Women's) is identical to the NAVMC 631 (Men's), except for different items lists. Instructions for preparation and maintenance of NAVMC 631/631A, are as follows:

A. NAVMC 631/631A has been designed for use in both the Regular and Reserve Establishments; however, columns 1 through 4, inclusive, and certificate numbers 1 and 2 apply only to clothing furnished to personnel of the Marine Corps Reserve under the replacement in-kind process. Additional details for use by the Reserve Establishment are provided in Chapter 8. Careful attention should be given to the columns and certificates to ascertain their applicability. An inventory and proper documentation on a NAVMC 631/631A is required for the following activities (in the columns and with the certificates indicated):

B. Issues to reservists, recalled retirees, and other individuals reporting for extended active duty (column 5, certificate 3), per Chapter 8

Per paragraph 070905, when an SMCR individual is ordered to extended active duty (more than 6 months of active duty), the SMCR activity commander will conduct a departing inventory. Incoming inventories and issues to other activated reservists will be conducted by the Mobilization Support Battalion and/or GFC per Chapter 8.

C. Supplementary Clothing or Special Initial Clothing Allowance issues (column 6, certificate 4), per reference (j) and organizational issues of personal retention items (column 7, certificate 4), per Chapter 7

If the individual does not have a NAVMC 631/631A at the time of issue, a new one will be established. Indicate the type of issue (Supplementary Allowance, Special Initial Clothing Allowance, or personal retention item) under the appropriate column of the certificate. The duplicate NAVMC 604/604B used to document the issue may be destroyed after the preceding entries have been made and verified. The NAVMC 631/631A must be maintained for a minimum of 3 years from the date of detachment from the organization where the issue occurred. Certificate 4 may also be used to document inventories of allowance or personal retention items on hand.

030803. Activities Related to Transfer to and From Combat Areas, are as Follows:

A. Clothing placed in storage at a clothing control point prior to transfer to a combat area (column 8, certificate 5), per Chapter 8. A copy of the NAVMC 631/631A will be placed in the storage container. In the event that the clothing is received for storage at a point wherein it will require further transfer to a PEBC, the officer will so indicate on certificate 5, as follows: "Received at (indicate organization). To be forwarded for storage at (indicate appropriate PEBC)."

B. Clothing taken to a combat area, i.e. not placed in storage (column 9, certificate 5). Completion of these sections will provide data which might subsequently be required to effect replacement of such articles, when appropriate.

C. Stored clothing returned to individuals upon arrival from a combat area, as required for further processing, either directly or via shipment (column 10, certificates 5A or 5B).

D. Minimum traveling uniform (see Figure 8-1) issues made to individuals who are hospitalized or otherwise displaced from their clothing upon return from a combat area (column 11, certificate 4), per Chapter 8.

030804. Miscellaneous issues, to include minimum traveling uniform (see Figure 8-1) issues to absentees, deserters, prisoners, hospitalized personnel (other than combat returnees), and issues for the burial of the dead (column 12, certificate 4). When issues are made to USMC absentees and deserters restored to a full duty status, a copy of the certificate will be made to support the supply officer's retained copy of the expenditure document used to expend the clothing so issued.

030805. Exit inventory and required counseling upon release from active duty or discharge (column 14, certificate 6), per paragraphs 0309 and 0502. Prior to affecting the release of an individual from active duty, unit/activity commanders must ensure that a clothing inventory is conducted and recorded and that the NAVMC 631/631A is forwarded with the OMPF when an individual is released from active duty.

030806. Miscellaneous activities, such as replacement issues (i.e. Special Blue Uniform Replacement Allowance,) and other unique issues (column 15). This blank column is provided to allow for the incorporation of additional information as might be required. The recovery of unserviceable items to be replaced will be recorded in the blank space for column 15 (i.e., the title for column 15 will read "Recovered Supplementary Blues").

030807. A NAVMC 631/631A is not required to show evidence of receipt of the Initial Issue at recruit training.

030808. After entries to the NAVMC 631/631A have been made from a copy of a NAVMC 604/604B or a copy of the shipping document, the copies of the NAVMC 604/604B or the shipping document will be removed and destroyed.

030809. In those cases when it becomes necessary to establish a new NAVMC 631/631A, such as any time a form is found to be missing or the form begins to appear illegible due to numerous entries or damage, a new inventory will be conducted. If any required items are found to be missing during the inventory, the commander will conduct an investigation to determine whether there is fault or negligence on the part of the individual for not maintaining the MRL of clothing. If a NAVMC 631/631A exists, all applicable information from previous supplementary allowance issues will be transferred to the new record.

0309 ADDITIONAL CLOTHING INSPECTIONS

Commanders shall make inspections to ensure that personnel have in their possession all required items of individual uniform clothing and that these items are in a serviceable condition. Required items of individual uniform clothing are those which constitute the MRL, per Chapter 2, paragraph 0218, plus any additional items issued as supplementary or special initial clothing allowance and required to be possessed and maintained by the individual. Commanders shall direct the replacement of any required clothing found to be in an unserviceable condition. In addition to inspecting uniform clothing of individuals during the inventories detailed in paragraph 8 preceding, inspections shall be conducted under the following circumstances:

030901. Inspections shall be conducted immediately upon attachment of an individual.

030902. Inspections shall be conducted at periodic intervals, for fit and condition, during the individual's assignment to the organization.

030903. Commanders are responsible for the proper fit of uniform clothing on personnel under their command and shall ensure that all alterations, either at government expense or at the expense of the individual, conform to the intent of these regulations and reference (k). The wearing of improperly fitted or altered uniform clothing is prohibited.

030904. Commanders shall give particular attention to recently graduated recruits immediately upon their attachment to their organizations to identify individuals who may have experienced profile changes to the extent that additional alterations of the service uniforms are required, per paragraph 0223.

030905. Commanders from the MCRDs, OCS, and FMS shall designate representatives to act as witnessing officers for sales and issues to recruits, officer candidates, and students.

030906. It is recommended that commanders conduct an annual seabag inspection for each individual, in conjunction with the anniversary month of his/her enlistment, to reinforce responsible management of the annual CRA payment.

0310 TRANSFER FROM UNIT/ORGANIZATION

031001. Commanders shall ensure that individuals being transferred or discharged have in their possession all of the clothing items listed in the current MRL and any authorized supplementary clothing allowance issues (except as specified in paragraph 0219), and that all such items are in a serviceable condition. Authorized supplementary clothing allowance issues would include all of those made during the current assignment and any previous assignment issues made within 3 years. In the event that an individual is being transferred from an overseas command not supported by an MCSS, this requirement may be waived until the individual reaches the new duty station.

031002. Commanders shall ensure that all documents relating to supplementary clothing allowance issues are inserted on top of the enlistment contract of the transferring individual's OMPF prior to transfer. In those cases where a complete issue was not made prior to transfer of the individual, insert a duplicate copy of the NAVMC 604/604B on top of the enlistment contract of the transferring individual's OMPF, listing the items due the individual to complete the supplementary clothing allowance issue. The form will be removed upon arrival at the new unit so that remaining items may be issued.

FAN	ALLOWANCE	DESCRIPTION
72042	Initial Clothing Allowance (Male)	This FAN includes: Initial Issues to male recruits. Replacement issues for active duty male enlisted personnel for profile changes up to 6 months after reporting to the first permanent duty station. Initial Issue to male enlisted musicians of the U.S. Marine Band. Reduced Initial Issue to male reserve reenlistees. Reduced Initial Issue to male commissioned officers or warrant officers (if applicable). Reduced Initial Issue to unsuccessful male officer candidates assigned to further duty in an enlisted status. Reduced Initial Issue to male prisoners restored to duty. This FAN does not include officer procurement programs (FAN 72049), female recruits or other initial female issues (FAN 72057), or Replacement Initial Clothing Issues/Minimum Combat Load (MCL) Issues to enlisted reserve personnel/other activated personnel on extended active duty (more than 6 months of active duty) (FAN 72060).
72043	Supplementary Clothing Allowance (Active Duty)	Extra clothing allowances, per reference (i). This FAN includes: Blue dress uniform allowance issues and replacement blue uniform allowance issues (specific MOS's only). Utility uniform allowance issues. Maternity uniform issues. Other miscellaneous supplementary uniform issues

		to authorized enlisted personnel. Since all issues of this type cannot be provided a separate FAN for reporting purposes, those issues that are otherwise authorized, but are not specifically described in paragraph 2008, will be identified with this FAN.
72047	Special Initial Clothing Allowances to Enlisted Navy Personnel	Initial Issues to Navy personnel serving with Marine Corps units. This FAN includes: Special Initial Utility Uniform Allowance (SIUUA) Special Initial Service Uniform Allowance (SISUA) to both active duty and reserve Enlisted Navy personnel serving with Marine Corps units.
72048	Miscellaneous Issues/Replacement Issues	This FAN includes: Replacement issues to combat returnees (to include POW's). Replacement issues to hospitalized personnel. Replacement issues for the burial of the dead. Claims authorized by the Personal Property Claims Regulations of the JAG Manual. Replacement issues to absentees and deserters restored to full time duty. Replacement issues to prisoners.
72049	Initial Clothing Allowances for Officer Programs	This FAN includes: Platoon Leader's Class (PLC). Officer Candidates Course (OCC). Enlisted commissioning programs (active and reserve). NROTC Marine-Option. Service academy training at OCS for both men and women.
72053	Replacement Issues Incident to Military Service in a Combat Area (See Chapter 7)	This FAN includes replacement issues for clothing items destroyed, damaged, lost, abandoned, captured, or otherwise rendered unusable incident to military service in a combat area, if the loss was not caused by any fault or negligence of the member. The unit's MSC commander must approve the issues and sign the NAVMC 604/604B.
72057	Initial Clothing Allowance (Female)	This FAN includes the same issues as detailed in FAN 72042, except this FAN is to be used only for females. This FAN does not include officer procurement programs (FAN 72049) or Replacement Initial Clothing Issues/Minimum Combat Load (MCL) Issues to enlisted reserve personnel/other activated personnel on extended active Duty (more than 6 months of active duty) (FAN 72060).
72060	Replacement Initial Clothing Issues or Minimum Combat Load Issues to Mobilized Enlisted Reservists and other Activated Personnel on Extended Active Duty (more than 6 months of active duty) (both male and female) (See Chapter 7)	This FAN includes replacement issues to authorized activated personnel, including civilians serving with Marine Corps units.

Figure 3-1. Clothing Allowance Functional Account Numbers (FANs)

VOLUME 13: CHAPTER 4

“CLOTHING SOURCES OF SUPPLY”

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

CLOTHING SOURCES OF SUPPLY

0401 GENERAL

This chapter provides information on the authorized sources of supply for uniform clothing, to include organizations and retail store that issue and/or sell uniform clothing items. It also describes responsibilities for each source of supply.

040101. These procedures apply to authorized organizations that provide uniform clothing or clothing support services to Marines and Sailors serving with Marines. Additional contracts and agreements, with sources of supply external to the Marine Corps, apply.

040102. There are two types of uniform clothing items made available through authorized sources of supply for issue or sale to authorized personnel.

A. Marine Corps Supply System Items

Supply system items are those items available for requisition through the Marine Corps authorized supply system for sale or issue at FY established prices with no price mark-up. System items can be either sold or issued to authorized personnel and include Initial Clothing Allowance (seabag) issues and Supplementary Clothing Allowance issues. Prices are established annually by DLA or another HQMC authorized provider.

B. Commercial Non-System Items

Commercial non-system items are those items procured from commercial sources outside of the Marine Corps supply system for sale at a profit, i.e. at marked-up prices per Chapter 5. Commercial non-system items include optional items (per references (c) and (j)) officer uniform items, and required uniform items that are not available through the supply system (i.e., certain personal items, shoes, etc.). For those required items that are not available through the system, a Cash Clothing Allowance is provided per Chapter 2.

0402 SOURCES OF SUPPLY

Authorized system and non-system uniform clothing items may be obtained from any of the following sources:

040201. Marine Corps Exchange (MCX)

In 1981, the United States Congress directed that the three exchange systems (MCX, NEXCOM, and AAFES) take over the uniform clothing cash sales functions for the services. MCSSs operated by MCXs perform these functions at most MCBs and stations. The Business and Support Services Division, M&RA Department, Headquarters Marine Corps, Quantico, Virginia (CMC (MR)) oversees the MCCS operation, management, and supervision of all Marine Corps MCCS facilities, excluding those in Okinawa, which are operated and managed by AAFES, per

paragraph 0405. CMC (MR) also provides oversight to the MCCS mail-order program provided by the Navy Uniform Support Center, Chesapeake, VA, per paragraph 0404.

A. Military Clothing Sales Store (MCSS)

MCSS facilities are authorized to stock and sell supply system uniform clothing, commercially procured non-system military uniform items to support the mission of the installation, and ICCE, in accordance with specific guidance provided by DC I&L. MCSS facilities may also stock and sell (space permitting), non-related military logo items that enhance morale and esprit de corps.

B. MCSSs are established at each of the following bases and stations:

1. Henderson Hall HQMC, Arlington, VA.
2. Marine Corps Air Ground Combat Center (MCAGCC) 29 Palms, CA.
3. Marine Corps Air Station (MCAS) Beaufort, SC.
4. MCAS Cherry Point, NC.
5. MCAS Iwakuni, Japan.
6. MCAS Miramar, CA.
7. MCAS Yuma, AZ.
8. MCB Camp Allen, Norfolk, VA.
9. MCB Camp Lejeune, NC.
10. MCB Camp Pendleton, CA.
11. MCB Kaneohe Bay, HI.
12. Marine Corps Logistics Base (MCLB) Albany, GA.
13. MCLB Barstow, CA.
14. MCRD Parris Island, SC.
15. MCRD San Diego, CA.
16. MCB Quantico, VA.

C. Organizations supported by a MCSS may requisition system items for issue to authorized personnel.

D. Retail Clothing Outlets have been consumed and operated by MCX MCSS to include the management of the initial issues to recruits candidates attending OCS, and personnel deploying as part of the MCESG.

E. MCX MCSS also sell system items to individuals, sales are done by cash or check; credit cards are accepted. Checkage sales are also authorized when purchase by cash sales would create a personal hardship, as certified by the individual's CO on a NAVMC 604/604B.

F. MCX MCSS are responsible for maintaining stock and inventory records, making issues/sales to authorized customers, and reporting transactions to MARCORLOGCOM. Replenishment of clothing stocks will be accomplished by submitting MILSTRIP requisitions to DLA or other HQMC authorized source of supply.

G. Organizations supported by a MCX MCSS may use O&M MC funds via O&M MC appropriation data to requisition system items in bulk for issue to authorized personnel.

H. Many MCSS operations share sales areas with other MCX activities that sell MARCORSYSCOM approved commercial non-system uniform items. The central stocking points for commercial uniform clothing items are The Basic School Uniform Shop at Camp Barrett, MCB Quantico, VA for male and female items, and the MCXs at MCB Camp Lejeune and MCB Camp Pendleton for male only items.

1. The depth of stock and selection of commercially procured items at these central stocking points are designed to provide full support to Marines throughout the Marine Corps through direct purchase, individual mail order, or special orders placed through other MCX resale operations.

2. Other MCX resale operations may purchase commercial uniform clothing items from these central stocking points or directly from MARCORSYSCOM approved sources, and shall likewise provide a balanced stock assortment of uniform clothing items in sufficient quantity to satisfy local demand.

3. Uniform clothing items transferred between central stocking points will be transferred at the established price, plus shipping charges indicated on the invoice.

4. Items provided to other MCXs or to individuals from the Central Stocking Points in support of special orders/mail-orders will be at regular prices less the alteration charge, whenever applicable.

I. Pricing for Commercial Non-System Clothing Items

The sales prices for commercially procured uniform clothing items shall be established by DC M&RA (MR), per the following guidelines:

1. Commercially procured uniform clothing items should be merchandized in the same manner as other merchandise and should be marked up in an amount sufficient to recover

all costs, including a proportionate share of general overhead expenses, and to generate a profit in direct relationship to other similar merchandise.

2. The cost of freight should be considered when establishing an appropriate markup and, when separately stated freight charges are included on the invoice, these separately stated charges will not be added to the sales price.

3. The markup established for those uniform clothing items normally requiring alteration should be sufficient to cover average cost of alteration required for initial fit and no additional charges are authorized. Additional markup to cover the cost of alterations is not appropriate if alteration service is not, in fact, available to the customer.

4. MCXs designated to stock and sell various uniform clothing items are expected to maintain a balanced stock assortment. Therefore, special handling charges for odd or unusual sizes and less than minimum shipments will not be included in the sales price except to the extent that they impact on the overall cost of doing business and the standard markup is applied.

J. Customer Service Support for Commercial Non-System Clothing Items

MCX managers must cooperate fully with each other to ensure maximum support in providing Marines and Sailors with their required uniforms.

1. MCXs not designated as central stocking points will establish a customer service program to assist all individuals in procuring required uniform clothing items. This program will include, but is not limited to, an inter-exchange uniform special order program with appropriate signs, handouts with instructions for special order uniform measurement and alteration services (only for commercially procured uniform clothing items).

2. Mail-order sales shall be priced by the shipping MCX as a regular sale, except when the mail order includes items that have been marked up to include alterations, in which case the invoice will reflect the original sales price of the item less the markup for which alterations have not been provided.

3. Uniform clothing items sent either directly to individuals or MCXs in support of the mail-order program are not eligible for parcel post shipment with postage and fees paid by the government. Shipping charges shall be added and shown on the invoice.

4. For inter-exchange uniform clothing special orders, the receiving MCX shall assess the sale as a sale at cost and will not pay regular and central construction fund assessments. Under these conditions, the uniform sale is eligible for the Uniform Clothing Deferred Payment Plan in existence at the receiving command.

5. The Uniform Clothing Deferred Payment Plan authorizes the sale of commercial uniform clothing items to officers, staff noncommissioned officers (SNCO), chief petty officers, petty officers first class, and to officer candidates on a deferred payment plan in accordance with locally prescribed standard operating procedures (SOP). In view of the central stocking point concept for uniform clothing, it is essential that those commands designated as central stocking

points expand their Uniform Clothing Deferred Payment Plan to include personnel in the aforementioned categories, regardless of where they are stationed.

040202. NEXCOM

Marines may purchase uniform clothing from a supporting NEXCOM MCSS and will receive the same quality service as is provided to Navy customers. Marines may also receive authorized clothing allowance issues through NEXCOM's Uniform Support Center in Chesapeake, VA, as detailed below. NEXCOM also manages mail-order sales for the MCCS. NEXCOM accepts mail, phone, electronic mail (email), and on-line orders twenty-four-hours-a-day, 7-days-a-week. Ordering methods are as follows.

A. In-Store Ordering

For special orders and authorized clothing allowance issued via a NEXCOM store, customers must use one of the red direct-order phones located in each NEXCOM facility and ask for the Government Accounts Team. A NAVMC 604/604B must be faxed to the NEXCOM Uniform Support Center (Attn: Government Accounts Team), at FAX # (757) 502-7533. If necessary, special measurements can be taken at the NEXCOM store; however, the NEXCOM store will not complete the issue, as this must be done via the NEXCOM Uniform Support Center.

B. Mail Ordering

Orders may be placed by mail to:

Uniform Support Center
Mail-Order Program
Suite 200, 1240 Gator Blvd
2nd Floor, Bldg 3126
Norfolk, VA 23521-2315

Orders to fill an authorized clothing allowance issue must be made to the attention of the Government Accounts Team and must include a copy of the completed and certified NAVMC 604/604B.

C. Telephone Ordering

Orders may be placed, toll free, using the following telephone numbers:

1. Continental United States, Hawaii, Virgin Islands, Puerto Rico, and Guam,
1-800-368-4088.
2. Local Virginia 1-757-502-7450.
3. Alaska 1-800-368-4089.
4. Bahrain 800-00011.

5. Canada 1-800-231-6289.
6. Germany 0800-1013795.
7. Italy 8008-72441.
8. Japan 00531-11-4026.
9. Singapore 800-1100-198.
10. South Korea 00798-148-005652.
11. Spain 900-98-1292.
12. United Kingdom 0800-89-4372.
13. Overseas DSN 312-253-1235 or 1237.

Telephone orders to fill an authorized clothing allowance issue must be made to the attention of the Government Accounts Team by selecting option “7” during the call; a certified NAVMC 604/604B must also be faxed to the attention of Government Accounts at (757) 502-7533.

D. E-Mail Ordering

Orders may be placed via e-mail to USCUSTOMERSERVICE@NEXNET.NAVY.MIL. Clothing Allowance Issues cannot be processed via e-mail.

E. On-Line Ordering

Orders may be placed on-line via the Marine Corps Exchange at <http://www.mymcx.com/index.cfm/myproducts/uniforms/>. In addition to a complete line of enlisted USMC uniforms, the website also provides for limited sales of officer uniform clothing and other commercial non-system uniform clothing. Clothing Allowance Issues cannot be processed on-line.

F. Information for Mail-Order Sales

The following information is required when placing an order with the Uniform Support Center:

Name (Last, First, MI)	Rank or Rate
Social Security Number	Gender
Service Number	Contact Number
Copy of DD214 (retirees or eligible veterans)	Item(s) Desired
Quantity	Birthdate
Shipping Address	

G. Payment Methods

Payment may be made by credit card (Visa, Master Card, Discover, American Express) or the retail portion of the Military Star Card (Uniform Deferred Payment Program not accepted) or remitted upon receipt of the invoice, enclosed with the shipment.

H. Shipment

All orders will be shipped within 24 hours. CONUS customers should receive their orders in 7-10 working days (depending on carrier controls). Overnight air shipment is available upon request for an additional shipping charge.

040203. AAFES

AAFES manages Marine Corps MCSSs in Okinawa and also provides for walk-in sales at their retail store locations. A Memorandum of Agreement between AAFES and CG, MCICOM dictates the policies and procedures for the operation of these stores.

040204. Using Unit

Commands not serviced by one of the above listed retail stores, including the MCRD initial issue points, will requisition authorized clothing issue items from DLA or another HQMC authorized provider. Requisitions may be processed by MILSTRIP requisition or via the DLA website at <http://ct.DLA-TS.dla.mil/ascot/index.html>.

0403 SOURCES OF SUPPLY RESPONSIBILITIES AND SPECIAL CIRCUMSTANCES

This paragraph details the following clothing source of supply responsibilities and instructions for handling special circumstances.

040301. Quality Assurance (QA)

Initial QA is performed by DLA or other authorized third party logistics provider. The source of supply should perform secondary QA upon receipt and at the point of issue/sale. The following procedures must be followed when discrepancies exist, either in quantity or quality:

A. Supply Discrepancy Report (SDR)

Upon receipt of uniform supply system clothing and accessory items which do not match the receipt, a SDR should be submitted to DLA.

B. Product Quality Deficiency Report (PQDR)

Upon receipt of supply system uniform clothing and accessory items which contain deficiencies in fit, form, or function, a SF 368, "Product Quality Deficiency Report," must be submitted per references [\(s\)](#) and [\(t\)](#) via one of the following methods:

1. SF 368 submission via the Product Data Reporting and Evaluation Program (PDREP) located at <https://www.pdrep.csd.disa.mil/default.htm>;
2. SF 368 submission via the USMC PQDR Screening Point website located at <http://www.logcom.marines.mil/Centers/GeneralStaff/LSMC/pqdr.aspx>; or
3. If web access is not available, SF 368 should be submitted to the PQDR Screening Point via e-mail attachment to smblogcompqdrstracking@usmc.mil.
4. No repairs to defective items are authorized until repair/disposition instructions are received from DLA in that all clothing and accessory items procured are covered by various contractual warranties. If the clothing is urgently needed and the deficiency does not affect the safe usage of the item or the originator is able to repair the item, the materiel may be used.

040302. Quality Deficiency Reports (QDR)

Upon receipt of non-supply system, commercial uniform clothing and accessory items that contain deficiencies in fit, form, or function, a QDR will be sent directly to:

Marine Corps Systems Command
Product Manager, Infantry Combat Equipment (PdM-ICE)
2200 Lester Street
Quantico, VA 22134-6050

0404 CHECKAGES SALES

When purchase by cash sales would create a personal hardship for the customer, a checkage sale is authorized. Checkage sales will not be used for punitive purposes, but may be used as a last resort to provide individuals in a pay status with essential uniform clothing. Because of the administrative expense and effort required to effect and process a checkage sale, commanders shall ensure compliance with the following specific guidelines:

040401. A checkage sale will be authorized only to cover emergency needs of an enlisted person without funds to purchase clothing necessary for health, comfort, or appearance; except when the individual needs clothing incident to confinement per paragraph 0223. The requirement to make up shortages for an inspection is not considered an emergency.

040402. Checkage sales shall not be authorized if the enlisted person is in a non-pay status, if the dollar value of the sale is less than \$50 (except under extraordinary circumstances), or for Marines who are scheduled for separation within 90 days. Validation that the individual is in a pay status must be provided by a copy of the applicable page from the Marine Corps Total Force System unit diary.

040403. All checkages must be approved by the CO, and the CO shall hand write the word "certified" in the "approved" block of the NAVMC 604/604B. Only "certified" checkage sales will be honored by issuing activities. COs shall not "certify" checkages until after arrangements have

been made with the disbursing officer in scheduling pay deductions, to alleviate the personal hardship which precluded purchase of the clothing by cash sale.

040404. A NAVMC 604/604B will be prepared by the command for all checkage sales. In the event of detachment from the immediate command, the individual's detachment date and destination will be indicated on the front of the form. After approval, the NAVMC 604/604B will be submitted to the MCSS for issue.

040405. The NAVMC 604/604B will be annotated by the MCSS with only the items issued. The MCSS will produce three copies of the completed original NAVMC 604/604B and distribute each as follows:

- A. Original to unit or directly to disbursing officer (per local policy and procedures) with completed SF 1034 (it is important that the original be processed quickly through disbursing to ensure the checkage is completed prior to separation by the individual).
- B. Copy to individual.
- C. Copy to unit commander, for placement in the individual's OMPF.
- D. Copy retained by MCSS.

0405 SPECIAL MEASUREMENT ORDERS

Special measurement clothing consists of those items manufactured to the specific measurements of an individual, including orthopedic footwear. Special measurement clothing is authorized for supply only to those individuals who cannot be properly fitted with standard tariff or supplemental sizes or by authorized alterations thereto. The allowance quantity of special measurement clothing shall be the same as that authorized for standard clothing items.

040501. Requisitioning Procedures

Requisitions will be submitted per reference [\(m\)](#) and Volume 5 of this Order. The price of special measurement clothing will be the standard price of the item listed in the current standard price list (no mark-up for special measurements). When requisitioning special measurement clothing, the applicable DD 358, "Measurement Blank – Special Sized Clothing for Men, Armed Forces," or DD 1111, "Armed Forces Measurement Blank – Special Sized Clothing for Women," or the Electronic Order Form shall be completed and submitted with the requisition.

040502. Special Measurements

The measurements to be taken to complete DD 358, DD 1111, or Electronic Order Form are self-explanatory.

040503. Special Footwear Procedures

Special measurement footwear may be requisitioned for personnel who cannot be fitted from standard tariff size. If it is uncertain as to whether or not a requirement exists for special measurement footwear, the individual will be referred to a Navy medical officer for final determination; the necessity for special measurement footwear (including orthopedic footwear or orthopedic alterations) must be determined by a Navy medical officer. The following additional procedures are required for special footwear:

A. Medical Authorization

The Navy medical officer must provide a memorandum from the medical facility to the individual's unit containing the following information:

1. Identification of the individual for whom the footwear is intended.
2. A signed prescription prepared on a DD 150, "Special Measurements Blank for Special Measurement/Orthopedic Boots and Shoes."
3. A citation of the local station medical department allotment number and appropriation to be charged for procurement, if the item is considered orthopedic footwear or an orthopedic alteration to standard footwear.

B. Requisitioning

Upon receipt of the foregoing information, the unit will requisition or request the supporting retail store to requisition the footwear required. When requisitioning for an individual for the first time, a "trial" pair will be ordered. When both low-quarter shoes and boots are required, the trial pair will be boots.

1. Requisitions for orthopedic or non-commercial special measurement footwear must be submitted through the DLA C&T website <https://dod-email.dla.mil/acct>. A copy of the DD 1348 , "DoD Single Line Item Requisition System Document (Manual)," (and accompanying DD 150 or comparable form, if required) with a point of contact clearly identified must also be forwarded to the Department of Veterans Affairs via fax (212) 951-3247 (Attn: VISN3), or mailed to the Veterans Integrated Service Network 3, Department of Veterans Affairs Medical Center, Attn: Network Prosthetics, 423 East 23rd Street, New York, NY, 10010. Any prescriptions, drawings, tracings, molds, or casts should be forwarded to this Veterans Affairs office.

2. Requisitions for commercial special measurement footwear (such as Gore-Tex lined or poromeric footwear) must be submitted to DLA via fax to (215) 737-7429, DSN 444-7429.

C. Receipt

Upon receipt, the unit will deliver the footwear to the local medical facility for inspection and acceptance; final inspection and acceptance are in all cases the responsibilities of the

local medical facility. When footwear does not properly fit the individual, the local medical facility will determine what modifications are required. The local medical facility will appropriately annotate the fitting report and have the footwear and annotated fitting report returned to the Veterans Administration (VISN3) for modification.

D. Issue or Sale

As stated in paragraphs 0402 and 0403, special measurement footwear will be sold to authorized individuals at the current standard price. Orthopedic footwear will be provided as a medical item without charge to the individual. When orthopedic alterations to standard replacement footwear are made, the individual will be required to pay only the standard footwear price.

040504. Disposition of Special Measurement Clothing

Excess special measurement clothing may be issued or sold as recovered clothing or turned in to the nearest DLA-DS.

0406 NOT-IN-STOCK ITEMS

When items that are required to complete an authorized allowance issue (initial, supplementary, replacement, or miscellaneous) are not-in-stock, the following procedures will be followed:

040601. MCRD Initial Issue

See paragraph 0303.

040602. MCSS

A. Mark "NIS" for "not-in-stock" on the NAVMC 604/604B next to the items which are not available for issue. Provide a copy of the NAVMC 604/604B to the individual.

B. If the NIS item requires a special order and the individual will be staying at this base/station for sufficient time to receive the special order, annotate "SPEC ORDER" next to the affected item. Notify the individual or the individual's command upon receipt of the special order items.

040603. Unit Commanders

Commanders must ensure that the following procedures are carefully followed, inasmuch as the NAVMC 604/604B constitutes the only authority to make subsequent issues in fulfillment of the individual's authorized allowance.

A. Upon receipt of the NAVMC 604/604B annotated with NIS items from the individual, prepare a new NAVMC 604/604B listing those items which were NIS. Annotate the appropriate accounting data applicable at the time of entitlement, as reflected on the NAVMC 604/604B. To ensure that all issues are charged to the correct FY, annotate the individual's current active duty date (CURR ACDU) on the NAVMC 604/604B. The NAVMC 604/604B will be

prepared in an original only and will be headed "DUE INDIVIDUAL TO COMPLETE APPLICABLE (list Initial, Supplementary, etc.) ALLOWANCE."

B. The CO will sign the new NAVMC 604/604B and insert on top of the enlistment contract of the transferring individual's OMPF. The form will be removed upon arrival at the new unit so that remaining items may be issued.

0407 SALES TO OTHER THAN REGULAR OR RESERVE MARINES OR SAILORS

Sales of Marine Corps or Navy uniform clothing is intended primarily for Regular and Reserve Marines and Sailors for their personal use or for the personal use of another authorized patron. Sales to individuals other than Regular or Reserve Marines or Sailors is limited to the following personnel under the specified circumstances, in keeping with the wear regulations of reference [\(e\)](#):

040701. Medal of Honor holders may purchase any Marine Corps uniform.

040702. Retirees may purchase any Marine Corps uniform, as long as the current supply posture ensures availability to active duty personnel. Retirees employed by schools, to include those serving in the Marine Corps Junior Reserve Officers Training Corps (MCJROTC) Program have priority of issue over other retirees. A retired identification card is required for retirees to purchase Marine Corps uniform items.

040703. Former Marines who served honorably during a declared or undeclared war may purchase a Marine Corps service or dress uniform for specified occasions, per reference [\(u\)](#), and the insignia for the highest grade held during such war service. An DD 214 (Marine Corps) or a DD 256 is required as proof of eligible service.

040704. Regular or Reserve Marine Corps or Navy dependents acting as agents for the Marine or Sailor, upon presentation of proper identification (Armed Forces Dependent Identification Card).

040705. Personnel of the U.S. Army or U.S. Air Force may purchase non-Marine Corps distinctive uniform clothing items on an as-available basis when these personnel have not been able to procure the items from their normal source. Marine Corps distinctive items include anything with the Marine Corps emblem, Marine Corps insignia, and Marine Corps unique shirts, trousers, jackets, and covers.

040706. Purchase is approved for Marine Corps officer candidates.

040707. MCJROTC cadets may purchase individual uniform clothing items as authorized.

040708. DoD contractors, U.S. civilian technicians, and civilian reporters and photographers serving or embedded with the Marine Corps or attending Marine Corps training exercises or operations may purchase or be issued the utility uniform or other mission specific uniform clothing items, when specifically authorized by M&RA .

0408 STORE OPERATIONS

040801. Commercially procured non-system articles of uniform clothing must contain certification of approval from MARCORSYSCOM (PM-ICE), per reference (e). When commercially procured uniform clothing items are displayed, the corresponding system item shall be displayed with similar visibility.

040802. Recovered clothing shall be sold and displayed separate from new items and appropriately identified.

040803. MCSS facilities are authorized to stock and sell Navy system and commercial uniforms/items.

040804. Quality control procedures will be conducted for system items and per reference (e), for non-system commercial/optional uniform items.

040805. Operating hours of Marine Corps MCSS facilities will be established by the local command.

0409 CLOTHING INVENTORY MANAGEMENT

040901. MCCS personnel will purchase, control, store, and distribute MCSS clothing inventories. This responsibility does not include war reserve stock management. Purchasing and stocking requirements are as follows:

A. Purchase established sizes of clothing, footwear, and special measurement clothing from approved sources (most often DLA). Special measurement footwear will be purchased from the Defense Orthopedic Footwear Clinic, Boston, MA.

B. Purchase those items that, because of a low demand do not warrant stockage, from the approved source of supply on a special order basis.

C. Stock and ensure reasonable availability, for sale and issue, those clothing items that have been prescribed for wear by CMC and designated in reference (j).

D. Stock, for sale only, a selection of merchandise designated as organizational ICCE (782 gear, etc.). Items selected will include those authorized in reference (e), as well as items prone to being lost, damaged, or destroyed, and for which the individual Marine is accountable. Only limited quantities of selected ICCE items will be stocked.

040902. MCCS will transfer military clothing items obtained from DLA to non-MCCS activities as directed by DC I&L. Transportation expenses incurred by MCCS if any, for such transfers, are considered operating expenses of the Marine Corps MCSS and are reimbursable through the management fee.

040903. Assist DC I&L and MARCORSYSCOM (PM-ICE) in phasing out all clothing items being replaced or deleted from the military clothing system.

0410 RECORD KEEPING AND FINANCIAL MANAGEMENT

041001. Perform fiscal accounting, per Chapter 3.

041002. Installation MCSS activities will also maintain record of sales consisting of:

A. Control of cash registers and reporting of transactions in accordance with DC M&RA (MR) policies and procedures.

B. A minimum of two different cash register keys must be used to record merchandise purchased from commercial vendors, merchandise purchased from supply system suppliers or recovered clothing, and authorized alterations and exchanges (i.e. these types of sales shall not be commingled). Alterations will be managed per paragraph 0223. MCSS merchandise purchased from DLA may be exchanged per MCSS policy.

041003. The original MCSS inventory was created by a NWCF loan. MARCORLOGCOM increases the money value of the initial loan, as required, so that the MCSSs can maintain sufficient stock to support each installation's requirements. MARCORLOGCOM provides additional NWCF resources, as directed in writing by DC I&L.

041004. The adequacy of NWCF for the preceding assets and activities will be periodically determined by DC M&RA (MR) and verified by MARCORLOGCOM. Adjustment of funds either by withdrawing excess funds or providing additional NWCF resources will then be made as mutually agreed upon by DC M&RA and MARCORLOGCOM.

VOLUME 13: CHAPTER 5

CLOTHING RETENTION, RECOVERY AND REPLACEMENT

SUMMARY OF SUBSTANTIVE CHANGES

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

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 5

CLOTHING RETENTION, RECOVERY AND REPLACEMENT

0501 GENERAL

Enlisted personnel upon separation may retain all articles of individual uniform clothing that were issued for retention during their service. Prior to effecting the separation of an individual, either from active to reserve duty or from obligated service.

0502 CLOTHING RETENTION

Commanders shall ensure that a clothing exit inventory is conducted and recorded on a NAVMC 631/631A which will become a permanent part of the individual's OMPF. Commanders shall also ensure that enlisted Marines who are separated understand that uniform clothing will be retained as follows:

050201. "Obligors" are still under contract for obligated IRR, Individual Mobilization Augmentee (IMA), or SMCR service. While in an obligor status, individuals must maintain the MRL of uniform clothing at the time of their release from active duty.

A. If obligors are recalled to active duty or directed to report for further service with any Marine Corps Reserve organization or if they reenlist, they will be required to bring with them all individual uniform clothing items which were possessed at the time of release from active duty.

B. If activated obligors do not return with all the required uniform clothing, commanders will conduct an investigation to determine whether there is fault or negligence on the part of the individual for not reporting with all the required clothing.

C. If fault or negligence is determined, only clothing which was either recovered or not issued during the previous enlistment may be issued at no expense to the individual. In such cases, deficiencies will be replaced by the individual via cash sales or checkage.

050202. "Non-Obligors" are no longer under contract and released or retired from obligated service. Individuals that are discharged, retired, or otherwise released from a contract to obligated service must maintain the MRL of uniform clothing at the time of their release from obligated service for a minimum of 3 months.

A. If non-obligors are recalled to active duty or directed to report for further service with any Marine Corps Reserve organization or if they reenlist within 3 months after completion of Marine Corps obligated service, they will be required to bring with them all individual uniform clothing items which were possessed upon last discharge from active duty.

B. If activated non-obligors do not return with all the required uniform clothing, commanders will conduct an investigation to determine whether there is fault or negligence on the part of the individual for not reporting with all the required clothing.

C. If fault or negligence is determined, only clothing which was either recovered or not issued during the previous enlistment may be issued at no expense to the individual. In such cases, deficiencies will be replaced by the individual via cash sales or checkage.

D. Recalled non-obligors who activate, are directed to reserve duty, or reenlist in the Marine Corps at a time which is beyond the third month following their discharge from all obligated service, shall be entitled to a complete Initial Issue, per Chapter 2 paragraph 0202.

0503 OFFICER CANDIDATES

Officer candidates will be required to retain individual uniform clothing for use until successful completion of OCS, unless separated from the program for a cause other than appointment. The individual will be permitted to retain, for military use, all uniform clothing furnished under the provisions of these regulations.

0504 CONSCIENTIOUS OBJECTORS

Personnel who are honorably discharged by reason of declaration as a conscientious objector may retain all clothing in their possession.

0505 CLOTHING RECOVERY

050501. All articles of uniform clothing, less worn socks, underclothing, general purpose trunks, gloves, and footwear, either initially issued or purchased via a paid cash clothing allowance, must be recovered from individuals discharged for the following reasons:

- A. Defective enlistment and inductions.
- B. Entry level performance and conduct.
- C. Unsatisfactory performance.
- D. Drug abuse rehabilitation failure.
- E. Alcohol abuse rehabilitation failure.
- F. Misconduct.
- G. Separation in lieu of trial by court martial.
- H. Interned or discharged as alien enemies.
- I. Positive results on entrance drug and alcohol test.
- J. Security (i.e., security violations, breaches, etc.).

050502. Individuals discharged for the reasons set forth above must have adequate clothing for wear to their home. If the individuals do not have sufficient clothes for traveling, the activity commander may authorize the issue of a minimum traveling uniform (see Figure 8-1), less insignia, per Chapter 2.

0506 RECOVERY FROM PERSONNEL WHO HAVE SERVED 6 MONTHS OR LESS ON ACTIVE DUTY

Individuals who have served 6 months or less on active duty, subsequent to the last authorization to an Initial Clothing Allowance or Supplementary Clothing Allowance issue, will be permitted to retain only worn socks, underclothing, general purpose trunks, gloves, footwear, and one complete seasonal uniform for travel.

0507 RECOVERY FROM ENLISTED PERSONNEL DISCHARGED TO ACCEPT A DIRECT COMMISSION OF APPOINTMENT AS A MARINE OFFICER

Enlisted personnel discharged to accept a direct commission or appointment as a Marine officer may retain all clothing in their possession.

0508 RECOVERY FROM PRISONERS

Individual uniform clothing, less worn socks, underclothing, general purpose trunks, gloves, and footwear and items required incident to confinement, will be recovered from prisoners, upon approval of a sentence involving confinement and punitive discharge, and maintained until the individual is released from confinement.

0509 RECOVERY FROM PERSONNEL IN AN UNAUTHORIZED ABSENCE (UA) OR DESERTER STATUS

Individual uniform clothing for personnel in a UA or Deserter status will be recovered and inventoried per Chapter 18 of this Volume.

0510 RECOVERY FROM NAVY PERSONNEL FAILING TO COMPLETE FIELD MEDICAL SCHOOL (FMS)

Individual uniform clothing issued, less worn socks, underclothing, general purpose trunks, and gloves will be collected from Navy personnel who fail to successfully complete FMS, for reasons other than medical.

0511 RECOVERY FROM OFFICER CANDIDATES

When an officer candidate is separated from an officer procurement program for cause other than appointment, the disposition of clothing in the individual's possession will be governed by the individual's Marine Corps affiliation after separation from the program. In all cases, clothing issued to the individual will be inventoried and verified. Upon recovery of the clothing, a signed receipt will be provided to the individual. If fault or negligence on behalf of the individual for loss or

damage is determined by the activity commander, the individual will be required to bear the replacement cost of such clothing.

051101. When an individual will continue to serve on active duty in an enlisted status with the Marine Corps, clothing items issued which are in excess to the applicable MRL for personnel of the Regular Establishment shall be recovered; however, all worn socks, underclothing, general purpose trunks, headgear, and gloves may be retained by the individual for further use. Enlisted personnel that have previously received an initial clothing allowance and will be returning to an enlisted status with the Regular establishment will be issued the remaining clothing required to bring their issue up to the current active duty MRL.

051102. For those enlisted personnel who were issued a new complete Initial Issue for the officer procurement program but do not successfully complete the program and are disenrolled, the date of disenrollment will be considered as the date of entitlement to that Initial Clothing Allowance. Six months from the date of disenrollment, the individual will become entitled to the accrual of BCRA.

051103. When an individual will continue to serve in the Marine Corps Reserve, all clothing items on charge to the individual, less worn underclothing, boots, socks, general purpose trunks, and headgear which are in excess to the applicable Reserve MRL, shall be recovered.

051104. All clothing issued less worn underclothing and socks to unsuccessful and completely discharged candidates shall be recovered.

0512 DISPOSITION OF RECOVERED CLOTHING

Instructions for the collecting, inventorying, storing, and disposing of abandoned or unclaimed uniform clothing or uniform clothing of personnel who come into any status whereby they cannot or do not care for their own property are contained in Chapters 14 through 25 of this Volume. This includes uniform clothing for those who die, are reported missing, are incapacitated by injury or disease, are in an unauthorized absence/deserter status, and those who for any other reason become separated from their effects. In addition, Chapter 8 contains instructions regarding the handling of uniform clothing for personnel transferred to and from combat areas.

0513 DISPOSITION OF UNSERVICEABLE RECOVERED CLOTHING

Unserviceable items will be disposed of via the closest DLA-DS per current disposal instructions.

0514 DISPOSITION OF SERVICEABLE CONDITION CODE "A" OR "B" RECOVERED CLOTHING

Serviceable new, used, repaired, or reconditioned recovered uniform clothing with more than 6 months of useful service life (Condition Code A) or with 3 to 6 months of useful service life for applicable issues (Condition Code B) will be made available for issue or sale. Condition Code A and B clothing includes worn clothing which has been marked internally by the previous owner, but can be remarked per reference [\(e\)](#). Condition Code A or B recovered clothing will be processed as follows:

051401. Commands supported by a local MCSS, will turn in excess Condition Code A or B clothing to that MCSS. The MCSS will first attempt to sell or issue recovered clothing; Condition Code A items at the current FY unit price and Condition Code B items at a price based on the market and the condition of the items. This policy for Condition Code B items allows the store flexibility in setting the sales price, which in turn assists in selling a greater quantity of recovered clothing, provides Marines with a more economical source of uniforms, and reduces the quantity of serviceable uniform items transferred to disposal.

051402. Commands not supported by a local MCSS may retain an amount up to a projected 180-day requirement of Condition Code A or B recovered clothing. This requirement is to be based on the issues/sales for the previous 180 days. Additional excesses may be shipped to the nearest MCSS (upon coordination) or should be handled per paragraph 051403.

051403. Every attempt should be made to reutilize excess Condition Code A or B clothing through redistribution. Excess serviceable clothing may be shipped to the nearest MCRD, upon coordination, using a DD 1348-1A, "Issue Release/Receipt Document." Transportation costs will be negotiated between both parties.

051404. MCRDs may make recovered uniform clothing available to the Marine Corps Districts for distribution to MCJROTC units. MCJROTC units should provide requirements for recovered uniform clothing to their district supply offices. In turn, District supply offices should submit requirements to the closest MCRD (Parris Island, SC for JROTC units east of the Mississippi and San Diego, CA for JROTC units west of the Mississippi).

051405. Recovered uniform clothing may be shipped directly from the MCRDs to MCJROTC units, if the service does not interfere with primary mission accomplishment and if sufficient manpower resources are available; however, the MCRDs will not serve as a "mail order service" for the MCJROTC units.

0515 CLOTHING REPLACEMENT

References (b) and (v) direct that service members shall be compensated for clothing items destroyed, damaged, lost, abandoned, captured, or otherwise rendered unusable, incident to military training or service, if the loss was not caused by any fault or negligence of the member. The Marine Corps fulfills this requirement via replacement issues, using a NAVMC 604/604B as proper documentation.

051501. Clothing items furnished as replacement issues may be either new or serviceable recovered clothing suitable for resale. Routine replacement of enlisted issued uniform clothing for normal wear and tear is to be performed by individuals using their CRA, per Chapter 2 paragraph 0211. Replacement of authorized civilian clothing allowances is provided per Chapter 2 paragraph 0215.

051502. The clothing replacements detailed below are for clothing items destroyed, damaged, lost, abandoned, captured, or otherwise rendered unusable beyond normal wear and tear and through no fault of negligence by the individual.

0516 CLOTHING REPLACEMENT ISSUE CATEGORIES

Replacement issues fall into one of the following categories:

051601. Miscellaneous Issues/Replacements

This category of replacement issues includes a variety of miscellaneous replacements to returned prisoners of war, authorized personnel for burial of the dead, personnel authorized by the Personal Property Claims Regulations of the JAG Manual (Chapter 2 paragraph 0223), absentees and deserters restored to full time duty, prisoners requiring a minimum traveling uniform (see Figure 8-1), and other issues described in Chapter 2 paragraph 0223 and in Figure 3-1. FAN “72048” is used for these replacements.

051602. Replacement Issues Incident to Military Training or Service in a Combat Area

See Chapter 8 paragraph 0808.

051603. Replacement Issues Incident to Military Training or Service Outside of Combat

Personnel assigned to duties that may prematurely damage or destroy uniform clothing items should be issued coveralls or other garments. If adequate protective garments were not available, uniform items must be replaced at unit expense (local O&M MC expense), as a personal property claim is not applicable.

A. Specific instances when this replacement is authorized include when uniforms are lost or rendered unserviceable due to military conveyance, contamination, individual physical profile changes due to medical condition (significant weight loss or gain due to illness or other medical condition), emergency first aid, and military operated laundry.

B. These replacement issues will be locally funded using unit O&M MC funds; unit appropriation data must be provided on the NAVMC 604/604B. When clothing is prematurely damaged, destroyed, or lost aboard a Navy vessel, replacement should first be requested via the officer-in-charge of the Marine Corps detachment to the ship’s supply officer.

051604. Replacement Issues or Minimum Combat Load Issues to Mobilized Enlisted Reservists and other Activated Personnel on Extended Active Duty

See Chapter 8 paragraph 0802.

051605. Special Blue Uniform Replacement Allowance Issues

See paragraph Chapter 2 paragraph 0221.

051606. Replacement Issues during Recruit Training

Clothing furnished as part of the Initial Issue will be replaced at any time during training if the item is found to be defective due to a manufacturer's defect. Exchanges for improper fit will be permitted for a limited duration of the training schedule (i.e., within the first 25 days), as designated by the local commander. Recruits must exchange the same sized item that they were issued. Recruits should not be permitted to leave the depot without a complete Initial Issue, unless proper documentation is provided indicating that a particular item was not available, per Chapter 3 paragraph 0303.

051607. Replacement Issues during OCS

Clothing furnished during OCS will be replaced at government expense when it has been determined that clothing on charge to candidates has been unavoidably lost, damaged, or worn out to a degree warranting replacement; however, applicable enlisted candidates will be required to purchase replacement clothing using their CRA. Clothing furnished will be replaced at the candidate's expense when the activity commander determines that the candidate was at fault or negligent for items lost, damaged, or worn to a degree warranting replacement.

051608. Replacements for Defective Items Issued or Purchased

Replacements for uniform clothing items found to be defective due to manufacturer defects should be replaced by the issuing organization, when an original receipt or other proof of purchase/issue is provided and the item is still in its purchased condition. The issuing facility will initiate a SF 368 per Chapter 5. Suspected manufacturer defects on worn or used clothing will be investigated by MARCORSSYSCOM and handled on a case-by-case basis.

0517 POLICY AND PROCEDURES FOR REPLACEMENT ISSUES

051701. Replacement issues must be completed on a one-for-one basis, with unserviceable items being recovered, whenever possible, in order to prevent waste, fraud, or abuse. All replacements should be done only on a case-by-case basis; unit wide replacement issues are prohibited, except that replacement of organizational clothing issued for sustainment during combat is permitted on a unit-wide basis, per Chapter 8 paragraph 0810.

051702. Replacement issues in Chapter 5 paragraphs 051601, 051602, 051603, and 051608 are authorized to both officers and enlisted Marines and Navy personnel serving with Marine Corps units (Marine uniform system clothing items only). Claims for additional items may be requested via a personal property claim, per Chapter 2. All other claims are applicable to enlisted personnel only.

051703. Approval

Replacement issues described in Chapter 5 paragraphs 051601 and 051602 must be approved by the Major Subordinate Commander (MSC) or higher (i.e., HQMC). All other replacement issues must be approved by the unit commander.

051704. Documentation

All replacement issues must be documented on a NAVMC 604/604B. Applicable information from the NAVMC 604/604B will be transferred to the NAVMC 631/631A and filed in the individual's OMPF, Chapter 2.

VOLUME 13: CHAPTER 6

“ORGANIZATIONAL CLOTHING AND EQUIPMENT”

SUMMARY OF MAJOR CHANGES

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 6

ORGANIZATIONAL CLOTHING AND EQUIPMENT

0601 GENERAL

060101. Organizational clothing and equipment are significantly different from other uniform clothing, in that organizational clothing and equipment remains the property of the U.S. Government unless otherwise designated in writing by HQMC.

060102. The organizational clothing and equipment discussed in this chapter is issued by a using unit or authorized initial issue facility/organization based on the mission the individual will be performing. Strict adherence to the following organizational issue policy is required to avoid waste, fraud, and/or abuse.

060103. Organizational clothing is that clothing which is either provided through initial fielding or purchased using O&M MC funds vice MILPERS appropriations.

060104. Organizational clothing and equipment are those items on a unit/organization's allowance list designed for temporary issue to individuals; including Table of Equipment (T/E) or other items approved in writing by HQMC through the Universal Need Statement (UNS) or other designated process.

060105. The individual is accountable for organizational clothing and equipment issued and all organizationally issued clothing and equipment will be recovered prior to the reassignment of the individual to other duties, except for items designed for personal retention specified in paragraph 0602. Organizational clothing and equipment will be issued only at the discretion of the commander and recovered at the end of the exercise or deployment that required issue of this equipment.

060106. To establish a new allowance for organizational clothing (i.e. for which a T/E does not already exist), organizations must submit an UNS via the Combat Development Tracking System website at <https://www.cdts.marcorsyscom.usmc.mil>. The UNS must be approved prior to requisitioning.

0602 TYPES OF ORGANIZATIONAL CLOTHING AND EQUIPMENT

060201. Uniform Clothing

This includes sustainment issues during combat operations; however, special handling and controls are required to prevent waste, fraud, and abuse, per paragraph 0607.

060202. Personal Retention Items

Personal retention items are those select items designed for permanent issue or clothing items that are worn close to the body, so that it would be unhygienic to recover them following use by an individual. Personal retention items include:

A. Trunk lockers, suitcases, wetsuits, swimmers' shoes, and safety shoes. Per Volume 3 of this Order, these items will be issued for retention, as available, to commissioned officers, warrant officers, and SNCOs. Documentation will be made for commissioned officers, warrant officers, and SNCOs per Chapter 3 paragraph 0304 and via appropriate entry per reference [\(r\)](#).

B. Head gear, underwear, t-shirts, socks, and footwear, which are worn close to the body. Per references [\(n\)](#) and [\(r\)](#), some of these items will be recovered (specific quantities of campaign hats, etc.).

0603 CLASS II INDIVIDUAL COMBAT CLOTHING AND EQUIPMENT (ICCE) (782 GEAR)

Regular Class II ICCE is typically issued to individuals for the duration of their tour at a particular duty station. Class II ICCE includes 782 gear such as helmets, outer tactical vests, individual first aid kits, and cold weather jackets. Class II ICCE is maintained primarily in the Individual Issue Facility (IIF) at each major base/station. Units not supported by an IIF continue to maintain Class II ICCE at the unit level in accordance with Volume 3 of this Order.

0604 TABLE OF AUTHORIZED MATERIEL CONTROL NUMBER (TAMCN) TYPE 3 CONTINGENCY ICCE

060401. TAMCN Type 3 Contingency ICCE is that special equipment maintained for unique contingency or training evolutions. Type 3 ICCE requires special measures of control since it is used for particular conditions or situations, such as for cold weather or desert operations.

060402. Type 3 ICCE includes coveralls, cold weather clothing, desert clothing, aviation clothing and other special equipment. In coordination with MARCORSYSCOM Type 3 ICCE allowances are established by DC CD&I and loaded to CSP allowance files. Type 3 ICCE is not normally maintained at the using unit level, except during deployments. When not issued out to using units or individuals, Type 3 ICCE (e.g., STAP) is maintained in a Unit Issue Facility (UIF).

0605 NUCLEAR, BIOLOGICAL AND CHEMICAL DEFENSE EQUIPMENT (NBCDE)

NBCDE includes NBC personal protective equipment or clothing that is worn when and as prescribed by the commander. NBCDE is maintained at the CSP Facilities.

0606 MARKING OF ORGANIZATIONAL CLOTHING AND EQUIPMENT

Organizational clothing and equipment will be adequately marked to provide positive identification separate from gratuitous issues to individuals or personally purchased clothing. Organizational commanders have the flexibility to temporarily mark equipment, as they deem appropriate or necessary, within the following guidelines:

060601. No article will be altered for an individual to the extent that it cannot be re-altered for issue to another individual.

060602. Marking is permitted, as long as the marking is not permanent (except by personnel specifically authorized) and does not damage or degrade the combat effectiveness of the items.

060603. Use of permanent ink is specifically prohibited except for by authorized IIF/UIF or as directed by CSP Program Office. In these exceptional cases, permanent marking by authorized personnel that does not damage or degrade the combat effectiveness of the clothing and equipment is authorized to identify it as government owned property and to segregate it from individually issued or personally owned clothing and equipment.

060604. Those personal retention items described in paragraph 060402 may be marked in any way deemed appropriate by the individual at his/her own cost.

060605. Organizational clothing and equipment that is drawn from an IIF/UIF should be marked only in accordance with the facility's SOP.

060606. Special care should be taken by individuals when drawing organizational clothing and equipment. Individuals should be instructed to closely inspect the clothing or equipment upon issue to ensure there are no permanent markings for which they might be held responsible upon turn-in.

060607. The sewing on of removable labels, to include name and service tapes, to organizational clothing and equipment is permitted at the discretion of the organizational commander as long as this procedure does not damage the clothing or equipment or degrade its combat effectiveness. Name and service tapes may be sewn on to the extended cold weather clothing system in a manner that does not damage the weather-proof integrity of the item, specifically as follows:

A. Name tapes can be sewn on to the right shoulder pocket flap and service tapes to the left shoulder pocket flap of the parka.

B. Name tapes can be sewn on to the right seat pocket flap of the trousers.

060608. The cost of name and service tapes and the cost of the service to sew them on to organizational clothing and equipment must be provided at government expense using local O&M MC funds. Individuals cannot be directed to pay for the name or service tapes or the service of sewing them on.

060609. Special care should be taken by individuals when removing name tapes so as to prevent damage. Service tapes should be left on organizational clothing and equipment.

060610. Other means, to include using baggage tags or twist tie labels, should be considered to temporarily mark organizational clothing and equipment with no risk of damage.

0607 ACCOUNTING FOR ORGANIZATION CLOTHING AND EQUIPMENT

060701. Allowances

Commanders may issue whatever organizational clothing or equipment is necessary for mission accomplishment, as long as the Approved Acquisition Objective is not exceeded. Whenever possible, allowances should be consolidated and items maintained at a central facility such as the IIF, Contingency Training Equipment Pool (CTEP)/ Training Allowance Pool, or other authorized facility.

060702. Funding

For the initial acquisition of organizational clothing and equipment, Procurement Marine Corps appropriations will be used. For the sustainment and replacement of organizational clothing and equipment, O&M appropriations will be used.

060703. Requisitioning

Requisitioning for the sustainment and replacement of organizational clothing and equipment maintained at the CSP is conducted at the CSP Program Office at MCLB Logistics Base Albany, GA. For additional guidance, see Volume 5 of this Order.

060704. Accountability

Accounting for organizational clothing and equipment will be performed in accordance with Volumes 3 and 4 of this Order and reference [\(a\)](#).

060705. Recovery

Organizationally issued clothing and equipment will be accounted for as nonexpendable property and must be recovered prior to the reassignment of the individual to other duties, except for items specifically designed for personal retention and specified in paragraph 0602. Any organizationally issued clothing and equipment that is not recovered must be completely and properly vouchered, per Volume 3 of this Order. Recovered clothing will be processed for reissue or disposed of in the best interest of the U.S. Government, if the condition so warrants.

060706. Laundering

Laundry services for organizational clothing and equipment will be paid for using unit O&M funding and cannot be charged to individuals.

VOLUME 13: CHAPTER 7

“RESERVE CLOTHING”

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.

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 7

RESERVE CLOTHING

0701 GENERAL

Enlisted Reserve clothing is issued under the replacement in-kind process, whereby items of uniform clothing are initially furnished as required and replacement thereafter is accomplished by a direct exchange of garments (serviceable for unserviceable). With the replacement in-kind process, no CRA is provided. Replacements are made on an item-for-item basis and individual clothing records are maintained to document the amounts of clothing issued and on charge to an individual.

0702 ENTITLEMENT

070201. Clothing allowances for enlisted reserve personnel, including Initial Clothing Allowances, are specified in Chapter 2 and annually in reference (j). Those contained in the current reserve MRL are authorized for replacement in-kind to enlisted personnel of the Marine Corps Reserve under the conditions prescribed for each allowance and subject to the restrictions contained in paragraph 0703.

070202. Reserve enlisted personnel assigned to active duty for training in excess of 30 days will possess, at a minimum, those items contained in the Reserve MRL.

070203. Enlisted Reserve personnel in an IRR or IMA status may be issued, under the replacement in-kind system, only clothing which was either recovered or not previously issued by Regular Marine Corps or SMCR units up to the Reserve MRL. Replacement in-kind may only be done upon specific approval of the CG, Mobilization Command or when activated, per Chapter 8.

070204. Personnel enlisting in the Marine Corps Reserve after being separated from a Service other than the Marine Corps will be provided clothing via the replacement in-kind process. Entitlement to the applicable allowances is authorized without regard to clothing retained upon separation from the other Service.

0703 RESTRICTIONS TO ENTITLEMENT

Enlisted personnel of the Marine Corps or Navy (assigned to Marine Corps units), who have previously been issued clothing as an Initial Clothing Allowance or Supplementary Clothing Allowance while on active duty in the Marine Corps, will use such clothing in performing Reserve service. Individuals reporting for further service with a Marine Corps Reserve organization after being separated from active duty shall be required to report with all individual uniform clothing items in their possession.

070301. Clothing deficient to that contained in the Reserve MRL may be provided via the replacement in-kind process when it has been determined by the unit commander that no fault or negligence on the part of the individual is involved.

070302. Clothing deficient to that contained in the Reserve MRL will be replaced by the individual, by cash sales or checkage, when it is determined by the unit commander that there is fault or negligence on the part of the individual.

0704 ISSUE AND SALES PROCEDURES

Either new or serviceable recovered clothing suitable for resale may be furnished to personnel via the replacement in-kind process or cash sale/checkage.

070401. Clothing Requests

Enlisted personnel requiring clothing will use a NAVMC 604/604B to request such clothing. These forms may be downloaded from the MCEFS located at <http://www.hqmc.usmc.mil/ar/recmgmt.nsf>. The NAVMC 604/604B will be prepared per the instructions outlined herein.

A. A separate NAVMC 604/604B is required for:

1. Issues, in duplicate.
2. Cash sales, in duplicate.
3. Checkage sales, in triplicate.

B. A properly prepared NAVMC 604/604B will be submitted by the individual to the unit commander for approval and forwarding to the unit responsible officer. Preparation instructions are contained on page two of this form.

070402. Approval

The unit commander (or personnel designated in writing to sign “by-direction” for the commander) must approve and certify the NAVMC 604/604B as this form involves the direct expenditure of government funds. Certification is done through clothing inspections and reconciliation with the NAVMC 631/631A and prescribed allowances.

A. The approved NAVMC 604/604B will be forwarded to the responsible officer for appropriate action. In approving sales, unit commanders shall ensure that all articles sold are for the specific use of the individual concerned.

B. Individual clothing issued or sold to these personnel is intended for wear while performing Reserve duty; it is not intended for wear for civilian work purposes or other unofficial wear by the individual. Checkage sales may be approved per paragraphs 0402 and 0403.

070403. Requisitioning

Upon receipt of an approved NAVMC 604/604B, requirements for like items will be consolidated for requisition by the ordering unit.

A. The name(s) of the individual(s) will be annotated in the "remarks" section of the unit supply document register, in order to relate document numbers to the supporting NAVMC 604/604B.

B. Pending receipt of clothing, NAVMC 604/604B forms will be filed in alphabetical sequence.

C. Reserve units will requisition all clothing items from the Kentucky Logistics Operation Center (KYLOC) website www.KYLOC.com. KYLOC is the sole source for Reserve clothing acquisitions.

D. The total cost of uniform clothing issued to SMCR personnel will be charged to the Reserve MILPERS appropriation current at the time the issue actually occurs.

070404. Issues

A. Segregate the clothing received, utilizing the retained copy of the requisition for determining items requested by the individual.

B. Initial/Replacement Issues

The reservist will initial the NAVMC 604/604B after the items are received. Upon completion of the issue, the reservist will sign the NAVMC 604/604B in the space provided. The original form supports the disposition of the clothing received. It must be annotated with the correct fund code and other financial data, per Figure 3-1 and filed in alphabetical sequence by FY. Copies will be distributed as follows:

1. Initial Issues. Utilized for completion of the NAVMC 631/631A and then destroyed.

2. Replacement Issues. Filed directly behind the NAVMC 631/631A held in the unit supply section.

0705 CASH SALES AND CHECKAGES

The cash or checkage sale of all items of individual uniform clothing to personnel of the Marine Corps Reserve is authorized. These sales will be accomplished as follows:

070501. Replacement issues for articles of clothing lost or destroyed through negligence shall be accomplished by cash sale or checkage of the individual's pay account.

070502. Checkage sales are not authorized unless a personal hardship would accrue.

070503. An approved NAVMC 604/604B shall be used as the sales slip when cash or checkage sales of individual uniform clothing are made from Marine Corps Reserve unit stocks.

070504. Upon completion of a Reserve unit cash or checkage sale, the reservist will sign the NAVMC 604/604B in the space provided to indicate receipt of authorized items. The selling unit will annotate the NAVMC 604/604B to indicate receipt of payment (if a cash sale) or completion of the sale via checkage.

A. For cash sales, the original initialed, signed, and receipted NAVMC 604/604B will be attached to the retained copy of the SF 1034. The duplicate will be provided to the individual making the purchase.

B. For checkage sales, the original initialed, signed, and receipted NAVMC 604/604B will be forwarded to the disbursing officer with the SF 1034. The duplicate NAVMC 604/604B will be filed in support of the retained copy of the SF 1034. The triplicate NAVMC 604/604B will be given to the individual making the purchase.

070505. Items which are not available for checkage sale will be lined out, entered on a new NAVMC 604/604B, and filed or returned to the individual's unit for future sale of backordered items.

070506. Disposition of funds derived from the sale of individual uniform clothing to reservists will be processed per reference [\(q\)](#) and local disbursing SOP. Marine Corps Reserve units not directly supported by a disbursing office must transmit funds derived from the sale of individual uniform clothing by means of a postal money order. The unit will deduct the cost of the postal money-order fee from the gross amount of the proceeds of sales. A record of the transaction will be shown on the face of the SF 1034, per the following example:

Total funds derived from sales	\$20.00
Cost of postal money order	-1.25
Total value of cash transmitted	\$18.75

070507. Personnel of Marine Corps Reserve organizations located near a MCSS may make Marine Corps Forces Reserve funded or cash purchases only from the store on an as available basis (active duty personnel supported by the MCSS have priority of issue/sale). Reserve funded purchases must include the applicable Reserve MILPERS or Operations and Maintenance, Marine Corps Reserve appropriation data on the NAVMC 604/604B. Processing of NAVMC 604/604B for checkage sales for Reserve personnel will not be accomplished at an MCSS.

0706 ALTERATIONS AND ACCESSORIES

Reserve alterations will be provided utilizing Reserve Clothing Funds, per the guidelines provided in paragraph 0223 and Figure 2-3. Units will contact the MARFORRES Clothing Section for authorization prior to alterations being performed. SMCR units will provide a copy of the NAVMC 604/604B to the MARFORRES Clothing Section. SMCR units will obtain blanket purchase agreements from reputable, local tailors that are able to accept government credit cards. Upon completion of alterations by an authorized tailor, the SMCR unit must provide a copy of the alteration receipt/slip to the MARFORRES Clothing Section. The MARFORRES Clothing Section will make payment to the tailor.

0707 REPLACEMENT IN-KIND PROCESS

Replacement of unserviceable uniform items is authorized, on an item-for-item basis, to maintain the reservist's on-hand clothing at the Reserve MRL quantities.

070701. Requests from personnel for gratuitous replacement of clothing articles should be disapproved when the articles are missing and there is no satisfactory explanation for the loss, or the articles are unserviceable and have not been in the individual's possession long enough to become unserviceable through normal use. Replacement issues for articles avoidably lost or destroyed will be made by cash sale or checkage of the individual's pay account.

070702. Individual clothing of enlisted personnel in the Marine Corps or Naval Reserve, who receive clothing via the replacement in-kind process may be replaced if such clothing has been lost, destroyed, damaged, or abandoned incident to their service provided.

A. Such clothing was necessary or proper under attendant circumstances for the individual concerned.

B. Such clothing was not in excess of the authorized allowance plus additional allowances, if presently entitled thereto. Unserviceable garments which are excess to authorized allowances will be recovered without replacement.

C. Such clothing is obviously unserviceable and is being surrendered by the proper individual or that the replacement is on an otherwise authorized basis.

D. The unit commander determines that there is no fault or negligence on the part of the individual.

0708 CLOTHING INSPECTIONS/INVENTORIES

Commanders of SMCR units shall hold annual clothing inspections/inventories, in addition to those inventories required per paragraph 0308. These inspections/inventories shall serve to determine whether the clothing in the possession of enlisted personnel is in serviceable condition and that the required quantity of clothing is possessed.

0709 TRANSFER BETWEEN SELECTED MARINE CORPS RESERVE (SMCR) UNITS, TO INDIVIDUAL READY RESERVE (IRR), OR TO EXTENDED ACTIVE DUTY

070901. The NAVMC 631/631A and duplicate copies of the NAVMC 604/604B will be inserted on top of the enlistment contract of the transferring individual's OMPF to ensure the gaining command is aware of any required subsequent issuance.

070902. If unable to draw necessary replacement clothing, because of non-availability prior to their transfer, a certificate listing the articles due the individual and signed by an officer authorized to approve such issues shall be placed in the individual's OMPF. Upon joining a new organization, individuals shall be issued the items to which they are entitled.

070903. Members transferring to another SMCR unit

When enlisted personnel are transferred within the SMCR, the individuals will be allowed to retain the uniform clothing in their possession. The individual's new commander shall conduct an inventory of the clothing in the enlisted reservist's possession, per Chapter 3 paragraph 0304. Discrepancies discovered by the inspection will be reconciled by issues/sales, as necessary, to complete the individual's clothing allowance. Any necessary replacement clothing that could not be provided at the previous unit and is documented by a non-availability certificate shall be issued at the new unit. The NAVMC 631/631A and duplicate copies of the NAVMC 604/604B shall be presented with the non-availability certificate at the time of the clothing issue.

070904. Members Transferred to IRR Status

The approved form shall be forwarded to the Commanding General, Marine Corps Reserve Support Command for inclusion in the individual's OMPF.

070905. Members Assigned to Extended Active Duty (more than 6 months of active duty)

The SMCR activity commander will inventory the individual's clothing prior to transfer. The results of the inventory will be included, in ink, in the "on hand" column (column 1) and will be attested to on certificate No. 2 of the NAVMC 631/631A. The clothing record will then be forwarded to the individual's new activity commander.

070906. Upon reporting for active duty, a subsequent inventory will be conducted by the gaining commander and the reservist will be provided with quantities of clothing that comprise the difference between the amounts indicated in column 1 as being on hand upon transfer and the quantities prescribed in the current MRL.

070907. This issue will be posted to the "Return to Active Duty Issues" (column 5) and will likewise be attested to on certificate No. 3. A new NAVMC 631/631A will be prepared for those returning to reserve status following extended active duty, including those returning from combat per Chapter 8 paragraph 0804.

070908. The new record will indicate in the "on hand" column (column 1) such quantities that comprise the present applicable allowances for personnel of the Marine Corps Reserve, inasmuch as the individual will have at least that amount of clothing on hand prior to separation from extended active duty.

0710 DOCUMENTATION AND DISPOSITION OF CLOTHING FORMS

As stated previously, all issues or replacements made via the Reserve replacement in-kind process will first be documented on a NAVMC 604/604B. Issues and recoveries shall then be recorded on the NAVMC 631/631A, as detailed below, and retained in the unit supply section. Both forms may be downloaded from the MCEFS, per paragraph 0704. Responsibility for the preparation and maintenance of clothing records rests directly with the unit commander; however, administrative

responsibilities may be delegated to appropriate personnel. Care shall be exercised by all personnel having official access to the records to prevent unauthorized entries.

071001. NAVMC 604/604B

A. Entries to the NAVMC 631/631A will be made from the duplicate copy of the NAVMC 604/604B, when the amount of clothing authorized has been issued.

B. After an initial issue has been recorded on the individual clothing record, the duplicate NAVMC 604/604B will be destroyed.

C. When replacement issues to individuals are furnished with new or recovered clothing, the NAVMC 604/604B will be annotated "new clothing" or "recovered clothing" and the duplicate copy will be filed directly behind the individual clothing record.

D. These slips will be destroyed when the person is transferred to the IRR or discharged from obligated Reserve service, whichever is earlier. The foregoing is necessary, since replacements of this type are not recorded in the NAVMC 631/631A inasmuch as they do not affect the amount of clothing on charge to the individual.

E. The retention of the duplicate NAVMC 604/604B will help to ensure that the individual is not being provided an excessive amount of replacement clothing and will provide information for determination of clothing items to be recovered upon separation when items issued at government expense have been replaced via the replacement in-kind process.

071002. NAVMC 631/631A

A new NAVMC 631/631A will be established for personnel of the Marine Corps Reserve under the following conditions when:

A. A person initially joins the Marine Corps Reserve;

B. A reservist reenlists in the Marine Corps Reserve after the expiration of a prior enlistment;

C. A reservist resumes or establishes an inactive duty status with the Marine Corps Reserve upon separation from the Regular Establishment after a period of initial active duty for training or a tour of extended active duty (more than 6 months of active duty); and

D. A reservist enlists in the Marine Corps Reserve as an initial active duty trainee.

E. No recovery and reissue of clothing is necessary when a reservist reenlists immediately upon discharge; however, a new clothing record will be prepared and the "on hand" column (column 1) balance on the old form will be transferred to the new form.

F. At this time, the clothing in the possession of an individual will be inspected and a determination will be made as to whether discrepancies will be resolved by replacement issues made in kind or whether the individual will be obliged to resolve such discrepancies by cash sale or checkage. Replacement issues will not be made to reservists until their reenlistment in the Marine Corps Reserve has been actually accomplished.

071003. When a new NAVMC 631/631A has been established for personnel of the Marine Corps Reserve, the individual's old clothing record may be destroyed.

071004. The NAVMC 631/631A is maintained and filed in the unit supply section. Upon an individual's transfer from one unit to another, the individual clothing record will be inserted on top of the enlistment contract in the transferring individual's OMPF. Upon reporting in at the new unit, the individual's clothing record will be removed from the respective OMPF and filed in the unit supply section.

071005. Non-Required NAVMC 631/631A Postings

Issues which do not affect the total quantity of clothing on charge to a reservist shall not be posted to the NAVMC 631/631A. These include the following:

A. Replacement issues made to replace like articles lost, worn out, or otherwise unserviceable which are replaced without charge on an item basis.

B. Items furnished a reservist on a checkage or cash sale basis.

071006. Entries to the "on hand" column (column 1) and the space provided for the date of the on-hand entry will be made in pencil. This is to facilitate the changing of the data contained therein, as may be necessary by issue or recovery entries; however, the one exception in this regard occurs when the inspection of the individual's clothing is made prior to transfer to extended active duty (more than 6 months of active duty). At that time, the information under the "on-hand" column and the date for the listed on-hand figure will be made in ink. Entries in all other columns will be typewritten or made in ink.

071007. Required NAVMC 631/631A Postings

Only transactions which affect the "on hand" or "balance" column of the NAVMC 631/631A will be posted. These include the following:

A. Initial Issues.

B. Issues that increase the balance of the articles on charge to the individual (such as supplementary allowance and special initial clothing allowance issues).

C. Recoveries of articles for which no replacement is made.

071008. Posting Reserve In-Kind Issues

Columns 2 and 3 have been reserved for recording issues made. Entries reflecting an issue will be made as follows.

- A. The amount furnished the reservist will be entered in the "issues" column (column 2 or 3).
- B. A pencil entry will be made in column 1 reflecting the new "on-hand" balance. If a previous on-hand figure appeared in the column, it will be erased and corrected according to the issue made.
- C. The date of the issue will be indicated in the space provided behind the word "issues" in the column.
- D. An entry will be made on Certificate 1 attesting to the issue described indicating information as follows:
 - 1. Date Made. Indicate the date of issue shown on the NAVMC 604/604B from which the posting is made.
 - 2. Organization Where Made. Indicate the organization shown on the NAVMC 604/604B as the issuing office.
 - 3. Issue Per Column. Indicate the number of the column to which the posting reflecting the issue was made.
 - 4. Attested To By. To be signed by the witnessing officer who verifies the preceding entries and destroys the NAVMC 604/604B from which the entries are made.
 - 5. Date Attested. Indicate the date the preceding entries and attestation are made.
- E. The duplicate NAVMC 604/604B from which the preceding entries are posted will be destroyed by the officer making the attestation, after the entries have been made and verified on the NAVMC 631/631A.

071009. Posting Recoveries

Column 4 has been reserved for recording recoveries made. Entries reflecting a recovery will be made as follows.

- A. The amount recovered from the reservist will be entered in the "recovery" column (column 4).
- B. The date of the recovery will be indicated in the space provided behind the word "recovery" in the title.

C. The entries made on certificate No. 1 apply, except that, in lieu of an issue, the recovery will be shown under the "recovery per" column item in the certificate.

071010. Recording Inventories

A. When an inventory of clothing is taken, such inventory should be verified against the "on hand" column (column 1).

B. Normally, an inventory of an individual's clothing will not result in any quantitative entries on the NAVMC 631/631A. Discrepancies will be resolved by either a replacement in-kind, checkage, or cash sale, as appropriate. In any event, the quantity on charge to the individual would not be altered; hence, the "on hand" column (column 1) figure will remain unchanged.

C. An inventory resulting in no quantitative changes in the figure in the "on hand" column (column 1) will be entered on the NAVMC 631/631A as follows:

1. The date appearing in the "on hand" column (column 1) will be erased and the date of the inventory will be included in lieu thereof.

2. The entries for Certificate No. 1 apply, except that, in lieu of an issue, the inventory will be attested to under the "on hand per" column item.

3. In the event the inventory to be recorded represents a transfer inspection, the preceding instructions apply, except that, under the "on hand per" column, the word "transfer" will be written next to the "on hand" column designated.

0711 DISPOSITION OF RECOVERED AND/OR EXCESS CLOTHING

071101. As appropriate, recovered individual uniform clothing suitable for renovation will be renovated by laundering or dry-cleaning and will be given priority of issue over new items to meet replacement requirements.

071102. Recovered clothing will be handled per Chapter 5 paragraph 0504.

0712 RETENTION PROCEDURES DISPOSITION OF RECOVERED AND/OR EXCESS CLOTHING

Except as provided in Chapter 5 paragraph 0504, enlisted personnel of the Marine Corps Reserve may retain all articles of individual uniform clothing in their possession upon separating from an SMCR unit.

0713 ORGANIZATIONAL ISSUE OF DRESS UNIFORMS

SMCR units are authorized to stock and issue dress blue uniforms and other uniform clothing for organizational issue, per Chapter 7 paragraph 0707. Historically, Marine Corps Reserve training centers have maintained six dress blue uniforms (either male or female) for use by all of the units

located at the center; however, there is no restriction on the quantity of uniform clothing items provided via organizational issue as long as policy is maintained per Chapter 7.

VOLUME 13: CHAPTER 8

"DEPLOYMENT AND ACTIVATION/MOBILIZATION"

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CHAPTER 8

DEPLOYMENT AND ACTIVATION/MOBILIZATION

0801 GENERAL

080101. The instructions contained in this chapter apply to active duty Marines and Sailors serving with Marine Corps units (including those personnel activated/mobilized) during times of combat or under orders to proceed to combat areas or areas where emergent conditions exist.

080102. Except in time of war declared by the Congress, the terms “combat areas” and “areas where emergent conditions exist” as used in these instructions shall include areas where personnel are subject to hostile fire or explosion of hostile mines or where they are on duty in an area in which they are in imminent danger of being exposed to hostile fire or explosion of hostile mines.

080103. Members of the uniformed services are subject to hostile fire or explosion of hostile mines. Details on which organizations are responsible for issuance of uniform clothing to activated personnel are included in reference [\(w\)](#).

0802 MOBILIZED/ACTIVATED PERSONNEL

080201. Activated Enlisted Reservists

This category includes SMCR, IMA, and IRR “obligor” (see Chapter 2 paragraph 0203) enlisted personnel.

080202. Commanders or mobilization support personnel will conduct a uniform clothing inventory, per Chapter 3 paragraph 0309.

080203. Commanders will determine if fault or negligence is involved with deficient mandatory retention items, per Chapter 5 paragraph 0502.

080204. Units will provide for clothing issues/replacement issues, per Figure 2-2. See Figure 3-1 for the appropriate FAN to use for these clothing issues/replacement issues and per Chapter 3 paragraph 0308 for proper issue/replacement documentation.

080205. Quantities of clothing issued will be the shortfall between the mandatory retention amounts indicated in the individual’s clothing record (NAVCM 631/631A), per Chapter 5 paragraph 0502, and the MCL listed below. Replace any unserviceable clothing items, to include worn-out items or items that no longer fit properly due to weight or other physical changes occurring since release from active duty (SMCR and IMA reservists must maintain weight standards). Replaced clothing must be recovered.

Minimum Combat Load (MCL)

<u>Item</u>	<u>Qty</u>
Bag, Duffel	1
Belt, Web or Martial Arts	2
Boot, Combat TW or HW, pair	1
Buckle, for belt, web, khaki	2
Cap, Combat Utility, garrison, woodland or desert MARPAT (mission dependent)	1
Cap, Combat Utility, field, woodland or desert MARPAT (mission dependent)	1
Coat, Combat Utility, woodland or desert MARPAT (mission dependent) with name and service tapes	2
Socks, Boot	4
Trousers, Combat Utility, woodland or desert MARPAT (mission dependent) w/ name tape	2
Undershirt (for utility uniform)	6

080206. If activation orders state otherwise or the GFC deems additional clothing is required, the activated reservist will be issued the difference between the mandatory retention amounts (NAVMC 631/631A) and the current MRL for personnel of the Regular establishment, per Chapter 2 paragraph 0204.

080207. Activated Navy personnel may be issued the special initial clothing allowances, per Chapter 2 paragraph 0208.

080208. If all required clothing is not available prior to transfer to the GFC, “due member” documentation is required per Chapter 3 paragraph 0303.

080209. If required, supplementary clothing allowances authorized to the GFC may be issued to the activated reservist, per Chapter 2 paragraph 0219. A Medium Dress Blue Supplementary Clothing Allowance is authorized for those personnel assigned to casualty assistance teams for funeral details.

080210. Commanders will initiate the BCRA via unit diary entry to accrue commencing with the day following the completion of 6 months continuous active duty, without regard to time lost from the date of last authorization to the Initial Issue, per paragraph 0211.

080211. Upon demobilization, commanders must complete a clothing exit inventory and counsel the individual if there are discrepancies per Chapter 3 paragraph 0308.

0803 ACTIVATED RESERVE MARINE CORPS OFFICERS

Activated Reserve Marine officers will not receive clothing issues/replacement issues, but may be eligible for the Additional Active Duty Allowance if they remain on active duty beyond 90 days and it has been more than 2 years since they last served on active duty (for a period of more than 90

days), per Chapter 2 paragraph 0217. Unit commanders must authorize this allowance and will initiate payment via unit diary entry.

0804 OTHER ACTIVATED PERSONNEL

This category includes recalled retirees, previously discharged personnel, and IRR “non-obligors” (see paragraph 0204). If within 90 days of discharge from all obligated service, the same procedures as listed in paragraph 0802 will be followed. If beyond 90 days from discharge from all obligated service, retention of uniform clothing is not required and a complete MCL or Initial Issue should be provided, as required, followed by paragraphs 080204, 080205, and 080206. The Initial Issue may be provided only once during 4 consecutive years and only once during any period of continuous active duty.

0805 ACTIVATED CIVILIAN SUPPORT PERSONNEL

Civilian personnel activated to support the Marine Corps may be issued service or utility uniforms with no distinctive grade or Marine Corps or Navy device or insignia, per Chapter 2 paragraph 0207.

0806 DEPLOYED BLOCKS

Logistics Combat Elements may draw clothing blocks from the supporting MCSS for deployments in excess of 60 days. Accounting, payment, and resupply procedures will be in accordance with the supporting MCSS SOP.

0807 STORAGE PRIOR TO TRANSFER TO/FROM COMBAT

Units may set up a clothing control point for mass storage of individual uniform clothing items during deployment to a combat area, per the following procedures:

080701. Activity commanders operating clothing control points will be responsible for ensuring that stored clothing is properly documented on NAVMC 631/631A, per paragraph 0308.

080702. Only “issued” clothing will be documented on the NAVMC 631/631A; all other clothing will be considered “personal effects” and will be handled per Chapters 14 through 25 of this Volume.

080703. The clothing will be placed in an appropriate container, such as a fiberboard box, clothing bag, or duffel bag. The container will be secured following inventory and certification of the NAVMC 631/631A, per paragraph 0308.

080704. A shipping tag or other locator identification card will be prepared indicating the name, grade, and SSN of the individual whose clothing is being stored. This tag or card will be securely attached to the container in which the clothing is stored. In addition, if a clothing or duffel bag is used to store clothing, the bag will bear identification markings, per reference [\(e\)](#).

080705. Clothing prepared for storage in CONUS will be forwarded to the PEBC, MCB, Camp Lejeune or Camp Pendleton, as appropriate. Outside the continental United States

(OCONUS), the clothing will be stored at the clothing control point until shipment to a PEBC is coordinated. In those cases when clothing is recovered for storage at areas other than the bases at which the PEBCs are located, supply officers will, prior to shipping such parcels, write to the OIC of the cognizant PEBC, advising of the number of such containers for storage and requesting shipping instructions.

080706. The subject clothing which is received by the PEBCs will be handled within those organizations per existing instructions.

080707. Activity commanders will ensure that the concerned PEBCs receive transfer rosters of personnel being returned from combat areas so that the stored clothing might be made available upon their return.

0808 REPLACEMENT ISSUES INCIDENT TO COMBAT

For replacements required during combat, a personal property claim must be filed for applicable circumstances, per Chapter 2 paragraph 0219; however, since timely replacement is essential for further combat operations, immediate replacements may be authorized locally, documented, and later reconciled with applicable personal property claims documents for vouchering. For those circumstances when a personal property claim is not applicable, the unit's MSC (i.e., Division, Wing, Marine Logistics Group, or MEF) is authorized to replace clothing for losses incident to combat.

080801. Replacement issues incident to combat include actual replacements during combat and replacement issues to hospitalized personnel, personnel with profile changes due to combat related illness or injury (to include amputations), and other personnel displaced from their clothing (to include prisoners, deserters, etc.) and for the burial of the dead, per Chapter 5 paragraph 0514 and Figure 3-1.

080802. Minimum Traveling Uniform

The minimum traveling uniform is a gratuitous health and comfort issue of uniform clothing necessary for the acceptable standards of personal appearance. Any portion of the minimum traveling uniform, up to the total list provided in Figure 8-1, may be issued as replacements incident to combat, as circumstances dictate; however, it is not necessary to issue the entire minimum traveling uniform; only those items required for travel, based on the climate, environment, and destination will be furnished (i.e. conditions may not warrant the wear of the utility uniform).

080803. All replacement issues must be documented on a NAVMC 604/604B and NAVMC 631/631A per Chapter 3 paragraph 0308, respectively. In the event that the individual's NAVMC 631/631A is not available, a copy of the NAVMC 604/604B will be mailed to the individual's command for proper documentation in the individual's OMPF.

080804. Combat replacement issues will be funded using MILPERS appropriations, which are controlled by HQMC vice the unit. FAN "72053" is used for these replacements, per Figure 3-1.

080805. Combat replacement issues must be approved by the unit's MSC commander.

0809 RETURNING FROM COMBAT

Clothing inventories should be conducted as soon as feasible (i.e., upon arrival at clothing control point, during the return voyage, etc.), per paragraph 0308. Clothing which was kept in storage for the individual during a tour of duty in a combat area will be obtained and handled as follows:

080901. Activities operating clothing control points will do the following.

A. Provide the following statement, if applicable:

"A NAVMC 631/631A is/is not available. A NAVMC 604/604B for gratuitous replacement of missing or damaged required uniform clothing was/was not issued."

B. Authorize gratuitous replacement of any items damaged or lost during storage.

C. If shipment of the clothing to the individual becomes necessary, it will be accomplished at government expense and certificate No. 5B of the NAVMC 631/631A will be completed for this purpose.

D. Maintain, for a period of 6 months, copies of the NAVMC 604/604B which were issued to combat returnees authorizing gratuitous replacement of missing or damaged uniform clothing and affect authorized replacements and document per paragraph 0308.

080902. Commands joining combat returnees will:

A. Compare clothing inventory with the individual's NAVMC 631/631A and NAVMC 604/604B;

B. Affect authorized replacements and document per paragraph 0308; and

C. Assist the individual with processing a personal property claim, per Chapter 2 paragraph 0230, for clothing items found to be missing through no fault or negligence by the individual.

080903. Commands joining combat returnees who do not possess NAVMC 631/631A or 604/604B but have a statement from their previous unit stating they are authorized gratuitous replacement of required uniform clothing will:

A. Query the clothing control point activity and/or the individual's former parent command to determine whether items were gratuitously issued;

B. Affect authorized replacements and document per paragraph 0308; and

C. Assist the individual with processing a personal property claim, per Chapter 2 paragraph 0230 for missing items (i.e., those lost by the clothing control point or found to be missing through no fault or negligence by the individual).

0810 SUSTAINMENT ISSUES OF ORGANIZATIONAL CLOTHING

Replacement issues of unserviceable organizationally issued clothing may become necessary during combat. These replacement issues are authorized as long as the handling procedures for organizational clothing and equipment are followed, per Chapter 6.

Quantity

<u>Summer</u>	<u>Winter</u>	<u>Article</u>
1	1	BELT, TROUSERS: web, khaki
1	1	BOOTS, MARINE CORPS COMBAT: hot or temperate weather, pair (as required)
1	1	BUCKLE: f/belt, web, khaki
1	1	BUCKLE: f/belt, coat
1	1	CAP, GARRISON, MAN'S: all-season, green
1	1	CAP, COMBAT UTILITY: field or garrison, woodland or desert MARPAT (as required)
1	1	CLASP, NECKTIE
1	1	COAT, MAN'S: all-weather
1	1	COAT, MAN'S: all-season, green, w/belt
1	1	COAT, COMBAT UTILITY: woodland or desert MARPAT w/embroidered name and service tapes (as required)
3	3	DRAWERS, MAN'S: cotton, white, pair
0	1	GLOVES, LEATHER: black, pair
1	1	INSIGNIA, BRANCH OF SERVICE: garrison cap, black, screwpost
1	1	INSIGNIA, BRANCH OF SERVICE: service uniform collar, black, pair
2	2	INSIGNIA, GRADE, ENLISTED PERSONNEL: green on khaki (man's), pair
1	1	INSIGNIA, GRADE, ENLISTED PERSONNEL: green on scarlet, pair
1	1	INSIGNIA, GRADE, ENLISTED PERSONNEL: black, plastic, pair (3 pairs authorized if utilities are issued)
1	1	NECKTIE: khaki
1	2	SHIRT, MAN'S: polyester/wool, khaki, long-sleeve
1	0	SHIRT, MAN'S: polyester/wool, khaki, quarter-length-sleeve
1	1	SHOES, DRESS: black, pair
3	3	SOCKS: boot, pair
3	3	SOCKS: dress, black, pair
1	1	STRIPE, SERVICE: green on scarlet, pair
1	1	TROUSERS, MAN'S: all-season, green, pair
1	1	TROUSERS, COMBAT UTILITY: woodland or desert MARPAT w/embroidered service tape (as required)
2	2	UNDERSHIRT: for utility uniform
2	2	UNDERSHIRT: white, for service uniform

Figure 8-1.--Minimum Traveling Uniform (Men's).

VOLUME 13: CHAPTER 9

"CONSOLIDATED STORAGE PROGRAM (CSP)"

SUMMARY OF SUBSTANTIVE CHANGES

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

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CHAPTER 9

CONSOLIDATED STORAGE PROGRAM (CSP)

0901 GENERAL

090101. This chapter provides the governing construct, roles and responsibilities, and integration across the Marine Corps enterprise for the management of the CSP. The policy outlined in this chapter is applicable to the Marine Corps Total Force and serves to improve overall asset management and accountability, optimize inventory, and decrease the total support cost for the life cycle management of select Class II/VII as directed by reference (d).

090102. The consolidation of efforts contained within this chapter promotes operational management and equipment readiness of ICCE; CBRND-E; STAP; SWS&CN. These commodities will be defined throughout this chapter as selected Class II/VII unless otherwise specified.

090103. The CSP consist of IIFs and UIFs. Using Contractor Logistics Support, the CSP provides centralized inventory management of selected Class II/VII items to support commanders, Marines, and Sailors, and to promote readiness of the force and contribute to Marine Corps mission accomplishment.

090104. The CSP performs the retail functions of issue, recovery, storage, disposal, requisitioning, receipt, and maintenance management, including inventory visibility and accountability, shelf-life management and forecasting in support of the Marine Corps requirements for selected Class II/VII.

0902 POLICY

090201. MARCORLOGCOM Logistic Services Management Center manages the CSP.

090202. CSP receives, stores, issues, maintains, repairs, launders (selected items), recovers, and executes disposition actions of selected Class II/VII to support the operating forces, to include limited support to MARFORRES and the SE.

090203. CBRND-E, individual protective equipment, and designated unit issue items will be available for issue to those individuals, such as IRR and government civilians who do not receive this equipment from other organic sources.

090204. Contractors will be supported in accordance with Volume 10 of this Order.

090205. All requests for issue of equipment shortfalls to reserve personnel will be routed to MARFORRES for endorsement, and forwarded to the supporting MEF G-4 and MARFORSOC G-4 for approval.

090206. MSCs supporting individual augmentees (IAs) and IRRs will submit a copy of the actual signed orders to include the destination of the IA to the CSP.

090207. In accordance with the Volume 10 of this Order, the Marine Corps will identify GPF to be provided to the contractor within the contract. The CSP will notify the KO in the event the equipment is damaged, lost or not returned by the contractor.

090208. Units not supported by the CSP that desire support, will formally request inclusion into the program via an UNS.

A. The UNS is the most important information component in the Expeditionary Force Development System (EFDS). As the primary means of entry into the EFDS, the UNS acts as a "work request" for current and future capabilities.

B. The UNS identifies operational enhancement opportunities and deficiencies in capabilities. Opportunities include new capabilities, improvements to existing capabilities, and elimination of redundant or unneeded capabilities.

C. "Universal" highlights its common use by any Marine Corps organization to capture both current needs and future needs developed through analysis, assessment, and experimentation with future warfighting concepts.

090209. Records created as a result of the policy in this chapter shall include records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and references [\(f\)](#) and [\(h\)](#).

VOLUME 13: CHAPTER 10

“THE NATIONAL FLAG’S HISTORY, USE, AND PLACEMENT”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 10

THE NATIONAL FLAG'S HISTORY, USE, AND PLACEMENT

1001 HISTORY

100101. Before we became a nation, our land knew many flags. Long ago, the Norsemen probed our coastal waters sailing under the banner of the black raven. Columbus carried a Spanish flag across the seas. The Pilgrims carried the flag of Great Britain. The Dutch colonists brought their striped flag to New Amsterdam. The French explored the continent under the royal fleur-de-lis. Each native Indian tribe had its own totem and insignia. Immigrants of every race and nationality, in seeking a new allegiance, have brought their symbols of loyalty to our shores.

100102. During our Revolution, various banners were used by the not yet united colonies. A green pine tree with the motto, "An Appeal To Heaven" was popular with our young Navy. The rattlesnake's warning, "Don't Tread On Me" was displayed by aroused colonists along the Atlantic seaboard. The Moultrie "Liberty" flag, a large blue banner with a white crescent in the upper corner, rallied the defenders of Charleston, South Carolina, in 1776. The Bunker Hill flag was a blue banner with a white canton filled with a red cross and a small green pine. The flag of the maritime colony of Rhode Island bore a blue anchor under the word "Hope." Strikingly similar to the Stars and Stripes was the flag carried by the Green Mountain Boys of Vermont at the Battle of Bennington on 16 August 1777.

100103. The first flag of the colonies to have any resemblance to the present Stars and Stripes was the "Grand Union Flag," sometimes referred to as the "Congress Colors." When George Washington took command of the Continental Army at Cambridge, Massachusetts, in 1776, he stood under the "Grand Union Flag" which continued to show a dependence upon Great Britain. The flag consisted of thirteen stripes, alternately red and white, representing: the Thirteen Colonies, with a blue field in the upper left hand corner bearing the crosses of St. George (England) and St. Andrew (Scotland), signifying union with the mother country.

100104. The first Stars and Stripes were created by the Continental Congress on 14 June 1777. This date is now observed nationally as "Flag Day."

100105. In this flag the thirteen stars, representing a constellation, were arranged in a variety of designs. (Congress did not specify the arrangement of the thirteen stars on the blue union, except to say that they should represent a new constellation). The most popular with the stars in a circle so that no state could claim precedence over another is known as the Betsy Ross Flag, in honor of the seamstress who is supposed to have sewn the first one.

100106. The first Navy Stars and Stripes had the stars arranged in staggered formation in alternate lines and rows of threes and twos on a blue field. A close inspection of this arrangement of the stars shows a distinct outline of the diagonal X-shaped cross and the cross of St. George of the English flag. This indicates how difficult it was for the colonists, even at this late date, to break away entirely from the British flag under which they had been born and had lived all the years of their lives.

100107. As the American frontier expanded, two new states were added to the Union, and these were incorporated into the flag. This meant that two stars and two stripes were added to the design making a total of fifteen each. It was this flag that withstood enemy bombardment at Fort McHenry, Maryland, 13-14 September 1814, and inspired Francis Scott Key to write the “Star Spangled Banner.”

100108. Realizing that the flag would become unwieldy with a stripe for each new state, Captain Samuel C. Reid, United States Navy, suggested to Congress that the stripes remain thirteen in number to represent the Thirteen Colonies, and that a star be added to the blue field for each new state coming into the Union. A law of April 4, 1818, that resulted requires that a star be added for each new state on the 4th of July after its admission.

100109. Since 1818, each new state has brought a new star for the flag. A 48-star flag came along with admission of Arizona and New Mexico in 1912. Alaska added a 49th star in 1959, and Hawaii paved the way for 50 stars in 1960. This growing pattern of stars could be said to reflect the growing dimensions of America’s responsibilities, as the thirteen stripes reflect the constant strength of our country’s traditions.

1002 USE AND DISPLAY

100201. The national flag represents the living country and is considered as a living thing, the union being the honor point. The right arm is the sword arm and therefore the point of danger; hence, the right is the place of honor. The edge of the flag which is toward the staff is the heraldic dexter or right edge (See Figure 10-1). The union of the flag, and the flag itself when in company with other flags, is always given the honor point, i.e., the marching right, the flag’s own right, or an observer’s left.

100202. It is the universal custom to display the flag from sunrise to sunset; however, when a patriotic effect is desired for special occasions, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness per reference [\(x\)](#).

100203. In general, the national flag should be displayed flat. It should not be festooned over doorways or arches, tied in a bowknot, or fashioned into a rosette. When used on a rostrum, it should be displayed above and behind the speaker's desk. It should never be used to cover the speaker's desk or draped over the front of the platform. For this latter purpose, as well as for decoration in general, bunting of the national colors should be used, and since the union of the flag always goes to the honor point, the colors should be arranged with the blue above, the white in the middle, and the red below.

100204. When the national flag is displayed from a staff in a public auditorium or chapel, whether on the same floor level or on a platform, it should be in advance of the audience and in the position of honor at the speaker's or chaplain's right as he faces the audience or congregation. Any other flags should be placed to the speaker's or chaplain's left or to the right of the audience.

100205. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. When the President directs that the flag be flown at half-staff at

military facilities and naval vessels and stations abroad, it will be so flown whether or not the flag of another nation is flown full-staff alongside the flag of the United States of America.

100206. The national flag, if required, will be displayed, on the right (the flag's own right) of all others. The national flags of other nations shall be displayed, right to left, in the alphabetical order of the names of the nations in the English language. The flags should be of approximately equal size. Situations periodically occur wherein the national flag is shown in a host country and must therefore be flown in accordance with agreements made with the host country. In such situations the national flag could be flown or displayed in a subordinate position to the host country flag. Where an agreement does not specifically designate the flag to be flown in the position of honor, common sense dictates handling of the situation in a way that will preserve and enhance the prestige of the host country and its flag.

100207. No lettering, figure or object of any kind will be placed on or attached to the national flag.

100208. No other flag or pennant should be placed above or, if on the same level, to the right of the national flag except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy (Although the church pennant may not be flown above the national flag ashore, it may be displayed separately.).

100209. The national flag, when flown at a military post or when carried by troops, will not be dipped by way of salute or compliment.

100210. When the national flag is carried, as in a procession, with another flag or with other flags, the place of the flag is on the marching right, i.e., the left of an observer whom the flag is approaching, or if there is a line of other flags, in front of the center of that line (See Figure 10-2).

100211. The national flag should be at the center and at the highest point of the group when a number of flags of states or localities or pennants of societies are grouped and displayed from staffs (See Figure 10-3).

100212. When the national flag and another flag are displayed together from crossed staffs, as against a wall, the national flag will be on the right (i.e., the flag's own right), or the left of an observer facing the wall, and its staff will be in front of the staff of the other flag (See Figure 10-4).

100213. When displayed over the middle of the street, the flag should be suspended vertically with the union to the north in an east-and-west street, or to the east on a north-and-south street, per reference [\(x\)](#).

100214. When the flag is suspended over a sidewalk from a rope, extending from house to pole at the edge of the sidewalk, the flag should be hoisted out from the building, toward the pole, union first from the building, per reference [\(x\)](#).

100215. When the flag is displayed from a staff projecting horizontally or at any angle from the window sill, balcony, or front of a building, the union of the flag should go clear to peak of the staff (unless the flag is to be displayed at half-mast) (See Figure 10-5).

100216. When flags of states or cities, or special flags such as the POW/MIA flag or the Commander-in-Chief's Installation Excellence Award Flag, are flown on the same halyard with the flag of the United States of America, the latter should always be at the peak. When flown from adjacent staffs the Stars and Stripes should be hoisted first and lowered last (See Figure 10-6).

100217. The display of the national flags of foreign nations at Marine Corps posts during gun salutes will be governed by the appropriate provisions of U.S. Navy regulations.

100218. When used at sea as the United States' maritime flag, the national flag is referred to as the national ensign.



Figure 10-1.--National Flag Flying Over the U.S. Capitol.



Figure 10-2. Carried with Other Flags or with a Line of Flags



Figure 10-3. Display with Other Flags



Figure 10-4. Crossed or Mounted with Other Flags



Figure 10-5. Display from a Door Way



Figure 10-6. Display with Pennants or State Flags

1003 NATIONAL STANDARD

100301. A national standard or color will be carried on all occasions of ceremony in which two or more companies (or equivalent units) participate and represent the organization for which the color is authorized. Units may continue to display authorized rayon colors or standards until a replacement is required.

100302. Not more than one national standard or color will be carried by a regiment (or equivalent command) or any part thereof when assembled as an organization.

100303. A national standard or color may be carried by an organization for which the colors or standards are authorized or a component thereof, at drills, on marches, or on other services when prescribed by the CO of the organization.

100304. Except when specifically authorized by the CMC, national standards or colors will not be issued to temporary or provisional units or organizations.

100305. A national standard or color, with cord and tassel, is authorized on the basis of one per battle or organizational color.

100306. A national standard or color is authorized for use by the recruiting service, in civil ceremonies, and on other public occasions.

100307. The use of fringe on national standards or colors within the Marine Corps is prohibited.

1004 PLACING OF THE NATIONAL FLAG IN MOURNING

Flags carried by troops will not be half-staffed, nor will any such flag be placed in mourning unless ordered by the Secretary of the Navy. When so ordered, two streamers of black crepe 7 feet long and about 12 inches wide will be attached to the staff below the ornament of the national and organizational color and standard.

1005 THE NATIONAL FLAG AT BURIALS

100501. The national flag is used to cover the casket at the military funeral of any of the following named persons:

- A. Any member of the Armed Forces on active service.
- B. Member of the Marine Corps Reserve.
- C. Persons on the retired list of the Marine Corps and the Marine Corps Reserve.
- D. Members of recognized military organizations.
- E. Former members of the Military Service who have been honorably discharged.

100502. The manner of placing the national flag on the casket will be the reverse of that prescribed for displaying it vertically against a wall. It will be placed lengthwise of the casket with the union at the head and over the left shoulder of the deceased. The flag will not be lowered into the grave or be allowed to touch the ground, nor will it be committed to the deep for a burial at sea honorably. The interment flag, furnished at government expense, is given to the next of kin at the conclusion of the interment. When so presented, the flag is folded in the prescribed manner and presented to the next of kin in a dignified manner with a short statement such as, "This flag is offered by a grateful nation in memory of the faithful service performed by your (relationship)." (See Figure 10-7.)



Figure 10-7. The National Flag at Burials

VOLUME 13: CHAPTER 11

“THE NATIONAL FLAG’S SIZE, DISPLAY, MAST, AND FOLDS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 11

THE NATIONAL FLAG'S SIZE, DISPLAY, MAST, AND FOLDS

1101 SIZE AND DISPLAY

110101. The national flag will be displayed at all Marine Corps posts and camps, in accordance with the appropriate provisions of U.S. Navy regulations. When used at sea as the United States' maritime flag, the national flag is referred to as the national ensign.

110102. National flags are authorized in four sizes. See Appendix A for descriptive information.

A. The post flag will be displayed in pleasant weather, except as provided in 110102.C below. (Not authorized to Marine Corps Reserve.)

B. The storm flag will be displayed in inclement weather.

C. The garrison flag except during inclement weather and as noted below, will be displayed on Sundays and on the holidays and other national occasions listed below:

1. New Year's Day, 1 January.
2. Inauguration Day, 20 January every fourth year.
3. Martin Luther King, Jr.'s, Birthday, third Monday in January.
4. Abraham Lincoln's, Birthday, 12 February.
5. George Washington's Birthday, 22 February.
6. Easter Sunday (variable).
7. Thomas Jefferson's Birthday, 13 April.
8. Loyalty Day and Law Day, USA, 1 May.
9. Mother's Day, second Sunday in May.;
10. Armed Forces Day, third Saturday in May.
11. National Maritime Day, 22 May.
12. Memorial Day, last Monday in May.
13. Flag Day, 14 June.

14. Father's Day, third Sunday in June.
15. Independence Day, 4 July.
16. National Aviation Day, 19 August.
17. Labor Day, first Monday in September.
18. Constitution Day and Citizenship Day, 17 September.
19. Gold Star Mother's Day, last Sunday in September.
20. Columbus Day, second Monday in October.
21. Veterans Day, 11 November.
22. Thanksgiving Day, fourth Thursday in November.
23. Christmas Day, 25 December.
24. Important occasions as designated by Presidential proclamation.
25. Celebration of a regional nature when directed by the installation

commander.

D. The color guard flag will be carried on all occasions of ceremony in which two or more companies (or equivalent) participate and represent the organization for which the color is authorized.

110103. The garrison flag will not be displayed from a mast less than 65 feet in height.

110104. The flag is hoisted at 0800 and lowered at sunset daily.

1102 FULL AND HALF-MASTING

110201. When the national flag is displayed at half-mast, it is first hoisted to the peak and then lowered to the half-mast position. Before lowering, the flag is again raised to the peak.

110202. All military posts in sight of each other display the national flag at half-mast upon the occasion of one doing so. The same rule is observed toward all vessels of war.

110203. A flag in any position below the peak (the top of the mast or truck) is technically in the half-mast position but, in general, the middle point of the hoist of a flag at half-mast should, in the case of an unguided mast of one piece, be halfway between the peak and the foot of the mast or, in the case of a mast with a yard or guys, halfway between the peak and the yard or point of attachment of the guys (See Figure 11-1). Local conditions, such as the liability of fouling

the flag may however, dictate other positions, a graceful one being with the top of the flag the depth of the hoist below the peak.

110204. On Memorial Day, display the flag in accordance with the appropriate provisions of U.S. Navy regulations.



Figure 11-1.--Display at Half Mast.

1103 LOWERING AND FOLDING

110301. When the national flag is lowered from the mast, no portion of it will be allowed to touch the ground, either in lowering or in folding. The flag is detached from the halyards and folded into the shape of a cocked hat, with the blue field and stars outward, according to the instructions (See Figures 11-2 through 11-8).

110302. Instructions

This custom of special folding is reserved for the United States flag.

A. To properly fold the flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.



Figure 11-2. Folding of the National Flag, Step 1

B. Fold the lower half of the stripe section lengthwise over the field of stars, holding the bottom and top edges securely.



Figure 11-3. Folding of the National Flag, Step 2

C. Fold the flag again lengthwise with the blue field on the outside.



Figure 11-4. Folding of the National Flag, Step 3

D. Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.



Figure 11-5. Folding of the National Flag, Step 4

E. Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



Figure 11-6. Folding of the National Flag, Step 5

F. The triangular folding is continued until the entire length of the flag is folded in this manner.



Figure 11-7. Folding of the National Flag, Step 6

G. When the flag is completely folded, only a triangular blue field of stars should be visible.



Figure 11-8. Folding of the National Flag, Step 7

VOLUME 13: CHAPTER 12

**“MARINE CORPS COLORS, STANDARDS, FLAGS, GUIDONS, PLATES AND
 STREAMERS”**

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

**MARINE CORPS COLORS, STANDARDS, FLAGS, GUIDONS, PLATES AND
STREAMERS**

1201 HISTORY

120101. Very little information is available regarding the flags carried by early American Marines, although indications are that the Grand Union flag was carried ashore by the battalion led by Captain Samuel Nicholas on New Providence Island, 3 March 1776. It is quite possible that the Rattlesnake flag was also carried on this expedition.

120102. The standard carried by the Marines during the 1830s and 1840s consisted of a white field with gold fringe, and bore an elaborate design of an anchor and eagle in the center. Prior to the Mexican War, this flag bore the legend "To the Shores of Tripoli" across the top. Shortly after the war, the legend was revised to read: "From Tripoli to the Halls of the Montezuma."

120103. During the Mexican-American and Civil Wars, Marines in the field carried a flag similar to the national flag, comprised of red and white stripes and a union. The union; however, contained an eagle perched on a shield of the United States and a half-wreath beneath the shield, with 29 stars encircling the entire design.

120104. Beginning in 1876, Marines carried the national colors (the Stars and Stripes) with "U.S. Marine Corps" embroidered in yellow on the middle red stripe.

120105. At the time of the Vera Cruz landing in 1914, a more distinctive standard was carried by Marines. The design consisted of a blue field with a laurel wreath encircling the Marine Corps emblem in the center. A scarlet ribbon above the emblem carried the words "U.S. Marine Corps," while another scarlet ribbon below the emblem carried the motto "Semper Fidelis."

120106. Orders were issued on 2 April 1921 which directed all national colors be manufactured without the yellow fringe and without the words "U.S. Marine Corps" embroidered on the red stripe. This was followed by an order dated 14 March 1922, retiring from use all national colors still in use with yellow fringe or wording on the flag.

120107. Following World War I, the Army practice of attaching silver bands carrying inscriptions enumerating specific decorations and battles was adopted. This practice was discontinued on 23 January 1961.

120108. Marine Corps Order No. 4 of 18 April 1925 designated gold and scarlet as the official colors of the U.S. Marine Corps. These colors; however, were not reflected in the official Marine Corps standard until 18 January 1939, when a new design incorporating the new colors was approved. The design was essentially that of today's Marine Corps standard.

120109. For a brief time following World War I, the inscribing of battle honors directly on the colors of a unit was the practice, but realization that a multiplicity of honors and the limited space on the colors made the system impractical resulted in the discontinuation of that

practice. On 29 July 1936, a Marine Corps Board recommended that the Army system of attaching streamers to the staff of the organizational colors be adopted. Such a system was finally authorized by Marine Corps No. 157 dated 3 November 1939 and is currently in practice.

1202 COLORS AND STANDARDS

120201. Marine Corps colors or standards will be carried by the organization to which issue is authorized on the same occasions as the national colors.

120202. Except when specifically authorized by the CMC, Marine Corps colors or standards will not be issued to temporary units or organizations.

120203. Gold and scarlet are the official colors of the Marine Corps. All guidons, banners, athletic ribbons, pennants, and other articles ordinarily designed to represent the Marine Corps, will use these colors. The gold will conform as nearly as possible to that in the dress chevrons for enlisted personnel.

120204. The Marine Corps organizational flag shall be rayon banner or nylon, 66 inches on the fly by 52 inches on the hoist, exclusive of headings and fringe. It shall be made of either single ply of rayon banner cloth or single or double plies of lightweight nylon scarlet cloth. On the outer side of each ply, will be appliquéd machine embroidered components of the Marine Corps insignia, consisting of spread eagle, globe, and fouled anchor, with flowing motto ribbon containing in ½-inch letters, the words “Semper Fidelis” in the beak of the eagle and a flowing scroll. The fringe shall be hand-knotted, 2 1/2-inches wide, of golden-yellow color, and trimmed on three sides of the standard. The 2-inch lettering on the 3 1/4-inch flowing scroll shall indicate the name of the organization, United States Marine Corps. Except when streamers are authorized, each standard shall have attached below the spearhead of the staff a cord of scarlet and yellow threads approximately 3/8-inches in diameter and 8 feet 6 inches in length, with a tassel at each end.

120205. DC I&L (LPC) approval is required for request exceeding three organizational flags. A request must be locally established, approved in writing by unit commander at the battalion/squadron level, and endorsed by the chain of command. A request exceeding the minimum amount must be submitted in memorandum format with the commander’s signature addressed to: The Head of LPC, from the requesting organization. Approval must be obtained prior to requisitioning.

120206. There are two types of flags or organizational standards. These flags are contained in a joint service specification with Marine Corps flags designated as Type III flags. Organizations authorized these standards are authorized to maintain two sets of colors. One can be displayed in the CO's office and the other in the designated conference room or authorized area.

A. Type III, Class 1, Command Battle Standard and Organizational Standard, USMC Type III, Class 1(NSN 8345-01-281-5500)

The name of the organization is embroidered on the scroll. This flag is associated with O-5 and higher commanders of the operating forces and supporting establishment commands (to

include MCJROTC) authorized lineage and honors (See Figure 12-1). See Appendix A for descriptive information.

1. The Type III Class 1 organizational flag is not authorized for joint activities with Marines assigned, and miscellaneous military activities that perform ceremonial function requiring a U.S. Marine Corps flag.

2. The command designation on the scroll is spelled out unless the unit designation is too long for the 36 spaces contained on the scroll. If the designation is too long, standard Marine Corps abbreviations with numbers and letters will be used. The term "FMF" is no longer included on the scroll of this flag.

3. The NMMC may authorize organizational flags with historic script to be requisitioned for display purposes only. Once acquired, these flags must be marked as a reproduction, and its life cycle will be maintained in the same manner as an original.



Figure 12-1.--Marine Corps Battle Standard.

B. Type III, Class 2, Organizational Standard USMC (NSN 8345-01-268-8226)

The words "United States Marine Corps" are embroidered on the scroll (See Figure 12-2). This flag is authorized for supporting establishment, geographically dispersed supporting establishment and reserve organizations, joint activities, and miscellaneous military activities with assigned Marines who perform ceremonial functions requiring a Marine Corps organizational standard. See Appendix A for descriptive information.



Figure 12-2. Marine Corps Standard

1203 GENERAL OFFICERS' DISTINGUISHING FLAGS

120301. Distinguishing flags are authorized for display for General Officers of the Marine Corps.

120302. Flag, Distinguishing, Organizational

A. Issuance of one each of the two sizes of organizational ceremonial distinguishing flags for all grades of General Officers is authorized for each activity commanded by a general officer, all MCASs, and all Marine Corps district headquarters.

B. Marine Corps Commands, other than those commanded by a general officer, having a requirement for any of the flags mentioned in paragraph 120304.B will obtain them on a loan basis from the nearest organization commanded by a General Officer.

C. These flags are for appropriate outside display to designate the presence of a general officer or to identify the location of his headquarters.

D. When another Service General Officer visits a Marine Corps installation, the senior general flag will be displayed regardless of Service.

E. The distinguishing flag of a General Officer will be displayed at headquarters of his or her command ashore in accordance with the appropriate provisions of U.S. Navy regulations.

F. The display of distinguishing flags for General Officers in boats, automobiles, and aircraft will be governed by the appropriate provisions of U.S. Navy regulations.

- G. The display of the distinguishing flag for a deceased General Officer during funeral ceremonies will be governed by the appropriate provisions of U.S. Navy regulations.
- H. Distinguishing flags will be displayed for retired General Officers on official occasions.
- I. Distinguishing flags need not be displayed for retired individuals upon arrival on board a station unless the retired individuals are in active duty status.
- J. The method of rolling or folding and securing the distinguishing flag for the traditional “breaking” at parades and ceremonies shall be determined locally.

120303. Flag, Distinguishing, Personal

These flags are provided for all General Officers on active duty and retired general officers who have served on active duty as general officers, for interior display and other personal use. Issuance is authorized on the basis of one each appropriate flag per general officer.

120304. Distinguishing Flags Fall into Two Categories as Follows:

- A. Flag, Distinguishing, Personal: Rayon banner cloth with gold-colored fringe

Nomenclature and sizes are provided for appropriate display for General Officers as indicated in Appendix A (See Figures 12-3 through 12-7).



Figure 12-3. Brigadier General



Figure 12-4. Major General



Figure 12-5. Lieutenant General



Figure 12-6. General



Figure 12-7. Commandant and Former Commandants

B. Flags, Distinguishing, Organizational, Nylon and wool bunting without fringe

Nomenclatures and types are indicated in Appendix A.

1204 GUIDONS

120401. The guidon symbolizes a rallying point for Marines and to mark the location of the unit commander at the company, battery, or permanent detachment level. The guidon is an identifying marker bearing the Marine Corps emblem and the abbreviation of the unit to which it is authorized (See Figure 12-8.)

120402. Guidons are authorized for units at the company/battery/permanent detachment level that possess an approved mission statement resident in the TFSMS and that have a company/battery/permanent detachment commander billet listed on an approved T/O.

120403. Guidons are not authorized above or below the company/battery/permanent detachment level. Units are authorized to have two guidons: one for daily use and display, while the other will serve as a backup due to weather discoloration or wear and tear.

120404. Only units of substantial size, who are expected to be organized for a minimum of 6 months, must have written approval from the MSC and must follow the criteria in paragraph 1204.

120405. Given the geographically dispersed nature of certain units beneath the company level and their need to perform ceremonial duties (e.g. certain independent reserve platoon organizations), these units are authorized a Type III Class 2 organizational standard. They are not authorized a guidon.

120406. Organizations that currently possess guidons that do not comply with the standards in paragraph 1204 must dispose of them immediately, as they are not suitable for display. Locations of the units are not authorized to be displayed on the guidon.



Figure 12-8. Guidon

120407. An organization guidon will be carried on all occasions of ceremony in which two or more platoons or equivalent units participate, and represent the organization.

120408. An organization guidon may be carried by an organization for which the guidon is authorized, or component thereof, at drills, on marches, or on other services when prescribed by the CO of the organization.

120409. Organization guidons will not be used as trophies or awards. At the commander's discretion, replicas may be used for this purpose; however, O&M MC will not be used to purchase replicas.

120410. The organization guidon shall be made of red polyester cloth upon which insignia, letters, and numbers, as required, of gold polyester cloth shall be sewn on each side. This guidon shall measure 1.83 feet on the hoist and 2.33 feet on the fly. A Marine Corps emblem consisting of eagle, globe, and anchor made of gold polyester cloth, shall be placed in the center of each side of the guidon. The emblem shall measure approximately 8 1/2 inches from tip to tip of the eagle's wings, globe 5 1/2 inches in diameter, and anchor 11 inches overall. A maximum of 22 letters, numerals or spaces will be used on the guidon and this must be consistent in size; 1 number/letter 6 inches; 2-3 letters/numbers 4 1/2 inches; 4 or more letters/numbers 1 3/4 inches. Numerals preceding letters will be 4 1/2 inches, (i.e., 4 LEB MD). The "4" will be 4 1/2 inches, while "LEB" will be 1 3/4 inches. The "Det/MD will be 1 3/4 inches. Guidons will always have the higher organizations numbers/letters in lower left and the company identifier in the lower right

corners as indicated in Figure 12-7. There is only one type of organizational guidon used by Marine Corps organizations:

A. The Type II is the only authorized guidons. The guidon shall consist of the Marine Corps emblem on an arc having a radius of 60 inches, for all Marine Corps units and organizations. See Appendix A for descriptive information.

B. The designation USMC of single block type, 4 inches high, shall be centered above the Marine Corps emblem on an arc having a radius of 60 inches. The organization number shall be placed on a line between the crown of the anchor of the Marine Corps emblem and the lower left corner of the guidon, and the company designation letter, abbreviated title, or number in a corresponding position at the lower right of the guidon. When deemed necessary for explicit identification, the abbreviated designation of an intermediate organization may be shown directly above the designation of the parent organization. See Figures 12-9 through 12-12 for examples of unit and organization designators.



Figure 12-9. Guidon Lettering, Standard Company, USMC



Figure 12-10. Guidon Lettering, Permanent Detachments, USMC



Figure 12-11. Guidon Lettering, Reserve USMC



Figure 12-12. Guidon Lettering, Aviation USMC

120411. Companies, batteries and permanent detachments that cannot follow the above patterns without major deviations may center their unit designation, abbreviated or in full, below the Marine Corps emblem. The placement of unit designations on the guidons within each major command shall be standardized to the maximum extent. Minor deviations from the above examples are expected due to unit designations themselves, or as a result of the organizational structure; however, such exceptions shall be limited insofar as practicable. Figure 12-13 provides the guidon dimensions.

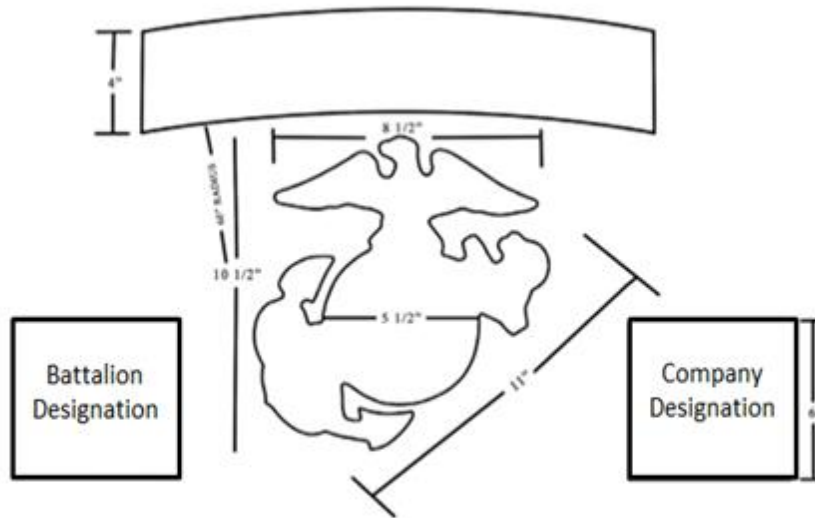


Figure 12-13. Guidon Dimensions, Type II, USMC

120412. Guidons procured prior to this Order which do not conform to the above may be used until replacement is required.

120413. A dress guidon made of rayon cloth with fringe and the letters "USMC" is a marker used to delineate the line of troops, and the line of march for ceremonies, and for similar purposes. A dress guidon is authorized for each organization guidon (See Figure 12-14.)



Figure 12-14. Dress Guidon

1205 STREAMERS

120501. General

A. The honors accorded eligible Marine Corps units will be displayed as streamers attached to the staff of the unit battle color, organizational color, or Marine Corps color below the ornament in place of the cord and tassels normally worn.

B. In general, only those units authorized the Type III, Class 1 Battle Standard (command designation embroidered on the scroll) will display award, campaign and/or service streamers. Other color bearing units may display specifically authorized award streamers.

C. Units may not display honors earned by subordinate units at a time when the senior unit did not exist unless the senior unit was created by a re-designation of the subordinate and is thus the lineal successor.

D. Authorization for units to display honors earned by subordinate units when attached to another command will be determined by the Director Marine Corps History Division (HDR).



Figure 12-15. Streamers

120502. Award Streamers

A. Award streamers may be authorized for the following:

1. Meritorious service in action for which a unit has been designated in Secretary of the Navy Instructions, or in official directives of the Department of the Army or Air Force.

2. Award of decoration by a foreign government expressly conferred upon a unit.

3. Additional awards will be represented by a system of bronze and silver stars embroidered on the streamer rather than by issue of additional streamers.

a. Each bronze star indicates an award in addition to the original represented by the unadorned streamer.

b. A silver star shall indicate five awards in addition to the original award represented by the unadorned streamer and shall be used in lieu of five bronze stars.

B. An award will not be made to a larger unit for actions of one or more of its component units, unless the larger unit performed as a total team in a manner justifying the award.

120503. Campaign and Service Streamers

A. Campaign and service streamers may be authorized for the following:

1. Service in war for which service medals are authorized.
2. Participation in campaigns, expeditions, or battles for which individual medals, citations, and/or commendations are authorized.
3. Participation in a campaign or war shall entitle a unit to an unadorned campaign or service streamer.

a. Each bronze star indicates participation in a particular engagement or designated phase of a campaign or war, or a specific battle not represented by the streamer itself.

b. A silver star shall indicate participation in five particular engagements or designated phases of a campaign or war, or specific battles, and shall be used in lieu of five bronze stars. Examples of the devices other than stars that are used to indicate additional awards are the silver "W" on the Marine Corps Expeditionary Streamer and the oak leaf cluster on the Joint Meritorious Unit Award, the Army or Air Force Presidential Unit Citation, and the palms and gilt star on the French Croix De Guerre. Unless otherwise directed by the CMC, the system described in subparagraphs 120503.A.1-.3 above will apply.

B. Eligibility for campaign and service streamers is as follows.

1. In general, the award of campaign and service streamers will be limited to units/activities of the operating forces. In certain cases, as determined by the CMC, campaign and service streamers may be awarded to units/activities of the supporting establishment.

2. Any unit will be deemed to have participated in combat if it actually engaged the enemy or if it was stationed in the combat zone or performed duties, either in the air, at sea, or on the ground, within the boundaries of the combat zone, at any time during the designated period of the respective battle or campaign, providing the following criteria are met.

a. Campaign streamers will be credited to an operating force headquarters when any subordinate element, while so assigned is credited with battle participation for which an award is given.

b. For a division, wing, or higher unit, or security or supporting activity with personnel strength approximating that of a division, if one-fourth of the separate elements have participated in the action concerned according to the computations in subparagraphs c, d, and e.

c. For a regiment, group, or security or supporting activity with personnel strength approximating that of a regiment, if one-third of its company units or elements have participated in the engagement, war, or campaign concerned.

d. To a battalion, squadron, or security or supporting activity with personnel strength approximating that of a battalion, if one-half of its company units or elements have participated in the engagement, war, or campaign concerned.

e. To a separate company/battery or security or supporting activity with personnel strength approximating that of a separate company/ battery, if three-fourths of the unit's personnel (actual strength) have participated in the engagement, war, or campaign concerned.

f. To a combat support or combat service support (aviation or ground) unit when significant contribution of men and equipment is provided in an operation as determined by the CMC.

g. New campaign, service, or award streamers (or stars representing multiple awards) will be credited automatically to the Battle Color of the Marine Corps and to the battle standard of the appropriate Fleet Marine Force, for each award made to a subordinate element. These awards will be certified automatically by the Director HDR upon the certification of the award to the subordinate element.

h. The CMC may from time to time, authorize certain units, organizations, or activities to hold, carry, and display a duplicate set of the Battle Color of the Marine Corps.

i. MCJROTC units which have been awarded the Marine Corps Reserve Officers Association (MCROA) Award may attach the appropriate streamer to the unit flag.

1206 SILVER BANDS

120601. Silver bands were authorized for use for the Marine Corps on 3 November 1939. They were displayed on the staff of the battle color, organization color, or Marine Corps color to augment battle streamers and inscribed showing battle participation, campaign, expedition, etc. Because of the problem created by the change in the flag staff, the fixed dimension of the silver bands, the large number of bands some organizations were authorized, and the fact that the bands were a duplication of battle streamers, the awarding of silver bands to units was discontinued on 27 March 1961 and requisitioning of bands is no longer authorized.

120602. Marine Barracks 8th and I, as the caretaker of the Marine Corps Battle Standard, is the only Marine Corps organization entitled and authorized to display silver bands.

1207 CERTIFICATE OF UNIT HONORS

120701. All eligible color bearing Marine Corps units of battalion or squadron size and larger will be provided certificates of unit honors which will reflect:

- A. Unit decorations with action and dates earned.
- B. Campaign awards including dates.
- C. Service awards.

120702. Certificates of unit honors will be prominently displayed in the unit headquarters.

120703. Streamers displayed on the unit battle standard or organizational color will reflect the honors listed in the certificate of unit honors.

120704. Queries concerning certificates of unit honors should be addressed to the Director HDR.

120705. Instructions for streamer assembly on organizational colors are as follows.

- A. A unit authorized organizational colors will commemorate each award by a display of a streamer on a unit flagstaff.
- B. Streamers will be affixed to the streamer attachment at the top of the flagstaff below the spearhead or other flagstaff topping (See Figure 12-16).
- C. The senior streamer will be fastened to the front of the streamer attachment, followed by the remaining streamers, in descending order, clockwise around the attachment.

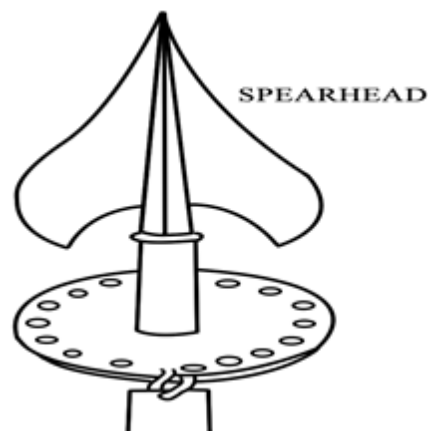


Figure 12-16. Streamer Set Attachment

1208 ADMINISTRATIVE PROCEDURES

120801. Heraldic items will be requisitioned in accordance with the requisition instructions contained in the current edition of reference [\(y\)](#).

120802. The Marine Corps Class 2 standards will be requisitioned directly from DLA. The Marine Corps Class 1 standards will be requisitioned directly from:

Commanding General (P708),
Marine Corps Logistics Command,
Albany, Georgia 31704-0320

120803. National colors, recruiting flags, general officer distinguishing flags, non-Marine Corps flags, pennants, flagstuffs, and distinguishing plates will be requisitioned from the normal source of supply as set forth in current supply directives.

120804. Requisitions for all streamers will be forwarded to the Director HDR for authentication of unit entitlement. Requisitions should be submitted on a DD 1348 by email to history.streamers@usmc.mil and should specify correct nomenclature, billing codes, and the unit designation for which the streamers are being requisitioned (the unit which will display streamer). Subsequent to validation, HDR will forward the requisition to the appropriate supply source for direct delivery to the requesting unit.

120805. The Military Awards Branch (MHM), Headquarters, U.S. Marine Corps, will submit the DD 1348 directly to DLA.

120806. Requisitions for streamer set attachments will be forwarded directly to the DLA.

120807. Marine Corps requisition of heraldic items which require commercial fabrication and special embroidery work requisition time is 90 days for guidons and 120 days for Type III Class 1 and 2 Standards for manufacturing.

1209 FUNDING

The original procurement of all Marine Corps source heraldic items is financed with Marine Corps Stock Fund. Requesting organizations will cite on all requisitions the current appropriation data to be charged for the items requisitioned.

1210 ALLOWANCES

Correspondence/requests concerning allowances of heraldic items will be forwarded to the CG TECOM (HDM).

1211 UNITS ENTITLED TO AWARDS

Units will coordinate with the Director HDR for determination of eligibility for streamers.

1212 CHANGES IN UNIT DESIGNATION

Upon a change of unit designation, the following procedures apply:

121201. All flags not containing a command designation will be retained by the new unit.

121202. All flags containing an obsolete command designation will be reported to the NMMC in accordance with the procedures of subparagraph 121301 and Volume 3 of this Order. Replacement flags will be requisitioned in accordance with the provisions of paragraph 1215.

1213 DEACTIVATED ORGANIZATIONS

121301. Flags, guidons and other heraldic items of deactivated activities considered will be reported to the Registrar, NMMC for appropriate determination of historical significance. Reports should include the history of each item including its date of acquisition (See Appendix B). Registrar, NMMC can be reached at 703-784-2608 or DSN: 278-2608. Further contact information can be found at www.usmcmuseum.org.

121302. The Registrar, NMMC will respond in writing and provide shipping instructions to the museum.

1214 STORAGE, PRESERVATION AND PACKAGING, AND MATERIALS HANDLING

121401. The policies governing storage, preservation and packaging, and materials handling of heraldic items are as outlined in the current edition of reference [\(z\)](#).

121402. The detailed instructions pertaining to these subjects are contained in the current edition of reference [\(aa\)](#).

1215 REPAIR, REPLACEMENT, AND DISPOSITION

121501. Cleaning of flag type items will be accomplished by a dry-cleaning service at the local activity level. Washing is authorized if dry-cleaning facilities are not available or the dry-cleaning services are inadequate.

121502. Minor repair should be accomplished at the local level to maintain each item in a ready serviceable condition acceptable by the government. Any minor repair work that is done cannot alter specifications of the flag. Major repairs and modifications are not authorized to be accomplished at the local level.

121503. Old, faded, worn, and unserviceable Marine Corps battle standards, organizational standards and guidons will be reported to the NMMC for potential addition to the NMMC collection as a heritage asset in accordance with the procedures of subparagraph 121302 and using Appendix B. These reports will include the flag's history and date of acquisition.

121504. Units requesting to retain a historic flag for display should refer to Volume 3 of this Order and reference [\(ab\)](#) for guidelines on NMMC loans and unit historical property records.

121506. Organizational standards and guidons are only considered heritage assets upon approval by the NMMC. If added to the NMMC collection as a heritage asset, units will provide the assets to the NMMC. If approved as a conditional loan, units may maintain the item on display. Heritage assets approved for conditional loan will be accounted for as stewardship property and in accordance with Volume 3 of this Order.

121507. Organizational standards and guidons not approved as heritage assets may be added as display equipment in accordance with Volume 3 of this Order. If approved as display equipment, units will establish accountability as garrison property. Refer to Volume 3 for additional guidance.

121508. If the item is approved as a heritage asset or display equipment, units are authorized to requisition a replacement.

121509. Organizational standards or guidons will not be provided as gifts, trophies, or awards per reference [\(ac\)](#). Imitations may be purchased; however, government funding is not authorized for such purchases under any circumstance.

121510. Organizational standards and guidons are purchased using O&M MC appropriations and accounted for within the military equipment accountable property system of record (APSR) (i.e., Global Combat Support System – Marine Corps). When accounted for as a display item, organizational standards and guidons are accounted for in the garrison property APSR (i.e., Defense Property Accountability System). When accounted for as a heritage asset on loan from the NMMC, organizational standards and guidons are accounted for in the Department of the Navy Heritage Asset Management System.

121511. Newly identified requirements, as well as replacements of the Type III, Class 1 Standard, must have written approval from the first general officer within the chain of command before a requisition is submitted to MARCORLOGCOM. Replacements of guidons require written approval from the commanding officer or major subordinate command before a requisition is submitted to MARCORLOGCOM. MARCORLOGCOM will not requisition the organizational standard or guidon without the approval letter.

121512. All requests to purchase the organizational standard and guidon must be submitted via offline requisition in Military Standard Requisitioning and Issue Procedures (MILSTRIP) format to MARCORLOGCOM.

121513. Units requesting three or more standards or guidons must attain HQMC I&L (LP) approval prior to requisitioning. The request will be submitted to DC I&L (LP) via naval Message.

1216 SALE, LOAN, OR PRIVATE USE OF MARINE CORPS HERALDIC ITEMS

121601. The private use of official Marine Corps heraldic items is not authorized except for those distinguishing flags issued to general officers.

121602. U.S. Marine Corps flags and distinguishing plates are for official Marine Corps use only, and shall not be made available to civilian groups, organizations, or individuals.

121603. Marine Corps historical heraldic items that are accessioned as heritage assets by the NMMC and may be displayed at the NMMC, at Marine Corps Command Museums, Marine Corps activities, DoD museums, other Federal museums and qualifying civilian museums in accordance with reference [\(ab\)](#).

1217 PRESENTATION OF DISTINGUISHING FLAGS

Issuance of distinguishing flags, personal, for permanent retention by general officers and retired general officers, who have served on active duty as general officers, is authorized. Regular officers, upon acceptance of their promotion to the grade of general officer, and acceptance of promotion within the grade of general officer will be issued a flag appropriate to their grade and a notation to this effect will be included in the official records of the general officer concerned. When issued, these items will be expended from the stock records in accordance with current directives on property accountability.

1218 ACCESSORIES

121801. Flagstuffs

Flagstuffs will be used at all times when displaying or carrying ceremonial or organizational flags. Flagstuffs and components authorized for use within the Marine Corps are as follows. (Automobile flagstuffs are to be locally manufactured.)

- A. Flagstaff, colors and standards, 9'6" components include:
 - 1. Flagstaff 8' 9 7/8" W/2 No. 7, 3/4" round head wood screws.
 - 2. Spearhead section.
 - 3. Connector section.
 - 4. Ferrule.
- B. Flagstaff, Advertising and Recruiting, 10'0" components include the Flagstaff, 9' 10 3/8" Ball Halyard.
- C. Flagstaff, guidon 8'0" components include:
 - 1. Flagstaff 7' 4 11/16".

2. Spearhead section.
3. Connector section w/ 1 No. 7, 5/8" wood screw, oval head.
4. Ferrule w/1 No. 7, 5/8" wood screw, oval head.

121802. Flag Cases

Flag cases will be used to cover ceremonial and organizational flags when being stored or carried on other than for ceremonial occasions.

121803. Flag Slings

Flag slings will be used at all times to carry ceremonial or organizational flags during ceremonies.

**1219 AUTOMOBILE AND AIRCRAFT DISTINGUISHING METAL PLATES
(COMMANDANT'S AND GENERAL OFFICER'S (USMC))**

121901. Motor vehicles and aircraft used by general officers of the Marine Corps will be identified by the use of a vehicle and aircraft distinguishing plate bearing the Marine Corps emblem and the appropriate general officer rank.

121902. The Commandant's plate is composed of sheet metal, painted red. The plate contains a 3 1/2-inch-diameter Marine Corps emblem with four pyramidal shaped, silver-colored, 2 7/32-inch-diameter stars. The general officers' plate is composed of sheet metal 6 inches wide and 9 inches long, painted red. The plate contains a 3 1/2-inch-diameter Marine Corps emblem with an appropriate number of interchangeable, pyramidal shaped, silver-colored, 2 7/32 inch-diameter stars.

121903. Distinguishing plates for the CMC and general officers will be stocked in the Marine Corps supply system and procured through normal supply channels. Posts and stations are not authorized to reproduce distinguishing automobile plates for use by general officers.

121904. Marine Corps organizations and activities not included in authorized allowances will request appropriate distinguishing plates to be furnished on memorandum receipt from the nearest major Marine Corps activity at such time as an inspection or visit by a general officer is scheduled. It will not be necessary to request distinguishing plates for the CMC when the Commandant is scheduled to inspect or visit posts or stations. Aides to the CMC will carry with them all required plates, flags, and devices on such trips. Distinguishing plates will not be requested when visits or inspections to posts and stations are scheduled by general or flag officers from other branches of service.

121905. Distinguishing plates for the CMC and general officers will be mounted on the front and rear of official automobiles as follows: Place vertically as near the center as practicable with bottom part of plate affixed to upper part of bumper. Brackets or other suitable means of attachment may be used. When displayed on aircraft the brackets and plates will be affixed just

beneath and on either side of the cockpit. Distinguishing plates will be covered or removed at times when the vehicle or aircraft is operated without the presence of the general officer.

121906. Authorization for plates will be on the same basis as for the distinguishing flags contained in paragraph 1217, above. A set of plates will be construed to mean three plates, emblems, and six stars. Plates and components may be requisitioned separately to meet the load requirements.

VOLUME 13: CHAPTER 13

“MISCELLANEOUS FLAGS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 13

MISCELLANEOUS FLAGS

1301 MISCELLANEOUS FLAGS

130101. The flag of the United States Navy is dark blue material, with yellow fringe 2 1/2 inches wide. In the center of the flag is a device 3 feet 1 inch overall, consisting of the inner pictorial portion of the Seal of the Department of the Navy (with the exception that a continuation of the sea has been substituted for the land area), in its proper colors within a circular yellow rope edging, all 2 feet 6 inches in diameter above a yellow scroll inscribed "United States Navy" in dark blue letters.

130102. The United Nations flag is blue with the United Nations emblem in the center. The emblem is one-half the width of the flag.

130103. The flag of the Geneva Convention is a white flag having in the center a red cross with straight arms of equal length. It is to be used in time of war with a signatory of that convention. This flag is authorized for use in the Marine Corps in two sizes for use as markers to identify medical installations. The larger, 4 feet on the hoist by 6 feet on the fly, is used to mark field hospitals; the smaller, 16 inches on the hoist by 27 inches on the fly, is used to mark battalion and regimental aid stations, and similar installations.

130104. A field hospital quarantine flag of yellow bunting 4 feet on the hoist by 6 feet on the fly is used to designate a part of the field hospital under quarantine for epidemic disease.

130105. A line or series of sanitary cordon flags of yellow bunting 18 inches on the hoist by 30 inches on the fly is used to demarcate an area placed under quarantine for epidemic disease.

130106. The church pennant will be used as authorized by COs to designate the time and place of divine service, and in the field to indicate the chaplain's quarters or office.

130107. Recruiting flags are used for purposes of advertising and public display at headquarters and offices of the recruiting service.

130108. The recruiting flag "E" is used as an award to a recruiting service activity for outstanding achievement.

130109. A Type I, Class 1, United States flag, lightweight nylon bunting, is provided to military members on behalf of the Secretary of the Navy upon active duty member's retirement or transfer to the Fleet Marine Corps Reserve, per reference [\(ad\)](#). Commanders shall present the flag to military active duty members who are transferred to the retired list of the Fleet Marine Corps Reserve on or after 1 Oct 1998, at no cost to the recipient.

130110. Heat condition flags are required to be flown by each command to indicate heat conditions for outside activity/training, etc. The flags are constructed from heavyweight nylon

bunting, 70 inches on the fly, 45 inches on the hoist, conforming to Type I, Class 2 of MIL-F-2692. The following information applies:

- A. Black Flag, Condition 1, wet bulb globe temperature 90 degrees plus.
- B. Red Flag, Condition 2, wet bulb globe temperature 88-89.9 degrees.
- C. Yellow Flag, Condition 3, wet bulb globe temperature 85-87.9 degrees.
- D. Green Flag, Condition 4, wet bulb globe temperature 80-84.9 degrees.

130111. The Service Flag is a flag with a blue star on a white field within a red border. The flag includes one star for each immediate family that is serving in the Armed Forces of the United States during any period of war or hostility in which our Armed Forces are engaged. The United States Army, Institute of Heraldry, manages the Service Flag Program and certifies commercial stores to manufacture the flag.

1302 DISTINGUISHING FLAGS FOR THE PRESIDENT, VICE PRESIDENT, DEPARTMENT OF DEFENSE OFFICIALS, NAVY OFFICIALS, AND NAVY FLAG OFFICERS

130201. Certain officials of the United States Government are entitled, by virtue of their office, to individual flags of rayon or nylon.

A. President of the United States

The flag is blue, in the center is the coat of arms of the President of the United States, encircled with 50 white stars, and trimmed on three edges with a fringe of silver and gold bullion 2 1/2 inches wide. Cord and tassel are red, white, and blue strands.

B. Vice President of the United States

The flag is white, with a blue five-point star in each corner. The vice-presidential coat of arms, in proper colors, is centered on the flag. The flag is trimmed on three edges with a fringe of blue 2 1/2 inches wide. Cord and tassels are blue and white.

C. Secretary of Defense

The flag is medium blue; in each of the four corners is a 5-pointed white star. The center of the flag displays the eagle, shield, and arrows from the Seal of the Department of Defense. The flag is trimmed on three edges with a white fringe 2 1/2 inches wide. Cord and tassel are medium blue and white.

D. Chairman, Joint Chiefs of Staff

The flag is divided equally by a diagonal line. The upper part is medium blue and the lower part is white. In the center of the flag is the eagle, shield, and arrows from the Seal of the Department of Defense. Four stars are placed diagonally, two white stars on the medium blue part

and two medium blue stars on the white part. The flag is trimmed on three edges with a fringe of yellow, 2 1/2 inches wide. Cord and tassel are medium blue and white.

E. Secretaries of the Navy

These flags are made up in three sizes (See Appendix A).

F. Navy Flag Officers Distinguishing Flags

These flags are made up in three sizes (See Appendix A).

130202. When the President or one of the above designated officials (or officials of comparable rank not designated above) visits a ship or station his flag is displayed from the moment of his arrival until his departure.

130203. The President's and Vice President's flags will not be stocked. Appropriate flags will be provided by advance parties on occasion of visits by these dignitaries.

130204. DoD, Navy Department, and Navy Flag Officers' flags (Admiral, Vice Admiral, and Rear Admiral) are authorized for procurement by the following commands:

- A. Marine Corps Forces Command, Marine Corps Forces Pacific.
- B. MCB, Camp Lejeune.
- C. MCB, Camp Pendleton.
- D. Deputy Commandant, Combat Development and Integration, Quantico.
- E. Marine Corps Recruit Depot, Parris Island.
- F. Marine Corps Recruit Depot, San Diego.
- G. Marine Barracks, Washington, D.C.

130205. Marine Corps commands having a requirement for any of the flags mentioned in subparagraph 130204, above, will obtain them on loan basis from one of the above listed commands or the cognizant Naval District headquarters, whichever is more convenient.

130206. It is not the policy of this headquarters to authorize personal flags other than those mentioned in subparagraph 130204.

1303 CARRYING FLAGS OF FOREIGN NATIONS AND NON-MILITARY ORGANIZATION

Marine Corps personnel may carry flags of foreign nations in official civil ceremonies when an official of the nation concerned is present in his official capacity and is one for whom honors normally would be rendered. In this capacity the flag of the foreign nation will be carried by a

separate color guard (normally three Marines). This color guard will be preceded by a Marine Corps color guard during the ceremony. In all other public events or ceremonies, Marine Corps personnel in uniform and in an official capacity are not authorized to carry flags of foreign nations, veterans groups, or other nonmilitary organizations.

VOLUME 13: CHAPTER 14

“PERSONAL EFFECTS ADMINISTRATION AND DISPOSITION”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 14

PERSONAL EFFECTS ADMINISTRATION AND DISPOSITION

1401 SCOPE

140101. This Volume contains instructions for the administration and disposition of personal effects (PE) and baggage when:

A. Members of the U.S. Marine Corps and other personnel assigned to Marine Corps units are deceased, killed in action, missing in action, hospitalized, incarcerated, on extended TAD, participating in a unit deployment program, on annual or emergency leave, or are officially determined to be Absent Without Leave (AWOL).

B. Lost, abandoned, or unclaimed personal property is recovered (comes into custody or control of a military unit or installation).

C. Members receive a discharge under the conditions identified in Chapter 15 paragraph 1509, following, which requires the recovery of their Marine Corps uniforms.

D. Being processed at a PEBC.

E. Being processed at the Joint Personal Effects Depot (JPED).

F. Individual's property is held or returned to government control by commercial carriers.

140102. Disposition of PE/household goods (HHG) incident to an alert notice is covered in paragraph 5302 of reference [\(ae\)](#).

1402 COMMAND RESPONSIBILITY

The installation commander, major commands, MSCs, and unit commands are charged with the responsibility of collecting, inventorying, safekeeping, and ensuring the appropriate disposition of the PE and baggage of all service members who cannot or do not care for their own property. This responsibility is to be delegated at the lowest level possible, usually battalion, squadron, or separate company having an organic supply account and a unit personnel officer. Distributing or turning over personal property or PE among the servicemember's roommates, work section, platoon, company, battalion, or to the base thrift store, or to other charitable organizations, is not authorized nor sanctioned.

1403 ASSISTANCE

The local Distribution Management Office (DMO) is required to provide assistance upon request. The installation commander shall provide the necessary safe storage facilities for storage of items of personal property or effects, including privately-owned vehicles (POVs) that are beyond the normal capacity of the unit supply section's security cage or secure storage area.

1404 DEFINITIONS RELATING TO PERSONAL EFFECTS (PE)

140401. Articles of Substantial Value

This category includes computer hardware and software, watches, expensive jewelry, portable stereophonic equipment, high quality cameras and photographic equipment, coin collections and any other items which may appear to have high sentimental, monetary or souvenir value as defined in reference [\(ae\)](#).

140402. Government Property

The use of the term "government property" in PE chapters means government issued materiel. This government property is recovered upon a member's separation from the service; i.e., flight clothing, tools, instruments identified by government serial numbers, organizational clothing and all temporary and permanently issued individual equipment (normally referred to as 782, IIF, or TAP gear), and/or other items that the unit's property records identify as in the member's possession at the time of the inventory. For additional information pertaining to ICCE, refer to Chapter 6 of this Volume.

140403. Household Goods (HHG)

The term "household goods" as used herein means furniture and furnishings or equipment, clothing, baggage, and PE as defined in Appendix A of reference [\(ae\)](#).

140404. Lost, Abandoned, or Unclaimed Personal Property

"Lost, abandoned, or unclaimed personal property" is defined as any privately-owned personal property that may come into the custody or control of any unit or military installation and which is unclaimed by the owner or the owner cannot be identified.

140405. Members

The term "members" as contained herein describes any personnel of the Marine Corps or other military servicemember assigned or attached to a Marine Corps organization. This also includes foreign attachés, liaison officers and embedded civilians.

140406. Missing

The term "missing" describes all casualties including battle or hostile casualties whose whereabouts or actual fate cannot be determined. This includes members who are neither known, nor can be reasonably determined, to be in an UA status. This term will not be utilized unless an official unit diary entry is made recording such an event.

140407. Casualty Status

Casualty status is a term used to classify a casualty for reporting purposes. Casualty statuses are: deceased, duty status whereabouts unknown, missing, not seriously ill or injured, seriously ill or

injured, and very seriously ill or injured. Casualty categories and statuses are defined in reference [\(n\)](#).

140408. Motor Vehicles

The term "motor vehicles" means POVs owned by, or on a long-term lease (12 or more months) to, a member or a dependent of the member for the primary purpose of providing personal transportation that:

- A. Is self-propelled.
- B. Is licensed to travel on the public highways.
- C. Is designed to carry passengers or HHGs.
- D. Has four or more wheels; or at a member's option, is a motorcycle or moped, if the member doesn't ship a vehicle with four or more wheels on the same orders.

140409. Personal Baggage

The term "personal baggage" means that portion of an individual's PE normally shipped or carried separately from the bulk of HHGs.

140410. Personal Effects (PE)

The term "personal effects" or "effects" means articles of individual uniform clothing, civilian clothing, and other personal items not herein defined which are normally separate from the bulk of HHGs and personal baggage. This includes all items of property known to be owned by the service member that are found in the workspace or assigned camp or quarters.

140411. Transfer Personal Effects (Transfer PE)

The term "transfer PE" means all items of property known to be owned by the servicemember that are found on his or her person or near his or her person during a time of incident.

140412. Remain Behind Personal Effects (RBPE)

The term "remain behind PE" means all items of property known to be owned by the servicemember that are left in government storage (Personal Effects and Baggage Center, Traffic Management Offices, designated Deployment Storage or Storage in Transit locations or Unit Storage Areas) or in the custody of the government. RBPE also includes sea bags, furniture, motor vehicles and any other items of personal property/household goods.

140413. Personal Protective Equipment (PPE)

The term "personal protective equipment" means ICCE with the primary purpose to protect individuals from injury in combat. PPE includes helmets, modular protective vests, small arms protective inserts and eye protection, etc.

140414. Proper Recipient

The term "proper recipient" means the individual identified as the person having the primary or designated right to control the administrative disposition and/or to receive the effects of personnel who are hospitalized, AWOL, or incarcerated.

140415. Person Eligible to Receive Effects (PERE)

This is the person eligible to receive the PE of deceased, missing, or designated prisoners of war. See Chapter 16 of this Volume or reference [\(n\)](#) for guidance concerning the line of succession of the PERE.

140416. Theater of Operations

Per reference [\(af\)](#), the term "theater of operations" means that portion of an area of conflict/war necessary for military operations, either offensive or defensive, pursuant to an assigned mission and for the administration incident to such military operations.

140417. Blue Bark

Blue Bark refers to DoD United States military personnel, United States citizen civilian employees of the DoD, and the dependents of both categories who travel in connection with the death of an immediate family member. It also applies to designated escorts for dependents of deceased military members. Furthermore, the term is used to designate the personal property shipment of a deceased member/employee.

1405 CLAIMS FOR LOSS OR DAMAGE

140501. Subtitle A-General Military Law; part IV-Service, Supply, and Procurement; Chapter 153-Exchange of Material and Disposal of Obsolete, Surplus or Unclaimed Property; paragraph 2575 of reference [\(u\)](#) states that "the owner (or the heirs, Next of Kin (NOK), or legal representative of the owner) may file a claim for those proceeds with the General Accounting Office (GAO) within 5 years after the date of the disposal of the property. If not filed within that period, such a claim may not be considered by a court or the GAO."

140502. Claims for reimbursement arising from loss of or damage to a member's personal property, which includes HHGs, PE, and POVs will be processed per reference [\(p\)](#), Chapter VIII of reference [\(ag\)](#), and reference [\(ah\)](#).

1406 RETENTION OF PERSONAL EFFECTS CASE FILE RECORDS BY THE UNIT

140601. The unit PE clerk will record all PE and baggage inventories in a logbook. The logbook entry and prepared case file for each collection will be in clear and legible text. Refer to Chapter 15 paragraph 150703 for a list of required logbook entries.

140602. The case files will be segregated for record keeping purposes into the following categories: UA/AWOL, deserters, incarcerated (Brig), incarcerated (in hands of civilian authorities), deceased, missing, annual leave, TAD status, hospitalized, and recovered uniforms. Refer to Chapter 15 for detailed guidance in preparing the inventory forms and segregating the articles.

140603. These records and all related correspondence will be maintained for the following specific periods of time:

A. Personal Effects and Property Returned to Proper Recipient or PERE

When property is returned to the member or legally designated proper recipient, records will be maintained from the date of delivery, in accordance with reference (f).

B. Property Unclaimed, Sold, or Disposed of

Per reference (ai) and Chapters 2 thru 8 of this Volume, all unclaimed PE and baggage will be disposed of by the member's unit or the PEBC. This is accomplished by transferring the civilian articles to the local DLA-DS. The member's serviceable uniforms are turned over to the MCSS. All unserviceable uniform articles will be turned into DLA-DS as scrap cloth. Chapter 15 of this Volume provides additional details.

1. DLA-DS or MCSS may sell or otherwise dispose of these items in the best interests of the government.

2. The original inventory records of unclaimed personal property that is disposed of, and all receipts, will be held with the member's OMPF.

3. A copy will be retained in the case file following the date the property was disposed, in accordance with reference (f).

4. All organizations in the chain of custody will retain such records for this same period.

5. Records of unclaimed property involving deceased or missing personnel will be held with the individuals OMPF, after the date of death or unit diary entry date of declaration that the missing person is deceased in accordance with reference (f).

1407 LONG-TERM PRISONERS

This refers to members convicted as the result of a military court-martial and those convicted or held for crimes in foreign countries. Status of Forces Agreements (SOFAs) with foreign countries require these members be maintained on the Marine Corps manpower records until actually discharged from the service, released or become deceased.

140701. The member's unit at the time of incarceration will establish records of the PE and baggage recovery and subsequent disposition.

140702. A record will be retained in accordance with reference [\(f\)](#).

140703. To prevent unwarranted claims against the government, the unit personnel officer will forward a certified true copy of the inventory and all subsequent correspondence to CMC (MFPC) for inclusion in the member's OMPF for unclaimed property and the property belonging to long-term prisoners.

1408 OTHER MILITARY SERVICE OR FOREIGN MILITARY SERVICE PERSONNEL

Liaison will be conducted to ensure all things required of those service regulations are properly accomplished and consistent with their requirements. All naval personnel assigned to Marine Corps units will have their PE and baggage maintained as specified herein unless other regulation or authority dictates otherwise.

1409 INDIVIDUALS' RESIDENCE IN GOVERNMENT HOUSING/PRIVATE RESIDENCE OFF-BASE/POST

140901. When a Member resides in a domicile with their legal spouse, NOK, or designated PERE in government family housing, or on the local economy in an apartment or privately owned residence, the PE will remain with the proper recipient or legally authorized individuals.

140902. All items found in workspaces/platoon area belonging to the member will be turned over to the inventory board to be included in the inventory.

1410 MONEY AND U.S. TREASURY CHECKS

141001. Any foreign currency found that can be construed to be a part of a coin collection and/or a U.S. currency collection will remain intact and will become a record of the inventory with all denominations and serial number (if applicable) and amounts recorded. Coin/paper money collections will be inventoried and recorded on a separate NAVMC 10154 "Personal Effects Inventory" with a complete description of the coins/paper money; in addition a photograph will be taken.

141002. Coin collections will be handled with special care. Failure to do so could cause a large claim against the government or the unit.

A. If not supported by a PEBC, the unit will follow NOK notification policy and procedures established in Chapters 14 to 25 of this Volume and will request disposition of the coin/money collection. In this letter the unit will state what the collection consists of and provide a photograph of the collection. The letter will also state and explain that the collection will be sent to DLA-DS or redeemed at cash value at disbursing should they decide not to accept the shipment.

1. If NOK agrees and pays for the shipment then the PE and collection is sent to them via traceable means.

2. If the NOK refuses shipment then the collection can be taken to disbursing and based on the actual face value of the paper money or coin, the individual's account is credited. This at least returns partial value to the member vice the items being sent to DLA-DS. The coin collection may be turned into DLA-DS.

3. If no response is received then a letter signed by the CO will be placed in the individual case file stating that due to no response from NOK stating that the collection was turned into disbursing for credit to individual's account, or turned over to DLA-DS.

4. Whatever action is taken a letter stating the reasons why the paper money/coin collections was removed from inventory signed letter by the individual's CO will be placed in the individual case file (i.e. returned to NOK or turned into local disbursing office for crediting of individuals account due to shipment refusal, no response from NOK, or turned to DLA-DS).

B. Units supported by a PEBC will include the separate NAVMC 10154 and photographs with the PE case file (and maintain copies within the case file per Chapters 14 to 25 of this Volume). PEBCs will follow guidance listed above in paragraph 141002.A) above when notifying NOK. PEBCs will turnover coin collections to DLA-DS upon NOK refusal to accept PE or lack of response from NOK.

C. Disbursing will not accept foreign currency, therefore the unit will be required to go to a local bank and exchange it for U.S. currency which will be turned into disbursing for crediting of the individual's account.

141002. Paragraph 40502.D.2 of reference [\(aj\)](#), requires money, other than coin collections, found in PE in the amount of \$3.00 U.S. currency, or less, be retained and recorded as part of the inventory.

141003. Volume 5 of reference [\(b\)](#), paragraph 070503, requires all other monies found in the personnel effects of persons who are dead or missing or whose whereabouts are unknown (including absentees and deserters) shall be exchanged for a treasury check.

A. Checks shall be made payable to the payee designated by the officer having custody of the PE (i.e., the proper recipient for a deceased member, or the individual for unauthorized absence cases, etc.).

B. U.S. Treasury checks found in the PE will have the serial numbers and amounts recorded on NAVMC 10154. In addition, paragraph 070504 of reference (b), requires all checks not negotiated by the member be turned over to the disbursing officer using a DD 1081, "Statement of Agent Officer's Account." This form will indicate that the return of the check is per Chapter 3 of reference (b), requesting credit to the members payroll account.

141004. To facilitate the Debt Collection Improvement Act, when financial management regulations allow, deposit all funds, including treasury checks, found as part of a PE inventory with the disbursing officer requesting credit to the member's payroll account. This will allow for the money to be transmitted by electronic funds transfer to the individual's banking facility or by treasury check to the NOK or properly designated recipient.

141005. Personal checks found that are payable to the individual from other sources will be recorded and remain a part of the PE inventory.

141006. Copies of such actions that are necessary to safeguard such funds for the individual will become a part of the PE inventory record.

1411 U.S. SAVINGS BONDS

Savings bonds found in the PE will become a part of the inventory and will be recorded by serial number on the inventory form. These will be returned to the individual when that person takes custody. If the bonds are not returned to the individual, consult with the unit personnel officer in order to provide a repository for safekeeping the bonds until turned over to the proper recipient.

VOLUME 13: CHAPTER 15

“PERSONAL EFFECTS INVENTORY PROCEDURES”

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CHAPTER 15

PERSONAL EFFECTS INVENTORY PROCEDURES

1501 GENERAL

150101. The CO will direct the inventory board to conduct PE inventories when members of the command fall into the categories described in Chapters 14 through 23 of this Volume. The inventory board members are required to coordinate the disposition of PE with the unit supply officer and the PE custodian. The unit supply officer is responsible for the care, storage, and disposition by his PE custodian of the PE until relinquished to the individual concerned, PERE, PEBC, JPED, MCSS, DMO, or DLA-DS for disposal purposes, when required.

150102. An inventory is required and will be conducted after receipt of information that a member is in one of the categories listed in Chapter 14.

150103. The PE inventory will include the member's normal work area/spaces and his/her billeting area (or quarters, when required) to ensure that all possible PE are identified and collected.

150104. Personal effects in quarters jointly occupied by a member and their NOK do not need to be inventoried. The NOK must be designated as the PERE for deceased, missing, or prisoner of war members in accordance with Chapter 14, paragraph 1404. Commands will provide assistance and will request the prompt return of any government property discovered in the residence. Chapter 14, paragraphs 140402 and 1409 pertain.

150105. If the member was occupying government quarters and is now in a UA status and other authorized occupants are not available, the household effects will be inventoried and safeguarded per the installation housing regulations and this Volume.

A. Prior to conducting such an inventory, the base/station housing office will be contacted and liaison made for the dual purposes of recovering all PE of the individual, the government property found thereon and therein and its safe storage and/or return.

B. If the command does not have adequate storage space for the household effects, assistance from the DMO should be requested. The DMO will make the decision as to the best method for storing the household effects. Copies of such records will be provided to the unit requesting assistance.

150106. Military jurisdiction does not extend to privately-owned personal property located off military installations. Consequently, when a military member abandons such privately-owned personal property voluntarily or otherwise, the government is not liable for its safekeeping or storage.

150107. When the existence of personal property of a member who has become hospitalized, deceased, wounded, or killed in action is known, the following actions will be taken:

A. Working in conjunction with the installation/activity PMO and/or local civil authorities, attempts should be made to obtain permission to inventory and recover any items of government property and/or personal property of the military member.

B. If permission is obtained from the appropriate source (the individual, individual's spouse, roommate, landlord, off-duty employer, etc.) an inventory of the member's effects will be accomplished.

C. In any instance where the right of ownership is suspect or inventory of the items is denied, a certificate identifying the circumstances will be prepared and placed in the members OMPF and PE case file.

D. In addition, when the member is deceased, the unit will contact CMC (MFPC) telephonically and provide pertinent facts regarding the situation and attempt to ascertain whether any further action(s) are necessary or are to be taken.

E. A memorandum record of this will be made and placed into the OMPF and the PE case files, along with any additional actions actually taken.

F. Per section 2575 of reference [\(u\)](#), such PE case files along with all related memorandums, inventories, and subsequent correspondence and all things thereunto pertaining will similarly be recorded and maintained in accordance with reference [\(f\)](#).

1502 INVENTORY BOARD

An appointed inventory board is required at the lowest level (company, battery, squadron, etc.) of command. The commander (company, battery, squadron, etc.) shall appoint, in writing, a board consisting of one or more officers or SNCOs to conduct PE inventories. For maximum effectiveness, these appointments should be made for a quarterly or semiannual period.

150201. The commander will ensure that the assigned members are thoroughly familiar with and knowledgeable of their duties and responsibilities. Inventory board members will review with supply personnel the requirements to conduct an appropriate inventory for case status.

150202. When the PE and baggage of a commissioned or warrant officer are being inventoried, such inventory will be accomplished by a commissioned or warrant officer of equal or greater rank.

150203. At the commander's discretion, sergeants may be authorized to conduct inventories of the PE and baggage of members in the grade of sergeant and below, when an officer or SNCO is not available; however, this will be authorized on a case-by-case basis and should be an exception, not common practice.

150204. Marines exercising control or administration of the unit's supply activities that are involved with the PE storage site will not be assigned as inventory board members. This includes unit supply supervisory level personnel.

1503 PREPARATION

Utilizing the NAVMC 10154, record all PE, money, checks, government property, and etc.

150301. Segregate serviceable and unserviceable uniform articles and place them in separate containers from the other PE, in case disposal actions have to be taken at a later date. Per Chapters 2 thru 8 of this Volume, serviceable uniform clothing will not include worn underclothing, headwear, gloves, and footwear unless they are in their original package.

150302. Those items of individual equipment (782 gear), which were issued to the member by the IIF, STAP, or organic supply account, will be inventoried and recorded on a locally created form and not on the NAVMC 10154. Refer to Appendix M. These items will be packaged separately from the member's PE and labeled "Individual Equipment." Supplemental personally owned, commercially purchased, equipment that resembles and is not military owned in excess of those items identified will be retained with the PE and treated as personal property.

A. If the member is receiving a discharge under the circumstances listed within paragraph 1509 following, deceased, killed in action or missing, the inventory board member will identify the individual equipment on the locally created form and return the individual equipment to the unit's PE clerk. Refer to Appendix M. The PE clerk will comply with the procedures outlined within Chapter 18, paragraph 180202 and for combat operations, Chapter 23, paragraph 230302, for the turn-in of individual equipment.

B. Upon the member being declared a deserter, the unit's PE clerk will comply with those procedures outlined within Chapter 18, paragraph 180202, when returning individual equipment.

1504 INVENTORY

150401. The NAVMC 10154 will be used for the preparation of the inventory record. All articles of PE will be described in detail on this form. It is important that all of the PE and baggage appear on the inventory record, to include damaged articles (e.g. smashed, broken, dented, etc.). When the command has photograph resources available, the case file should include pictures of the effects to document the state in which they were initially discovered. Extreme care will be exercised in describing articles of intrinsic or sentimental value, such as jewelry, precious stones, valuable papers, keepsakes, etc. Such terms as "diamond", "gold", and "platinum" should not be used without qualifying remarks; as such articles may not, in fact, consist of those elements. The PE will be separated into the following groups:

- A. Currency.
- B. Government checks.
- C. Personal checks and savings bonds.
- D. Hazardous, flammable, perishable, or deteriorating items, such as spray cans (hair, starch, deodorant, etc.), lighter fluid, toothpaste, soap, bleach, shoe polish, edge dressing,

perfume, cologne, bottles of liquid starch, and any caustic item if becoming opened, broken, or vented would render the uniforms and clothing unserviceable. To prevent unwarranted claims against the government, these items, or similar items will be recorded in the remarks section of the NAVMC 10154 as having been inventoried and removed from the PE for the good of the individual and the government. Properly dispose of the removed items.

E. Articles to be dry cleaned/laundered, (e.g., dirty or bloodstained articles, etc.)

1. Any item to be included in an inventory that was involved in an automobile accident, shooting, etc., will have all bloodstained and soiled areas laundered prior to placement into the PE. Those items that cannot have the blood thoroughly removed will be destroyed and recorded as such on the inventory form.

2. MSCs will establish procedures to cover any such expenses to be incurred by the unit as part of the normal laundry costs and budgeting process based upon historical records of such instances.

F. Articles of substantial value; e.g., televisions, digital video disc (DVD), POVs, computers, software, weapons (registered or unregistered), cameras, etc.

1. Fragile/high dollar items that lack their original casing will be packed with adequate protection to prevent damage.

2. To identify the special handling requirements of fragile or high dollar items, properly describe the items and box them separately from other PE that do not require special handling.

G. Storage of POVs will be per the MSC, installation procedures, and reference [\(ae\)](#).

H. Sexually explicit materials such as compact discs, tapes, magazines, posters, devices, and similar matter, if found, will be included in the inventory.

150402. Items of questionable nature discovered during the inventory will be reported to the CO for disposition and the actions taken will be clearly documented on a Memorandum Record and placed in the inventory case file.

A. Legal assistance in determining the disposition of questionable items is highly encouraged.

B. All such items deemed legally transferable will be returned to the individual or forwarded to the proper recipient/PERE.

150403. For situations where the individual resides off the installation and is not legally residing with a spouse or proper recipient/PERE:

A. Where it can be accomplished, obtain the individual's power of attorney to enter the premises in the case of national crisis or emergency alert.

B. The cooperation of local judicial authorities may become necessary and court documents obtained prior to collection of the individual's belongings in cases of long-term incarceration, long-term hospital stays, and personnel not able to care for their belongings due to such things as an automobile accident, illness, mobilization, or death. Consultation with the first Staff Judge Advocate in the chain of command is required before pursuing such authority.

150404. Normally only one original form NAVMC 10154 will be prepared. If the individual possesses an unusual amount of personal belongings, then additional copies may be prepared.

150405. Civilian clothing articles will be packed into as many separate containers as necessary, labeled as such and tagged. All separate items (e.g., TVs, DVDs, and etc.) will receive a separate NAVMC 10241, "Baggage Identification Check (Serially-Numbered with Grommet & String)," (i.e., baggage tag). Each NAVMC 10241 serial number will be recorded on the NAVMC 10154 and annotated as to which tag applies to which article.

150406. The inventory board will remove from the PE all classified matter, which will be disposed of per reference [\(ak\)](#) and a memorandum for the record will be prepared and placed in the case file for future reference. This will also be reported to the proper authorities.

150407. All cash money and U.S. Treasury Checks, to include coin collections, will be inventoried on a separate NAVMC 10154 with a complete description of the coins/paper monies; in addition a photograph will be taken. The cash and treasury checks will be delivered to the disbursing officer to be credited to the member's payroll account. Refer to Chapter 23, paragraph 230303, for combat operations and Chapter 14, paragraph 1410, of this Volume for guidance concerning coin collections. The denomination, dollar amount, and serial numbers of U.S. Treasury Checks and name of payer and dollar amount will be annotated in the remarks section of the inventory form.

150408. Savings bonds and personal checks can only be redeemed by the individual owner and will be maintained as part of the member's civilian articles. Serial numbers of the unused personal checks and savings bonds will be recorded on a NAVMC 10154. If a member is hospitalized and later becomes partially ambulatory within the hospital the member may request, in writing, for the return of their personal checks. Upon receipt of this written request the CO will endorse the request authorizing the removal and delivery of the requested personal checks. If the member is located some distance from the unit, the delivery of the personal checks will be by certified mail. A record of this will be recorded onto the inventory form. See Chapter 14, paragraph 1411, of this Volume for additional guidance.

150409. All ammunition, explosives, and similar injurious devices and articles will be rendered harmless and disposed of locally in the best interest of the government and the actions to dispose of same so noted on the inventory. It may be necessary for the unit to initiate missing, lost, stolen, or recovered reporting per reference [\(al\)](#).

150410. Discharge certificates, promotion warrants, medals, badges, or similar articles and items are considered as personal property and will be inventoried as all other PE and stored and/or shipped as part of the civilian articles.

150411. In the event that no articles of personal or government property were left behind by the member concerned or the whereabouts of such items are not known, a certificate to that effect will be prepared and placed in the case file and member's OMPF. See Appendix N for sample certification format.

1505 INVENTORY RECORD

150501. Upon completion of the inventory, the name and grade of the individual conducting the inventory will be typed or legibly printed in the designated section of the form. The senior member conducting the inventory will sign the original inventory form in the designated block and inventory assistants will initial next to their names.

150502. A continuous chain of receipts will be maintained by the PE clerk until final disposition of the PE has been made. The original of the inventory report (all documents related to the PE inventory) will be scanned and uploaded to the member's OMPF in the following PE statuses: deceased, missing, deserter, combat operations, and long term confinement (civil or military). In all other PE statuses, the original of the inventory report (all documents related to the PE inventory) will be maintained in the case file.

1506 DISTRIBUTION OF INVENTORY RECORD

150601. The original of the inventory report will be scanned and uploaded to the member's OMPF in the following PE statuses: deceased, missing, deserter, combat operations, and long term confinement (civil or military). In all other PE statuses, the original of the inventory report (all documents related to the PE inventory) will be retained by the commander or other official directing the inventory.

150602. One signed copy will be placed inside the container with the effects.

150603. One copy will be retained by the commander or other official directing the inventory.

150604. One copy will be furnished to the PE and baggage custodian for the establishment of the case file. Retention of the case files will be per Chapter 14, paragraph 1406 of this Volume.

1507 STORAGE AREA

150701. Pending resolution, the PE will be afforded safekeeping, usually under the supervision of the unit supply officer, to prevent theft, pilferage, or unwarranted deterioration. The area designated for storage must be secured by lock, with access limited to those individuals with a need to be in the area. The unit commander will establish this in writing.

150702. Storage containers and bulk type items will be marked and tagged with the member's name, grade, status, and estimated date of return, if known.

150703. The command will use a logbook to record the receipt of each PE box, bag, container, or bulk article/item with associated baggage tag and their disposition. Logbook entries will include, at the minimum, the following information:

- A. Name.
- B. Rank.
- C. Status (e.g., UA, hospitalized, in the hands of civilian authority, brig, deceased, missing, TAD, and etc.).
- D. Date/time of status.
- E. Expected time of return, if known, otherwise, note as not applicable.
- F. Date of PE inventory (this date must be within 48 hours of the effective time and date the individual entered applicable status or 72/96 hours if the time frame involved a holiday weekend).
- G. Disposition.
- H. Baggage tag number.
- I. Printed name and recipient signatures (the record must show positive chain of custody of all PE until final disposition).
- J. Date PE turned in for safekeeping (should be the same date as the inventory; if not, written explanation must be provided to the unit commander describing the circumstances and precautions taken to safeguard member's PE during this time). A record of this will be placed into the case file and retained.

1508 DISPOSITION OF RECOVERED UNIFORM CLOTHING

This pertains to Marine Corps uniforms of deserters and those receiving discharges under the circumstances listed in paragraph 150901 or in cases where the unit cannot return the uniforms to the individual or their recipient.

150801. Whenever the unit having possession of the PE is supported by a PEBC, the unit will segregate serviceable and unserviceable uniform articles.

150802. Deliver all uniform clothing articles up to the quantity of items listed in reference (j) and any supplementary clothing allowance items found to the supporting PEBC. Appendix K is an example of a transfer letter. Any supplemental commercially purchased optional

items and quantities of system furnished uniform articles in excess of the MRL will be retained with the PE and treated as civilian clothing articles.

150803. The PEBC will make liaison with the supporting MCSS for locally prescribed turn-in procedures for serviceable uniform clothing items.

150804. The PEBC will make liaison with the supporting DLA-DS for locally prescribed turn-in procedures for unserviceable uniform clothing items as scrap cloth. A DD 1348-1A will be used for turn-in, and batch postings may be permitted. Also refer to Chapter 22 of this Volume.

150805. Whenever the unit having possession of the PE is not supported by a PEBC, the unit will segregate serviceable and unserviceable uniform articles.

150806. Process all serviceable new items of uniform clothing (Condition Code A, those that are unmarked, unaltered, and have not been worn), make liaison with the nearest, MCSS, or MCRD and transfer the uniform items to the activity. Serviceable "worn" Condition Code B items will be processed per Chapters 2 thru 8 of this Volume.

150807. Unserviceable uniform clothing will be processed as scrap cloth per reference [\(ai\)](#) ensuring that all military unique items are properly rendered useless (demilitarized by removal of ornamental buttons with emblems, chevrons, service stripes, etc.).

1509 INDIVIDUAL DISCHARGED FOR LESS-THAN HONORABLE REASONS

All articles of uniform clothing in their possession will be recovered and taken from them (both those initially issued to them at the recruit depot and additional items purchased under the monetary allowance system), except worn socks, underclothing, general purpose trunks, gloves, and footwear. Reference [\(am\)](#) provides additional guidance. An inventory will be conducted and a case file established.

150901. Following are circumstances in which such a recovery of Marine uniforms will take place per Chapters 14 thru 25 of this Volume and reference [\(am\)](#):

- A. Defective enlistment and induction.
- B. Substandard entry-level performance and conduct.
- C. Unsatisfactory performance.
- D. Drug and/or alcohol abuse rehabilitation failure.
- E. Misconduct.
- F. Separation in lieu of trial by court martial.
- G. Interned or discharged as alien enemies.

- H. New entrant drug and alcohol test failure.
- I. Security.

150902. At the time of separation, the command will conduct an inventory of the military clothing that the member possesses using a NAVMC 631/631A as appropriate, and the current MRL. On the NAVMC 631/631A, add one column to the left of the first column for the MRL quantities as listed within reference (j). Column 13 will be used to record the quantities of uniform items recovered. Units will use column 15 to identify any deficient quantities of uniform items that were not recovered such as, a quantity less than what was annotated to the left of column 1. For shortages, units will be required to write the word "Shortages" in column 15 on the form.

150903. In the event that there are shortages noted from the uniform clothing recovery inventory, the following certification statement will be typed on the front bottom of the NAVMC 631/631A or attached as a letter to the back of the NAVMC 631/631A indicating that the shortages constitute a debt to the U.S. Government. If an attached letter is used, it must contain the member's name and inventorying officer name. The following statement must be signed by the member's CO, indicating that the shortages constitute a debt to the U.S. Government:

"SHORTAGES RECORDED HEREON CONSTITUTE A DEBT TO THE U.S. GOVERNMENT FOR ITEMS OF UNIFORM CLOTHING REQUIRED TO BE IN THE MEMBER'S POSSESSION AT THE TIME OF DISCHARGE."

(SIGNATURE OF COMMANDING OFFICER)

The statement will be signed by the member's CO. In the case of recruits, due consideration is to be given to items still in tailoring and/or laundry.

150904. Once the NAVMC 6, "Cash Sales/Request for Checkage for Government Property," is signed by the CO, the indebtedness will be recovered by offset against the member's final pay. The NAVMC 6 will include the individual prices and total prices of all missing items. Per reference (an), prior to initiating any proceedings to collect any indebtedness of an individual, the head of the agency holding the debt or his designee, shall provide the individual with a minimum of thirty days written notice, informing such individual of the nature and amount of the indebtedness determined by such agency to be due, the intention of the agency to initiate proceedings to collect the debt through deductions from pay, and an explanation of the rights of the individual.

150905. This method does not require the member's consent and eliminates the need to conduct an investigation or court-martial action to recoup the debt.

150906. It is the responsibility of the unit personnel officer to ensure that this action is completed and set aside as part of the final pay and settlements, prior to the completion of the discharge of the individual.

150907. In the event that the indebtedness cannot be recovered prior to the member being discharged, it is the responsibility of the unit personnel officer to ensure that the NAVMC

631/631A is forwarded to the Resource Fiscal Finance, Kansas City Indianapolis (RFF-KCI). RFF-KCI's phone number is (816) 934-7282. Submit supporting documentation via the Document Tracking Management System.

150908. Marine Forces Reserve units may have their site Inspector Instructor sign the shortage statement. An Other-Than Honorable case file should contain the following documents:

- A. Notice of Other-Than Honorable discharge digitally signed by the commanding general or appropriate chief of staff.
- B. Return of individual combat equipment and Marine Corps uniforms letter (Appendix P).
- C. NAVMC 631/631A with the last annual SMCR clothing inventory (if no inventory present then an extract from the current reference [\(i\)](#)).
- D. Copy of the Individual Memorandum of Receipt.
- E. Certified US Mail receipt.
- F. If MRL is not returned then a DD 139, "Pay Adjustment Authorization," and NAVMV 6 documents must be completed and submitted to S1 to place a lean against future tax returns.
- G. If individual equipment is not returned, then a Request for Investigation, with the IMR as the enclosure, should be submitted to the CO via the supply officer to adjust the property records.

1510 CASE FILE

151001. Case files will be established for all members who cannot or do not care for their own property.

151002. Case files will also be established for members who are in a status of authorized absence (i.e., TAD/leave in excess of 30 days, when required).

151003. Case files will be established for all Marines and Sailors discharged under the conditions set forth in paragraph 1509. When military uniforms are collected in such instances and a case file does not already exist from actions leading up to these events, one will be established.

151004. Case files will be retained per Chapter 14, paragraph 1406 of this Volume.

VOLUME 13: CHAPTER 16

“PERSONAL EFFECTS FOR DECEASED AND MISSING STATUS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 16

PERSONAL EFFECTS FOR DECEASED AND MISSING STATUS

1601 INVENTORY

When a member is deceased or their status is unknown, or they have been declared missing as defined in reference [\(n\)](#), the unit shall cause the individual's PE to be inventoried, prepared for shipment, or storage per Chapter 15 of this Volume. Refer to Chapter 23 of this Volume for inventory and shipping requirements during combat operations. The PE inventory will include all HHGs, POVs, bank account records, and all such articles that are or may become accessible to the Marine Corps inventorying official or the casualty assistance call officer (CACO) designated to assist the NOK.

1602 DISPOSITION OF EFFECTS

In the case of deceased members, commanders will coordinate through the assigned CACO, locate the PERE, and ascertain an appropriate time and location to deliver the PE. The inventorying official(s) will coordinate with the CACO and ensure that the PE are shipped per this Volume and reference [\(n\)](#). See Chapter 23 of this Volume for combat operations. Refer all questionable situations or cases to CMC (MFPC); e.g., designated recipient cannot be located or the recipient contributed to the death of member.

1603 PERSON ELIGIBLE TO RECEIVE EFFECTS (PERE)

160301. Per references [\(n\)](#) and [\(ao\)](#), the following persons, listed in order of precedence, are eligible recipients of PE:

A. Legal representative of the member's estate

To qualify as a legal representative, an individual must present duly certified copies of testamentary letters, letters of administration, or other evidence of final qualification, issued by a proper court of competent jurisdiction.

B. Unmarried surviving spouse.

C. Natural or adopted children in order of seniority (age).

D. Parents in order of seniority (age), unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision.

E. Siblings in order of seniority (age).

F. Other blood relative. When two individuals are of equal relationship, priority will be determined by age.

G. A person standing in loco parentis. Loco parentis is a legal doctrine describing a relationship similar to that of a parent to a child.

H. A person named as a beneficiary in a will.

160302. Spouse always means current spouse and never a former spouse. The spouse takes precedence in all cases unless a legal representative of the member's estate is issued by a proper court of competent jurisdiction.

160303. When the eligible recipient is a minor, other than a spouse, the effects may be shipped to the legal representative/trustee of a minor if that person is not the legal guardian of the child.

160304. In cases where more than one person claims eligibility to receive PE and an agreement cannot be made by the parties, contact CMC (MFPC) for disposition instructions.

1604 NON-COMBAT

160401. Commands Located Within 200 Miles of a PEBC

When the PERE of the PE and baggage of the deceased or missing member has been determined and the CACO has made liaison with the PERE, the member's command, following appropriate laundry and dry cleaning of the member's belongings, will turn over the PE and baggage to the nearest PEBC for processing and shipment. If the member had a POV, the command will ensure the vehicle is properly cleaned prior to turning it over to the nearest PEBC. This action must be completed within 4 days of the official notification of this status determination in order to facilitate the timely shipment by the PEBC and turnover of the PE to the PERE by the CACO. Checks endorsed to the proper recipient may accompany the escort of the remains for presentation to the PERE by the CACO.

A. When an escort accompanies the remains, the escort will sign for and deliver the check to the CACO.

B. The escort will be given a suitable form for the CACO to obtain a receipt from the proper recipient.

C. Receipt will be forwarded to CMC (MFPC), a copy retained by the CACO, and one copy returned to the deceased member's unit by the escort to close out the case file.

160402. Isolated Commands Located 200 Miles or More from a PEBC

See Chapter 25 of this Volume for PEBC locations. When the PERE of the PE and baggage of the deceased or missing member has been determined, the CACO will make liaison with the PERE and determine the appropriate location and date to deliver the PE and baggage. Based upon instructions provided to the unit by the CACO, the unit supply officer will make arrangements, at government expense, and cause the belongings to be delivered to the PERE by the CACO. Prior to

shipment the unit supply officer will ensure appropriate laundry and dry cleaning of the member's belongings has been accomplished.

A. This may be accomplished through the local DMO of the nearest military facility, U.S. Postal Service (USPS), United Parcel Service, Federal Express, etc.; however, shipment must be traceable. The use of the DMO will be accomplished as a normal function through a reimbursable Interservice Support Agreement when required. Notify DMO that the shipment is considered a BLUEBARK (deceased service member) shipment.

B. Whenever possible, the sentimental PE (items on the body at the time of death) of the deceased will accompany the remains.

C. Checks endorsed to the proper recipient will accompany the remains as previously stated.

D. When an escort accompanies the remains, the escort will ensure the safe delivery of the PE to the CACO on site. The same receipt handling procedures contained in paragraph 160401.B applies.

1605 UNIFORMS FOR DECEASED AND ESCORTS

160501. The deceased Marine or Corpsman's Marine optional uniforms may be used in the burial of the individual. If the individual's uniforms are not available or appropriate for the burial, a gratuitous issue is authorized per Chapters 2 thru 8 of this Volume. When approved, CMC (MFPC) will provide the unit with appropriation data necessary for use in the procurement of the necessary uniforms.

160502. The Dress Blue Uniform is the preferred uniform for burial of deceased active duty Marines, per reference [\(n\)](#). If the Dress Blue Uniform is not available and cannot be made available for the internment, within the required time frame established by the CACO and the family, the Service Uniform will be used.

160503. Retired and former Marines and their spouses may obtain at personal expense such uniforms, per Chapters 2 thru 8 of this Volume, as are deemed necessary for the burial. These may be procured from a Marine Corps Exchange or MCSS.

160504. Escorts of fallen Marines will wear the Marine Corps Service Alpha Uniform.

160505. If escorts will be attending the service or funeral of the escorted Marine following completion of their duties as escort, wear of the Marine Corps Dress Blue Bravo Uniform is authorized for the duration of their duties.

1606 FUNCTIONAL ACCOUNT NUMBER (FAN)

Per reference [\(q\)](#), the FAN 72043 (Supplementary Issues) is to be charged and used during normal tours of Duty.

1607 MOURNING BANDS

Mourning Bands will be procured and worn as prescribed in reference [\(e\)](#)

VOLUME 13: CHAPTER 17

“PERSONAL EFFECTS FOR HOSPITALIZATIONS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 17

PERSONAL EFFECTS FOR HOSPITALIZATIONS

1701 AMBULATORY PATIENTS

The commander will have all ambulatory patients inventory their own effects and baggage and place them in an authorized storage area. Inventories conducted under these circumstances must be witnessed per Chapter 15 of this Volume. Refer to Chapter 23 of this Volume for additional information during combat operations.

170101. When the ambulatory patient's length of hospitalization is confirmed by the admitting medical facility and is expected to be 30 days or less, the unit commander may waive the inventory requirements by use of a locally created form. An example is provided in Appendix C.

A. This action is in the best interest of both the individual and the Marine Corps and eliminates unnecessary hardships associated with packing of PE and subsequent laundering costs to restore the uniform items to a ready-for wear condition.

B. A copy of the waiver will be provided to the PE inventory board for acknowledgment and forwarding to the PE custodian for case file records retention purposes.

170102. When the duration of hospitalization is known or expected to exceed 30 days, ambulatory patients residing in bachelor enlisted quarters (BEQ)/bachelor officers' quarters (BOQ) will be required to inventory and store his or her PE in the billeting area, provided the area and storage containers are lockable and limited access is afforded to personnel per Chapter 20, paragraph 2003 of this Volume.

170103. Serialized metallic seals will be utilized to provide an additional measure of security and the serial number recorded onto NAVMC 10154.

170104. A copy of the inventory record will be forwarded to the PE custodian for case file records retention purposes.

170105. In any instance where the PE items cannot be properly safeguarded in the billeting areas or sufficient storage is not available, the items will be inventoried as prescribed in Chapter 15, and secured in the unit's designated PE storage area.

1702 INCAPACITATED PATIENTS

When personnel are incapacitated by injury or illness and are admitted or transferred to a medical facility, the unit commander shall ensure that their PE and baggage are recovered and placed in safe storage.

1703 DISPOSITION OF EFFECTS

170301. Non-Combat

Commanders will retain in temporary storage the PE and baggage of all personnel under their command who have been hospitalized or medically evacuated to another location until the member returns. If the individual or proper recipient requests, transport the items to the individual's home of record. If in a long-term care facility, determine whether on site storage will be provided.

170302. It should be noted that personal baggage, not to exceed 225 pounds (gross weight), may be shipped with a member who is transferred to a hospital.

170303. In the event the member is transferred by service record to a Marine Corps activity (reserve unit, Recruiting Station, etc.) near the hospital, reference [\(ae\)](#) provides instructions concerning the proper disposition of PE and subsequent transfer to that activity pending return to a full duty status.

170304. Additional information can be found in reference [\(ae\)](#).

VOLUME 13: CHAPTER 18

“PERSONAL EFFECTS FOR UNAUTHORIZED ABSENCES WITHOUT LEAVE”

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CHAPTER 18

PERSONAL EFFECTS FOR UNAUTHORIZED ABSENCES WITHOUT LEAVE

1801 INVENTORY

When a member has been determined to be in a UA/AWOL status, all effects will be recovered, inventoried, and placed in secure storage. Refer to Chapter 23 of this Volume for additional information during combat operations.

1802 DISPOSITION

180201. Return of Member

If the member returns prior to the disposition of member PE, return them to the individual. Ensure that the member conducts an inventory of the effects under supervision and signs a receipt stating the same.

180202. UA/AWOL Status and Becomes Hospitalized or Deceased

If the member dies or is hospitalized while in a UA/AWOL status, the PE will be handled in the same manner as set forth in Chapters 16 and 17 or Chapter 23 for combat operations, preceding. If it is determined that the individual was erroneously categorized as UA/AWOL, then change all applicable forms and correspondence and the logbook to reflect the same. This will be accomplished by the originating inventory board members and all changes initialed and dated by the senior member of the board.

180203. Individual Equipment Returned to the Supply Office

Upon a member being declared a deserter, the unit's supply officer will accomplish the following:

A. Remove all government property/individual equipment (782, IIF, or STAP gear) from the member's inventory. A locally created form will identify disposition of the removed government property. Refer to Appendix M.

B. Compare the removed items against the member's issue document (i.e., IMR, Equipment Custody Receipts, or other automated receipts). This issue document will identify all individual equipment that had been properly issued to the member. Items returned to the unit supply office will be deleted off the issue document. Once an item is returned to the unit supply office, the item will be added to supply account unless the item is returned to a local IIF.

C. Once this has been accomplished, for those items that were not found within the member's inventory, the member's command will establish a NAVMC 6 identifying those missing items of individual equipment. The NAVMC 6 will state the unit cost as cataloged in the Federal Logistics Information System.

D. Once the NAVMC 6 has been properly signed by the CO, the original along with a copy of the issue/turn-in document will be placed in the member's OMPF. The original NAVMC 6 with original signature of CO will be placed, along with the issue/turn-in document, in the member's case file.

E. Individual equipment that was not returned to the unit supply office will be dropped from the unit's property records and reconciled with the local IIF.

180204. Individual Equipment Returned to the IIF

Upon a member being declared a deserter, the unit holding the individual equipment will make liaison with the IIF. The IIF will provide a copy of the issue document, which identifies all individual equipment that had been properly issued to the member. The unit can also access the member's list of issued IIF items at www.usmccif.com. The unit holding the member's effects will compare the issue document to the items being returned. Once this has been accomplished, for those items identified as missing, the member's command will establish a NAVMC 6, identifying those missing items. The member's unit will then return all individual equipment to the IIF. The IIF will be required to provide a turn-in receipt to the member's unit. This turn-in receipt, which identifies those items that were returned as well as those missing, will be scanned in the member's OMPF along with the NAVMC 6. The original NAVMC 6, with the CO's signature and issue/turn-in receipt will also be placed in the member's case file. A copy of the NAVMC 6 will be provided to the IIF. Individual equipment that was not returned to the IIF will be dropped from the property records. Marine Forces Reserve units will collect all individual equipment and subtract the returned equipment from the IMR. Any individual equipment not received will be identified by the site Inspector Instructor to the CO via the supply officer with a Request for Investigation. The IMR will be an enclosure and the Consolidated Memorandum of Receipt will be adjusted accordingly.

1803 NON-COMBAT

At the expiration of 29 days from the first day of UA/AWOL of a member and on condition that the member has not returned to military control, the commander will ensure that the following actions are accomplished:

180301. Within the Continental United States (CONUS)

A. If the unit is located within 200 miles of a PEBC, immediately transfer all of the PE (military and civilian articles) to the PEBC, less individual equipment. Individual equipment will be handled per paragraph 180203. The PEBC will correspond with the proper recipient as outlined in paragraphs 180301 and 180302.

B. Units located 200 miles or more from a PEBC have the responsibility to contact the nearest military installation DMO, or in isolated locations, the nearest USPS. This will ascertain the various transportation methods and associated costs that will be incurred by the proper recipient for shipment. To facilitate this, the unit commander will ensure the name and address on the NAVMC 10154 is revalidated from the individual's service record and manpower management subsystem.

C. The unit will contact the proper recipient, by certified signed return receipt and identify that the member has been absent for 30 days or more. See Appendix D and Appendix E for format examples. Individual equipment will be removed from the member's inventory and handled per paragraphs 180203 and 180204.

1. Identify to the proper recipient that section 2575 of reference (u) and reference (ai) provides for a maximum of 45 days storage prior to disposal and that this may be extended, but only upon the receipt of such a request in writing. If a reply is not received within the time frame specified in the original letter to the proper recipient, or an extension is not requested and approved in writing, the PE will be disposed of 45 days from the date on the certified return receipt.

2. This letter will advise the proper recipient that all transportation charges are required to be pre-paid by them.

3. Inform the proper recipient that you will forward the PE to their residence, based upon their written request to do so.

4. The correspondence to the proper recipient will contain the following:

"The action of transmitting the PE does not, in itself, vest title in the recipient. Such property will be forwarded to the recipient to be retained or disposed of as custodian, per the laws of the State of the owner's residence."

180302. Units Outside CONUS (OCONUS)

The unit will contact the proper recipient, by certified signed return receipt and identify that the member has been absent for 30 days or more. See Appendix F and Appendix G for format examples. Individual equipment will be removed from the member's inventory.

A. Identify to the proper recipient that section 2575 of reference (u) and reference (ai) provides for a maximum of 45 days storage prior to disposal and that this may be extended, but only upon the receipt of such a request in writing. If a reply is not received within the time frame specified in the original letter to the proper recipient, or an extension is not requested and approved in writing, the PE will be disposed of 45 days from the date on the certified return receipt.

B. This letter will advise the proper recipient that the government will accept responsibility for any transportation charges.

C. Inform the proper recipient that you will forward the PE to their residence, based upon their written request to do so.

D. The correspondence to the proper recipient will contain the following:
"The action of transmitting the PE does not, in itself, vest title in the recipient. Such property will be forwarded to the recipient to be retained or disposed of as custodian, per the laws of the State of the owner's residence."

E. The return receipt acknowledgment and the date indicated thereon by the recipient will serve as the starting point for ultimate disposition of the PE in the event a response is not received. Again, this will help prevent future problems in disposal of the PE by either the PEBC or the unit, if that is warranted.

180303. If the proper recipient replies to the correspondence and desires the member's PE:

A. Ship, by traceable means only, the PE, less U.S. Treasury checks, individual equipment, and serviceable/unserviceable uniform clothing, to the recipient. The transmittal letter or document at the time of shipment will contain the following statement:

"This property is forwarded to you to be retained or disposed of as custodian per the laws of the state of the owner's domicile. No legal interest in the property or rights to retain it against a person entitled thereto is conferred on you by this delivery."

B. The supply officer (or designated fiscal clerk) will, at the time of the inventory, deliver all U.S. Treasury checks and money found within the PE to the disbursing officer to be credited to the member's pay account.

C. Transfer all uniform clothing to the appropriate PEBC, MCSS, or DLA-DS. Ensure that locally created form is properly completed, to include the name and address of the member's proper recipient as obtained from the service record. Articles of substantial value will be forwarded by certified mail. Refer to Appendix M.

180304. If the Proper Recipient Cannot be Determined or Declines Delivery:

A. For units located overseas, including Alaska and Hawaii, utilize the procedures contained in reference (ai) and dispose of the PE after the expiration of 45 days from the date of last correspondence with the proper recipient.

B. Marine Corps units located more than 200 miles from a PEBC may use the procedures contained in reference (ai) and turn them into the nearest DLA-DS.

VOLUME 13: CHAPTER 19

“PERSONAL EFFECTS FOR INCARCERATIONS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 19

PERSONAL EFFECTS FOR INCARCERATIONS

1901 CIVIL PENAL INSTITUTION INVENTORY PROCEDURES

When a member is arrested/detained by civil authorities and does not have an opportunity to properly care for their PE, the member's command will upon notification of such information, recover, inventory, and place the member's effects in secure storage. The personnel officer will deliver all U.S. Treasury checks and money found during the inventory to the disbursing officer to be credited to the member's pay account. Refer to Chapter 23 of this Volume for additional information during combat operations.

1902 DISPOSITION WHILE CONFINED IN CIVIL PENAL INSTITUTION

If the member is convicted of crimes or detained for what is considered long-term prisoner confinement (greater than 90 days) and is not afforded the opportunity to properly dispose of their personal property, the member's commander will take the following actions:

190201. The commander will correspond with the member in person or by certified mail, to afford the member an opportunity to dispose of PE, other than government property, as the member wishes.

190202. The member may elect to dispose of their PE by private arrangement, such as execution of a power of attorney for an individual to act as that member's agent in the disposition of the PE.

190203. The member may also designate a person to whom the PE will be shipped. Such shipments will not include U.S. Treasury checks, uniform clothing, and individual equipment (782 gear). Individual equipment will be handled per Chapter 18, paragraphs 180203 and 180204.

1903 INCARCERATED WITHIN CONUS

190301. Once the unit has received in writing the name of a designated person to receive the PE, the following applies.

A. Units located within 200 miles of a PEBC will comply with those procedures outlined within Chapter 18, paragraph 180301.A.

B. Units located 200 miles or more from a PEBC will comply with those procedures outlined within Chapter 18, paragraph 180301.B. (NOTE: Correspondence will identify the member as being incarcerated instead of UA.)

190302. If the member refuses to provide the commander with the name of a designated person to receive the PE, in the case of short-term confinement (90 days or less) the unit will hold the effects until the individual returns. In the case of long-term confinement the commander will dispose of such items per the procedures contained in Chapter 22 of this Volume

and per Chapter 4 of reference [\(ai\)](#). Additionally, the command will notify the member of the action taken.

190303. Reference [\(ae\)](#) provides procedures and requirements that commanders must meet for the travel, transportation, and shipment of HHGs at government expense for the dependents of a Marine stationed in the CONUS who is sentenced by court martial to:

- A. Confinement for more than 30 days.
- B. Receives a dishonorable/bad conduct discharge.
- C. Dismissal from a uniformed service, or receives an administrative discharge under other than honorable conditions.

1904 INCARCERATED OUTSIDE OF CONUS (OCONUS)

When convicted and sentenced to confinement in a penal institution of a foreign nation, the member may have their PE shipped at government expense to a proper recipient.

190401. Once the commander has received in writing the name of a designated person to receive the PE, the unit will comply with the procedures outlined within Chapter 18, paragraphs 180302 and 180303. The correspondence will identify the member as being incarcerated vice UA.

190402. If the member does not specify their desire to ship the PE and takes no further action regarding the disposal of their PE, the commander will dispose of such PE per the procedures contained in Chapter 22 of this Volume and per Chapter 4 of reference [\(ai\)](#). Additionally, the command will notify the member of the action taken.

1905 MILITARY BRIG/DETENTION FACILITY INVENTORY

190501. When a member is placed in a military brig/detention facility for pretrial confinement or sentenced to confinement following a court-martial, the PE inventory will be conducted prior to the confinement, whenever possible. This is to allow the individual to participate in and sign the inventory. The inventory will also identify those articles being taken to the brig as required by that facility and will be recorded as such. The inventory board member will witness the inventory and placement of the individual's PE into storage. The personnel officer will deliver all U.S. Treasury checks and money found during the inventory, to the disbursing officer to be credited to the member's pay account. Refer to Chapter 23 of this Volume for additional information during combat operations.

190502. Access to Personal Effects

When a member has been placed in the brig or other confinement and requires items from their stored PE, the CO may authorize, in writing, a member from the command to access the baggage and retrieve the required items. The authorization letter must specify what articles are being removed. When this occurs, the authorized individual will annotate the NAVMC 10154 as to the disposition of the removed items. There is no requirement for the inventory officer to recertify the contents of the PE.

190503. When a member does not have an opportunity to properly care for their PE, the commander will recover, inventory, and place the effects into secure storage.

1906 DISPOSITION WHILE CONFINED IN MILITARY BRIG/DETENTION FACILITY

190601. Short-Term Confinement (Less Than 90 Days)

If the individual is to return to the unit following confinement, the unit will store the PE to include POVs until that time.

190602. Long-Term Confinement (Greater Than 90 Days)

A. If the member is to be confined in excess of 90 days and discharged, or discharged after confinement of less than 90 days, the commander will correspond with the member in person or by certified mail, to afford the member an opportunity to dispose of PE, other than government property, as the member wishes.

B. The member may elect to dispose of their PE by private arrangement, such as execution of a power of attorney for an individual to act as that member's agent in the disposition of the PE.

C. The member may also designate a person(s) to whom the PE will be shipped. Such shipment will not include U.S. Treasury checks, uniform clothing, and individual equipment (782 gear). Individual equipment will be handled per Chapter 18, paragraphs 180203 and 180204.

D. Once the unit receives, in writing, the name of designated person to receive the PE the following applies:

1. CONUS units located 200 miles or more from a PEBC will comply with those procedures outlined within Chapter 18, paragraphs 180301 and 180303. The correspondence will identify the member as being incarcerated vice UA.

2. CONUS units located within 200 miles of a PEBC will comply with those procedures outlined within Chapter 18, paragraph 180301.C.

3. OCONUS units will comply with those procedures outlined within Chapter 18, paragraphs 180302, 180303, and 180304.

190603. If the member does not specify the desire to ship their PE and takes no further action regarding the disposal of PE, the commander will dispose of such PE per the procedures contained in Chapter 22 of this Volume and Chapter 4 of reference [\(ai\)](#). Additionally, the command will notify the member of the action taken.

190604. Members that received a discharge for the following reasons shall have all articles of uniform clothing in their possession inventoried/recovered per Chapter 15, paragraphs 1508 and 1509:

- A. Defective enlistment and inductions.
- B. Entry-level performance and conduct.
- C. Unsatisfactory performance.
- D. Drug abuse rehabilitation failure.
- E. Alcohol abuse rehabilitation failure.
- F. Misconduct.
- G. Separation in lieu of trial by court martial.
- H. Interned or discharged as alien enemies.
- I. New entrant drug and alcohol test.
- J. Security.
- K. Good of Service.

190605. Further guidance can be found in Chapters 15 thru 21 of this Volume and reference [\(am\)](#).

VOLUME 13: CHAPTER 20

**“PERSONAL EFFECTS FOR LEAVE, LIBERTY, AND
TEMPORARY ADDITIONAL DUTY”**

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 20

PERSONAL EFFECTS FOR LEAVE, LIBERTY, AND TEMPORARY ADDITIONAL DUTY

2001 GENERAL

This chapter pertains to situations when a member is on authorized leave or liberty or is ordered to TAD for less than 90 days and the unit remains in place. Situations concerning unit deployments are discussed in Chapter 21.

2002 SAFEKEEPING

Each Marine is responsible for safekeeping clothing and equipment not accompanying the Marine during authorized absences. Prior to departure on leave, liberty, or TAD less than 90 days, a member shall be afforded an opportunity to place their PE in safe storage per this Volume.

200201. If the period of authorized absence is 30 days or less, there is no need to inventory, pack, and store PE if adequate secure storage is available (i.e., lockable wardrobes, wall lockers, or member is known to reside in government quarters, BOQ/BEQ, or resides off base). In the event billeting needs are such that storage of PE cannot be accommodated, the unit must store the member's PE within other unit storage areas (unit supply warehouse, storeroom, etc).

- A. The original NAVMC 10154 will be retained by the member.
- B. One copy will be placed inside the storage container.
- C. The commander or other official directing the inventory will retain one copy.
- D. One copy will be provided to the command's PE clerk in order that a case file can be established.

200202. If the period of authorized absence is greater than 30 days but less than 90 days and the member is perpetually away from his/her primary residence (i.e., BEQ/BOQ), a PE inventory will be accomplished. The member's articles may be stored in lockable wardrobes, wall lockers, or BOQ/BEQ rooms if space permits. The member will be required to conduct the inventory of their PE and record the results of this inventory on a NAVMC 10154. A member of the PE inventory board will be required to supervise the inventory and sign the inventory sheets.

200203. Chapter 21 provides procedures, which will be complied with when a member's period of authorized absence is greater than 90 days.

200204. Upon a member's return the command will ensure an inventory is conducted between the member and a member of the inventory board.

200205. Appendix H provides an example of a letter that may be established by the command to document that a PE inventory was required for an authorized absence greater than 30

days but less than 90 days, but due to the identified condition on the form, an inventory was not conducted.

200206. For personnel who previously had an inventory conducted and their PE were being stored within their BOQ/BEQ and are subsequently away from the unit longer than 90 days, the inventory board will initiate a PE inventory and place the effects into safe storage. A record of all matters pertaining to the extended absence will be placed into the case file as a memorandum for the record.

200207. If the period of authorized absence is greater than 90 days, for personnel living in the BOQ/BEQ, not involving unit deployment, a personal inventory will be conducted and the PE will be placed in safe storage.

200208. If the period of authorized absence is greater than 30 days, not involving unit deployment, for those personnel living in government housing, off base with their NOK or living off base and they are the sole proprietor, personnel may request storage of their PE.

2003 COMMANDER'S PROCEDURES

200301. Prior to permitting the storage of PE in areas outside those specifically designated for secure storage, the commander must determine:

- A. If desired storage space is adequate and can be secured to prevent theft or deterioration.
- B. If the command will have access to the property, if the need arises.
- C. If this interferes with BEQ/BOQ space requirements for anticipated personnel turnover.
- D. If the storage space or container(s) access can be limited to the command's PE clerk until such time as the member once again accepts custody of the PE. This is done so that the member or other personnel may not have access to the stored PE without the knowledge and supervision of the unit's designated PE custodian.

200302. The member will inventory and sign their own NAVMC 10154, which will be certified by a member of the inventory board.

200303. One copy of the inventory will be placed inside the storage container, wall locker, etc.

200304. An Anti-Pilferage Serialized Seal will be placed on the storage container at the locking mechanism and the serial number recorded on NAVMC 10154. The NSN for ordering purposes is 5340-00-081-3381.

200305. Any item too large to fit inside a lockable container, such as a lockable wardrobe or wall locker, etc., will be turned in to the PE custodian for safe keeping and a separate

inventory record made thereof, and signed by the individual. This too will be supervised and attested to by the inventory board.

200306. A case file will be prepared per Chapter 15 of this Volume.

200307. Members living in government housing must comply with local housing regulations and paragraph 1409.

2004 TRANSFER WHILE ON EMERGENCY LEAVE OR TAD

Members may be transferred to another unit or installation while on emergency leave or TAD. After receiving this information, the unit commander will, without delay, cause all applicable inventories of military and PE to be re-verified by the Personal Effects Inventory Board and have the military clothing and PE shipped to the member at government expense using the appropriation on the Naval message directing the transfer. Reference [\(ae\)](#) provides additional guidance.

VOLUME 13: CHAPTER 21

“PERSONAL EFFECTS FOR UNIT DEPLOYMENTS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 21

PERSONAL EFFECTS FOR UNIT DEPLOYMENTS

2101 GENERAL

210101. Storage for unit deployments will be coordinated with the base or station DMO. Commercial storage is authorized only when sufficient suitable storage space is not available aboard the military facility and then only for periods in excess of 90 days. The basic authority for the deployment storage program is prescribed in references [\(ae\)](#) and [\(ah\)](#). Only bachelors, geographical bachelors (not receiving basic allowance for housing (BAH)) and single parents are eligible for unit deployment storage. Further, unmarried members receiving BAH will be authorized storage provided they forfeit their BAH while in a deployed status. Deployment storage can be authorized by a letter of authorization by any CO having special court-martial convening authority. This letter of authorization must contain, at a minimum:

- A. Names of individuals needing storage.
- B. Deployment order number.
- C. Estimated date of return from deployment.
- D. Signature of officer authorizing the storage.

210102. Distribution of the LOA will be as follows:

- A. A copy to each member authorized temporary storage.
- B. One copy to the installation DMO.
- C. One copy to the supporting disbursing officer.

2102 DEPLOYMENTS LESS THAN 90 DAYS

Procedures for the storage of PE for members of commands who are assigned to units deploying for periods less than 90 days are provided in Chapter 20 of this Volume. If the command does not have adequate facilities to provide storage of PE, the CO should notify higher authority in the chain of command and request assistance.

2103 PRE-DEPLOYMENTS

Prior to deployment, the unit commander, or designated representative will perform the following:

210301. Make liaison with the next senior command and the local DMO to arrange the safekeeping and transfer of the PE of members that will become separated from their effects for any reason. Liaison should be made at least 30 days prior to the deployment. The higher headquarters will retain, or designate a subordinate unit that will retain the PE for short-term storage only.

210302. Ensure that the PE of the members identified above have been properly inventoried as outlined in Chapter 15 of this Volume.

210303. Completed case files originated by the member's unit will be transferred and recorded in the PE logbook and will be retained by the higher headquarters, designated unit or DMO. Ensure that active case folders of the PE being transferred contain, at a minimum, the following:

- A. Two copies of the form NAVMC 10154 per container.
- B. One certified true copy or original of each letter forwarded to and received from the proper recipient.
- C. One certified true copy of confinement orders or messages/orders transferring the member (for incarcerated members, Chapter 5 applies).
- D. Certified true copies of turn-in transactions for the disposition of PE.

210304. Maintain copies of HHGs and personal property storage forms in the OMPF of assigned personnel.

210305. Perform POV storage based on MSC policy, installation procedures, and per reference [\(ae\)](#).

210306. The receiving activity should receive the PE per Chapter 15, paragraph 1507 of this Volume. Once transferred, these effects become the responsibility of the receiving activity until final disposition.

2104 DURING DEPLOYMENT

210401. The commander will designate in writing an individual to withdraw PE from the household effects section prior to the return of the unit when members cannot accomplish this themselves (e.g., incapacitation, etc). Inventorying and shipping the PE then becomes the responsibility of the designated person.

210402. Additionally, the commander is responsible for promptly forwarding all pertinent correspondence received which impacts upon the disposition of the PE identified in paragraph 210303 (e.g., letters from the proper recipient). This information is to be provided to the unit physically holding the PE.

210403. The inventory procedures contained in Chapter 15 will be used in all other cases during the deployment.

2105 RETURN FROM DEPLOYMENT

The commander or designated representative will perform the following:

210501. Make liaison with the household effects section to coordinate and arrange for the prompt withdrawal of PE.

210502. Designate in writing an individual to withdraw the PE of members who are hospitalized, deceased, missing, UA/AWOL, or deserters. A signed copy of the appointing letter must be provided to the household effects section.

VOLUME 13: CHAPTER 22

“PERSONAL EFFECTS FOR LOST, ABANDONED, OR UNCLAIMED PRIVATELY-OWNED PERSONAL PROPERTY”

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CHAPTER 22

PERSONAL EFFECTS FOR LOST, ABANDONED, OR UNCLAIMED PRIVATELY-OWNED PERSONAL PROPERTY

2201 DEFINITIONS

220101. Claims Settlement Property

Personal property damaged during a HHGs/unaccompanied baggage shipment. For additional guidance, please see Chapter 4 of reference (ai), paragraph B9.

220102. Government Personal Property

As defined by reference (ai), Government Personal Property is property other than real property (buildings/lands) and records (files/documents) of the federal government. Any recovered government property will be returned to stock for reissue or appropriate disposition.

220103. Lien Holder

If there is a lien against the privately-owned property by a financial institution (e.g., bank, credit union, etc.), the owner of the property may be the respective financial institution. Several factors, however, may influence who is awarded custody. The owner may have incorporated insurance into the loan and named a benefactor. A co-owner may be involved or the heirs, NOK, or legal representative of the owner may still retain rights unless payments stop and the lien holder calls for final payments. The command staff judge advocate shall be consulted to resolve such issues.

220104. Privately-Owned Personal Property

Personal effects of DoD personnel (military or civilian) are not and never become government property unless:

A. The owner (or the heirs, NOK, or legal representative of the owner) executes a written and signed release document unconditionally giving the U.S. Government all right, title, and interest in the privately-owned property.

B. The property is acquired by DoD as the result of a claims settlement action.

220105. Examples of Private Property

A. Military clothing and equipment that cannot conclusively be established as Marine Corps/Navy furnished or issued organizational government property.

B. Money

C. Negotiable and nonnegotiable instruments such as bonds, checks, notes, deeds, wills, receipts (including those covering safekeeping deposits), agreements, certificates, insurance policies, and bank books.

D. Miscellaneous articles of intrinsic, sentimental, and utility value such as:

1. Motor vehicles, trailers, HHGs, baggage, and wardrobe trunks.

2. Weapons including standard rifles, shotguns, handguns (i.e., semi-automatic pistols and revolvers), antique firearms, and cutlery (knives, bayonets, and swords). Firearms subject to the provisions of reference [\(ap\)](#) will be noted on the inventory and confiscated.

3. Computer hardware and software, musical instruments, sports and athletic equipment, audio entertainment equipment, cameras, jewelry, wallets, and souvenirs.

4. Fountain pens, insignia, medals, photographs, books, diaries, toilet articles, flight logs, and personal papers.

2202 GENERAL

220201. Disposal of lost, abandoned, or unclaimed privately-owned personal property (hereafter referred to as private property), especially POVs, is based on:

A. Amendments to section 2575 of reference [\(u\)](#) and DoD-approved waivers.

Section 2575 of reference [\(u\)](#) establishes mandatory notification requirements and time limits associated with the identification and return of private property to the owner (or the heirs, NOK, or legal representative of the owner) and the lien holder, if applicable/known. Property may only be held for 45 days following notification.

B. Chapter 4 of reference [\(ai\)](#), paragraphs B9 (Claims Settlement Property) and B40 (Lost, Abandoned, or Unclaimed Privately-Owned Personal Property).

220202. Return of subject property to the owner (or the heirs, NOK, or legal representative of the owner) and/or the lien holder is required per the provisions of section 2575 of reference [\(u\)](#) and the guidance contained herein. This guidance does not apply in cases of deceased personnel where private property is subject to the provisions of reference [\(u\)](#) (sections 4712, 4713, 6522, 9712, 9713, or subsection (c) of section 2575).

220203. Installation and activity/unit commanders must view the abandonment of private personal property as a personnel management issue and be diligent in deterring occurrences. When personnel check-in, it is necessary to foster personal responsibility during familiarization and indoctrination training and stress the consequences of abandoning private property. Upon permanent change-of-station orders, the check-out procedures should ensure that private property is cleared prior to departing. This approach is more cost-effective than funding disposal costs subsequent to personnel departure.

220204. Intentional abandonment of private property resulting in subsequent cost to the U.S. Government for disposal will not be tolerated. Personnel must be knowledgeable of the consequences associated with intentional abandonment, such as:

- A. Reimbursing the government for incurred costs.
- B. Repossession by lien holder.
- C. Garnishment of pay.
- D. Internal Revenue Service withholding of income tax refunds for indebtedness to the U.S. Government.
- E. Violation of articles under the Uniform Code of Military Justice.

220205. Installation and activity/unit commanders are responsible for the disposal of private property. The DLA-DS is responsible for the disposal of government personal property; however, DLA-DS is an avenue for disposal of private property and should be used to the greatest extent possible.

220206. Unit supply officers and the Provost Marshal Office (PMO) shall cooperate with one another when necessary in disposition matters related to subject property (e.g., preparation of disposal turn-in documents for DLA-DS, sharing of records and information, providing secured storage where feasible during the notification process, etc.).

220207. Disposal of private property, especially POVs in overseas locations, is an unnecessary expense to the U.S. Government. The notification requirement of section 2575 of reference (u) should include a daily cost for up to 45 days if the government would incur costs resulting from commercial removal of property and impoundment due to lack of government resources to store the POV. These costs should be reimbursed to the government in exchange for return of the property to the owner or legal representative. In the case of the owner's heirs and NOK, discretionary authority is granted to waive reimbursement to the government in favor of final disposition of the property (e.g., imposes extreme financial hardship, owner deceased, etc.).

2203 POLICY

220301. Military jurisdiction does not extend to private property located off military installations. Consequently, when a military member abandons such private property voluntarily or otherwise, the government is not held liable for its safekeeping.

220302. For guidance pertaining to the disposition of personal property known to be located off base for an individual hospitalized, deceased, or wounded/killed in action, refer to Chapter 15, paragraph 1507.

220303. When private property is found on or comes into custody or control of the military and has apparently been lost, abandoned, or left unclaimed for any reason by the owner, the commander shall appoint a board of at least two people (one of which must be a commissioned

officer and the other at least a noncommissioned officer or warrant officer). For officer-owned private property, the board will consist of two officers of equivalent or higher grade. The board shall complete the following.

A. Examine the property and prepare an accurate, complete, legible, and dated inventory of the private property, including its estimated current fair market value. The board will record any information which may assist in the settlement of the affairs of the estate of the owner. Copies will be filed accordingly, and specifically; one copy will remain with the property, one copy will be filed in the appropriate personnel record, and when identified and contacted, one copy will be furnished to the owner, or their heirs, NOK, or legal representative.

B. Conduct diligent inquiries to ascertain or locate the owner, or their heirs, NOK, or legal representative.

C. Ensure the private property is kept in safekeeping by the activity having physical custody to prevent theft, pilferage, or unwarranted deterioration.

D. Segregate and tag the private property which the board has been able to identify as belonging to an individual or believed to be the owner; with the name, service number and/or other pertinent identification.

E. Unless otherwise mandated by current statute or other more current regulation, items such as toilet articles, cosmetics, used/soiled personal items, undergarments having no value, except to the original owner will be disposed of for the safekeeping of the remaining articles.

F. Where other regulations under which the Board functions specifically provide a form of findings, such form shall be followed. In the absence of specific guidelines, the finding shall be a clear and concise statement of the facts established, and the conclusions of the board. In either case, the finding should show that the requirements herein have been satisfied and accompany the finding. Any notification to a lien holder or release of a lien (if furnished) shall be included with any finding.

220304. If title owner is determined, the private property may be claimed by the owner, the heirs, NOK, or the legal representative at any time before disposition. If the private property is claimed by anyone other than the owner, the transmittal letter or document shall contain the following statement:

"The action of this command in transmitting the private property does not vest title in the recipient. Such private property is forwarded to you to be retained or disposed of as custodian, in accordance with the laws of the state of the owner's residence."

220305. If the private property is not claimed by the owner, the heirs, NOK, or the representative, the installation will ensure the following or a similar notice is sent by certified or registered mail to the owner, the heirs, NOK, or the legal representative, at their last known address:

"Under the law, U.S. Code Title 10, section 2575, you are hereby advised that the private property described herein shall be sold or otherwise disposed of at (location, on [approximate date]). A request for the return of the private property shall be honored, if received before the time specified. Request for return of the private property after the specified time shall be honored, only if disposition has not yet been made."

This statement will be sent at least 45 days before any disposal actions are taken. The Board shall determine the method of disposal and if appropriate, coordinate disposal with the local DLA-DS. Note: If the Board determines that packing, handling, transportation, or other charges are not a responsibility of the U.S. Government (e.g., vehicle towing and impoundment costs, etc.); the above statement shall be modified to advise the prospective recipient. The statement shall indicate the manner in which payment for these charges shall be made.

220306. The board, at its discretion, may include with the notice specified above, a release document substantially in the format shown in Appendix I of this chapter. If the release document, properly executed, is returned by the owner (or the heirs, NOK, or legal representative of the owner), the private property listed thereon becomes the personal property of the U.S. Government and shall be processed through normal disposal channels. This procedure may not be used, however, when the private property in question is subject to a lien (such as an abandoned vehicle purchased through a finance company), unless the release on the lien is obtained. Since several factors may influence a lien, the staff judge advocate shall be consulted on all issues where private property is subject to a lien.

220307. The board, with the assistance of the installation security police or PMO, is responsible for determining if an abandoned vehicle has a lien.

220308. If 45 days of diligent effort to identify the owner (which is chronologically documented) proves unsuccessful, the lien holder absolutely cannot be determined, the private property is not released per Appendix I, and/or the private property continues to be unclaimed by the owner (or the heirs, NOK, or legal representative of the owner), the property remains private property and does not become government property. The commander may dispose of the private property immediately. The commander may waive this requirement in the event base closure time frames will not allow the full 45 days. The commander may elect to turn the private property in to the DLA-DS for disposal or dispose of the private property by other means.

220309. DLA-DS Turn-in

DLA-DS may be used under the following conditions:

A. Claims Settlement Property

Claims settlement property is usually private property damaged during a HHGs/unaccompanied baggage shipment. The items shall be considered as government property and processed for normal disposal turn-in to DLA-DS at no cost. The disposition instructions issued by the claims adjudication office should be attached to the disposal turn-in document (DTID). For additional guidance, please see Chapter 4 of reference [\(ai\)](#), paragraph B9.

B. Release of Property by Owner

For additional guidance, please see Chapter 4 of reference (ai). Ensure properly executed release form, Appendix I, is attached to the DTID.

C. DLA-DS Funding

Disposal by DLA-DS requires coordination and may require advanced funding via a military interdepartmental purchase request (MIPR). Costs are based on marketing cost factors established by DLA-DS. Batch-lotting turn-ins of identical items (e.g., quantities of bicycles, etc.) rather than co-mingling unlike items should alleviate much of the cost. An example of DLA-DS established cost factors is as follows:

1. Cost to handle one line item -	\$ 21.61
<u>Overhead per line item -</u>	<u>+ 17.54</u>
Total cost per line item	\$ 39.15

2. Cost per line item of service contract - to be determined by DLA-DS (e.g., \$150 per abandoned vehicle, etc.).

3. Multiply the category of line item costs in 210309.C.1 and/or 210309.C.2, by the number of items expected to be turned in. Add them together to determine total funding to be furnished by MIPR to the DLA-DS. To alleviate some of the cost for processing subject property through the DLA-DS, it is suggested that disposal turn-in is delayed until sufficient quantities of like items accumulate for turn-in under the batch lotting criteria of reference (ai) resulting in one handling process and one overhead charge.

D. A copy of the board's inventory and any other associated pertinent documents shall be attached to the DTID.

220310. Other Dispositions

Examples of "other dispositions" include:

A. Lien Holders

Facilitate repossession by the lien holder or obtain release document. The appointed board is charged with the responsibility for determining if an item has a lien (e.g., abandoned vehicles, etc.) and that the lien holder is, in fact, the legal claimant. If it can be determined and names are not available from local records, contact the state authorities of the state of registration for motor vehicles to obtain the name of registered owner and lien holder. Both the owner and lien holder are subject to the "registered mail (request receipt returned)" notification requirements of section 2578 of reference (u). After 45 days, if no claim is made after all reasonable attempts have failed, notify the state Department of Motor Vehicles by registered mail of the status of the motor vehicle, identity of the registered owner and/or lien holder (as evidenced by the license plates), and the intention to dispose of property as abandoned to the United States Federal Government.

B. Transfers to a Marine Corps Community Services (MCCS)

This includes transfers to a MCCS office/facility for use as part of its program (e.g., the auto hobby shop). Non-appropriated fund instrumentalities proceeds from sale of private property may be retained as revenue.

C. Independent Sales

Commanders may conduct independent sales transactions or arrange to have property sold. Sales proceeds are deposited in the appropriate accounts for owners or their representatives to file claims within 5 years of the disposal action, as required by section 2575 of reference [\(u\)](#).

1. Twenty percent of the proceeds from sales shall be deposited to the U.S. Treasury General Fund Receipt Account 97R2651.

2. Per DoD-approved waiver, documented costs incurred (e.g., packing, handling, storage, towing, impound charges, advertising, auctioneer, etc.) may be recovered from the remaining 80 percent of the total net proceeds after 20 percent of the total net proceeds are deposited to the U.S. Treasury General Fund Receipt Account 97R2651.

3. Otherwise, the remaining 80 percent, or fraction thereof, shall be deposited into the Service's X6001 account (i.e., 17X6001, Navy and Marine Corps).

4. Official documentation of disposition costs is mandatory to maintain for presentation as evidence in potential claim litigations. After 5 years from the date of the sale by either DLA-DS or independent sale, any unclaimed proceeds shall be transferred from the __X6001 account to the General Fund Miscellaneous Receipt Account __1060, Forfeiture of Unclaimed Money and Property.

D. Qualified Recycling Programs (QRP)

For private property that is obviously recyclable scrap, the installation QRP may be utilized to the maximum extent practicable (see Chapter 7 of reference [\(ai\)](#), paragraph N.). The sales proceeds after meeting recycling program expenses may be distributed to MCCS morale, welfare, and recreation activities per section 2577 of reference [\(u\)](#).

E. Donations/Contributions

Private property eligible for disposition may be donated/contributed to a legitimate nondenominational charitable organization. Receipts shall be obtained and maintained on file for 5 years as evidence in potential claim litigations.

F. Non-Hazardous Solid Waste Disposal

Private property that is obviously trash, refuse, or scrap that is not usable, salable, recyclable, and is environmentally compliant, may be disposed of with normal non-hazardous solid waste. The disposal document shall reflect certification that:

“All action pursuant to Section 2575 of Title 10 U.S. Code, “Armed Forces,” DoD 4160.21-M, “Defense Materiel Disposition Manual,” and MCO 4400.201-V13 have been met without a claim or sale proceeds; therefore, based on condition, private property was disposed of in the best interest of the government with normal non-hazardous solid waste.”

220311. Lost and Found Property

Private property, turned in to lost and found (traditionally maintained by the PMO or base/station security police aboard posts, bases, and stations) whose rightful owner cannot be ascertained and remains unclaimed after diligent efforts to find owners through means such as local newspaper ads, posted fliers, etc., falls under the provisions of lost, abandoned, or unclaimed privately-owned personal property. The private property is typically minor property such as bicycles, etc. At the discretion of the commander, PMOs or base/station police may be granted authority to elect any of the options in the paragraphs 220309 and 220310. Decisions about private property such as lost and found jewelry, which may contain precious metals or precious gems, should be based on documented appraisals and consultation with the staff judge advocate and the DLA-DS.

A. The Board may reclaim private property for return to the legal owner at any time prior to disposal. If this occurs after private property has been turned into DLA-DS, immediate and direct coordination with DLA-DS will be made to determine whether a formal requisition or a formal memorandum or letter to DLA-DS will suffice, certifying that the return of the property to the legal owner is intended and that the funded MIPR will be withdrawn and canceled.

B. If private property such as a vehicle has only scrap value, but contains petroleum, oil, lubricants; refrigerant (e.g., Freon, Halon, and other ozone depleting substances); coolants (e.g., anti-freeze, water) and other fluids (e.g., windshield washer, etc.), they should be recovered by the generator prior to disposal or turn-in to the Defense Reserve of OSD. The recovered items should be reclaimed, recycled or disposed of in an environmentally compliant manner, per federal/state/local regulations or per SOFA, final governing standards, or the DoD Overseas Environmental Guidance Baseline Document. Reference [\(aq\)](#) applies to overseas DoD activities.

2204 FIREARMS

220401. Any authorized firearms falling into this category should have already been registered and properly secured in an authorized storage area per reference [\(al\)](#). The firearm(s) shall be added to the weapons record count and reported per Volume 7 of this Order. Disposition instructions of unclaimed firearms shall be requested per Volume 6 of this Order and any directed disposal or demilitarization shall be per reference [\(ai\)](#).

220402. In cases of death caused by the weapon in question, every consideration should be given to the potential emotional nature of the NOK or proper recipient’s decision to relinquish ownership of the weapon. Keep in mind that Naval Criminal Investigative Service Resident Agency or the Criminal Investigative Division of the local PMO will retain the weapon in such instances until the conclusion of their investigation, notification is made to the Federal Bureau of Investigation and the weapon released as evidence from any investigation. The NOK or proper recipient should be given a second opportunity to make that decision, or to determine that some

member of the deceased's family may desire the weapon. Reference (ai) stipulates that the packing, storage, and transportation or other costs, which may be the responsibility of the NOK or proper recipient, must be addressed. Such weapons may not be turned over to felons or those convicted of spousal abuse.

220403. If the NOK or proper recipient's ultimate decision results in the government's retention of the weapon, they must complete the release document in Appendix I and must include applicable physical descriptions and serial numbers.

220404. If the NOK or proper recipient releases the weapon to the government, an expert technical inspection will be necessary to ensure the safety of the weapon and its supportability based on its intended use (e.g., MCCA, Training, etc). In addition, if retained, the appropriate authorized allowance must be established, and the weapon must be added to the property accounting records and reported to Naval Surface Warfare Center Division, Crane, Indiana for inclusion on the unit's Serialized Small Arms Report.

220405. If the weapon is released to the government and no value can be ascertained, it will be turned over to the local PMO for disposal as an abandoned weapon.

220406. A complete record must be maintained of all correspondence and the ultimate disposition of the weapon. This will be held with the unit supply office following the final disposition of the weapon, in accordance with reference (f).

2205 FILING OF CLAIMS

220501. Any claims for proceeds received from the sale of private property pursuant to this chapter will be transferred to the GAO.

220502. Claims filed after the expiration of 5 years from the date of disposition of the private property are barred from being acted on by the GAO.

VOLUME 13: CHAPTER 23

“PERSONAL EFFECTS IN A COMBAT ENVIRONMENT”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 23

PERSONAL EFFECTS IN A COMBAT ENVIRONMENT

2301 COMMAND RESPONSIBILITY

To safely, securely, and expeditiously inventory and move personal effects in a combat environment of deceased, duty status whereabouts unknown, missing, ill, injured personnel or personnel otherwise separated from their PE. Casualty categories and status are defined in reference [\(n\)](#).

230101. Ship PE of deceased personnel (killed in action, other hostile death or non-hostile death) that did not accompany the remains to include PE of missing in action, or designated as a prisoner of war (POW) per this Volume and reference [\(af\)](#) to the JPED.

A. The U.S. Army is the DoD's executive agency for Mortuary Affairs and is operationally responsible for the JPED.

B. An established JPED Marine Corps liaison cell coordinates the disposition of all received PE from theater with designated CACOs.

C. Under no circumstances shall units in combat operations ship PE of service members defined in paragraph 230101 directly to the CACOs or family.

D. The remain behind element or designated supporting MSC unit will accomplish procedures outlined in Chapter 16 of this Volume to ensure all remain behind PE, to include, HHGs, POVs, and all such articles that are or may become accessible to the Marine Corps CONUS inventorying official are inventoried and shipped to the PERE via the CACO.

230102. Ship PE of wounded in action, UA, emergency leave, brig, non-hostile medical, deserter or non-deceased personnel otherwise separated from their PE to the PEBC.

A. The remain behind element or designated supporting MSC unit will coordinate with supporting PEBC and accomplish procedures outlined in Chapters 17, 18, 19, or 20 depending on the circumstances that cause the PE to be shipped from combat operations.

B. Under no circumstances shall units in combat operations ship PE of service members defined in paragraph 230102 directly to a service member's home.

C. The JPED Marine Corps liaison cell will redirect PE that are mistakenly shipped to or are received by the JPED for service members defined in paragraph 230102 to a supporting PEBC.

2302 PERSONAL PROTECTIVE EQUIPMENT

PPE is ICCE with the primary purpose to protect individuals from injury in combat. PPE includes helmet, modular tactical vest, small arms protective inserts, eye protection or any other government-purchased and issued PPE.

230201. Deceased member's PPE must not be removed from the body, unless safety or security reasons deem otherwise. PPE is required for follow-on forensic and performance analysis testing.

A. PPE that is mistakenly separated from the body during evacuation or at medical facilities must be sent separately, untampered with, to the Armed Forces Medical Examiner's Office.

B. Provide the Armed Forces Medical Examiner's Office with detailed information relating to circumstances of death, type of combat operation, name of member, and unit POC. A detailed report along with a copy of the Personnel Casualty Report will be placed inside the shipping container that is clearly labeled for the Armed Forces Medical Examiner's Office at the below listed address:

Armed Forces Medical Examiner's Office
Mortuary Affairs
116 26th Street
Dover AFB, DE 19902-5116

230202. PPE for casualties (non-deceased) sustained during combat must accompany the individual during evacuation or transfer medical treatment facilities for follow-on forensic and performance analysis.

A. PPE that is mistakenly separated from the member during evacuation or from transfer medical facilities must be sent untampered with to MARCORSYSCOM.

B. Provide MARCORSYSCOM with detailed information relating to circumstances of injury, type of combat operation, name of service member, and unit POC. A detailed report along with a copy of the Personnel Casualty Report will be placed inside the shipping container that is clearly labeled for MARCORSYSCOM at the below listed address:

Marine Corps Systems Command
Attn: PM ICE CESS PDG-16
2201A Willis Road
Quantico, VA 22134

2303 INVENTORY

All theater PE inventories will be conducted within 48 hours of the incident. The unit PE inventory will serve as the sole accountable theater PE inventory.

230301. Additional inventories are not necessary, unless shipping containers have been significantly damaged, opened or serialized tags have been broken or other evidence of tampering exists. In such cases, the PE must be re-inventoried and all PE stakeholders, individual parent unit, MSC, supporting MEF etc., must be notified if any inventory discrepancies are discovered. At a minimum, notification must include type and number of container, such as, container 2 of 3, estimate delivery schedule or time of arrival, and point of contact.

230302. Remove government-owned equipment, other than identified in paragraph 2302, from theater PE inventory and return to the service member's unit supply office to use as stock replenishments or to dispose of accordingly. The unit supply officer will properly account for government issued equipment on the unit's property record and will ensure service member's IIF IMR is adjusted. Unit supply officers will coordinate IMR adjustments with the supporting IIF.

230303. Personally owned equipment that resembles, but is not government-owned equipment, must be documented on the inventory form as "personally owned."

230304. Under no circumstances should government-owned equipment be shipped to the JPED or PEBC.

230305. All theater PE must become part of inventory, including articles of considerable value. Under no circumstances will items be forwarded separately (i.e. via certified mail, etc.) from the PE inventory.

220306. Inventory officers will collect all hard currency and annotate denomination, dollar amount, and serial number in the remarks sections of the NAVMC 10154 inventory form. Secure and place hard currency within the PE container.

A. There is no requirement to prepare treasury checks during combat operations.

B. The JPED prepares treasury checks of deceased service members.

230307. Inventory officers will look for contraband, ammunition, unexploded ordnance, and similar hazardous items that may be present within the PE. A signed certified statement will be prepared by the inventory officer stating that no such items are being sent with the PE. See Appendix L for example.

230308. A completed NAVMC 10154 and all documents related to PE inventory will be scanned and uploaded to the individual's OMPF for the personal effects statuses of deceased, missing, deserter, combat operations, and long term confinement (civil or military). Additional copies of the NAVMC 10154 must be placed or filed as follows: one copy will be placed in each PE container, one copy must be placed inside the PE over pack container as identified in paragraph 230503, one copy will be retained by unit commander or other official, one copy will be filed by the PE custodian, and one copy, with the DoD Identification Number (i.e., Electronic Data Interchange Personal Identifier) of service member, must be placed outside of each PE container in a packing slip.

230309. The inventory officer's confirmation of hazardous material and unexploded ordnance certified statement (see Appendix L) will also be placed outside of each PE container in a packing slip. Appendix L, along with the NAVMC 10154, will be the only documents placed outside of the PE container or over pack container. Refer to paragraph 230503.

230310. Personal effects found at a later date, after the initial PE inventory has been completed, will be inventoried and shipped as RBPE, depending on incident, to the JPED or PEBC. Notification must be made to all stakeholders identified in paragraph 230301 of follow-on RBPE.

2304 DOCUMENTATION

A complete PE inventory package will ensure timely disposition of the effects during transportation and handling. A complete PE inventory package will be presented to the PE custodian and one copy will be placed inside the first PE container.

230401. The following documentation represents a complete PE inventory package:

- A. Inventory officer appointment letter and acceptance endorsement. See Appendix J and Appendix K.
- B. Inventory officer's confirmation of hazardous material and unexploded ordnance certified statement (see Appendix L).
- C. Government equipment removal letters (this letter verifies that the PE does not include any government equipment and is used for the unit to adjust the individual's IMR) (see Appendix M).
- D. Personnel Casualty Report.
- E. NAVMC 10154.

230402. Under no circumstance shall the complete PE inventory be placed outside the PE container or given to a commercial carrier. A Customs Declaration Form can be prepared by using the information that is presented to the PE custodian.

230403. The NAVMC 10154 and the confirmation of hazardous material and unexploded ordnance certified statement are the only documents which will be placed outside the PE container.

A. The SSN has been used as a means to efficiently identify and authenticate individuals, but the threat of identity theft now requires commanders to ensure that the SSN is not compromised. Alternatively, the Electronic Data Interchange Personal Identifier from the Military ID can be used.

B. PE containers, PPE containers, and over pack containers shall not be marked with the member's SSN or last four.

230404. The PE custodian will use the complete PE inventory package to expedite PE to the JPED or the PEBCs.

2305 SHIPPING

To ensure timely disposition during transportation and handling, containers will have special markings and categories such as, Hostile death, Non-hostile death, Missing-in-Action, etc. All Markings will be clear, distinctive, and permanent.

230501. Mark all containers with member's full name, rank, component, MSC, unit, and category. A typed placard does not substitute the requirement of a clear, distinctive, and permanent marking.

230502. Metal serialized seals, or equivalent serialized anti-pilferage materials, must be used to seal all individual containers and must be cross-referenced to the inventory document.

230503. Package PE inventory in crush-resistant government purchased container/footlocker or compatible commercially purchased container/footlocker. Multiple PE containers will be consolidated in larger crush-resistant containers (over pack). All exposed containers must protect PE inventory from external weather elements (rain & humidity).

230504. Units will ensure deceased service member's PE are shipped to the JPED at the below listed address within 7 days of incident through an established MAGTF Material Distribution Center (MMDC). PE shipments will be communicated to all PE stakeholders (individual's parent unit, MSC, supporting PEBC, and JPED).

Joint Personal Effects Depot
122 Purple Heart Drive
Dover AFB, DE 19902-5116

230505. The MMDC is authorized to ship PE through a commercial, traceable priority shipper directly to the JPED. There is no requirement to insure PE shipments for the PERE is entitled file a claim through HQMC personal property claims office (MRA) for any damaged, lost or stolen PE.

230506. Non-deceased member's PE will be shipped to a supporting PEBC depending on the ultimate destination of the individual once it is determined the individual will not be returning to the unit, but no longer than 30 days from incident, through an established MMDC. Refer to Chapter 25 of this Volume for PEBC shipping addresses.

2306 ARMY'S MORTUARY AFFAIRS COLLECTION POINTS (MACP)

When a supporting MMDC is not available, commanders may use their own traceable shipping modes or may ship PE through an Army's MACP.

230601. The MACP only ships service member's PE to the JPED and is limited to wounded or deceased incidents. Non-hostile PE cases remain the unit's responsibility to ship, but assistance can be obtained through the MACP.

230602. When the JPED receives Marine Corps non-deceased PE cases, the JPED Marine liaison cell will redirect PE to a supporting PEBC.

230603. Transportation from the MACP to the JPED is coordinated and funded by the MACP.

230604. Personal effects procedures at the MACP are different than outlined in this Volume. Some examples are as follows.

A. The MACP receives and is most familiar with DD 1076, "Military Operations Record of Personal Effects of Deceased Personnel."

B. The MACP has a requirement to fulfill listed requirements and documentations listed in a turn-in checklist.

C. The Army's inventory officer is limited to a commissioned officer and is referred to as a Summary Court Martial Officer.

230605. The Army's Casualty and Mortuary Affairs Operations Center has agreed to allow Marine Corps units to use procedures outlined in this Volume and to allow SNCOs to perform the duties as inventory officers; however, the MACP will not ship PE to a supporting PEBC. The JPED will redirect Marine Corps non-deceased PE cases as outlined in paragraph 230102.C.

2307 MEDICAL TREATMENT FACILITIES

230701. If a service member dies while at a medical treatment facility and for some exceptional reason "transfer PE" cannot accompany the service member or a deceased member's PE is discovered at a later date, then inventory, pack, and ship the PE to the JPED.

A. Recovered government-owned equipment, other than PPE, should be returned to the individual's unit or shipped to the IIF at the following address:

Initial Issue Facility
Fir and Center Streets
Building 1501
Camp Lejeune, NC 28542-5000

B. Provide name and unit of the individual to the IIF. The IIF will adjust the individual's IMR for any recovered government-owned equipment.

C. PPE should be packaged separately and shipped to the Armed Forces Medical Examiner's Office at the address provided in paragraph 230201.B. If available, provide the Armed Forces Medical Examiner's Office with detailed information relating to circumstances of death, type of combat operation, name of member, and unit POC.

230702. Wounded service member's PE will accompany the individual during medical treatment facilities. If for some exceptional reason the individual's PE cannot accompany the individual or the member's PE is discovered at a later date, inventory, package, and ship PE to a supporting PEBC. Refer to Chapter 25 of this Volume for PEBC addresses.

A. Recovered government-owned equipment, other than PPE, should be returned to the individual's unit or shipped to the IIF as outlined in paragraph 230701.A.

B. Provide name and unit of the individual to the IIF. The IIF will adjust the individual's IMR for any recovered government owned equipment.

C. The Camp Lejeune's IIF has been designated as the central IIF facility and will coordinate the redistribution of equipment to appropriate IIFs.

D. PPE should be packaged separately and shipped to MARCORSYSCOM at the address provided in paragraph 230202.B. If available, provide MARCORSYSCOM with detailed information relating to the circumstances of incident, type of combat operation, name of member, and unit POC.

2308 PERSONAL EFFECTS BAGGAGE CENTER (PEBC)

The PEBCs will provide assistance, PE forwarding, and causative research upon request from other PE stakeholders.

230801. Upon receipt of theater PE the PEBC will notify the individual's parent unit, with a copy of the notification to the MSC and MEF, requesting disposition instructions.

230802. The PEBC will ensure all shipments are maintained in a secure, limited-access location until they can be returned to the individual or the JPED for the individual that subsequently dies of wounds/other causes.

230803. No additional inventory will be conducted by the PEBC unless shipping containers have been significantly damaged, opened, serialized tags have been broken, or evidence of tampering exists. In such cases, PE must be re-inventoried and MSC must be notified of any inventory discrepancies. A staff noncommissioned officer or officer representative from either the individual's parent command or MSC must be present when the inventory is conducted and within 24 hours of receipt.

2309 MEF REAR COMMANDERS

Rear element of deployed MEF will serve as operational lead for managing and tracking receipt and return of theater PE and RBPE to the individual or PERE via the JPED and the Casualty Assistance Call Officer. MEF rear commanders will ensure the following is accomplished:

230901. Upon notification that a PE case has been initiated for a deceased member, expeditiously track down and ship RBPE to the CACO via local DMO.

230902. Make liaison with individual augments from overseas locations to account for and forward any RBPE to appropriate designation.

230903. Resolve any PE issues and discrepancies with supporting PEBC and the JPED.

230904. Coordinate IIF and STAP government equipment adjustment transactions.

230905. Assist and resolve PE issues with assigned CACOs of deceased service members.

VOLUME 13: CHAPTER 24

“BAGGAGE HELD BY COMMERCIAL CARRIERS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAP H	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 24

BAGGAGE HELD BY COMMERCIAL CARRIERS

2401 GENERAL

240101. In some instances, personal baggage may be held by various commercial carriers as unclaimed or undeliverable due to improper or insufficient identifying marks; however, these markings may indicate or establish the owner as a Marine. The instructions contained in this chapter provide a means of recovery and disposition of such personal property.

240102. Commanders of posts and stations shall maintain contact with the local agents of commercial carriers for the recovery of such personal baggage. The commander should furnish information regarding the procedures contained within this chapter to the carrier's agent.

2402 RECOVERY PROCEDURES

240201. When baggage is located at or near a Marine Corps activity and there are no transportation or storage charges involved or the carrier is willing to waive any charges, the carrier may turn over to the commander of that activity any baggage of Marine Corps personnel which is unclaimed or undeliverable.

240202. When the location of the nearest Marine Corps activity is such that, because of distance and cost involved, the carrier is not willing to forward the baggage but is willing to have them removed to Marine Corps control, the carrier's agent may so notify DC I&L (LPD), Headquarters, U.S. Marine Corps, Washington, DC 20350-3000, and request disposition instructions.

240203. If a carrier is not willing to release unclaimed or undeliverable baggage because of accrued charges, the commander shall assist the carrier in any way possible to identify the owner and owner's location.

240204. When personal baggage is removed from the custody of a commercial carrier, an adequate receipt shall be furnished to the carrier by the recovering individual.

2403 DISPOSITION

240301. Recovered personal baggage shall be disposed of as follows.

A. When the owner can be identified and is immediately available, the personal baggage shall be returned to the individual.

B. When the owner cannot be immediately identified or is not immediately available, inventory the personal baggage in accordance with the procedures in Chapter 15.

1. If the owner is identified, take the necessary action to transfer the effects to the proper recipient. Other chapters within this Volume may pertain.
2. If the owner cannot be identified, process the recovered personal baggage per the procedures contained in reference [\(ai\)](#).

240302. A logbook (or other similar system) shall be used to record the receipt (by container) and disposition of the personal baggage.

VOLUME 13: CHAPTER 25

“PERSONAL EFFECTS AND BAGGAGE CENTERS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 25

PERSONAL EFFECTS AND BAGGAGE CENTERS

2501 MARINE CORPS

250101. The two PEBCs for the Marine Corps are:

Officer in Charge
Personal Effects and Baggage Center (PEBC)
1011 Ash Street
Marine Corps Base, Camp Lejeune, NC 28542-0006

Officer in Charge
Personal Effects and Baggage Center (PEBC)
Marine Corps Base Camp Pendleton, CA 92055-5000

250102. The centers have been established to perform the functions in connection with recovery, receipt, segregation, inventory, shipment, storage, delivery, and disposal of PE and baggage discussed within this Volume. The centers shall establish local SOP to properly process PE and baggage of Marine Corps personnel, attached personnel from other armed services, and certain civilian personnel as may be directed by CMC. Included in the mission of these activities are the following responsibilities.

A. Receive, from any theater of operation through ports of entry, air terminals, or other means, the PE and baggage of Marine Corps personnel and others, as indicated in the preceding, who become separated from their PE or baggage.

B. Receive from Marine Corps activities the PE and baggage of deceased and missing Marines and others, as indicated in the preceding, when the proper recipient is unknown or cannot be determined or located.

C. Receive the PE and baggage of Marines in a deserter status from Marine Corps activities located within 200 miles. Prepare certified mail correspondence to the proper recipient as determined by the activity. When the proper recipient cannot be determined or declines delivery/acceptance of transportation charges and after 45 days of the mailing date, the PEBC will conduct disposal procedures per Chapter 4 of this Volume.

D. Assist Marine Corps activities in the proper disposition of PE and baggage. Coordinate with remain behind elements of local activities and Marine Corps Liaison personnel located at primary care military medical treatment facilities to locate wounded in action/medically evacuated category personnel for deposition of PE received from theater activities.

E. PEBCs shall establish a system to record the receipt and ultimate disposition of PE and baggage received. These records are considered unscheduled and shall be retained by the PEBC until notified of a retention period that has been established by CMC.

F. Upon notification of a deceased (BLUEBARK) case, the PEBC will establish formal procedures for coordination with the DMO Personal Property Supervisor to ensure no other shipments are in Storage in Transit, Non-Temporary Storage, Deployment Storage or Personally Owned Vehicle Storage status. The DMO Personal Property Supervisor is responsible for all BLUEBARK shipments and will directly coordinate with the unit and local CACOs to ensure PEREs receive one shipment of PE, baggage, privately owned vehicles and/or household goods as applicable.

G. PEBCs will establish local security procedures to ensure safekeeping of PE and baggage.

H. Unresolved problems/situations with the operation of the PEBCs shall be addressed to DC I&L (LPD).

2502 NAVY

The Personal Effects Distribution Center, Cheatham Annex, Naval Supply Center, Norfolk, Williamsburg (Penniman), VA 23187-8792 is the activity designated to receive PE and baggage of Navy personnel.

VOLUME 13: APPENDIX A

“NOMENCLATURE AND NATIONAL ITEM IDENTIFICATION NUMBER LISTING”

SUMMARY OF SUBSTANTIVE CHANGES

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

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX A

NOMENCLATURE AND NATIONAL ITEM IDENTIFICATION NUMBER LISTING

National Colors and Flag

Nomenclature	NIIN
Flag, National, w/ cord and tassel	00-656-1451
Flag, National Ensign, Garrison	00-656-1441
Flag, National Ensign, Post	00-656-1438
Flag, National Ensign, Storm	00-656-1436

Marine Corps Standards

Nomenclature	Fly	Hoist	NIIN
Organizational Standard, USMC	4.16	2.83	01-268-8226
Organizational Standard, Command	8.41	5.58	01-281-5500

Guidon

Nomenclature	Fly	Hoist	NIIN
Guidon, Organizational	2.33	1.83	00-262-3703
Dress Guidon, USMC, w/ gold fringe	1.58	1.50	00-249-6252

General Officer Flags

Nomenclature	Designation	Fly	Hoist	NIIN
Flag, Personal	Brigadier General	4.33	3.0	00-634-2415
Flag, Personal	Major General	4.33	3.0	00-634-2414
Flag, Personal	Lieutenant General	4.33	3.0	00-634-2413
Flag, Personal	General	4.33	3.0	00-634-2412
Flag, Personal	Commandant, USMC	4.33	3.0	00-634-2411
Flag, Headquarters	Brigadier General	4.33	3.0	00-249-6215
Flag, Headquarters	Major General	4.33	3.0	00-249-6235
Flag, Headquarters	Lieutenant General	4.33	3.0	00-249-6230
Flag, Headquarters	General	4.33	3.0	00-477-6401
Flag, Headquarters	Commandant, USMC	4.33	3.0	00-249-6220
Flag, Ceremonial	Brigadier General	4.33	3.0	00-249-6216
Flag, Ceremonial	Major General	4.33	3.0	00-249-6236
Flag, Ceremonial	Lieutenant General	4.33	3.0	00-249-6231
Flag, Ceremonial	General	4.33	3.0	00-477-6402
Flag, Ceremonial	Commandant, USMC	4.33	3.0	00-249-6221
Flag, Automobile	Brigadier General	4.33	3.0	00-105-6371
Flag, Automobile	Major General	4.33	3.0	00-105-6370

MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE CORPS
Volume 13, Appendix A **MCO 4400.201-V-13**

03 NOV 2016

Flag, Automobile	Lieutenant General	4.33	3.0	00-105-6368
Flag, Automobile	General	4.33	3.0	00-477-6400
Flag, Automobile	Commandant, USMC	4.33	3.0	00-105-6369

Navy Flags

Nomenclature	Fly	Hoist	NIIN
Flag, Department of Navy	5.50	4.33	00-684-8733
Flag, Secretary of the Navy	5.08	3.58	00-237-4502
Flag, Secretary of the Navy	2.67	1.89	00-178-8682
Flag, Secretary of the Navy	1.25	1.00	00-237-4549
Flag, Assistant Secretary of the Navy	5.08	3.58	00-237-4543
Flag, Assistant Secretary of the Navy	2.67	1.89	00-237-4544
Flag, Assistant Secretary of the Navy	1.25	1.00	00-237-4551
Flag, Under Secretary of the Navy	5.08	3.58	00-233-2994
Flag, Under Secretary of the Navy	2.67	1.89	00-233-2995
Flag, Under Secretary of the Navy	1.25	1.00	00-237-4550

Executive Flags

Nomenclature	Fly	Hoist	NIIN
President of the United States	5.50	4.33	00-753-3092
Vice President of the United States	5.50	4.33	00-826-5800
Secretary of Defense	4.00	3.00	00-247-0434
Chairman, Joint Chiefs of Staff	4.00	3.00	00-247-0426

Accessories and Components

Nomenclature	NIIN
Spearhead, Guidon (replacement)	00-386-3780
Ferrule, Guidon (replacement)	00-377-6787
Spearhead, Connector (replacement)	00-386-3779
Flagstaff, Guidon, two-piece w/ spearhead	00-214-9125
Attachment Set, Streamer, Chrome, 15 hole	00-082-2328
Attachment Set, Streamer, Chrome, 18 hole	00-163-1251
Cord and Tassel, National Colors	00-262-3723
Cord and Tassel, Scarlet and Gold, USMC	00-298-7270
Flagstaff, Colors, two-piece w/ spearhead	00-214-9123
Case, Flag, Plastic, Internment	00-782-3010
Case, Flag, 70" X 7"	00-178-8492
Case, Flag, 54" X 7"	00-178-8495
Sling, Flagstaff, White, Webbing	00-059-7995
Sling, Flagstaff, White, Leather	00-291-1670
Sling, Flagstaff, Green, Webbing	00-250-0919

Flag Cases

Nomenclature	NIIN
Case, Flag, Plastic, Internment	00-782-3010
Case, Flag, 70" X 7"	00-178-8492
Case, Flag, 54" X 7"	00-178-8495

Flag Slings

Nomenclature	NIIN
Sling, Flagstaff, White, Webbing	00-059-7995
Sling, Flagstaff, White, Leather	00-291-1670
Sling, Flagstaff, Green, Webbing	00-250-0919

Automobile and Aircraft Distinguishing Metal Plates

Nomenclature	Designation	NIIN
Distinguishing Plate, Automobile	Commandant, USMC	00-292-9414
Distinguishing Plate, Automobile	General	00-292-9415

United Nations Flags

Nomenclature	Fly	Hoist	NIIN
Flag, United Nations	4.16	2.83	00-263-2539
Flag, United Nations	8.41	5.58	00-263-2537
Flag, United Nations	9.0	6.0	00-355-4829

Red Cross Flags

Nomenclature	NIIN
Flag, Red Cross, Field Hospital	00-247-0398
Flag, Red Cross, BAS & Ambulance	00-247-0397

Religious Flags

Nomenclature	Fly	Hoist	NIIN
Flag, Jewish Chapel	5.50	4.33	01-155-8892
Flag, Christian Chapel	5.50	4.33	00-826-5800
Flag, Jewish Chapel	4.00	3.00	00-262-2405
Flag, Christian Chapel	4.00	3.00	00-262-2404
Flag, Field, Chaplain	3.00	2.00	01-467-4334
Flag, Field, Jewish Chaplain	3.00	2.00	00-245-2795
Flag, Field, Christian Chaplain	3.00	2.00	00-245-2796

Heat Condition Flags

Nomenclature	NIIN
Flag Set, Heat Condition (all 4 flags)	01-237-4073
Heat Condition Flag, Black (replacement)	01-237-4077
Heat Condition Flag, Red (replacement)	01-237-4078
Heat Condition Flag, Yellow (replacement)	01-237-4079
Heat Condition Flag, Green (replacement)	01-237-4080

VOLUME 13: APPENDIX B

“HISTORICAL FLAG REPORT AND REQUEST FOR DISPOSITION LETTER”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX B
HISTORICAL FLAG REPORT AND REQUEST FOR DISPOSITION LETTER

(Organization Letterhead)

5750
Office Code
Date

From: Commanding Officer
To: Registrar, National Museum of the Marine Corps, 2014 Anderson Ave.,
Quantico, VA 22134-5002

Subj: REPORT OF USMC COLORS

Ref: (a) MCO P10520.3C
(b) MCO 4400.201-V-3
(c) MCO 5750.1H

1. Provide number and type of flags being reported (USMC standard, national colors, streamers, guidons). Please note unit's intentions (turn in, retention, destruction) for the flags and please provide reason (change in unit designation, unit deployment, etc.).
2. Report significance of flags (date obtained, where obtained, background/provenance).
3. Report physical condition of flags. Attach images of all flags being reported.
4. Provide a unit/organization point of contact (include telephone, e-mail).

Signature

VOLUME 13: APPENDIX C

**“WAIVER OF PERSONAL EFFECTS INVENTORY FOR INDIVIDUALS
HOSPITALIZED FOR 30 DAYS OR LESS”**

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX C

WAIVER OF PERSONAL EFFECTS INVENTORY FOR INDIVIDUALS
HOSPITALIZED FOR 30 DAYS OR LESS

UNITED STATES MARINE CORPS
(Mailing Address of Unit)

4400
Sup
(Date)

From: Rank, Full Name
To: Commanding Officer
Via: Chain of Command

Subj: REQUEST FOR PERSONAL EFFECTS INVENTORY WAIVER

Ref: (a) MCO 4400.201-V13

1. Per the reference, I request to waive an inventory of my personal effects for a 30-day period due to hospitalization. The following applies:

a. I will be admitted to _____ Hospital on _____ due to (surgery, in-patient-care, etc).

b. Information received from the attending medical officer indicates that my anticipated length of stay is not to exceed 10 days.

2. The medical officer's Rank, Name: _____ phone number _____.

Signature of Marine

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE – Any misuse or unauthorized disclosure can result in both civil and criminal penalties.

UNITED STATES MARINE CORPS
(Mailing Address of Unit)

4400
(Date)

FIRST ENDORSEMENT

From: Company Commander
To: Commanding Officer

1. Forwarded: approved/disapproved (circle one).
2. SNM has secured his/her personal effects as follows (check appropriate block):

___ Within the individual's government quarters or private dwelling in the custody of his/her NOK. Individual Initials _____

___ Within an apartment off base, in which the individual is the sole proprietor. Individual Initials _____

___ Within fully secured facilities of the unit's barracks or living spaces aboard the base or station. Individuals Initials _____

Company CO's Signature

UNITED STATES MARINE CORPS
(Mailing Address of Unit)

Sup
Date)

SECOND ENDORSEMENT on

From: Commanding Officer
To: Unit Personal Effects Clerk

Subj: WAIVER OF PERSONAL EFFECTS INVENTORY FOR _____,
_____/USMC.

1. The request for waiver is approved/disapproved. (circle one)

Commanding Officer's Signature

<p>VOLUME 13: APPENDIX D</p> <p>“LETTER TO PROPER RECIPIENT/NEXT OF KIN (CONUS UNITS)”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX D

LETTER TO PROPER RECIPIENT/NEXT OF KIN (CONUS UNITS)

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

Sup
Date

From: Commanding Officer/OIC PEBC
To: (Enter Next of Kin or Proper Recipient - Full Name and Address from OMPF Record of Emergency Data)
Subj: PERSONAL PROPERTY AND EFFECTS FOR (RANK, FULL NAME) USMC
Ref: (a) U.S. Code Title 10
(b) DoD Manual 4160.21, "Defense Materiel Disposition"
Encl: (1) Letter of Acknowledgment from Recipient/Next of Kin (CONUS/OCONUS Units)
(2) Pre-addressed and Stamped Return Envelope

1. This command is in possession of the personal effects of _____
(Rank, Full Name), who has been in an unauthorized absence status for a period of 30 days or more.

2. You have been designated by their service record to receive his/her personal belongings, if he/she does not care for them. These items may be sent to you, minus uniforms, individual equipment, and monies due. The estimated shipping charges of \$X.XX are to be "pre-paid" by you. A money order or cashiers check made out to the "Postmaster", for the amount indicated above, must be returned with the acknowledgment form. In accordance with references (a) and (b), in the event that you do not respond within 45 days, all items will be disposed of per government regulations. Please complete the enclosed form and return it. We will forward the personal effects to your residence, based upon the return of this request. You may call me at (XXX) XXX-XXXX should you have any questions.

3. You are also advised that per government regulations and U.S. Law:

"The action of transmitting the personal effects does not, in itself, vest title in the recipient. Such property will be forwarded to the recipient to be retained or disposed of as custodian, per the laws of the State of the owner's residence."

4. If no response is received, the agency below will dispose of the effects: (place address of PEBC/local DLA-DS /MCSS)

Signature

VOLUME 13: APPENDIX E

**“LETTER OF ACKNOWLEDGMENT FROM RECIPIENT/NEXT OF KIN
 (CONUS UNITS)”**

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX E

**LETTER OF ACKNOWLEDGMENT FROM RECIPIENT/NEXT OF KIN (CONUS
UNITS)**

From: (Proper Recipient Full Name and Full Address)

To: Commanding Officer/OIC PEBC

Subj: PERSONAL PROPERTY AND EFFECTS FOR (RANK, FULL NAME) USMC

Ref: (a) U.S. Code Title 10

(b) DoD Manual 4160.21, "Defense Materiel Disposition"

(c) MCO 4400.201-V-13

1. I do/do not (circle one) desire the personal effects of (RANK, FULL NAME) USMC to be sent to me. I do/do not (circle one) agree to pay all shipping charges.

2. Per references (a), (b), and (c), I have read and understand the following statement:

"The action of transmitting the personal effects does not, in itself, vest title in the recipient. Such property will be forwarded to the recipient to be retained or disposed of as custodian, per the State of the owner's residence."

Signature

<p>VOLUME 13: APPENDIX F</p> <p>“LETTER TO PROPER RECIPIENT/NEXT OF KIN (OCONUS UNITS)”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX F

LETTER TO PROPER RECIPIENT/NEXT OF KIN (OCONUS UNITS)

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

Sup
Date

From: Commanding Officer
To: (Enter Next of Kin or Proper Recipient - Full Name and Address from OMPF Record of
Emergency Data)

Subj: PERSONAL PROPERTY AND EFFECTS FOR (RANK, FULL NAME) USMC

Ref: (a) U.S. Code Title 10
(b) DoD Manual 4160.21, "Defense Materiel Disposition"
(c) MCO 4400.201-V-13

Encl: (1) Acknowledgment Form
(2) Pre addressed and Stamped Return Envelope

1. This command is in possession of the personal effects of _____(RANK,
FULL NAME), who has been in an unauthorized absence status for a period of 30 days or more.

2. You have been designated by their service record to receive his/her personal belongings, if he/she does not care for them. These items may be sent to you, minus uniforms, individual equipment, and monies due. The government will accept responsibility for any transportation charges. In accordance with references (a) and (b), in the event that you do not respond within 45 days, all items will be disposed of per government regulations. Please complete the enclosed form and return it. We will forward the personal effects to your residence, based upon the return of this request. You may call me at (XXX) XXX-XXXX should you have any questions.

3. You are also advised that per references (a), (b), and (c):

"The action of transmitting the personal effects does not, in itself, vest title in the recipient. Such property will be forwarded to the recipient to be retained or disposed of as custodian, per the laws of the state of the owner's residence."

4. If no response is received, the agency below will dispose of the effects: (place address of local
DLA-DS /MCSS)

Signature

<p>VOLUME 13: APPENDIX G</p> <p>“LETTER OF ACKNOWLEDGEMENT FROM PROPER RECIPIENT/NEXT OF KIN (OCONUS UNITS)”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX G

LETTER OF ACKNOWLEDGEMENT FROM PROPER RECIPIENT/NEXT OF KIN
(OCONUS UNITS)

From: (Proper Recipient Full Name and Full Address)
To: Commanding Officer

Subj: PERSONAL PROPERTY AND EFFECTS FOR (RANK, FULL NAME) USMC

Ref: (a) U.S. Code Title 10
(b) DoD Manual 4160.21, "Defense Materiel Disposition"
(c) MCO 4400.201-V-13

1. I do/do not (circle one) desire the personal effects of (RANK, FULL NAME) USMC to be sent to me.

2. Per references (a), (b), and (c), I have read and understand the following statement:

"The action of transmitting the personal effects does not, in itself, vest title in the recipient. Such property will be forwarded to the recipient to be retained or disposed of as custodian, per the state of the owner's residence."

Signature of Proper Recipient /NOK

VOLUME 13: APPENDIX H

**“ACKNOWLEDGEMENT THAT PERSONAL EFFECTS INVENTORY IS NOT
 REQUIRED”**

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX H
ACKNOWLEDGEMENT THAT PERSONAL EFFECTS INVENTORY IS NOT
REQUIRED

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

4400
Sup
(Date)

From: Commanding Officer
To: Personal Effects Inventory Board

Subj: PERSONAL EFFECTS INVENTORY FOR (RANK, FULL NAME) USMC

1. The subject named Marine (SNM) is in a period of authorized absence; i.e., annual leave or TAD, for greater than 30 days but less than 90 days.

2. SNM has secured his/her personal effects as follows (check block):

_____ Within the individual's installation (government housing) or private dwelling in the custody of his/her next of kin. _____ Individual's Initials

_____ Within an apartment off base, in which the individual is sole proprietor. _____ Individual's Initials

_____ Within the individual's BOQ/BEQ, in which he/she returns daily. _____ Individual's initials.

3. In view of the above, a personal effects inventory is not required.

Commanding Officer Signature

<p>VOLUME 13: APPENDIX I</p> <p>“SAMPLE FORMAT OF RELEASE DOCUMENT FOR UNCLAIMED PROPERTY”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX I

SAMPLE FORMAT OF RELEASE DOCUMENT FOR UNCLAIMED PROPERTY

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

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

Signature of Individual

In witness whereof I have hereunto set my hand this day of ____, 20__.

Signature of Witness

<p>VOLUME 13: APPENDIX J</p> <p>“ASSIGNMENT OF PERSONAL EFFECTS INVENTORY BOARD MEMBERS”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX J
ASSIGNMENT OF PERSONAL EFFECTS INVENTORY BOARD MEMBERS

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

4400
Sup
(Date)

From: Commanding Officer
To: Distribution List

Subj: PERSONAL EFFECTS INVENTORY BOARD MEMBERS

Ref: (a) MCO 4400.201-V13

Encl: (1) Acceptance Letter

1. Per the reference, the following personnel listed below are assigned as Personal Effects Inventory Officer for this command.

<u>Rank</u>	<u>Full Name</u>	<u>Co/Sect</u>
-------------	------------------	----------------

2. The assigned personnel must ensure that they are thoroughly familiar with their duties and responsibilities as contained in the reference to correctly conduct personal effects inventories for their assigned company. This appointment is in effect from (date) until (date) (quarterly or semi-annual period), or earlier terminated in writing, at which time you will be relieved of your duties.

3. Once thoroughly familiar with your duties and responsibility, you are instructed to complete the enclosed acceptance letter and return it to the supply officer. If there are any reasons that will keep you from completing your duties, inform your chain of command.

4. For assistance, point of contact is (command representative) at xxx-xxxx.

Signature

VOLUME 13: APPENDIX K

**“PERSONAL EFFECTS INVENTORY BOARD MEMBER’S
ACCEPTANCE LETTER”**

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX K

PERSONAL EFFECTS INVENTORY BOARD MEMBER'S ACCEPTANCE LETTER

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

4400
Sup
(Date)

From: (RANK, FULL NAME)

To: Commanding Officer

Subj: ACCEPTANCE OF PERSONAL EFFECTS INVENTORY BOARD MEMBER

Ref: (a) MCO 4400.201-V13

1. Per the reference, I hereby accept appointment as Personal Effects Board Member for (Unit Name). I have familiarized myself with and will be guided by the above reference in the performance of my duty.
2. I am aware that this appointment will be effective until (date) or until I am transferred or reassigned from (unit), separated from active duty, or earlier terminated in writing.
3. The point of contact is (command representative) at xxx-xxxx.

Signature

VOLUME 13: APPENDIX L

**“HAZARDOUS MATERIAL AND UN-EXPLODED ORDNANCE
CONFIRMATION STATEMENT”**

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX L
HAZARDOUS MATERIAL AND UN-EXPLODED ORDNANCE CONFIRMATION
STATEMENT

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

4400
Sup
(Date)

From: (Originating Unit)
To: (Receiving Unit)

Subj: CONFIRMATION OF HAZARDOUS MATERIAL AND UN-EXPLODED ORDNANCE
REMOVED FROM THE PERSONAL EFFECTS OF (RANK, FULL NAME) USMC

1. I, (Personal Effects Inventory Officer), am appointed as the inventory officer for the purpose of collecting and inventorying the personal effects of (Rank, Full Name)USMC. I do hereby certify that there is no un-exploded ordnance, munitions, explosives or hazardous material within this inventory.
2. The point of contact for this matter is (Personal Effects Inventory Officer) at xxx-xxxx.

Signature

VOLUME 13: APPENDIX M

“COLLECTION OF GOVERNMENT PROPERTY LETTER”

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.

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

03 NOV 2016

APPENDIX M
COLLECTION OF GOVERNMENT PROPERTY LETTER

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

4400
Sup
(Date)

From: Originating Unit)
To: (Receiving Unit)
Via: {Appropriate Unit(s)}

Subj: COLLECTION OF INDIVIDUAL ISSUE FACILITY (IIF)

Ref: (a) MCO 4400.201-V13

Encl: (1) IIF Individual Memorandum of Receipt

1. The items listed on enclosure (1) were collected by supply and are being accounted on the unit's property records. This command is requesting that (VIA UNIT) notify the IIF, to clear the member's account.

Rank Full Name Last 4

2. The point of contact for this matter is (Personal Effects Inventory Officer) at xxx-xxxx.

Signature

<p>VOLUME 13: APPENDIX N</p> <p>“LETTER TO DOCUMENT THE ABSENCE OF PERSONAL EFFECTS”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX N
LETTER TO DOCUMENT THE ABSENCE OF PERSONAL EFFECTS

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

4400
Sup
(Date)

From: (RANK, FULL NAME)
To: Commanding Officer

Subj: INVENTORY OF PERSONAL EFFECTS, CASE OF (RANK, FULL NAME)

Ref: (a) MCO 4400.201-V13

1. Per the reference, an attempt was made to inventory the personal effects of (RANK, FULL NAME) and the following information is provided:
(Check appropriate blocks)

A search of the billeting and working areas of the SNM was made with negative results.

The SNM is known to reside "off base" and permission to conduct an inventory was not granted by local civil authorities.

The SNM resides in government furnished housing which is presently occupied by his/her spouse. Contact with the NOK revealed no evidence of government property on charge to the SNM.

No evidence of government property was found.

Other reasons.

Signature of Inventory Officer

VOLUME 13: APPENDIX O

“TRANSFER OF RECOVERED UNIFORM CLOTHING TO PEBC”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX O
TRANSFER OF RECOVERED UNIFORM CLOTHING TO PEBC

UNITED STATES MARINE CORPS
(Unit's Mailing Address)

4400
Sup
(Date)

From: Supply Officer
To: Officer in Charge, PEBC

Subj: TURN-IN OF MILITARY CLOTHING; (RANK, FULL NAME)

Ref: (a) MCO 4400.201-V13

Encl: (1) NAVMC 10154, Personal Effects Inventory (2 copies)

1. Per reference (a), the serviceable/unserviceable uniform clothing items recovered from the subject Marine and listed in the enclosure are hereby delivered for your action. The (RANK, FULL NAME) entered into a (as appropriate, provide a category designation such as Deserter, Incarcerated (Brig), Incarcerated (In Hands of Civilian Authorities), receipt of a less than honorable discharge) on day, month, year.

Supply Officer's Signature

Received by:

Print Name:

Date:

<p>VOLUME 13: APPENDIX P</p> <p>“RETURN OF INDIVIDUAL COMBAT EQUIPMENT AND MARINE CORPS UNIFORMS”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

03 NOV 2016

APPENDIX P
RETURN OF INDIVIDUAL COMBAT EQUIPMENT AND MARINE CORPS
UNIFORMS

4400
Sup
DD MMM YY

From: Inspector - Instructor
To: Rank First Name M. Last Name Address

Subj: RETURN OF INDIVIDUAL COMBAT EQUIPMENT AND MARINE CORPS
UNIFORMS

Ref: (a) USC Title 10
(b) MCO 10120.28G

Encl: (1) Individual Memorandum Receipt
(2) NAVMC 631/631A/Current MRL

1. You are hereby directed to return all military uniforms and equipment identified in the enclosures within 30 days of the date of this letter. Failure to return all listed items will result in the submission of a checkage of future pay and potential tax returns sent to the Internal Revenue Service via the Defense Finance Accounting Service.
2. If this command does not receive the identified equipment, enclosure (1) will be forwarded via the chain of command as an enclosure to adjust property records.
3. Additionally, local law enforcement may be notified to assist this command in the recovery of identified equipment.
4. Point of contact for this matter is the Supply Officer Rank First Name M. Last Name at phone number.

I&I Signature

VOLUME 14

“PRESERVATION, PACKAGING, AND PACKING”

SUMMARY OF VOLUME 14 CHANGES

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VOLUME VERSION	SUMMARY OF CHANGE	ORIGINATION DATE	DATE OF CHANGES
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Submit recommended changes to this Volume, via the proper channels, to:

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

Cancellations. MCO 4030.16G, MCO 4030.36A (P), and MCO 5420.17A.

VOLUME 14: PRESERVATION, PACKAGING AND PACKING

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<p>VOLUME 14: CHAPTER 1</p> <p>“PRESERVATION, PACKAGING AND PACKING”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
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CHAPTER 1

PRESERVATION, PACKAGING AND PACKING (PP&P)

0101 GENERAL OVERVIEW

010101. The preservation, packaging and packing process for the shipment and storage of military-owned equipment encompasses the life cycle of each asset to include: development and attainment of requisite protection at the time of procurement, cyclic preservation maintenance of material during terms of storage, preparation for shipment to using organizations, and the retrograde movement of serviceable and unserviceable repairable assets.

010102. The following guidance and procedures apply to items for which military packaging is required to meet operational demands and for the selection and application of packaging at the time of procurement. Accomplishment of protection prior to and during storage, and shipment among Marine Corps activities is established in references (a) through (h).

0102 PURPOSE

This Volume establishes policy covering packaging requirements, specifications, levels of protection, and project information exchange requirements for preservation, packaging, packing, unitization, and marking of Marine Corps resources. Accordingly, this policy is applicable to all Marine Corps activities whose mission involves any responsibility for protection of material throughout its life cycle and, specifically, from its development/acquisition until consumption or disposal. Furthermore, adherence to the provisions in this Volume shall ensure that Marine Corps processes and procedures are in compliance with Department of Defense (DoD) regulations for preservation, packaging, packing, and marking of material.

0103 ROLES AND RESPONSIBILITIES

Retail-level supply operations exist in every element of the Marine Air-Ground Task Force (MAGTF); both in garrison and deployed. Therefore, it is critical that all personnel responsible for packaging management, preservation, packing, unitization and marking of Marine Corps material and Marine Corps sponsored movements of associated equipment comprehensively understand and adhere to the provisions of this volume. To ensure implementation of this Volume, execution of the following responsibilities is paramount:

010301. Deputy Commandant, Installations and Logistics (DC I&L)

A. Establish and maintain preservation, packaging and packing policies for the Marine Corps.

B. Ensure the roles and responsibilities identified in this Volume are adhered to by the appropriate stakeholders. This will allow a comprehensive preservation, packaging and packing program that implements the internal command policies and procedures to facilitate the execution of this publication.

C. As the functional advocate for logistics information systems, ensure all applicable hardware and software systems of record are available and effective to allow data input and record-keeping for retail-level preservation, packaging, and packing operations.

D. Publish Marine Corps Transportation Account Code (TAC) policy for the movement of Marine Corps equipment as well as Marine Corps sponsored movements.

E. Coordinate with Commanding General, Training and Education Command (CG, TECOM) to ensure the implementation of effective training programs for the contents of this publication.

010302. Deputy Commandant, Programs and Resources (DC P&R)

In coordination with DC I&L (LPC), DC I&L (LPD), United States Transportation Command, Marine Corps Systems Command (MARCORSYSCOM) and Marine Corps Logistics Command (MARCORLOGCOM), ensure the programming of adequate resources through the Program Objective Memorandum process to efficiently and economically support the Marine Corps' preservation, packaging, and packing requirements.

010303. Commanding General, Marine Corps Logistics Command (CG, MARCORLOGCOM)

A. Maintain quality assurance in the proper assignment of TACs and take direct action with shipping activities as necessary to ensure correct TAC utilization.

B. Ensure organizations that have the responsibility for acquisition/sponsorship of major end items, systems, secondary technical items and general supplies and equipment coordinate with the packaging database manager (Marine Corps Logistics Bases (COMMARCORLOGBASES), (Code 87), Albany, Georgia) to develop adequate technical packaging requirements for major items/system design and development.

C. Ensure organizations that have the responsibility for acquisition/sponsorship of major end items, systems, secondary technical items and general supplies and equipment coordinate with the packaging database manager to provide adequate protection for material entering the supply system at the time of procurement.

010304. Commander, Marine Corps Systems Command (COMMARCORSYSCOM)

A. In coordination with DC I&L, ensure the provisions of this Volume support total life cycle management in the preservation, packaging, and packing of Marine Corps material and equipment.

B. In coordination with Deputy Commandant, Combat Development and Integration, ensure the equipment information in Total Force Structure Management System is current to enable effective preservation, packaging, and packing operations.

C. Coordinate with the packaging database manager to develop adequate technical packaging requirements with major items/system design and development.

D. Coordinate with the packaging database manager to provide adequate protection for material entering the supply system at the time of procurement.

E. Maintain quality assurance in the proper assignment of TACs, with special attention to First Destination TACs, and take direct action with shipping activities as deemed necessary to ensure correct TAC utilization for program requirements.

010305. Commanding General, Training and Education Command (CG, TECOM)

A. Establish effective training programs for both entry-level and sustainment training of Marine Corps PP&P operations.

B. Commanders shall ensure that this policy is made available, understood, and is used by all personnel responsible for packaging management, preservation, packing, unitization and marking of Marine Corps material and Marine Corps sponsored movements of associated equipment.

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

D. Ensure activities whose missions involve warehousing operations are modernized, mechanized, automated to the fullest extent possible to achieve efficiency and for the overall economy of operations.

E. Establish an intermediate capability for packaging at the Marine Logistics Group (MLG)-level to accomplish preservation and packing for repairable assets.

010306. Commanding General, Marine Corps Installations Command

A. Ensure organizations that have the responsibility for the preservation, packaging, and packing of major end items, systems, secondary technical items, general supplies and equipment implement the internal command policies and procedures to facilitate the execution of this publication.

B. Ensure that Distribution Management Offices comply with the provisions of this publication.

010307. Commanders, Marine Corps Forces (Marine Corps Component-Level Commands)

A. Commanders shall ensure that this policy is made available, understood, and is used by all personnel responsible for packaging management, preservation, packing, unitization and marking of Marine Corps material and Marine Corps sponsored movements of associated equipment.

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

C. Ensure activities whose missions involve warehousing operations are modernized, mechanized, automated to the fullest extent possible to achieve efficiency and for the overall economy of operations.

D. Establish an intermediate capability for packaging at the MLG-level to accomplish preservation and packing for repairable assets.

010308. Commanding General, Marine Forces Reserves

A. Comply with other Marine Corps Forces requirements above.

B. Provide a minimum degree of protection for repairable assets for retrograde shipment to the appropriate maintenance or storage activity.

0104 ADMINISTRATION AND LOGISTICS

010401. Recommendations concerning the contents of this Volume are invited. Submit recommendations via the appropriate chain of command to the Assistant Deputy Commandant, I&L attention LPC.

010402. To ensure proper maintenance, use, accessibility and preservation, regardless of format or medium, records created as a result of this Volume will be managed per reference (i).

010403. Standard Operating Procedures (SOPs), desktop folders, directives and publications will be managed in accordance with Volume 3, Chapter 1 of this order.

<p>VOLUME 14: CHAPTER 2</p> <p>“PRESERVATION, PACKING, UNITIZATION AND MARKING”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
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CHAPTER 2

PRESERVATION, PACKING, UNITIZATION, AND MARKING

0201 GENERAL

This chapter puts forth DoD policy for packaging, and supplements the joint DoD component policies promulgated in references (e) and (f). These policies and objectives apply to all Marine Corps activities and Marine Corps organizations whose mission involves any responsibility for protection of material throughout its lifecycle and, specifically, from its development/acquisition until ultimate use or disposal.

0202 PURPOSE

020201. Establish uniform criteria for the selection and application of packaging at the time of procurement, or the protection prior to and during storage and shipment among Marine Corps activities and organizations.

020202. Promote uniformity in packaging requirements for the same or similar items and, likewise, for the same or similar conditions of storage and distribution.

020203. Ensure optimum life, utility, and performance of material through prevention of corrosion, deterioration, or damage.

020204. Facilitate efficient receipt, storage, inventory, and distribution of material.

020205. Ensure essential and effective markings are applied for identification and handling throughout the storage and distribution cycles.

020206. Promote cost-effective measures by utilizing unit, intermediate, and exterior packs which will result in the lowest overall cost.

020207. Provide guidance for quality packaging that will enhance the material readiness of the Marine Corps.

020208. Ensure that requirements for packaging are in consonance with policies stated herein.

020209. Encourage adequate occupational safety, health, and environmental measures in packaging operations.

020210. Promote maximum practicable use of industrial/commercial packaging.

020211. Promote utilization of packaging materials and containers that are known to be reusable, or have reuse potential, and which have minimum adverse impact on the ecology.

0203 EXPLANATION OF TERMS

The following terms are applicable for the purpose of this Volume:

020301. Containerization. The use of an article of transport equipment designed to facilitate and optimize the movement of goods by one or more modes of transportation without intermediate handling of the contents.

020302. Cyclic Preservation Maintenance. The re-preservation of material in storage on which previously applied protective measures have subsequently aged or deteriorated to a state requiring renewal of the initial protection.

020303. Exercising. To put equipment into action in order to re-distribute preservative oils and lubricants.

A. Method I. By self-contained power supply.

B. Method II. By remote or external power source.

020304. Exterior Pack. A container, bundle, or assembly to whose design and construction is sufficient to protect material during shipment and storage. This can be a unit pack or a container with any combination of unit or intermediate packs.

020305. Commercial Packaging. The packaging materials and methods used by the supplier which meet the requirements of the distribution systems serving both DoD and industrial consumers.

020306. Intermediate Pack. A wrap, box, or bundle which contains two or more unit packs of identical items.

020307. Marking. Application of numbers, letters, labels, tags, symbols, or colors for handling and/or identification during shipment and storage.

020308. Military Packaging. The materials and methods prescribed in federal and military specifications, standards, drawings, or other authorized documents designed to provide the level of protection to prevent damage or deterioration during shipment, handling, and storage of material.

020309. Packaging. The technology of enclosing or protecting products for distribution, transport, warehousing, logistics, or end use.

020310. Packing. Assembly of items into a unit, intermediate, or exterior pack with necessary blocking, bracing, cushioning, weatherproofing, reinforcement, and marking.

020311. Preservation. The application of protective measures.

020312. Unitization. The assembly of packs of one or more line items of supply into a single load in such a manner that the load can be handled as a unit through the distribution system. Unitization (unitized loads/unit loads) encompasses consolidation in a container, placement on a pallet or load base, or securely binding together.

020313. Unit Pack. The first tie, wrap, or container applied to a single item, or to a group of items of a single national stock number (NSN), preserved or unpreserved, which constitutes a complete or identifiable package.

020314. Military preservation. Application of materials and/or methods designed to the unique requirements of selected commodities for which the de-processing demands of Level A preservation (would) bear significantly on the operational readiness of the item (e.g., vehicles and weapons).

020315. Reusable containers. A shipping and storage container that is designed for reuse without impairment of its protective function and can be repaired and/or refitted to prolong its life or to adapt it for shipment of items other than that for which it was originally intended. Reusable containers are either specialized or general purpose.

A. Specialized reusable containers are uniquely configured to support and protect a specific item, or variety of items, while in transportation, storage, and handling. A specialized reusable container has an expected service life equal to or greater than the service life of the item it is designed to protect. Engineering drawings or equivalent are used to define form, fit, function, materials, tolerances, and manufacturing techniques. These containers are accountable in accordance with established inventory management and accounting procedures.

B. General purpose reusable containers are designed to accommodate a number of different items within certain limits of size, weight, and fragility. A general purpose reusable container can be reused a limited number of times and may be identified by military or federal specifications.

0204 GENERAL POLICIES

020401. All Marine Corps material must have adequate packaging to protect material from corrosion, deterioration, and physical damage during storage and distribution.

020402. Maximum use will be made of commercial packaging in acquisition/procurement actions when such packaging satisfies Marine Corps needs.

020403. Military levels of protection, "A," and "B" will be developed for all Marine Corps-managed items by the organizational element having responsibility for managing the packaging data segment of the Marine Corps supply system. Technical requirements for each applicable level will satisfy storage and logistical conditions described in this chapter and will be documented in the manner prescribed under in reference (b).

020404. Packaging prescriptions will include, as appropriate to the commodity and its usage, the prescribed quantity of the item to be included in the unit, intermediate and exterior pack, and unitized load.

020405. Packaging requirements developed and prescribed for inclusion in specifications, standards, and contractual documents will provide the requisite level of protection and will be described in sufficient detail to promote competitive procurement and small business considerations.

020406. Specifications, standards, and other relative standardization documents prescribing packaging (for which the Marine Corps is the preparing activity) will be coordinated by the preparing activity with a representative cross-section of the applicable segments of industry, industrial associations, and technical societies (see reference (b)).

020407. Packaging protection is necessary to ensure serviceability and prevent physical damage throughout the anticipated storage and distribution cycle and will be provided at the time of procurement, to the maximum extent practicable. This protection may be obtained from the prime contractor, subcontractor, packaging service contractor, or other such means available to the procuring office. In-house packaging facilities may be used for purposes of initial packaging of procured items only when the sources enumerated in the preceding are not available, industry cannot furnish the service within the required timeframe, or when such services are not economically advantageous.

020408. Material originally protected to a level lower than that required for a particular shipment or storage condition will be repackaged if a higher level is needed to:

A. Comply with levels of protection known to be required for designated shipments, special projects, transportation and handling conditions, and storage environment.

B. Meet the level of protection specified.

020409. Packaging protection may be reduced for containerized shipments when the items are intended for immediate use, when the containerization medium is retained as a storage/issue facility, or when it is known that favorable storage will be provided upon receipt. Material previously packaged at a higher degree of protection will not be repackaged to meet this requirement.

020410. In selecting levels of protection for ammunition, explosives, or other dangerous materials, nothing in the policies or procedures contained in this manual will be construed as authorizing any compromise with established regulations or safety standards.

020411. Hazardous cargo, including shipments from supply sources to a consolidation, containerization point for onward movement, will be packed, marked, and certified per part III Chapter 24, of reference (j).

020412. The use of automated information technology to assist in logistics chain management is mandatory unless it is demonstrably proven through cost/benefit analysis that

implementation would not be practical. A military shipping label (barcoded labels) will be used to mark containers, pallets (463L), end items, and select documentation. Military shipping labels will also be used for other military equipment during sustainment, unit move, ammunition, prepositioned equipment and retrograde shipments going to/from/within the Continental United States (CONUS) and Outside the Continental United States (OCONUS), including redeployment and reconstitution in accordance with Part II and III of reference (k).

020413. DoD and Defense Transportation Regulation compliant military shipping labels will be generated for all shipments in accordance with reference (k).

020414. Performance Oriented Packaging requirements will be in compliance with the following regulations which govern the international transport of dangerous goods:

A. The United Nations "Orange Book" entitled, "Transport of Dangerous Goods," ISBN 978-92-1039-722-3.

B. The "International Civil Air Organization Technical Instructions for the Safe Transport of Dangerous Goods by Air," ISBN 978-92-9249-075-1.

C. Per the "International Maritime Dangerous Goods Code" DoD activities or commercial vendors who develop packaging designs for dangerous goods will conduct the necessary tests and show compliance or certification by marking their packages with approved logo and certification numbers.

020415. Electrostatic discharge sensitive items will be packaged with electrostatic discharge protective materials. Packaging, handling, and storage requirements and procedures will be per references (m) and (n). Staples should never be used as a closure method for electrostatic discharge protective barrier material bags.

020416. The dominant criteria for packaging for deployed MAGTF-deployed units will be those that are imposed by the end use/employment of packaged material versus those criteria imposed by lift or other constraints.

A. Break-bulk/palletized cargo will be maximized for assault echelon and airlifted elements of the MAGTF.

B. Containerization will be maximized for all other dry cargo.

C. Cargo documentation for MAGTF supplies will be produced using automated methods common to military shipping label application to enhance visibility, location, tracking, and recoverability aspects. These automated procedures will be in addition to current manual methods, those imposed by commercial shippers, or those imposed by the Surface Deployment and Distribution Command for commercially lifted overland, sea, or air movements.

020417. Marine Corps activities are encouraged to use advanced packaging techniques in conjunction with the purchasing of supplies and equipment. Information concerning the performance and reliability of advanced packaging techniques can normally be provided by the

supplier/manufacturer, and a determination should be made that the material or technique meets the performance requirements contained in reference (o). Approval for use of non-specification material will be obtained from Headquarters Marine Corps (HQMC), DC I&L (LPC-2) via the chain of command.

020418. Awareness of, and concern for human safety and environmental protection will be inherent in the planning and execution of all policies and procedures outlined in this Volume. Amplifying instructions may be found in references (p) and (q). The intent of state and local pollution abatement laws, regulations, criteria, and standards also apply.

0205 LEVELS OF PROTECTION

Military levels of protection are described in terms of the performance expected of the package or pack, and must be translated into specific technical or design requirements for individual items or categories of items.

020501. Levels of protection (technical requirements) for individual items or categories of items are normally contained in Section 5 of reference (o), or the packaging specification applicable to a given category of items (electronics, wheeled vehicles, hand tools, etc.).

020502. The level of protection to be specified in procurement documents, or applied by Marine Corps activities, is dependent upon known factors of use, storage, and/or shipping. The technical requirements of the levels for either procurement or packaging facility application will normally be selected from documentation indicated in paragraph 020501.

020503. Levels of protection for preservation and packing.

A. Level A. Maximum protection to meet the most severe worldwide shipment, handling, and storage conditions. A 'Level A' pack must, in tandem with the applied preservation, be capable of protecting material from the effects of direct exposure to extremes of climate, terrain, and operational and transportation environments. Examples of situations which indicate a need for use of 'Level A' pack are mobilization (strategic and theater deployment and employment), open storage, and deck loading. Examples of containers used to meet the 'Level A' requirements are overseas-type wood boxes; and fiberglass, plastic, and metal reusable containers.

B. Level B. Intermediate protection to meet moderate worldwide shipment, handling, and storage conditions. A 'Level B' pack, in tandem with the applied preservation, must be capable of protecting material not directly exposed to the extremes of climate, terrain, and operational and transportation environments. Examples of situations which indicate a need for a 'Level B' pack are security assistance, selected containerized overseas shipments, and anticipated favorable conditions. Examples of containers used to meet the 'Level B' pack requirements are domestic wood crates, weather-resistant fiberboard containers, fast-pack containers, weather-resistant fiber drums, and weather-resistant paper and multi-wall shipping sacks.

0206 COMMERCIAL PACKAGING

Commercial packaging will be acceptable for any level of protection whenever the technical design details of the package meet all conditions of the level of protection specified. Commercial packaging must provide the same level of protection against physical and environmental damage as the military package. It will be marked to the level of protection to which it complies.

020601. Items will be given the degree of protection normally employed by the supplier to afford protection against corrosion, deterioration, and damage during shipment.

020602. Protection will be that used for distribution directly to a using customer or for subsequent redistribution, as required.

020603. Wholesale assembly bulk-type packaging practices, such as those used in interplant and intra-plant shipments, are not acceptable unless they are the usual trade practices for selected commodities.

020604. The technical requirements will be incorporated in standardization and acquisition documents, as applicable.

020605. Specific industry standards such as Electronic Industries Association or Aerospace Industries Association Standards may be used, where appropriate.

020606. Reference (r) established minimum requirements for packaging of supplies and equipment, exclusive of ammunition, explosives, or hazardous materials (excluded items are covered in Title 49, Part 173 of the Code of Federal Regulations) and as such is an acceptable reference document for commercial packaging. Well-defined individual company standards meeting the minimum requirements of reference (q) may also be used.

0207 SELECTION AND APPLICATION OF MILITARY LEVELS OF PROTECTION AND COMMERCIAL PACKAGING

020701. Determinations to use appropriate military levels of protection (or commercial packaging) will be governed by knowledge of conditions of shipment, class of material, and duration of storage. The nature and characteristics of an item and its susceptibility to corrosion, deterioration, and physical damage are also essential factors for consideration and will be the basis for determining the method of unit preservation. Levels of protection apply equally to the preservation and packing functions. Criteria applicable to the levels of military packaging (and for commercial packaging) are as follows:

A. Level A

1. High dollar value items having critical characteristics where corrosion or physical damage cannot be risked.

2. End items and secondary technical items:

- a. Placed in outdoor storage.
 - b. Likely to be exposed to the environment.
 - c. Likely to be exposed to multiple or severe handling in shipment or storage.
3. Items not necessarily of high dollar value but critical in nature, application, or requirement where any degree of corrosion, deterioration, or physical damage would render the items unserviceable or unusable.

B. Level B

1. General stocks (other than those indicated in the preceding) for CONUS warehouse storage and for redistribution upon demand and under favorable shipping conditions.
2. Overseas containerized shipments, or other favorable shipment modes, where extended environmental exposure is not anticipated.

C. Commercial Packaging

1. Commercial packaging may be adequate/used to satisfy any level of protection. This decision of adequacy can be based upon qualified knowledge of a given industry/supplier's packaging practices, or upon an analysis of the technical design details (materials and workmanship) of the industry package to meet the logistical conditions.
2. After due consideration of the criteria in paragraph 020701 preceding, commercial packaging is normally suitable for distribution directly to a using customer.

0208 PACKAGING OF FOREIGN MILITARY SALES (FMS) AND MILITARY ASSISTANCE PROGRAM (MAP) MATERIAL

020801. All FMS and MAP material will be afforded 'Level A' protection, since export shipment is generally by ocean vessel and may be subject to exposure and multiple handling during transit. This policy is established to assure safe delivery of material to the purchasing country in a serviceable condition.

020802. Considerations for exceptions to this policy involving the following modes of shipment and logistical conditions will be considered on a case by case basis:

- A. Air shipment (from origin to destination), Level B.
- B. Parcel post/consolidations (at point of origin), Level B.
- C. Shipment for known immediate use, Level B.
- D. Known favorable storage, transportation, and handling conditions (e.g. containerized), Level B.

E. At the request of the receiving country.

020803. Material in stores already packaged to 'Level A' requirements will not be repackaged to meet the exception criteria cited in paragraph 020802 above. Material already 'Level A' unit packaged will be shipped without impairing the quality of protection originally afforded.

020804. Containers for 'Level A' protection of FMS/MAP shipments will be other than fiberboard. Weather-resistant grades of fiberboard are suitable for 'Level B' applications cited in paragraph 020802 above.

020805. Commercial-type preservation may be used for FMS shipments when it is determined that such packaging (materials and workmanship) meets the requirements specified for Level A protection (see paragraph 020701.C).

VOLUME 14: CHAPTER 3

“USMC POLICY AND PROGRAM MANAGEMENT COMMITTEE”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 3

USMC POLICY AND PROGRAM MANAGEMENT COMMITTEE

0301 GENERAL

There are several organizational elements that share the responsibility for providing and maintaining adequate protection for material acquired from the Marine Corps supply system. These organizational elements include item management, procurement, maintenance, warehousing, and distribution.

0302 USMC POLICY AND PROGRAM MANAGEMENT COMMITTEE

HQMC, DC I&L (LPC-2) is the office of primary responsibility for the administration of Marine Corps PP&P policies and for the management of Marine Corps PP&P packaging operations. HQMC, DC I&L (LPC-2) is inherently responsible for the following:

- 030201. Participates with major DoD Components in the development and implementation of DoD/joint service packaging policies.
- 030202. Promulgates policies and level of protection selection and application criteria for adequate, economical life-cycle protection for all Marine Corps supply system material.
- 030203. Provides guidance/direction to other headquarters agencies and field activities whose missions involve or interface with packaging. This responsibility may be concerned with:
 - A. Coordination/review of "preparation for delivery requirements" contained or developed for inclusion in such documents as federal and/or military specifications and standards, procurement documents, integrated logistics support plans, and statements of work to ensure compliance with policy and objectives.
 - B. Providing general guidance to and surveillance over packaging operations administered at the various field activities, both within the supporting establishment and the Operating Force (OPFOR), and providing technical and operational assistance, as required.
- 030204. Maintains necessary liaison with other DoD Components, federal government agencies, and industry on matters of packaging technology.
- 030205. Plans for working groups, staff support visits, etc., as deemed necessary, to promote effective, efficient packaging programs.
- 030206. Coordinates packaging innovations (and packaging improvement requests) which are of interest to more than one Marine Corps activity.
- 030207. Provides the sponsor for the military occupational field for Packaging Specialist 3052 and is responsible for maintaining the military occupational specialty (MOS) description, as required, in developing MOS utilization and assignment criteria.

030208. Provides for Marine Corps membership/liaison representation for DoD, the Defense Packaging Policy Group, joint service boards, committees, and working groups.

030209. Provides the chairperson for the Marine Corps Preservation, PP&P Committee; directs the activities of the PP&P committee or any task groups; and reports to Marine Corps planners, programmers, and decision makers the results of committee actions.

030210. Participates in coordinating, establishing and determining requirements for packaging training programs in cooperation with other training agencies internal and external to the Marine Corps.

030211. Serves as the "focal point" for special actions or major packaging problems, when either is considered to be of broad impact.

030212. Requests heads of HQMC principal staff agencies to appoint members to serve as advisors for specific areas of interest as the need arises and upon the recommendation of the chairperson.

030213. Assigns subjects for investigation and review as interests and needs warrant.

030214. Approves/disapproves recommendations on items submitted by the chairperson.

A. The Committee Chairperson shall:

1. Review packaging related periodicals and relay information concerning packaging materials and equipment to the Marine Corps PP&P community.

2. Attend or coordinate representation to industry trade shows and relay new and/or state-of-the-art technology in packaging equipment, materials, and processes at the Marine Corps PP&P community.

3. Review the DoD lead service documents regarding new and/or improved packaging equipment, materials, and processes. Provide information and recommendations to the Marine Corps PP&P community.

4. Review test reports concerning research and development (R&D) in the field of packaging. Broadcast the areas of R&D being pursued by industry, DoD Components, and other government agencies to the PP&P committee members to eliminate duplicate testing and/or evaluation.

5. Serve as the Marine Corps representative on the DoD sponsored Defense Packaging Policy Group.

6. Serve as the coordinator and point of contact for all activities of the committee and related task groups.

7. Schedule committee meetings and arrange for facilities through the host activity.
8. Notify members of the meeting and request proposed agenda topics (with discussion papers).
9. Develop and distribute the finalized agenda to the committee members and invited guests.
10. Conduct meetings and initiate appropriate action on behalf of the committee.
11. Prepare and distribute the minutes of each meeting.
12. Identify and assign special projects and action items to committee members.
13. Coordinate the activities of the Marine Corps PP&P Committee with the packaging boards of the U.S. Army, U.S. Air Force, U.S. Navy, and the Defense Logistics Agency.

B. MARFORS, MARCORLOGCOM, MARCORSYSCOM and the Dean of Defense Ammunition Center will:

1. Designate a member and alternate member to serve on the PP&P committee.
2. Provide agenda topics on packaging related issues.

C. Assigned Marine Corps PP&P committee members will:

1. Serve as advisory staff for the Marine Corps on matters in the area of PP&P.
2. Make recommendations regarding Marine Corps PP&P policy, and participate in the preparation of adequate and uniform procedures and regulations to carry out this policy.
3. Coordinate and recommend standardization of PP&P materials, methods, and procedures.
4. Provide a channel for the exchange of information on problems arising from the differences in PP&P requirements. Participate in the planning and accomplishment of actions designed to foster a wider understanding of the factors which make those requirements necessary.
5. Coordinate with DC I&L (LPC-2) prior to local R&D or field evaluations of PP&P related equipment, materials and/or processes to eliminate duplicate testing.

6. Develop guidance and recommendations related to:
 - a. Local programs for the reclamation and reuse of packaging materials, supplies, and containers.
 - b. Publications concerning or affecting PP&P.
 - c. Marine Corps PP&P procurement and supply operations.
 - d. Reduction of Marine Corps PP&P costs.
 - e. Training for Marine Corps PP&P activities.
 - f. Marine Corps PP&P safety operations.

7. Prepare special studies, surveys, and provide recommendations or other actions concerning any major PP&P problems noted.

0303 USMC PRESERVATION, PACKAGING, AND PACKING (PP&P) COMMITTEE PROCEDURES

030301. The committee will convene every 24 months, rotating between east and west coast locations. Special meetings may be called by the chairperson, as required. Attendance is limited to the designated members or their alternates, unless prior approval is received from the chairperson.

030302. Agenda items considered appropriate for discussion at the committee meeting, will be submitted to the chairperson following the meeting notification and call for agenda topics.

030303. The committee will recommend the establishment of task or study groups and ad hoc committees, membership thereto, and scope of activities for specific areas of study. These groups will report their findings in writing to the PP&P committee chairperson and/or to the committee.

030304. The committee will review the need to develop new or revise existing PP&P specifications and make its recommendations to the proper specification authorities.

030305. Recommendations and items which require decision by higher authority will be submitted for approval by the chairperson.

030306. Committee members and invited participants making presentations will provide a synopsis of their briefings to the chairperson at the time of the meeting for use in preparing the meeting minutes.

030307. New names will be furnished in writing to the chairperson as committee members and/or their alternates are replaced or changed.

030308. Each person nominated for membership on the committee must have a thorough knowledge in all aspects of Marine Corps PP&P as it pertains to that individual's activity.

030309. Funds for travel and participation in special projects and working groups will be provided by the respective organizational unit of each committee member.

0304 PACKAGING DATA MANAGEMENT

COMMARCORLOGBASES (Code 87), Albany, Georgia, is the office of primary responsibility for the collection, storage, maintenance, and distribution of packaging data. The organization develops a database of Defense Integrated Data System data elements and Marine Corps specific data elements, compatible with the requirements of reference (s) and (t).

030401. Database Maintenance. Database maintenance functions are used to maintain the integrity of the technical data and database.

030402. Database Inquiry. Database inquiry functions are used to search and interrogate the technical data to provide information to build management review reports and to provide on-line query of technical data files.

030403. Data Transfer. Data transfer functions are used to transfer extracted data between systems for update and review.

0305 ORGANIZATIONAL RESPONSIBILITIES

Organizations having responsibility for acquisition/acquisition sponsorship of major end items, systems, secondary technical items, and general supplies and equipment will coordinate with the packaging database manager to ensure:

030501. Development of adequate technical packaging requirements in conjunction with major items/systems design and development. Contractor-developed packaging data will be concurred with by the item manager/sponsor agency and produced in the prescribed format of a specification, drawing, or data sheet for standardized usage.

030502. Adequate protection for material entering the supply system at the time of procurement, to the extent practicable. The required military level of protection will be incorporated in procurement actions by detailed packaging prescription or by reference to packaging documents listed in the ASSIST database (formerly called DoD Index of Specifications and Standards). ASSIST is the official source for all Defense Standardization Program documents and contains the most current information. An ASSIST update is published twice per month and provides a summary of changes to DoD standardization documents for the period indicated.

A. In the interest of economy, levels of protection prescribed for application at the time of procurement shall be the minimum packaging required providing adequate protection for the type of items and the anticipated conditions of storage and shipment.

B. Commercial packaging of the type utilized in normal retail distribution practices shall be used to the maximum extent practicable, when such will satisfy the logistical requirements of the supply system.

0306 STORAGE AND DISTRIBUTION ACTIVITIES

030601. Activities whose mission involves warehousing operations also have the responsibility to ensure military levels of protection and/or storage of items are being met. Accordingly, maximum effort will be devoted to modernization/ mechanization/automation of packaging facilities to achieve efficiency and overall economy of operations (see Chapter 2 and Chapter 4 of this Volume).

030602. Specific/major responsibilities include the following:

A. Provide adequate protection (prior to storage or further shipment) for material received when necessary protection was not or could not be provided at the source of procurement or supply.

B. Maintain continuing quality protection during the term of storage in compliance with the care-in-storage program and Chapter 5.

C. Provide adequate protection for material selected for shipment to Marine Corps customers or other Marine Corps supported shipments.

D. Apply minimum adequate preservation measures to unserviceable material to maintain an "as is" condition pending repair or other disposition.

E. Acquire current packaging technical data on items for which there are recurring demands; i.e., up-to-date specifications, standards, preservation data sheets, drawings, etc., in hard copy, microfilm-microfiche, or a computerized data storage and retrieval system.

F. Make maximum practicable use of consolidation and/or the unitization of material for shipment.

G. Investigate packaging innovations of government or industry origin that may merit adoption for improvement of Marine Corps packaging.

H. Participate in the DoD Packaging Improvement Program, utilizing the Web Supply Discrepancy Reporting (WebSDR) system to report all material that is received damaged or inadequately prepared for storage or shipment (including excessive packaging) per DoD Supply Chain Material Procedures found in reference (a) and (u).

I. Provide required packaging in support of depot maintenance repair/rebuild of items prior to return to customer activities or to storage.

0307 OPERATING FORCE (OPFOR)

030701. An intermediate capability for packaging is required at the MLG-level to accomplish preservation and packing for repairable assets. During in-garrison periods, the Base facility is under the operational control of the tenant MLG, thus rendering the MLG self-sufficient. This capability is essential in providing:

- A. Support for the receipt and issue of material, to include repacking to satisfy quantitative/unit of issue requirements in support of the OPFOR and Supporting Establishment.
- B. The normal care-in-storage program, renewing protection that is maturing or has already deteriorated.
- C. The preparation of retrograde material being evacuated to maintenance facilities and serviceable material being returned to stock.
- D. Requirements for packaging generated by deployments/maneuvers/training exercises.
- E. Continuous on-the-job training of MOS 3052 Marines.

030702. In the absence of an established Base-type facility, minimal capability for packaging can be provided by utilizing field expedient improvised methods. Guidelines for field expediencies are set forth in Chapter 9 of this Volume.

0308 FIELD UNITS AND RESERVE ORGANIZATIONS

Field units of the OPFORs and Reserve organizations will provide a minimum degree of protection for repairable assets for retrograde shipment to the appropriate maintenance or storage activity. Packaging expediencies for activities lacking adequate facilities are set forth in Chapter 10 of this Volume.

<p>VOLUME 14: CHAPTER 4</p> <p>“PACKAGING FACILITIES”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <i><u>bold, italic, blue and underlined font.</u></i></p> <p>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.</p> <p>All Volume changes denoted in <i>blue font</i> will reset to black font upon a full revision of this Volume.</p>			
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CHAPTER 4

PACKAGING FACILITIES

0401 GENERAL

All Marine Corps activities involved in storage and distribution, or having custody of backup and contingency stocks, have a responsibility to ensure military levels of protection, storage surveillance and preservation are being met.

0402 PACKAGING MACHINERY AND EQUIPMENT

040201. The types and capacities of machinery and equipment to adequately outfit a packaging installation will be governed by the primary mission of an activity and the volume of preservation and packing required to support storage and distribution activities. Activities whose mission assignment involves protection of high volume receipts from commercial procurement, all types of commodities, worldwide distribution, and high echelon and high volume of maintenance may require a broad range of packaging machinery and equipment. Conversely, activities whose mission concerns maintenance of protection levels previously applied, and/or protection for retrograde movements, may require the minimum of equipment and machinery. Likewise, activities concerned primarily with the preparation for shipment of clothing and textile items require the minimum of equipment.

040202. The following are types of packaging operations:

A. Large-Scale Packaging Operations. Packaging equipment for large-scale operations should be those that lend themselves to maximum practicable mechanization to facilitate work process flow, minimize manual handling, and promote efficiency. Examples of such equipment include, but are not limited to, the following:

1. Mechanized cleaning tanks.
2. Mechanized drying facilities.
3. Mechanized preservative tanks.
4. Automatic or semiautomatic packaging machines and bag and box makers.
5. Powered strapping, closing, and banding equipment.
6. Automated marking systems.

B. Small Volume Operations. When the volume of material requiring preservation and packing is small, manual varieties of the equipment indicated in paragraph 040202.A may be adequate; however, mechanization of the cleaning and preservative application functions is normally desirable for efficiency, minimizing the potential for recontamination of cleaned items, and disruption of preservative coatings.

0403 PACKAGING ORGANIZATION

040301. To ensure maximum effectiveness, economy, and efficiency of packaging facilities, it is imperative that a proper packaging organization be instituted. Cleaning, drying, preservation, and packing, while being separate and distinct functions, are interdependent. Similarly, the level of preservation and the level of packing impact upon each other. Therefore, total packaging functions should be an integrated operation composed of all functions (i.e., cleaning, drying, preservation, packing, unitization, and marking).

040302. Integrated packaging functions are more efficient and economical to operate.

A. Certain equipment required in preservation operations can be used in packing operations as well and vice versa (e.g., box making/box assembly equipment, container closing devices, and marking equipment).

B. Integrated packaging functions eliminate or minimize duplicate prefabrication and repositioning of containers and consumable supplies, to include cushioning, blocking, and bracing.

040303. Packaging expediencies for activities having occasional or situational requirements to perform military packaging are listed in Chapter 9 of this Volume.

0404 PRESERVATION FACILITIES

For the purpose of this publication, a preservation facility is an area, covered or open, for processing major items, such as vehicular equipment (self-propelled and/or towed) and other large, heavy items which cannot be accommodated on packaging lines discussed in paragraph 040202.

040401. Equipment required to process such items consist of, but are not limited to, the following:

A. Special devices to facilitate "preservative run-in" for internal combustion engines.

B. Equipment to atomize spray preservatives into enclosed areas.

C. Inspection equipment, such as borescopes, for storage quality control purposes.

D. Portable banding machinery and equipment.

E. Special rigs (mobile preservation) to process equipment onsite at outside storage locations.

F. Special equipment required for Method II exercising of vehicles.

VOLUME 14: CHAPTER 5

**“STANDARD OPERATING PROCEDURES (SOP) FOR
 MARINE CORPS PACKAGING FACILITIES”**

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 5

SOP FOR MARINE CORPS PACKAGING FACILITIES

0501 GENERAL

Packaging accomplished at Marine Corps facilities will conform to the requirements of references (s), (k), and any specific instructions issued by HQMC, DC I&L (LPC-2) for particular items or circumstances.

0502 OPERATIONAL GUIDANCE

050201. Reference (t) provides criteria for control and development of standard requirements for like items based on physical characteristics, chemical characteristics, fragility, dimensions, and weight. This standard will be used in developing detailed packaging requirements for application in contracts and as a procedural document. Reference (k) provides the requirements for the uniform marking of military supplies and equipment for shipment and storage. Reference (o) covers the fundamental requirements for cleaning and drying, preservative materials (and their application), and basic methods and sub-methods of protection. This broad range of methods and sub-methods incorporates the use of a wide variety of materials for the stages of packaging mentioned in the preceding; however, in the interest of economy and efficiency of operations, concerted effort will be devoted to standardization to the least number of methods and materials adaptable to the greatest possible number of items of the active inventory.

050202. Operational guidance for accomplishing methods of preservation is contained in reference (g). This publication describes and illustrates the step-by-step process of unit and intermediate preservation, and it cites the applicable specifications for material and supplies required.

050203. Operational guidance concerning external container selection, fabrication, and application (packing) is contained in reference (w). This joint publication complements reference (g) and the unit protection provided by prescribing container applications suitable for all modes of transportation and varying environments of storage.

0503 PACKAGING DESIGN AND ENGINEERING

050301. Unit and intermediate packages and exterior containers will be designed to displace the minimum weight and cube. In packaging design and engineering for all levels of protection, items characteristics, requirements for handling, and storage conditions will be considered prior to use. Decisions concerning methods and materials to use will be based on the most critical feature of the item to be packaged.

050302. Army Materiel Command Pamphlet 706-121 contains valuable information on packaging restrictions and limitations imposed by the distribution system. Additionally, it identifies Department of Transportation and carrier rules and regulations applicable to safety in the handling and transportation of commodities.

0504 QUANTITY PACKAGING

050401. Only items of the same NSN will be placed in the same unit and/or intermediate pack except when items are part of a set or kit.

050402. The quantity per unit pack is an important factor affecting the effectiveness of the storage and issue process and, in many cases, the quality of material in storage. The quantity per unit pack is normally established by the item managing element. Ideally, the quantity packaged should be the smallest quantity normally distributed to the ultimate user, or the quantity of the item required in single applications. Unit quantities greater than those required under the aforementioned conditions result in unnecessary handling and repackaging costs, as well as deterioration of those items remaining in the opened pack.

050403. The criteria set forth in 050402 will be followed when determining unit pack quantities.

0505 INTERMEDIATE PACKAGING

Intermediate packaging is the packaging of two or more identical unit packs into another interior container and helps facilitate handling, storage, inventory, and issue operations. Intermediate packaging may be utilized for best economy of effort, most desirable and/or small or lightweight packs. It may also be used to complement the protection afforded by the unit pack, when warranted. Intermediate packaging is recommended under the following circumstances:

050501. Bagged items (unit pack), unless the materials and workmanship used in fabricating the bag meet the requirement of the exterior container for the level of protection specified.

050502. Small bin size items.

050503. Upgrading or supplementing the protection initially applied as unit preservation.

0506 EXTERIOR CONTAINERS (FOR LEVEL A AND LEVEL B SHIPMENTS)

050601. As a general rule, exterior container or individual packs, for shipment or storage, will contain items of the same NSN only (collateral equipment and consolidation, multipacks, and transport containers are exceptions). The following factors will be considered when selecting an exterior container:

- A. Level of protection required.
- B. Item characteristics; size, weight, configuration, vulnerability to damage from shock, vibration, etc.
- C. Type of Load.

- D. Rigidity necessary to protect the load.
- E. Cost and availability of the selected container and the cost that such a container will save or generate.
- F. Ease of handling the loaded container.
- G. Storage and handling facilities available to the receiver.
- H. The requirement to keep tare weight and cube to the minimum.

050602. To facilitate handling and storage, the gross weight of the contents and container will not exceed 250 pounds, except when the weight of a single item, components, or assemblies of collective-type items (with a single NSN) exceeds this limitation. In this case, the gross weight will be governed by the requirements of the applicable container specification or the guidance provided in reference (w).

050603. Containers with a gross weight exceeding 250 pounds will be provided with skids to facilitate handling. Likewise, containers weighing more than 100 pounds with length and width dimensions greater than 48 inches by 24 inches or any container which due to size or weight must be pushed, dragged, or handled by mechanical equipment should be provided with skids designed and spaced adequately to permit four-way entry/handling by forklift trucks.

050604. Container selection charts, criteria for selecting containers, and guidance concerning fabrication and use of exterior containers are contained in in reference (w).

0507 REUSABLE CONTAINERS

050701. Reusable containers will be used, to the maximum extent practicable, for the shipment of large, bulky, high dollar value items. The following guidelines will be used to determine when reusable containers are economical and logistically practicable:

- A. The container can serve a dual purpose as a shipping/storage unit.
- B. The cost of the container is offset through multiple reuse as compared to the cost of a single shipment disposal container.
- C. The item is designated as recoverable/reparable.
- D. The need exists for periodic inspection or exercising of the contained item.

050702. Examples of items for which reusable containers may be suitable include:

- A. Missiles and missile components.
- B. Electronics units.

- C. Engines.
- D. Transmissions.
- E. Axle assemblies.

050703. Additional criteria for the selection of reusable containers, special features of design, and application are contained in reference (w). Care must be exercised to assure that old markings (identification and address) are removed when reusing containers.

0508 FIBERBOARD CONTAINERS

050801. Fiberboard containers, when used properly, afford excellent opportunities for reduction in costs of preservation and packing, as well as corresponding savings in other related areas of supply distribution, particularly for domestic shipments. They will not be used as exterior shipping containers for items requiring Level A protection or when it is known or anticipated that the shipment will be subjected to prolonged exposure during transit, rough handling, or outdoor storage upon receipt. When fiberboard containers are used as exterior shipping containers, they will be marked to indicate Level B or C protection.

050802. Fiberboard containers generally will not be used to pack Type III loads as defined in reference (w); however, the proper use of scored pads, die cuts, and sleeves will convert many Type III loads to Type II loads, thereby permitting their use.

050803. More detailed instructions on the use of fiberboard containers can be found in reference (w).

0509 MULTIPACK/CONSOLIDATED SHIPMENTS

050901. Multipacks are exterior containers which are used to consolidate assorted items for shipment to a single destination. Multipack containers must meet the requirements for the levels of protection specified. All items shipped within the multipack containers will be given unit protection to the level of packaging required for the anticipated conditions and will be properly identified before being placed in the multipack containers.

050902. Consolidated shipments, in the context of this publication, refer to transportation containerized shipments, such as Shipping Containers, Military Owned Demountable Containers, Quadruple Containers, Pallet Containers, Joint Modular Intermodal Containers, etc. It is considered that these units, due to their construction, offer protection supplemental to that afforded by normal packaging methods. The supplemental protection thus provided will be duly regarded in determining whether military levels of packing or use of the usual exterior containers can be reduced or eliminated for material shipped therein; however, the protection required for material during transit, or after removal from the containerization media, will not be compromised.

0510 WEATHERPROOFING (CASE LINERS AND SHROUDS)

In some instances, weatherproofing of the final pack may be required to prevent deterioration of both the contents and the packaging materials used to provide unit and intermediate protection. When extreme climatic conditions are involved, waterproof case liners should be used to divert water and to protect against the entry of dust, dirt, or other foreign matter. Detailed information on weatherproofing or waterproofing, by use of container liners or shrouds is provided in reference (w).

0511 CLOSURE AND STRAPPING (REINFORCING) OF CONTAINERS

Closure and strapping shall be in accordance with the requirements of the applicable container specification.

0512 BLOCKING, BRACING, AND CUSHIONING

Operational guidance and approved procedures for blocking and bracing are set forth in reference (w).

0513 PACKAGING MATERIALS, SUPPLIES, AND EQUIPMENT

Commonly used cleaning, preservation, cushioning, packing, and marking materials are listed in Marine Corps data lists for Federal Supply Groups 68, 80, and 81.

0514 DANGEROUS/HAZARDOUS MATERIALS

Materials classified as "dangerous or hazardous" will be packed and labeled in accordance with the applicable model regulations; DoD test reports; or special instructions issued by cognizant regulatory agencies. Reference (f) contains instructions for the preparation of explosives and other dangerous materials for shipment by military aircraft. Compliance with the requirements listed within is mandatory and dangerous materials offered for shipment by military aircraft require certification of compliance (see DD Form 1387-2, Special Handling Data/Certification).

0515 RADIOACTIVE MATERIAL

Special handling, packaging, and storage requirements may apply to items containing radioactive material. Additional guidance can also be found in reference (f).

0516 MARKING

Each unit pack, intermediate pack, and shipping container, including items which are stored and shipped unpacked, will be marked per reference (k) (see Chapter 6 for more specific guidance).

0517 SALVAGE, REUSE, AND DISPOSAL OF PACKAGING MATERIAL

In the interest of economy and in keeping with the pollution abatement provisions of reference (d), maximum reuse shall be made of packaging materials when technically and economically feasible. Materials that lend themselves to salvage and reuse include barriers, cushioning, fiberboard (boxes

and material), and wooden and metal containers. Likewise, applicable provisions of reference (d) will be adhered to for recycling and disposal of packaging materials.

<p>VOLUME 14: CHAPTER 6</p> <p>“PACKAGING MAINTENANCE PROGRAM”</p> <p>SUMMARY OF SUBSTANTIVE CHANGES</p> <p>Hyperlinks are denoted by <u><i>bold, italic, blue and underlined font.</i></u></p> <p>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.</p> <p>All Volume changes denoted in blue font will reset to black font upon a full revision of this Volume.</p>			
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CHAPTER 6

PACKAGING MAINTENANCE PROGRAM

0601 GENERAL

060101. Preserved and packed material is often held in the Marine Corps supply system for long periods of time. The depth and diversity of supply system assets, and the low turnover rate for many items, present the potential that protected items can again become subject to corrosion, deterioration, and physical damage due to aging, decomposition of packaging materials applied, and container fatigue. Also, for major items such as self-powered vehicles and equipment, the continuity of protection must be maintained by periodic exercising to redistribute preservative oils to critical surfaces in enclosed areas, such as crankcases, transmissions, differentials, etc. Therefore, an effective program of packaging maintenance is essential to ensure that the initial protection measures applied to items continue to provide the protection required to maintain item serviceability.

060102. The packaging maintenance measures contained in this chapter are fundamental to the care and storage of supplies.

0602 PURPOSE

060201. The primary purpose of a packaging maintenance program is to maintain the serviceability of all stored material through effective preservation and packing measures. Specific efforts encompassed in this objective include:

- A. Random sampling of material received through procurement action.
- B. Inspecting serviceable assets in storage, or assets being returned to stores, to detect the presence of corrosion, deterioration, fungus growth, mildew, container fatigue, or any situation which presents the potential for the foregoing circumstances.
- C. Inspecting unserviceable items awaiting repair to detect damage and/or prevent further corrosion or deterioration.
- D. Periodic technical inspecting and exercising of equipment for which the integrity of preservation is maintained by redistribution/recirculation of contained preservatives and lubricants.
- E. Initiating corrective action when improper storage practices contribute to the corrosion, deterioration, or physical damage observed.
- F. Correcting observed deficiencies on location, to the extent practicable. Such action may include container repairs, resealing of packages and containers, replacing broken or loose banding, correcting improper markings, and other similar actions which can be accomplished without removal to packaging facilities.

G. Operational testing of major and secondary technical items, in conjunction with technical inspection and exercising, to ascertain satisfactory performance or condition prior to preservation.

H. Renewing preservation and packing as necessary.

0603 PACKAGING DEFECTS FOR THE PURPOSE OF CARE-IN-STORAGE

The following classifications are for the purpose of care-in-storage:

060301. Preservation, Packing, and Marking (Critical). A critical preservation, packing, or marking defect is a defect that judgment and experience indicate is likely to present a hazard to the safety of personnel or damage to other material in storage (e.g., improper preservation, packing, and marking of items classified as “dangerous or hazardous”).

060302. Preservation Defect

A. Major. Inadequate preservation is a major defect if it has permitted or will permit any degree of corrosion or deterioration of a critical surface, or extensive corrosion or deterioration of a noncritical surface. In addition, inadequate preservation is a major defect if it fails to provide necessary protection against physical damage or if it will permit impairment of an item to render it unserviceable for use.

B. Minor. Inadequate-preservation is a minor defect if it has permitted the onset of minimal corrosion or incipient deterioration of noncritical surfaces, providing the presence of such corrosion or deterioration would not adversely affect the operability or efficient utilization of an item. Preservation which is not in strict conformance with specification requirements but is deemed sufficient to afford necessary protection to the item is a minor defect.

060303. Packing Defect

A. Major. Inadequate packing is a major defect if it fails to provide necessary protection against physical damage or damage from environmental exposure during shipment, handling, and storage.

B. Minor. Inadequate packing is a minor defect if it is not in strict accord with specifications but is sufficient to protect the item against physical damage.

060304. Marking Defect

A. Major. Incorrect marking and/or a lack of identification, special, or precautionary marking is a major defect if it could result in the loss of or damage to the item.

B. Minor. Minor marking defects include incomplete or missing contractor’s name or address, requisition number, weight, cube, or preservation information, provided that such defective marking would not result in damage to the item.

0604 WORKLOAD

060401. The workload of packaging maintenance (re-processing) is the direct result of actions required by program directives such as the following:

- A. DLM 4000.25, Defense Logistics Management System (reference (u)).
- B. DoDI 4140.1, DoD Supply Chain Material Management Policy (reference (a)).
- C. DoD 4160.21-M, Defense Material Disposition Manual (reference (h)).
- D. DoDI 6050.05, DoD Hazard Communication Program (reference (p)).
- E. MIL-HDBK-502, DoD Handbook Product Support Analysis (reference (s)).

0605 GUIDELINES FOR RE-PROCESSING

060501. Preservation or reprocessing, which may result from surveillance, inspection, exercising, and rebuild actions required by the foregoing programs, may range from very minor work that can be performed on location, to complete preservation or re-preservation of major end items. Consistent with the policy set forth in Chapter 2, preservation of items during the term of storage or incident to shipment will be the minimum necessary to assure adequate or continued protection. Excessive or unnecessary re-preservation will be avoided.

060502. Normally, reprocessing resulting from care-in-storage inspections will be to the level of protection originally provided; however, in those instances where large quantities of a single line item require reprocessing, every effort should be made to determine supply system requirements for the item to preclude expenditure of work-hours and funds on items which may be obsolete or in excess.

060503. Criteria for selecting levels of protection are contained in Chapter 2. Operational guidance for inspections, exercising, tests, and accomplishing protection required is contained in the following publications and other applicable specifications and standards listed in the ASSIST database:

- A. MCO P4030.31D, Packaging of Material: Preservation, Vol I (reference (g)).
- B. MIL-STD-1916, DoD Preferred Methods for Acceptance of Product.
- C. MIL-STD-2073-1E, Standard Practice for Military Packaging (reference (t)).
- D. MIL--STD-3003A, Vehicles, Wheeled: Preparation for Shipment and Storage.

0606 PRIORITY PROCESSING

060601. For effectiveness and efficiency of operations, priorities for reprocessing of technical items in storage (items requiring preservation/packing) should be established. Preference will be given to specific instructions which may be applicable to certain groups, categories, or types of items. Other priorities for reprocessing will be developed in consideration of the following criteria:

- A. Priority 1. Serviceable material which will deteriorate to an unserviceable state if processing is deferred.
- B. Priority 2. Material in support of known shipping demands.
- C. Priority 3. Material administratively or physically earmarked for contingency plans.
- D. Priority 4. Material received from depot maintenance.
- E. Priority 5. New material received from procurement sources, the serviceability of which may be jeopardized by current status of preservation.
- F. Priority 6. Other material in storage which is coded as serviceable, except for preservation required.
- G. Priority 7. Unserviceable, economically repairable material, pending repair action.

0607 RECORDS OF INSPECTION AND RE-PROCESSING

060701. Major Items (Operational Test Code (OTC) 1). Records will be maintained to reflect the processing and reprocessing history for major end items of equipment and vehicles. Appropriate forms for annotating initial processing performed, inspection results, and reprocessing are prescribed in the documents and criteria set forth in paragraph 060501 and may be supplemented as deemed necessary by local instructions. Such records should provide for the accumulation of data which will indicate the reliability of specific packaging methods, materials, and processes. This data will serve as a basis for adjustments in inspection/exercising cycles and updating of processing documents.

060702. Secondary Items (OTC 2). Storage quality control records reflecting the packaging maintenance history for items other than those referred to in paragraph 060701 above shall be maintained on a NAVMC 10579 "Care-in-Storage Inspection Record." A separate form shall be used for each line item inspected. The multiple-copy set will facilitate work process planning, control, accountability, and movement of material to be reprocessed.

0608 IMPLEMENTING INSTRUCTIONS

060801. Activity commanders shall issue instructions to ensure that all items are afforded adequate protection throughout the term of storage. Implementing instructions should also create an awareness throughout each command of the need for adequate protection to the extent that deficiencies in item protection will be noted (and corrective action taken) in conjunction with but not limited to the following:

- A. Receiving operations.
- B. Physical inventory.
- C. Stock selection.
- D. Care-in-storage.

VOLUME 14: CHAPTER 7

“GENERAL PACKAGING INSTRUCTIONS FOR SMALL ARMS WEAPONS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 7

GENERAL PACKAGING INSTRUCTIONS FOR SMALL ARMS WEAPONS

0701 DISASSEMBLY

070101. Weapons will be disassembled as necessary to accomplish complete and thorough cleaning, but not beyond that allowed by the unit's authorized echelon of maintenance.

0702 CLEANING

070201. Thorough cleaning is the first essential procedure in any effective preservation cycle. No method of preservation will protect a weapon if contaminants are present on the surface of the item when the preservative is applied. Improper cleaning will render all subsequent packaging operations ineffective. Reference (g) establishes the cleaning process for small arms/light weight weapons. This is normally a "two step" process, unless accomplished by pressure spray. The weapon is initially cleaned in petroleum solvent and drained. The initial cleaning will be followed by a secondary cleaning using another container or cloth.

070202. All metallic surfaces/parts will be cleaned by dipping, scrubbing, or wiping in accordance with processes outlined in Chapter 5 of references (t) and reference (j). These guidelines also apply to nonmetallic parts.

A. Parts that have been exposed to burned powder residues (i.e., the bolt, bolt carrier assembly, firing pin, barrel bore and chamber, tip of the operating rod, etc.) require special cleaning. These parts must be scrubbed clean with bristle brushes and/or swabs saturated with rifle bore cleaner conforming to practices set forth in reference (r).

B. Additionally, three complete passes through the bore using the appropriate brush saturated with bore cleaner must be accomplished to meet minimum bore cleaning requirements. Flush all scrubbed surfaces with solvent.

070203. Cleaned parts shall then be wiped with clean dry patches, or cloths until no discoloration appears. Repeat cleaning with bore brush, if required.

070204. All metal parts will be rinsed with clean solvent.

0703 DRYING

Immediately after cleaning, all parts will be thoroughly dried prior to application of the preservative. Drying will be accomplished by blowing with dry compressed air on all areas except the barrel bore, chamber and flash suppressor which will be dried by wiping with clean, dry, lint free swabs and/or clothes.

0704 PRESERVING

070401. Immediately after drying, all metallic surfaces/parts will be coated with a thin coating of preservative in accordance with reference (s). Operating and mating parts will be actuated to ensure all surfaces are coated with the preservative. Excess preservative shall be thoroughly drained from the coated surfaces. Wipe metal surfaces of stock and handgrip with a clean cloth moistened with the same preservative oil. The preserved weapon shall be allowed to drain for a minimum of one hour prior to continuing with the packaging process.

0705 PACKAGING

If a manual is provided with the weapon, it will also be encapsulated in barrier material. Assemble all parts of the weapon that were disassembled for cleaning. Examine the lower receiver to assure that the hammer is in the fired position (against the bolt catch). Insert a volatile corrosion inhibitor (VCI) bore tube into the barrel. Any sharp and/or protruding areas on the weapon must be cushioned with a noncorrosive material (i.e., barrier material, grease proofed, waterproofed, flexible, cushioning material, resilient, low density, unicellular, polypropylene foam to prevent puncture of the barrier material). Per reference (g), the assembled weapon will then be sandwiched between layers of barrier materials, transparent, flexible, able to be sealed, VCI treated, Type II, pressure cold sealable. The barrier material must be completely sealed around the weapon with no visible channels through the seal. The encapsulated weapon will be immobilized with the serial number facing up in the fiberboard box. Place the magazine, sling, and manual in the box and secure to the bottom with standard ASTM D5486 tape. Close the container and seal all seams and joints with tape per reference (w). Fiberboard containers will conform to standards as outlined in reference (t) and Part II, Chapter 204 of reference (j). For shipment and storage, small arms weapons packaged as prescribed herein will be packed in triple-wall fiberboard per reference (x), and cleated-plywood boxes per reference (t) for 'Level A' packaging, based on quantity, content weight, and shipment destination, type of storage anticipated and/or mode of transportation.

0706 MARKING

The requirements established in reference (k) will be adhered to when marking unit and exterior containers. Packing lists are required.

0707 SPECIAL MARKING REQUIREMENTS

070701. Serial number marking is required and will be listed on the packing list.

070702. The marking of sensitive items will be in accordance with the established standards contained within reference (k).

0708 SAFETY PRECAUTIONS

Appropriate safety precautions must be established and observed at all times to protect personnel when handling hazardous materials as directed in reference (y) through (aa), and Enclosure (3), Section 11 of reference (c).

070801. Personnel performing PP&P operations must adhere to the following additional protective measures when handling material that may present fire hazard or cause skin irritation:

A. Rubber gloves will be used during the cleaning and preserving process to prevent possible skin burns or irritation by the solvents and to avoid contaminating the metal surfaces of the weapons with fingerprints.

B. Solvents will only be used in a well ventilated room or area and appropriate precautions must be taken to prevent personnel from inhaling solvent vapors.

C. Appropriate firefighting equipment will be readily accessible, in working order, and located near the work areas. Individuals will be instructed and trained in its proper use.

D. Volatile liquids (i.e., gasoline) with low flash points will not be used for cleaning purposes. Dry cleaning solvent and bore cleaning compound, as prescribed herein, are recommended.

E. Personnel handling VCI materials must wash their hands thoroughly with soap and water before eating and handling food.

VOLUME 14: CHAPTER 8

“MARKING”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 8

MARKING

0801 GENERAL

080101. Marking is the application of numbers, letters, labels, tags, symbols, or color for handling or identification of material during shipment and/or storage.

080102. Proper markings are essential to ensure positive identification of preserved items and to facilitate efficient and effective storage, issue, and inventory operations. Markings are applied either to labels or directly to surfaces of barriers or containers. In addition to item identity, markings give other necessary supply management information concerning the item.

080103. Inadequate/improper markings are the principal cause of frustrated cargo at material receiving and supply processing sites. Improper markings also cause excessive work hours to be devoted to technical research to establish proper identification.

0802 GUIDELINES

080201. Required markings will be complete, accurate, and legible. Materials used for marking and methods of application will be per the requirements set forth in reference (k).

080202. Standard markings for unit and intermediate packs include the following:

- A. NSN.
- B. Item description.
- C. Quantity and unit of issue.
- D. Contract or purchase order number (when applicable).
- E. Level of preservation and packing, and date.
- F. Serial number.

080203. Guidance concerning the placement of markings and labels for unit and intermediate packs is contained in Chapter 3, Table 3-11 of reference (g) and reference (k). These procedures conform to the requirement of reference (o) for specified methods and sub-methods of protection.

080204. The color of all markings shall be black, except for applications to surfaces on which black would not be legible. The color used in those cases shall provide a distinct contrast with the surface to be marked.

080205. Hand lettering of markings is not permitted, except as specified in reference (k).

080206. Labels used for interior packs shall be printed, typed, or reproduced. The size of labels shall be consistent or proportionate with the size of the pack or surface for marking, and the size of lettering must permit ready identification. Labels for 'Level A' shall be securely affixed with water-resistant label adhesive applied to the complete underside of the label. Paper labels for 'Level A' and 'Level B' packs shall be waterproofed by coating the outer surface of the label with a waterproof lacquer, varnish, or acrylic coating compound.

080207. The item manager sponsoring agency will ensure that specifications, standards, requests for procurement action, and contractual documents specify that markings for shipment and storage shall be per reference (k), unless otherwise specified.

0803 SPECIAL MARKINGS

080301. Special and precautionary markings are often required to indicate peculiar characteristics of an item and/or method of preservation and to specify and facilitate proper handling. Examples include: subsistence packs, shelf-life, fragile or electrostatic discharge sensitive items, hazardous material, method II preservation, etc. Requirements for special markings are detailed in reference (k).

080302. Markings for packaged radioactive material shall be in accordance with reference (k).

080303. Marking requirements and special handling data/certification for hazardous materials shipped by military aircraft are prescribed by reference (f).

0804 EXTERIOR MARKINGS

080401. Markings applied to exterior containers, pallet loads, multipack containers, bales, bundles, or other configurations offered for shipment will be adequate to assure movement of the cargo without confusion and delay during shipment. Markings will also permit ready identification throughout the distribution cycle and facilitate proper handling.

080402. Exterior markings will also conform to the applicable provisions of Volume 2, Chapter 13, Section 2 of reference (u), Chapter 6, Section 12, Appendix 2 and Appendix 3 of reference (l), and Part II, Chapter 204 of reference (j).

0805 MIL-STD-129P

Previous paragraphs of this chapter bear out the importance of adequate markings for interior and exterior packs and should create awareness for special markings that may be required to facilitate proper storage, safety, and efficiency in handling. Reference (k) contains uniform requirements for marking which are mandatory for use throughout the DoD. This standard is the fundamental document for marking procedures and materials for all classes of supply and will be followed in marking items for storage and shipment.

VOLUME 14: CHAPTER 9

“PACKAGING DISCREPANCY REPORTING”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 9

PACKAGING DISCREPANCY REPORTING

0901 GENERAL

090101. Procedures are presented herein to provide for analysis of packaging throughout the Marine Corps distribution system and to establish procedures for the reporting of packaging discrepancies, excessive packaging, and recommendations for corrective action.

0902 PURPOSE

090201. This chapter establishes information requirements for reporting and processing of discrepancy reports under the Supply Discrepancy Report (SDR) program. The SDR is a tool used to report shipping or packaging discrepancies attributable to the shipper, (including government sources, contractors/manufacturers or vendors) and to provide appropriate responses and resolution. The purpose of the SDR exchange is to determine the cause of such discrepancies, effect corrective action, and prevent recurrence.

0903 PACKAGING DISCREPANCY

090301. A packaging discrepancy is any unsatisfactory condition due to improper or inadequate packaging (including preservation, packing, marking, or utilization) which causes the item, shipment, or package to become vulnerable to loss, delay, damage, or unnecessary expense to the U. S. Government, such as excessive packing. Discrepancies involving passive radio frequency identification (pRFID) are reportable under packaging discrepancy criteria.

0904 SCOPE AND APPLICABILITY

090401. The procedures for reporting discrepancies in preservation, packing, unitization, marking, and handling are contained in reference (l) and are reportable on Standard Form (SF) 364. These procedures are applicable to DoD components, participating Federal Agencies, and other external organization elements as defined in reference (u) for the reporting of all obvious or concealed defects, including damage attributable to inadequate preservation, packing, unitization, marking, handling, and excessive packaging. Shipments covered by these procedures may originate at a commercial vendor's facility, another Marine Corps installation, other military installations, or other government agencies/activities.

0905 REPORTABLE PACKAGING DISCREPANCIES

090501. All discrepancies shall be reported using the SDR as the DoD WebSDR application automates the SF 364 paper form facilitating the DoD standard transactional exchange. The WebSDR provides an automated process for tracking SDR response information and is an effective means to report, resolve, and measure discrepancies related to supply chain performance. Data collected enables the DoD to identify trends, establish volume and dollar values of SDRs, bring management attention to problems with shipping activities as necessary, and improve the requisitioning and distribution process within logistics operations. Photographs, although not

required, are very beneficial in support of the discrepancy being reported. Photographs are also beneficial for the shipping activity's use in evaluating the cause of the discrepancy and providing corrective action to prevent recurrence.

090502. Packaging discrepancies to be reported are defined in detail in Section 3, Paragraph 1.1.2, Volume 2, Chapter 17, of reference (u) and reference (v).

A. Examples of packaging discrepancies to be reported are:

1. Improper Packaging. Report any unsatisfactory condition resulting from improper packaging that causes the item, shipment, or package to be vulnerable to any loss, delay, or damage according to the specific conditions cited. Unless otherwise indicated, the minimum dollar value reporting criteria are when the estimated/actual cost of correction exceeds \$100; or the value of the item, shipment, or package is \$2,500 or over, regardless of the estimated or actual cost to correct the packaging discrepancy. This may include loss or damage to the item, shipment, or package except when a report is otherwise required by reference (j). Where encoded information on the SDR is not sufficient, the submitter should provide detailed descriptions of how the material was packaged, as well as the actual damages incurred to the material. The submitter should also include, when available, the estimated cost of correction of packaging on the initial SDR.

2. Packaging Discrepancies Noted at Defense Logistics Agency (DLA) Distribution Centers. To ensure proper billing, indicate if the material is a major item, (i.e., ships, aircraft, missiles, ammunition, vehicles, etc.), or secondary item, (i.e., any item that supports a major item such as reparables, consumables, assemblies, etc.) Distribution Centers will include projected or actual costs for labor and repackaging material. If actual, indicate the date corrective action was completed.

3. Mission or Life Endangering. Report packaging discrepancies, regardless of dollar value, resulting in damaged material that may endanger life, impair combat or deployment operations, or affect other material. Report immediately to the shipping activity, contracting office, or control point by the quickest communication medium to enable the shipper to take immediate corrective action. Submit an SDR within 24 hours of the initial report.

4. Hazardous Material (includes Ammunition and Explosives). Report any packaging discrepancy, regardless of dollar value, if a potentially hazardous condition could result or if damage or an unsatisfactory condition has occurred involving any hazardous material. This includes improper identification markings of items and packaging and/or unitized loads. Use hazardous material discrepancy codes when applicable.

5. Excessive Packaging. Report excessive packaging by contractors that result in additional costs to the U.S. Government, regardless of dollar value.

6. Improper Packing. Report any type of inadequate or improper packing to include incorrect blocking or bracing, oversized or incorrect container, and inadequate closure, resulting in an unsatisfactory condition or damage. Report when material is not packed in a required reusable container regardless of dollar value. Report inadequate or improper cushioning, blocking, and bracing per reference (ab).

7. Delay or Additional Costs. Report packaging discrepancies resulting in delay or additional packaging costs at aerial or water terminals or at consolidation and containerization points. The activity responsible for operating the terminal or port of embarkation/debarkation will be responsible for the preparation and submission of an SDR on discrepancies noted on shipments moving through the activity. These SDRs will be prepared using Discrepancy Document Type Code W.

8. Improper Packaging of Customer Returned Material. Distribution Centers will send an SDR to the material owner for packaging discrepancies related to customer returned material or inter-depot transferred material. The material owner is responsible for funding packaging costs associated with preparing material for storage and reissue. Packaging discrepancies occurring in material returns are subject to recoupment action at the discretion of the material owner. If the packaging is so bad that the item must be disposed of, the shipper may be required to reimburse the receiver for any packing required to effect the shipment and the cost of turn-in to DLA Disposition Services. The Distribution Center will always include the estimate of the costs of repackaging or disposal on the initial SDR submission, in the remarks section and complete the appropriate data element entries for electronic submission.

9. Wood Packaging Material. Report wood packaging material that is not consistent with the international standards for the regulation of wood packaging material transiting international borders, and Department of Agriculture regulations governing importation of regulated wood packaging material. Compliant wood packaging material must display appropriate certification marking. Use Discrepancy Code P215 and provide remarks as applicable.

10. Repetitive Packaging Discrepancies. Include Discrepancy Code Z2, Repetitive Discrepancy, with the other specific packaging discrepancy code(s) to report repetitive packaging discrepancies that impose a significant burden on receiving or transshipment activities. Total costs to correct packaging will be included in the SDR.

11. Improper Preservation. Report any type of inadequate or improper preservation or physical protection resulting in an unsatisfactory condition or damage. Report improper preservation of any material identified as being electrostatic/electromagnetic sensitive, regardless of the dollar value.

12. Improper Marking. Prepare an SDR to report any omitted, incomplete, illegible, or misplaced markings. Report improper identification of containers, or items that require opening the container, or result in improper storage of the material, regardless of cost. Improper marking includes discrepancies related to pRFID tags as follows:

13. Report all missing, damaged, or unreadable pRFID tags when such tags are required by contract provision, DoD policy, or specified by prior shipment notice/status reflecting pRFID content. Report duplication of tag identification associated with a previously processed receipt.

14. SDRs may be used to report a tag read formatted for DoD use, but which does relate to an advance shipment notification containing pRFID content when such advance shipment notification is required by contract provisions or DoD policy.

15. Improper Unitization. Report improper unitization that includes inadequate wrapping/strapping or lack of unitization, where appropriate, resulting in an unsatisfactory condition or damage. Report multiple consignees in a single consignee consolidation container as improper unitization.

16. Latent Packaging Discrepancies. Prepare a late SDR for material found in storage with latent preservation and packaging discrepancies. Confine these reports to stocks that constitute a problem resulting from a particular specification, preservation, or packaging method. Reports relative to packaging discrepancies found in storage will be annotated "not incident to shipment."

17. Discrepancies in the preparation of dangerous materials for shipment by military aircraft warrant special attention. Applicable instructions are contained in reference (f).

B. See Approved DLMS Change (ADC) 1059, "Mandatory Use of Four Character Packaging Discrepancy Codes on Supply Discrepancy Reports (SDRs) and Storage Quality Control Reports (SQCRs)" for a comprehensive listing. Storage activities report packaging discrepancies identified while materiel is in storage using the DD 1225 SQDR.

VOLUME 14: CHAPTER 10

“EXPEDIENCIES IN PRESERVATION AND PACKING”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 10

EXPEDIENCIES IN PRESERVATION AND PACKING

1001 GENERAL

100101. Many Marine Corps activities in some CONUS, OCONUS, or overseas areas lack the capability to effectively perform preservation and packing. Notwithstanding, most activities have material in their custody for a considerable length of time for which proper care must be given and preserved.

100102. Unserviceable repairable assets to be evacuated to maintenance sources are of prime concern. These assets must be afforded protection to prevent deterioration to a state of being uneconomical to repair. Adequate protection must also be afforded excess material being returned to stores.

1002 PURPOSE

100201. To establish procedures for preservation and packing of unserviceable repairable material being evacuated to repair facilities, serviceable repairable-type items being returned as activity or command excess, and activity or command excess serviceable non repairable-type items being returned to supply elements or to the stores system, and to prescribe procedures for accomplishing preservation and packing.

1003 GUIDELINES

100301. Consistent with command capability and the availability of required materials and equipment, protection will be applied to all material being evacuated to repair facilities and/or supply support elements.

100302. Prior to or in conjunction with preparing material for shipment, a limited technical inspection shall be performed on the following categories of equipment:

- A. Major ordnance end items.
- B. Major motor transport items.
- C. Major engineer end items.
- D. All Class II, Type I Communication-Electronic items.
- E. All Class VII, Type I Communication-Electronic items.

100303. When all actions required by this publication and shipment instructions peculiar to the equipment itself have been taken to prepare the equipment for shipment, the following certificate shall be prepared and signed by the proper authority: "I certify that this equipment has been prepared for shipment per Marine Corps Order 4400.201, Volume 14; MCO 4030.36B and/or

other applicable regulations." The certification shall be made on the applicable limited technical inspection form or affixed to it. This certificate, and a copy of the limited technical inspection form, shall accompany the equipment.

100304. Each organization receiving equipment for transfer, evacuation, or shipment shall verify its condition against the inspection form. When the capability of an organization limits the preparation set forth in paragraph 100303 above, then the receiving activity shall be notified prior to shipment to facilitate processing of the item(s) upon receipt. Notification shall include the following:

- A. Item identification (nomenclature and NSN).
- B. Anticipated date of shipment.
- C. Estimated date of arrival at the receiving activity.
- D. Mode of transportation and Government Bill of Lading number.

100305. Compliance with applicable instructions pertaining to decontamination of equipment and containers, and pest and rodent control, are of prime importance for personnel safety and to prevent importation of disease to the United States.

100306. Department of the Army Technical Manual TM 746-10 (General Packaging Instructions for Field Units) contains valuable information applicable to the preservation and packing of all classes of serviceable material for retrograde shipment. TM 746-10 also includes criteria for quarantine inspection and appendices that list packaging materials and equipment required for processing material. TM 746-10 is authorized for use by Marine Corps activities for guidance. It can be obtained through normal publication channels.

VOLUME 14: CHAPTER 11

“PRESERVATION AND PACKING EVACUATED ITEMS OF EQUIPMENT”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 11

PRESERVATION AND PACKING EVACUATED ITEMS OF EQUIPMENT

1101 GENERAL

110101. Prior to any preservation or packing effort, the item to be processed should be cleaned of mud, dirt, debris, and other foreign matter both inside and outside. Openings into the interior of vehicles or vehicle components should be sealed with barrier material and/or taped, or by other material suitable to prevent the entry of water, rodents, etc. Rusted surface areas normally protected by paint should be cleaned and spot-painted with any available paint or primer.

110102. Reference (g) and item packaging specifications and standards for processing specific items should be used as guides in accomplishing cleaning and preservation/packing of items being evacuated. Instructions for fabricating boxes and crates for boxed shipments are contained in reference (w).

110103. References (w) and (g) and packaging process documents give preference to cleaning and preservation/packing materials which are manufactured for this purpose and conform to federal and military specifications. Efforts should be made to obtain these materials through normal supply channels and to utilize them in affording protection to recoverable assets. In the absence of preferred materials or in conjunction therewith, prudence will dictate the use of substitute materials recommended in paragraph 120301.

1102 MOTOR TRANSPORT EQUIPMENT

110201. Particular attention shall be given to the protection of assemblies, subassemblies, and components. They should be complete and assembled to the degree possible prior to packing.

110202. Vehicles, assemblies, subassemblies, and components which are in Condition Code A, B, or C will be preserved and packed per the instructions contained in the operator and organizational maintenance manual or the item specification, if available.

110203. Vehicles, assemblies, subassemblies, and components which are being returned to stock in Condition Code D through Z shall be preserved and packed, to the degree necessary (minimum protection), to prevent further deterioration and physical damage during shipment and/or storage pending repair.

110204. All collateral equipment should be packaged per the instructions contained in the operators and organizational maintenance manual for the item or the specification which applies to the equipment, if available, and secured to the vehicle in a manner to prevent pilferage and loss.

1103 ELECTRICAL/ELECTRONIC EQUIPMENT, VEHICLE MOUNTED

110301. Mounted equipment which is in Condition Code A, B, or C should be preserved per the instructions contained in the operations and organizational maintenance manual or the item specification, if available.

110302. Electrical/electronic equipment in Condition Code D through Z, which requires inspection and repair prior to return to stock, should be protected to the degree necessary to prevent further corrosion and/or damage while in transit or awaiting inspection and/or repair.

110303. The vehicle on which the electrical/electronic equipment is mounted will be protected per the instructions contained in paragraph 1102.

1104 ELECTRICAL/ELECTRONIC EQUIPMENT, NOT MOUNTED

Electronic equipment which is not mounted on a vehicle should be protected per the instructions contained in paragraph 110301 and paragraph 110302.

1105 ORDNANCE EQUIPMENT (SELF-PROPELLED AND TOWED)

110501. In addition to the instructions contained in the operators and organizational maintenance manual, the following packaging instructions apply to ordnance equipment in Condition Code A, B, or C:

A. The basic vehicle and vehicle accessories should be cleaned, lubricated, and preserved as specified for motor transport equipment in paragraph 1102.

B. Communication equipment should be treated as specified for electronic equipment in paragraph 110301 and paragraph 110302.

C. Ordnance equipment which requires repair prior to return to storage should be protected to the degree necessary to prevent further corrosion and/or damage while in transit or awaiting repair.

D. Polished metal surfaces and mating surfaces shall be cleaned to remove all corrosion and contaminants; then, coated with the appropriate preservative and wrapped with a greaseproof, waterproof barrier material.

E. Gun tube bores shall be cleaned with a solvent which will dissolve powder residue and remove corrosion and contaminants. After cleaning, the bores shall be coated with type MIL-PRF-32033 preservative; and a VCI treated tube shall be placed inside the gun tube and plugged. The plug shall be sealed in the bore with waterproof, greaseproof tape conforming to or equal to standards found in ASTM-D5486.

F. Equipment which is normally removed for shipment should be packaged per the specification or other applicable documents. It should then be attached to the equipment in such a manner as to discourage pilferage and prevent loss while in transit.

G. Lenses of optical equipment (vision blocks) should be wiped clean with surgical cotton or lens tissue to remove contamination. The lenses should then be covered with cotton or lens tissue secured with ASTM-D5486 tape, PPP-C-1797 cushioning material, further protected by unit padding in a MIL-PRF-131K barrier bag, and then packed in a ASTM-D1974/D5118 fiberboard container.

110502. Ordnance equipment in Condition Code D through Z, which requires inspection and repair prior to return to stock, will be packaged to the degree necessary to prevent further corrosion and/or damage while in transit and/or storage pending repair.

1106 SHELTER (VAN) MOUNTED EQUIPMENT

110601. In addition to the instructions in the operator's and organizational maintenance manual and the item specification, the following packing instructions apply to shelter-mounted equipment in Condition Code A, B, and C:

110602. Empty space in drawers or cabinets partially filled with tools or test equipment should be filled with cushioning material, such as rubberized hair, shredded paper, etc. Reclaimed cushioning materials may be used for this purpose. Latches or drawer catches should be securely fastened and safety-wired, when applicable. All heavy items should be removed from drawers/cabinets and packaged separately and properly secured within the shelter.

110603. Mounted electronic components require special handling. Electron tube hold-down clamps shall be secured in place. Module hold-down screws should be checked for tightness. Shock mounts, when used, should be inspected for condition, completeness of mounting screws, and tightness. Strapping should be applied to suspended equipment. Mounting racks shall be inspected for tightness and completeness of mounting bolts or retainers. Floor stowed material should be strapped or bolted in place. Crush skids shall be inspected prior to shipment. If damaged, wooden skids shall be strapped in place to serve as dunnage and to prevent additional damage.

110604. Mating surfaces and machined surfaces on the exterior of the shelter shall be cleaned of all contamination and coated with the appropriate preservative; then, covered with waterproof, greaseproof barrier material secured with waterproof, greaseproof (ASTM-D5486 compliant) tape.

110605. Shelter doors shall be securely fastened and safety-wired through the locking hasp. Wide waterproof tape shall be used to seal all doors, ports, windows, power entrances, and cable entrances to prevent the entry of water or other contaminants.

110606. Items in Condition Code D through Z shall be processed to the degree necessary to prevent further deterioration or damage while in transit or awaiting repair.

1107 GENERAL PROPERTY EQUIPMENT (SELF-PROPELLED AND TOWED) IN CONDITION CODE A, B, OR C

110701. The basic vehicle must be processed as outlined in this chapter. Furthermore, vehicle equipment such as; truck-mounted firefighting equipment, valves, and nozzles, should be

drained of water and sealed against the entry of moisture and dirt and all applicable pumping systems should be flushed with type P-3 preservative.

1108 MARKING

In addition to the marking instructions contained in Chapter 8, the following special markings are required:

110801. Appropriate warning labels will be attached in conspicuous places, such as the operator's compartments, as precautionary measures to prevent damage to equipment or injury to personnel.

110802. Warning labels will contain instructions as to what preservation steps must be taken prior to operation. They may also contain information regarding any unusual measures taken in the preservation cycle (such as overfilling the crankcases of engines) and instructions on methods for removing the preservation materials.

1109 PROCESSING CRITERIA

In addition to the general instructions providing in this chapter, the following documents specify detailed processing criteria for major items of self-propelled equipment, skid-mounted powered equipment, and secondary technical items:

- A. ATPD 2232: Preparation for Shipment and Storage of Engine.
- B. MIL-STD-3003B: Preparation for Shipment and Storage of Wheeled Vehicle.
- C. ATPD 2240: Processing for Shipment and Storage of Full-Track, Tank, Combat, M1.

VOLUME 14: CHAPTER 12

“FIELD EXPEDIENCIES IN PRESERVATION AND PACKING”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 12

FIELD EXPEDIENCIES IN PRESERVATION AND PACKING

1201 GENERAL

Field expediencies, as related to packaging, are any processes wherein the using unit prepares material for shipment from one location to another location, using improvised equipment and methods. It is not implied that improvised preservation methods will meet the workmanship and performance requirements of specifications for the packaging of new equipment. Nevertheless, field applied preservation will serve to maintain the material in the same condition as when shipped.

1202 DISASSEMBLY AND MATCH MARKING

When it becomes necessary to disassemble equipment for shipment, all nuts, bolts, screws, pins, etc., shall be cleaned, preserved, bagged, and attached to the mating parts. All mating parts shall be marked in such a manner that they may be easily reassembled.

1203 CLEANING PROCESS

Rust should be removed from all items prior to applying a preservative coating or packing. This can be accomplished by portable sanders or sanding by hand, scraping, or the use of impact tools. Contaminants, such as accumulated road dirt, mud, and grease, should be removed by steam-cleaning and by solvents. Recommended substitute solvents are paint thinners, diesel fuel, alcohol, and hot water.

1204 RINSING

After the item has been cleaned, the next step is rinsing. This is done in another tank or receptacle containing clean solvent of the same kind used in the cleaning operation or hot water, depending on the method and cleaning materials used. The solvent or water used for rinsing should be changed frequently to maintain it as clean as possible and to avoid too much contamination due to carryover from the cleaning tank.

1205 DRYING

Several methods of drying, which can be employed in the field, are prepared compressed air, ovens, spotlights, and ordinary light bulbs. If none of these methods are available, drain and wipe with clean, dry cloths. It is important that the items not be contaminated by handling or exposure to contaminants after they have been cleaned and dried.

1206 APPLICATION OF PRESERVATIVES

Preservative coatings, when required, should be applied as soon as possible after drying. If the preservatives specified by reference (g) and reference (t) are available, Type P-1 preservative will be adequate for most noncritical surfaces. Military Specification Type [MIL-PRF-21260E \(notice 1\)](#), [MIL-PRF-23827C \(w/amendment 2\)](#) and [MIL-PRF-32033 \(w/amendment 2\)](#) preservatives may be

used for most machined surfaces. If the aforementioned P-type preservatives are unavailable, normal operating oils and greases will be used.

1207 FIELD-CONSTRUCTED EQUIPMENT

120701. The following applies to field-constructed equipment:

A. Hot-Dip Tank. A hot-dip tank may be constructed by cutting a 55-gallon drum girth wise to make a round tank and adding a heating element from a range unit or other improvised manner.

B. Cold-Solvent Tank. A cold-solvent tank may be constructed by cutting a 55-gallon drum lengthwise and placing it on stands. A cover should be made to fit the tank as tightly as possible.

C. Drying Oven. A drying oven may be constructed from a 55-gallon drum with the gasoline heating element from a field kitchen stove used to supply the heat required.

D. Hot Water and Alkaline Cleaning Tank. A 55-gallon drum, with the top removed to make a vat, may be used as a hot water or an alkaline cleaning tank. Steam from a steam-cleaning unit may be used to provide the heat, and kitchen lye may be used as an alkaline cleaning material.

E. Small Parts Dipping Baskets. Small parts dipping baskets may be constructed from cans with holes punched in the sides and bottom so as not to trap solvent. A wire bail should be attached for handling of the baskets. The local mess hall or dining facility may be one source where cans of various sizes may be obtained. These baskets can also be made from screen wire, hardware, or cloth.

F. Two-Compartment Container for Engine Preservation. The two-compartment container required to process the engine can be fabricated from two 5-gallon military-designed gas cans banded together. Suitable connections and flexible tubing connected to each container coupled into a single line by a regulator valve and a quick-disconnect coupling at the end of the single line will complete the assembly. One compartment shall be clearly marked "fuel" and the other marked "oil."

120702. Buildings where packaging operations are performed shall be well ventilated and the areas well marked. Firefighting equipment should be provided, and all personnel involved in the packaging operations instructed on its use. The firefighting equipment shall be easily accessible and its location well marked.

120703. Outside areas that are set aside for packaging operations shall be well marked. Signs shall be located in such a manner as to warn personnel of the hazards within the area. Firefighting equipment shall be located within the area, and all personnel who are involved in the packaging operation shall be instructed in its use and location. Care should be taken to prevent the spillage of solvents within the area, thereby avoiding a fire hazard.

120704. The packaging operation should be located near an area where materials can be protected from pilferage and contamination. It is desirable to locate the packaging facility as near the shipping point as possible to prevent recontamination of the material and to avoid unnecessary handling.

120705. Personnel should be cautioned against smoking or carrying an open flame in areas where flammable materials are used or stored. Personnel should also be instructed to use proper protective clothing (gloves, goggles, aprons, and breathing masks, as appropriate) for protection against skin irritations and the possible toxic/allergic effects of cleaning and preserving materials.

1208 SALVAGE OF MATERIALS

120801. Packaging materials can often be salvaged from material receipts and reused for shipments. Care must be taken during the opening of a container and removal of the contents to preserve the packaging materials as much as possible. These materials may be reused to wrap, cushion, package, and pack unserviceable repairable items for return shipment. Examples of materials which can be salvaged and reused are as follows:

- A. Barrier materials.
- B. Cushioning materials.
- C. Wood cleated fiberboard containers.
- D. Metal and plastic containers.
- E. Fiberboard die cuts and wood blocking and bracing.
- F. Wooden containers.
- G. Fiberboard containers (single, double, triple-wall, and fastpack containers).

1209 INTERIOR CONTAINERS

Any small containers available shall serve to segregate fragile items from other material or to keep the parts of a disassembled item together. Containers may be made from salvaged fiberboard material, cut to the appropriate size, and fastened at the joints with wire or tape.

1210 CUSHIONING

121001. Cushioning is an essential part of packaging. Items must be cushioned within the unit package and cushioned again when the unit packages are packed into consolidation containers. Reclaimed cushioning materials may be used to protect the items from damage caused by environments within the container. The cushioning material should be dry and noncorrosive. Items which are coated with a preservative should be wrapped with a greaseproof barrier material. Space

between the item and the interior of the container must be sufficient to allow for cushioning, as necessary to protect the item.

121002. Articles which do not completely fill the unit container should be blocked, braced, fastened, or otherwise secured within the container. Items having protruding parts which may be broken or may puncture the container or barrier should be supported or suspended and cushioned.

1211 CONSOLIDATION CONTAINERS

A savings in space and handling can be realized by the use of containers to consolidate items. Containers may be those in which shipments were received or may be fabricated from materials on hand. Care should be taken to ensure that the items within are immobilized, by use of blocking and bracing or cushioning. Weight of the container's contents should be limited to that which will facilitate handling and not overload containers.

1212 REUSABLE CONTAINERS

Material returned to overhaul rebuild points (logistics bases or contractor facilities) will, whenever possible, be shipped in the reusable container in which the item was received. Use of the designed container is required, if available, since the interior is specifically designed to permit easy repositioning of the failed item and provides necessary blocking, bracing, and cushioning.

1213 MARKING

All packages and exterior containers shall be afforded proper identification and shipment markings. Marking instructions are contained in reference (k) and Chapter 8 of this Volume. In the absence of required marking materials (stencil boards and waterproof marking inks), marking shall be applied by use of paints and shall be legible.

VOLUME 14: APPENDIX A

“RESOURCES”

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX A

RESOURCES

The resources listed below are a partial listing of basic packaging documents and related resources (e.g. technical, administrative, operational, training and procedural) beyond the references cited in the body of this Volume. These items will prove helpful to personnel involved in other elements of supply and distribution on which packaging has an impact or interface (i.e., procurement, technical, stock management, transportation, storage, and warehousing):

Issuance

Issuance Title

MCO 4030.40B	Packaging of Hazardous Materials
MCO P4400.105	Radioactive Commodities in the DoD Supply System
MCO P4030.30C	Preparation of Freight for Airlift Transportation
MCO 4030.33E	Packaging of Material
SECNAV M-5210.1	Department of the Navy Records Management Program
MCO 4030.16G	Marine Corps Packaging and Packaging Maintenance of Small Arms Weapons Using Volatile Corrosion Inhibitor (VCI) Treated Materials
MCO 5000.14D	Marine Corps Administrative Procedures

Military Performance Specifications and Standards

ANSI/AIM BC1	Linear and Two-Dimensional Bar Code Symbologies
ASTM-D1974/D5118	Boxes, Shipping, Fiberboard
ASTM-D3950	Standard Specification for Strapping, Nonmetallic (and Joining Methods)
ASTM-D3953	Standard Specification for Strapping, Flat Steel And Seals
ASTM-D4649, D5331, D5415, D5416, D5458, D5459	Waste Disposal for Military Packaging Materials
ASTM-D5486/D5489M	Tape, Packaging, Waterproof
ASTM-D6251	Boxes, Wood, Cleated-Plywood
ASTM-D6256	Boxes, Wood-Cleated, Skidded, Load-Bearing Base
ASTM-D6880	Boxes, Wood, Nailed and Lock Corner
MIL-B-197F (w/amendment 1)	Bearings, Antifriction; Associated Parts and Subassemblies; Preparation for Delivery of
MIL-C-11264C (w/amendment 1)	Containers, Wood, Shipping, Reusable-for Tank–Automotive Engines, Transmissions, Differentials, Transfers, Final Drives, and Similar Assemblies
MIL-E-75H	Packaging of Electron Tubes
MIL-HDBK-304C	Package Cushioning Design
MIL-HDBK-773A	Electrostatic Discharge Protective Packaging

MIL-I-8574E	Utilization Of Inhibitors, Corrosion, Volatile
MIL-L-10547E (notice 2)	Liner, Case, and Sheet, Overwrap, Water Vaporproof or Waterproof, Flexible
MIL-P-130F	Paper, Wrapping, Laminated and Creped
MIL-PRF-121G	Barrier Materials, Greaseproof, Waterproof, Flexible
MIL-PRF-131K	Barrier Materials, Water Vapor proof, Greaseproof, Flexible, Heat-Sealable
MIL-PRF-680C	Degreasing Solvent
MIL-PRF-21260E (notice 1)	Internal Combustion Engine Preservative and Break-in Lubrication Oil
MIL-PRF-23827C (w/amendment 2)	Grease Aircraft and Instrument, Gear and Actuator Screw
MIL-PRF-32033 (w/amendment 2)	Lubricating Oil, General Purpose Preservative
MIL-PRF-22019E (w/amendment 1)	Barrier Materials, Transparent, Flexible, Sealable, Volatile Corrosion Inhibitor Treated
MIL-PRF-22191F	Barrier Materials, Transparent, Flexible, Heat Sealable
MIL-PRF-46002D	Preservative Oil, Contact, and Volatile Corrosion Inhibited
MIL-STD-101C	Color Code for Pipelines and for Compressed Gas Cylinders
MIL-STD-130	Identification Marking of U.S. Military Property
MIL-STD-147E w/ch 1	Palletized Unit Loads
MIL-STD-162E (notice 3)	Materials Handling Practices, Shipment, Storage, Cyclic Maintenance Routing Testing and Processing
MIL-STD-290H	Packaging and Marking of Petroleum and Related Products
MIL-STD-1916	DoD Preferred Methods for Acceptance of Product
MIL-STD-3003B	Vehicles, Wheeled: Preparation for Shipment And Storage of
MIL-STD-3010B (notice 1)	Test Procedures for Packaging Materials
PPP-B-1055B (notice 2)	Barrier Material, Waterproof, Flexible
PPP-B-1672D (w/amendment 1)	Box, Shipping, Reusable with Cushioning
PPP-C-1797A (notice 2)	Cushioning Material, Resilient, Low Density, Unicellular, Polypropylene Foam
Technical Manual (TM) 746-10 P700	Packaging: The Basics Marine Corps Packaging Data

[Note: See Standards.Gov for a comprehensive database of Federal Specifications Standards and Test Methods.](#)

VOLUME 15

“GARRISON PROPERTY AND GARRISON MOBILE EQUIPMENT”

SUMMARY OF VOLUME 15 CHANGES

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VOLUME 15: GARRISON PROPERTY AND GARRISON MOBILE EQUIPMENT

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REFERENCES

- (a) SECNAVINST 7320.10A
- (b) DoDI 5000.64, "Accountability and Management of DoD Equipment and Other Accountable Property," May 19, 2011
- (c) Statement of Federal Financial Accounting Standards 3 (SFFAS 3), "Accounting for Inventory and Related Property," Oct 27, 1993
- (d) DoDM 4140.01-V6, "Department of Defense Supply Chain Materiel Management Procedures: Materiel Returns, Retention, and Disposition," Feb 10, 2014
- (e) MARCORMAN W/CH 1-3
- (f) DoDM 4140.01-V7, "Department of Defense Supply Chain Materiel Management Procedures: Supporting Technologies," Feb 10, 2014
- (g) DoD 7000.14-R, "Department of Defense Financial Management Regulation (FMR)," Volumes 1-15, Dates Vary by Volume
- (h) Title 10, United States Code (U.S.C.)
- (i) Title 31, United States Code (U.S.C.)
- (j) MCO 5200.24D
- (k) MCO 4400.150
- (l) SECNAVINST 5000.2E
- (m) MARADMIN 331/15, "Offline and Internet-Based Ordering Policy," Jul 9, 2015
- (n) DoDI 8320.04, "Item Unique Identification (IUID) Standards for Tangible Personal Property," September 3, 2015
- (o) MCO 4410.28
- (p) MCBUL 4440.4 "Financial Liability Investigation of Property Loss (FLIPL)," 12 Sept 2016
- (q) Title 40, United States Code (U.S.C.), Section 11101
- (r) DoDI 8115.02, "Information Technology Portfolio Management Implementation," 30 Oct 2006
- (s) MCO 11000.12
- (t) OUSD MEMO, "Strategy for Internal Use Software Audit Readiness," Sep 30, 2015
- (u) NAVAIR 00-80T-114, "NATOPS ATC Manual," Nov 2002
- (v) MCO 7300.21B
- (w) OMB Circular No. A-11, Part 3, "Planning, Budgeting, and Acquisition of Capital Assets"
- (x) MCO 10110.14
- (y) MCO 11240.106B

VOLUME 15: CHAPTER 1

“GENERAL OVERVIEW”

SUMMARY OF SUBSTANTIVE CHANGES

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

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CHAPTER 1

GENERAL OVERVIEW

0101 GENERAL

This Volume provides specific guidance to Marine Corps organizations to facilitate improved and standardized management of garrison property (GP) and garrison mobile equipment (GME) regardless of the funding stream used for procurement (e.g., Operations & Maintenance Marine Corps (O&M, MC), Procurement Marine Corps (PMC), and Working Capital Funds (WCF)). Proper application of this guidance will ensure the management of GP and GME will meet the requirements for financial accounting and property accountability established by references (a) through (i). Volume 1 of this Order outlines basic guidance and responsibilities for managing property under Marine Corps control. The goal of this Volume is to achieve full inventory accountability and visibility of GP and GME in the accountable property system of record (APSR), financial systems of record, and Department of Defense (DoD)-compliant procurement and requisitioning systems in accordance with DoD laws and regulations for resource management.

0102 SCOPE

This Volume guides the execution of GP and GME management for retail level supply operations within the Marine Corps and applies to all organizations. This Volume aligns with other volumes of this Order regarding management of property in the possession of the Marine Corps, specifically Volume 1 (Accountability and Responsibility), Volume 3, (Retail Supply Management), Volume 4 (Physical Inventory Control Program), and Volume 6, (Dispositions, Exchanges, and Returns of Marine Corps Property), and is necessary to cover gaps not covered in other volumes to address GP and GME specific policies. In addition to the general responsibilities applicable to all DoD and Marine Corps personnel, the following Marine Corps specific roles and responsibilities will be established to fulfill Title 10 and Title 31 United States Code (U.S.C.) mandates, U.S. Navy regulations, and Marine Corps Manual requirements for the management of equipment, materiel, and resources within the Marine Corps.

010201. The treatment of military equipment; real property (land and buildings); operating materials and supplies; inventory (items held for sale); and intellectual property are not covered in this Volume. Detailed descriptions of property types are discussed in Volume 1 of this Order.

010202. Personnel assigned responsibility for the custody, accounting, and disposition of GP and GME are required to comply with the provisions of this Volume.

010203. Commanding generals, commanders, commanding officers, directors, and officers in charge (hereafter referred to as commander(s)) at Marine Corps organizations may issue supplementary instructions when necessary to address specific/unique requirements of their organizations.

0103 DEFINITIONS

010301. Garrison Property. GP is used to provide general government services or goods in the support of end item development, maintenance, storage, and/or to support the operations of a Marine Corps installation and its tenant activities. GP includes, but is not limited to: office equipment, automated data processing equipment, industrial plant equipment, training equipment, special tooling, and special test equipment. The Marine Corps classifies GP as a sub-category of general equipment. GP does not include: inventory items (e.g., items intended for sale), operating materials and supplies, real property (i.e., land, buildings, and structures, or items of a historical nature), or military equipment (i.e., TAMCN items). GP does not deploy.

010302. Garrison Mobile Equipment. GME is used to perform transportation and automotive maintenance functions at Marine Corps installations. Commercially available GME includes passenger vehicles, cargo vehicles, non-tactical material handling equipment, engineer equipment, and railway rolling stock.

0104 ROLES AND RESPONSIBILITIES

To achieve and sustain property accountability and audit readiness, organizations and individuals must fulfill both supply and financial management roles and responsibilities. In addition to the roles and responsibilities published in Volumes 1, 3, and 4 of the Order, and to safeguard the effective implementation of this Volume, execution of the following responsibilities is paramount.

010401. Deputy Commandant, Installations and Logistics (DC I&L)

- A. Coordinate with Commander, Marine Corps Installations Command (COMMCICOM) to provide updated policy for the management of GP and GME.
- B. As required by the Defense Federal Acquisition Regulations Supplement (DFARS), ensure required end item information, Unique Item Identification (UII), and Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) acceptance, are captured in financial, acquisition, and lifecycle systems of record.

010402. Commander, Marine Corps Installations Command (COMMCICOM)

- A. Act as the Marine Corps Executive Agent for GP and GME asset management and ensure policies contained in this directive are supported and emerging inventory management practices are addressed.
- B. Act as the lead agency for the development, coordination, management, and reporting of enterprise sourcing strategies for all GP and GME.
- C. Perform Program Manager (PM) responsibilities for GP and GME to include lifecycle management.

D. Develop, input and maintain accurate technical, contract, depreciation and delivery information in the APSR (i.e., Defense Property Accountability System (DPAS)) to facilitate accountability and improved delivery visibility.

E. Coordinate with Marine Corps Systems Command (MARCORSYSCOM) PMs to develop lifecycle management plans as required. Develop and implement effective GP and GME procedures to facilitate the execution of this Volume.

F. Exercise command and control of Marine Corps installations to provide oversight, direction, and coordination of installation services and to optimize support to the operating forces and tenant activities.

G. Analyze and reconcile financial data monthly to ensure acquisitions and disposals are captured properly.

H. Utilize quarterly physical inventory reports to ensure adjustment transactions for GP and/or GME records are reported accurately to the Deputy Commandant, Programs and Resources (DC P&R) (RFA).

I. Provide visibility, monitoring, and reporting of enterprise GP and GME requirements as well as available and planned inventory to fill GP or GME deficiencies.

010403. Deputy Commandant, Combat Development and Integration (DC CD&I). Coordinate with Assistant Deputy Commandant, Installations and Logistics (Logistics Facilities) (ADC I&L (LF)) to effectively manage GP and GME requirements.

010404. Deputy Commandant, Programs and Resources (DC P&R)

A. In coordination with DC CD&I and COMMCICOM, ensure adequate resources are programmed through the Program Objective Memorandum (POM) process to efficiently and economically support the Marine Corps' GP and GME requirements.

B. In coordination with Commander MARCORSYSCOM, ensure adequate resources are programmed through the POM process to efficiently and economically support assigned centrally-managed GP and GME programs of record.

010405. Commander, Marine Corps Systems Command (COMMARCORSYSCOM)

A. Serve as PM for assigned centrally-managed GP and GME assets purchased by MARCORSYSCOM.

B. In coordination with COMMCICOM, Commanding General, Marine Corps Logistics Command (CG MARCORLOGCOM), and Commanding General, Training and Education Command (CG TECOM), ensure that all centrally-acquired GP and GME birth records and supporting documentation are entered into the appropriate APSR.

C. In coordination with COMMCICOM, develop fielding and lifecycle support plans for assigned centrally-managed GP and GME programs.

010406. Commanders, Marine Forces, Marine Corps Installations and Supporting Establishment

A. Provide oversight and management to all commands that possess GP and GME, ensuring this Order is made available, understood, and used by all personnel responsible for GP and GME property management at retail-level supply activities.

B. Prioritize GP and GME requirements and maintain and verify GP and GME source documentation to ensure assets are properly maintained, safeguarded, accounted for, and accurately reported via the chain of command.

C. Assist commanders and comptrollers in ensuring effective and accurate control of funds and resources provided for mission accomplishment.

D. Collect, review, and consolidate requirements and allocate funding to initiate the acquisition process.

E. Conduct physical inventories of GP and GME as required.

F. Personal Property Managers (PPMs) will ensure GP and GME assets are properly valued and supported with key supporting documentation or an alternate valuation method.

0105 INTERNAL CONTROLS

Internal controls are policies and procedures designed to provide reasonable assurance that specific entity objectives will be achieved. Per reference (j), programs must operate efficiently, and resources must be used in compliance with laws and regulations, and with minimal potential for waste, fraud, and mismanagement. Effective internal controls provide reasonable assurance that significant weaknesses in the design of program processes or inherent program weaknesses which might adversely affect the Marine Corps' ability to meet its audit readiness objectives can be prevented or detected and mitigated in a timely manner. Commanders, heads of staff agencies, and managers at all levels of the Marine Corps have a fundamental responsibility to develop and maintain effective internal controls over the functions, programs, and operations under their authority. Internal controls are identified and managed in accordance with reference (j).

VOLUME 15: CHAPTER 2

“ACCOUNTABILITY”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 2

ACCOUNTABILITY

0201 GENERAL

This chapter provides property definitions, property accountability procedures, and asset classifications for GP and GME.

0202 ACCOUNTABILITY OF GP AND GME

020201. Accountable Records. Per reference (a), accountable records shall be established and maintained in a compliant APSR for all personal property, to include GP and GME non-expendable materiel purchased, leased (capital or operating leases as applicable), or otherwise obtained, having a unit acquisition cost of \$5,000 or more, as well as items that are below \$5,000 and are categorized as sensitive, classified, or meet all of the following three criteria:

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

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

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

020202. Categories of GP and GME. Per reference (a), personal property, which includes GP and GME, is categorized as capitalized, minor, and sub-minor property.

A. Capitalized Property. Capitalized property must be captured in an APSR and depreciated in accordance references (a) and (g). Capitalized property must meet all of the following criteria:

1. Has an acquisition cost (as defined in paragraph 040201 of this Volume), book value, or when applicable, an estimated fair market value equal to or greater than the Marine Corps capitalization threshold. The Marine Corps capitalization threshold is \$100,000 regardless of the date purchased.

2. Has an estimated useful life equal to or greater than 24 months.

3. Is not intended for sale in the ordinary course of operations.

4. Has been acquired or constructed with the intention of being used or available for use by the Marine Corps in its operations.

B. Minor Property. Minor property is GP and GME that has an acquisition cost equal to or greater than \$5,000 and less than the Marine Corps capitalization threshold; or has an

acquisition cost greater than the Marine Corps capitalization threshold, but does not meet all of the capitalization criteria. Minor property assets must be captured in an APSR. They are not depreciated.

C. Sub-Minor Property. Sub-minor property is GP and GME that has an acquisition cost less than \$5,000. These assets should be tracked but are not required to be maintained in an APSR unless they meet the accountability criteria outlined in para 020201. They are not depreciated.

020203. Component Inventories. Components for GP and GME are generally not accounted for within an APSR unless deemed sensitive. They are however, identified as part of a components list for each system and accounted for by the responsible officer (RO) during routine inventories.

0203 GP AND GME LIFECYCLE EVENTS

The lifecycle for GP and GME consists of several stages beginning with requirements identification and ending with disposal and reconciliation. Each lifecycle event is outlined as a business process with responsibilities specified for stakeholders at various levels.

020301. Requirements Identification. GP and GME lifecycle events begin with requirements identification.

A. Garrison Property

1. GP requirements can be identified by an RO at any time, or they can be submitted in response to an annual data call published by ADC I&L (LF). Once requirements are received and compiled at the unit level, the supply officer (SupO)/accountable property officer (APO) validates and submits the CO-endorsed Requirements List to the supporting installation PPM. The PPM will consolidate, review, and forward requirements to ADC I&L (LF), as required, via the chain of command.

2. Capitalized Requirements. Requirements for all capital assets (threshold of \$100k) must be routed via the PPM for approval by ADC I&L (LF). ADC I&L (LF) will validate each Requirements List, along with command endorsements, and will determine if O&M, MC or PMC funding should be used, and whether the appropriate type of funding is available. PMC funding will be used for all purchases greater than \$250K and in support of programs as identified in Chapter 6 of this Volume.

3. Non-Capitalized Requirements. All minor and sub-minor GP purchase requests will be routed to the installation PPM for review, procurement determination, and guidance for follow-on accountability as required. Requests for new GP assets not already in the existing GP inventory and deemed accountable within DPAS, will require cataloging actions coordinated by the installation PPM and MCICOM. Paragraph 0204 below provides cataloging criteria required to properly identify and account for GP within DPAS.

4. Working Capital Activities. Working capital organizations will determine GP requirements in accordance with references (a), and reference (g) Volume 2B, Chapter 9.

B. Garrison Mobile Equipment.

1. GME is different from GP in that installation and organizational allowances are authorized by ADC I&L (LF) via the authorized Requirements List.

2. GME requirements can be identified by an RO or Fleet Manager at any time; however, they are typically submitted in response to the annual data call published by ADC I&L (LF).

3. Replacement or change to existing inventory. If GME requirements are above or below the authorized allowance, a Modification of Allowance (MOA) must be submitted to ADC I&L (LF) via the supporting Fleet Manager. When a new mission need is established that indicates a required change in a GME allowance either by type or quantity, the RO will communicate mission requirements to the Fleet Manager who will determine if the mission can be met with organic assets or through some other means rather than changing or adding to the GME fleet.

4. If allowances are insufficient to support the mission, the Fleet Manager will submit an MOA, or forward the supported activity MOA with endorsement to ADC I&L (LF). Once the allowances reflect the requirements, the Fleet Manager will facilitate the acquisition of GME via ADC I&L (LF).

5. The MOA is required prior to submitting a Prioritized Procurement List (PPL) when the requirement is either above or below authorized allowances. When approved by ADC I&L (LF), this document obligates ADC I&L (LF) to budget and procure the approved assets for the Fleet Manager.

6. The MOA must include the equipment code requiring modification, current allowance, requested allowance, detailed justification addressing the entire allowance, and projected or actual usage data for that equipment code, including why the current allowance is inadequate to meet new needs. The MOA must also reference any other organizational allowances affected.

020302. Planning, Programming, Budgeting, and Execution (PPBE). The PPBE process is detailed in Chapter 6 of this Volume.

020303. Acquisition/Requisition

A. Garrison Property

1. The requisition process for GP is addressed in references (k), (l) and Volume 3 of this Order.

2. Once requirements are approved in accordance with para 020301, the installation PPM (or ADC I&L (LF) for capitalized assets) will determine what type of funding

should be used for GP procurement and whether assets should be centrally procured by HQMC or locally procured by the requesting command or supporting PPM. When the requesting command executes requisitions of GP with unit funds, the SupO/APO will provide a copy of all receipts to the supporting command PPM for determination of accountability in the APSR. When GP is accounted for in the APSR, the property will be sub-custodied to the requesting command RO/sub-custodian.

3. Supported commands serve only as the RO for GP requisitions.

Tenant/supported commands shall not procure GP independent of the supporting PPM. If requests for GP are approved by the installation PPM or ADC I&L (LF), requesting commands will be provided with guidance regarding the specific procedures for procurement.

4. Capitalized Assets

a. All requests for assets greater than \$100k will be submitted to the installation PPM via Purchase Request Builder (PR Builder) for follow-on routing to ADC I&L (LF) for determination of funding and procurement. Assets greater than \$250k will be procured using PMC funding pending availability of funds via a purchase request initiated by ADC I&L (LF) in PR Builder.

b. The Purchase request (PR) will include a Statement of Work, who the funding is for, and the funding purpose. If information in the PR is adequate, the program office will accept the PR, commit funds within the Standard Accounting, Budgeting and Reporting System (SABRS), and route the PR to ADC I&L (LF).

5. Non-Capitalized Assets. Per reference (m), requesting command SupOs/APOs will submit all requests via PR Builder for review and validation by the supporting PPM. The supported unit will submit a copy of all approved requests to the supporting PPM for equipment accountability purposes.

6. Minor Property. If a request is for minor property (greater than \$5K, but less than the capitalization threshold of \$100K), the asset typically will not be centrally procured and will be purchased using O&M, MC funding by the Regional Contracting Office via the installation PPM.

7. Working capital organizations must gain approval for the purchase of GP through the organization's approval authority in accordance with reference (a).

B. Garrison Mobile Equipment

1. GME assets are centrally procured by ADC I&L (LF) using PMC funding. Centrally-managed GME procurement is initiated by ADC I&L (LF) and is generally contracted through various DoD contracting agencies including Defense Logistics Agency (DLA) Troop Support, General Services Administration (GSA) or Naval Facilities Engineering Command (NAVFAC) Far East. Local procurement must be approved by ADC I&L (LF) and is appropriate when centralized procurement will provide no fiscal advantage, or when urgency of the situation dictates. When authorized, ADC I&L (LF) will allot PMC funds to the respective Regional

Contracting Office for local procurement of GME assets. Regional commands located OCONUS must go through NAVFAC Far East for local procurement.

2. As part of the purchase event, ADC I&L (LF) is responsible for:
 - a. Cataloging GME assets.
 - b. Creating GME birth records in the APSR based on ordering records.
 - c. Uploading front end Key Supporting Documents (KSDs) to the MCICOM SharePoint site for Fleet Managers and PPMs to attach the asset record (e.g., contract 448-1 and 448-2, and GSA invoices).
 - d. Create local due-in quantities in the APSR.
 - e. Upon notification, initiate registration and licensing actions.
3. Upon delivery, ROs and PPMs are property custodians for GME and are responsible for accountability of GME assets.

C. Item Unique Identification (IUID). GP meeting the criteria outlined in references (n) and (o) will have an IUID label affixed to the asset. Additionally, all GME will be identified in accordance with Sub-Chapter B, Subpart C of reference (g) in addition to having an IUID label affixed.

020304. Receipt and Acceptance. Receipt and Acceptance is the acknowledgement when supplies or services conform to applicable quality and quantity requirements, and may take place before, at the time of, or after delivery. Receiving procedures are detailed in Volume 3 of this Order. Acceptance ordinarily is evidenced by execution of an acceptance certification on an inspection or receiving report form, commercial shipping document, or packing list. The receiving report will be prepared at the time of delivery or completion of services. Upon receipt of goods or completion of contracted services, activities will certify all Reports of Property Received on invoices from vendors and/or appropriate DD forms, and memorandums for receipts for contract services and materials. The unit will use the certification block of the DD form or enter a statement on the commercial invoice certifying that the property has been received. The unit will also identify thereon the unit document number and contract number for cross-referencing at the paying activity. The DD forms must then be forwarded to the supporting Defense Finance Accounting Service for payment purposes. Upon receiving all required KSDs, the PPM will create property records within two business days for GME or accountable GP that has been properly cataloged in DPAS by MCICOM. If cataloging action is required by MCICOM, the property record will be created within two business days of the PPM being notified that cataloging actions have been completed.

A. Receipt of GP. Receipt and acceptance procedures are outlined in Volume 3 of this Order.

B. Receipt of GME. As part of the receipt and acceptance event, ADC I&L Logistics Facilities Services (LFS-2) is responsible for processing GME registration in E-Log, registration of vehicles in Fleet Motor Vehicle Registration System, ordering license plates via Federal Prison Industries, and sending confirmation to the Fleet Managers. In support of this effort, Fleet Managers who receive Direct Vendor Deliveries must forward all receipt and acceptance documentation to DC I&L (LF) attention LFS-2 via the installation PPM.

020305. GP and GME Inventories. Inventory requirements for GP and GME are consistent with other types of Marine Corps property and are addressed in Volumes 3 and 4 of this Order. Physical inventories of GP and GME must be conducted annually and should include a comparison of all GP and GME records to the physical assets.

020306. GP and GME Property Account Reconciliations. Supporting command PPMs and Fleet Managers must ensure all physical inventory discrepancies have been reconciled and adjudicated, results filed, and adjustments have been correctly entered in the APSR. The reconciliation process is the same for GP and GME. ADC I&L (LF) reviews quarterly inventory reports, increase/decrease reports, depreciation reports, and capital asset trial balance reports from DPAS. ADC I&L (LF) reconciles the Capital Asset Report to the inventory balances and uses the reconciled data to disclose variances in support of quarterly financial reporting for GP and GME.

020307. GP and GME Investigations. Investigations are covered in depth in reference (p).

020308. GP and GME Disposition. When an asset is no longer required, it is either transferred or disposed of. Disposition is initiated by the unit in possession of the asset, then facilitated and approved/disapproved by the supporting command who coordinates with ADC I&L (LF) for disposition instructions when warranted, transfer to another unit, or turn-in of the asset to DLA Disposition Services for disposal. Disposition of equipment is covered in depth in Volume 6 of this Order.

A. Transfers

1. All GME and capital GP, regardless of receiving entity, require ADC I&L (LF) approval prior to execution. The supporting command PPM, or the RO/Fleet Manager will submit a justification package to ADC I&L (LF) stating why the transfer is necessary. Pending the ADC I&L (LF) decision, and/or another organization's need for the asset, the PPM will process the asset for transfer.

2. Transferring and receiving PPMs and Fleet Managers coordinate shipping and receiving of items suitable for reissue including KSDs.

B. Disposal

1. All GME (capital and minor) and capital GP requires ADC I&L (LF) approval prior to execution. ADC I&L (LF) approval is not required for disposal of GP minor property. The supporting command PPM, or the RO/Fleet Manager will submit a justification

package to ADC I&L (LF). Pending ADC I&L (LF) decision, and/or another organizations need for the asset, the PPM or Fleet Manager will process the asset for disposal.

2. The supporting command Fleet Manager and PPM will coordinate disposition of GP and GME per Volume 6 of this Order. The disposition process ends once the supporting PPM is in possession of the signed 1348-1A from DLA Disposition Services and makes necessary updates to the APSR. Note: Working Capital Organizations are not required to gain ADC I&L (LF) approval for the disposal of GP (Capitalized, Minor, or sub-minor property). Working Capital Organizations will dispose of GP in accordance with reference (a).

0204 CATALOGING CRITERIA FOR GP

Requests for Management Control Numbers are initiated whenever a nonstocked item is ordered. Each Management Control Number assigned to an item of supply is the result of a careful cataloging process. During the cataloging process, each item of supply is named, assigned a Federal Supply Class, described to identify all known characteristics and performance data, and ultimately assigned a Management Control Number. SupOs/APOs will submit a written catalog request to ADC I&L (LF) via the supporting PPM. The request will contain at a minimum the following:

- 020401. Date of Request
- 020402. Type of Request (e.g., add Stock Number, add Manufacturer)
- 020403. Contact Information: Name, Unit Identification Code, email, phone
- 020404. Stock Number
- 020405. Manufacturer Name
- 020406. Manufacturer Model Number
- 020407. Equipment Description
- 020408. Manufacturer Part Number
- 020409. Unit Cost

0205 WAIVER PROCESS FOR DEPLOYMENT OF GP

Waivers to deploy GP and/or GME will not be considered in accordance with paragraph 0215 of Volume 3 of this Order.

VOLUME 15: CHAPTER 3

“ACCOUNTABILITY GUIDANCE FOR SPECIFIC GP ASSETS”

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CHAPTER 3

ACCOUNTABILITY GUIDANCE FOR SPECIFIC GP ASSETS

0301 GENERAL

Because of the unique nature of certain GP assets, this chapter provides specific detailed guidance to enhance accurate accountability and supply management discipline.

0302 MANAGING INFORMATION TECHNOLOGY (IT) EQUIPMENT

IT equipment is any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. The term IT includes computing devices, peripheral and network infrastructure hardware, Wi-Fi hardware, and related resources, but does not include any equipment acquired by a federal contractor incidental to a federal contract. All IT equipment categorized as capital and minor GP will be accounted for in an APSR. Sub-minor IT equipment shall be accounted for in an APSR if it meets the criteria in paragraph 0202 of this Volume.

030201. Supporting Establishment Systems (SES)

SES assets will be accounted for in an APSR in accordance paragraph 0202 of this policy and other existing applicable Marine Corps policies. SES assets routinely consist of many components comprising a system, and the components for each system do not generally meet accountability criteria; however, when combined to produce an SES system, the total cost quickly qualifies these systems as capital assets. Examples of SES assets include: Emergency Response Systems (e.g. Base Telephone Infrastructure), Consolidated Emergency Response System, Enterprise-Land Mobile Radio, equipment in support of network and infrastructure services, (e.g. network servers and associated equipment for both secure and non-secure networks), and Marine Corps Enterprise Information Technology Services (e.g. network servers and associated equipment). For additional guidance see reference (r).

A. The MARCORSYSCOM PM for SES is responsible for the purchase and lifecycle management of garrison IT assets. These responsibilities include publishing a fielding plan and component list (SL-3).

B. Upon receipt, the accountable officer will account for SES held in facilities owned and secured by the installation, and in cantonment areas or spaces of a Marine Expeditionary Force aboard the installation.

C. TECOM, Marine Forces Reserve, Marine Corps Embassy Security Group, Marine Corps Security Force Regiments, and other commands in custody of SES assets will account for asset records assigned to their command, regardless of location.

D. MARCORSYSCOM retains configuration management responsibility for SES assets maintained by the command's lifecycle sustainment contracts. MARCORSYSCOM will

issue such SES assets to the sustainment vendor as Government Furnished Property. Per Volume 10 of this Order, MARCORSYSCOM will manage SES GP and Government Furnished Property.

E. The PMs for SES at MARCORSYSCOM will catalog SES assets, create birth records, and upload KSDs to the APSR. Asset records for SES will be reviewed by ADC I&L (LF) prior to transferring the assets to the appropriate accountable officer. This will include documentation for capital improvements and development of required Fair Market Value (FMV) Worksheets.

030202. Internal Use Software (IUS). IUS will be accounted for in an APSR. Per reference (t), software includes the application and operating system programs, procedures, rules and any associated documentation pertaining to the operation of a computer system or program. Most often, software is an integral part of an overall system having interrelationships between software, hardware, personnel, procedures, controls, and data. IUS includes all IT applications, systems, and/or software licenses within the Marine Corps IT portfolio. IUS is software that:

A. Is acquired or developed to meet the activity's internal or operational needs (intended purpose).

B. Is a stand-alone application, or the combined software components of an IT system that can consist of multiple applications, modules, or other software components integrated and used to fulfill operational requirements.

C. Does not include computer software (i.e. operating systems, firmware, etc.) that is integrated into and necessary to operate general property, plant, and equipment, rather than perform an application.

0303 INTERIM RELOCATABLE FACILITIES (IRFs)

Per reference (s), IRF assets are classified as either real property or personal property (i.e., GP).

030301. IRFs designated as Class II real property will have Class II asset records maintained in the Internet Naval Facilities Asset Data Store APSR.

030302. IRFs designated as Class III, Type 5 assets will have asset records maintained in the Internet Naval Facilities Asset Data Store and will be accounted for as GP in DPAS.

0304 GROUND TRAINING SYSTEMS (GTS)

GTSs will be categorized as either GP or military equipment based on the associated concept of operations and deployable status. GTSs will be accounted for within an APSR in accordance with reference (a) and Volume 3 of this Order. MARCORSYSCOM retains lifecycle management and accountability responsibility for assigned GTS and will be designated the controlling custodian for GTS assets managed via lifecycle sustainment contracts solely managed by the contractor and issued as Government Furnished Equipment.

0305 AVIATION SIMULATORS

030501. Marine Corps aviation simulator assets are owned by the Department of the Navy (DON) and are used in support of the DON mission and objectives. Aviation simulators are used in training of pilots across the DON. The DON funds, procures, fields, and maintains these type assets. Naval Air Systems Command (NAVAIR) procures the simulators and maintains the full lifecycle for them, much as it does for aircraft.

030502. The Marine Corps does not have lifecycle management responsibility or fund lifecycle events. The DON incurs the cost and responsibility for simulators. Aviation equipment provided by NAVAIR is accounted for by NAVAIR and will not be accounted for in a Marine Corps APSR. Aviation simulator assets are reported at the DON level and should not be included and reported on Marine Corps financial statements.

0306 AIR TRAFFIC CONTROL (ATC) EQUIPMENT

The ATC System Integrated Product Team is responsible for acquisition and lifecycle support for systems that provide ATC capability at Navy and Marine Corps Air Stations and ships. The ATC System Integrated Product Team, in conjunction with HQMC Aviation and the MARCORSSCOM Management Control Activity, will produce fielding plans and an SL-3 component listing for these assets.

030601. ATC assets purchased by the Marine Corps are GP and will be accounted for in accordance with this policy.

030602. Per reference (u), ATC equipment provided by NAVAIR is accounted for by NAVAIR and will not be accounted for in a Marine Corps APSR.

0307 PHYSICAL SECURITY EQUIPMENT AND MARINE CORPS ELECTRONIC SECURITY SYSTEMS

Physical security equipment and Marine Corps Electronic Security Systems (MCESS) must be accounted for in an approved APSR. A component-level inventory list and fielding plan will be provided by MCESS PMs in conjunction with ADC I&L (LF).

030701. Asset records for MCESS will be prepared by ADC I&L (LF) prior to transferring the assets to the appropriate accountable officer. This will include documentation for capital improvements and development of required FMV Worksheets. MCESS PMs, in conjunction with ADC I&L (LF), will catalog MCESS assets, create birth records, and upload KSDs to the APSR.

030702. The component list will be part of the fielding plan provided by MCESS PMs in conjunction with ADC I&L (LF).

0308 BOATS

Marine Corps boats, boat trailers, and boat motors are GP. Property accountability for GP is outlined in Volume 3 of this Order and establishes DPAS as the APSR. Boats, boat trailers, and boat motors procured as a set will be accounted for under the MC-USMC DPAS module. Boat trailers and motors procured independently are not required to be accounted for in the MC-USMC DPAS module unless they meet the \$5,000 threshold, or it's deemed necessary by the installation commander. To prevent dual accounting and financial misstatement, the Marine Corps will routinely verify ownership rights by validating KSDs of boats, boat trailers, and boat motors. The Marine Corps will not account for any boats, boat trailers, and boat motors aboard the installations where ownership rights have not been established and properly validated. Owning units will ensure that boats and boat trailers comply with all local and state registration and licensing laws. Additionally, this policy does not pertain to boat operator licensing.

0309 REMAIN BEHIND EQUIPMENT (RBE)

Per paragraph 0208 of Volume 3 of this Order, RBE is unit equipment left by deploying forces at their bases when they deploy. For GP and GME, the RBE chain of command, in coordination with the supporting unit commander, will designate which organizations will account for RBE and provide oversight.

VOLUME 15: CHAPTER 4
“FINANCIAL MANAGEMENT OF GP AND GME ASSETS”
SUMMARY OF SUBSTANTIVE CHANGES

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

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CHAPTER 4

FINANCIAL MANAGEMENT OF GP AND GME ASSETS

0401 GENERAL

This chapter provides an understanding of critical financial management concepts, policy, and procedures used for effective management and reporting of GP and GME assets to the Marine Corps financial statements. Proper application of these concepts will ensure financial information in the APSR ultimately aligns with comparable information in various financial management systems.

0402 VALUATION

Valuation of assets is a key financial management process to ensure accurate reporting of assets throughout their entire lifecycle. To support accurate valuation, Marine Corps processes and internal controls must be designed to ensure GP and GME transactions (all acquisitions, disposals, and inventory balances) are recorded correctly and are valued on an appropriate valuation basis.

040201. Valuation Elements. Valuation consists of three data elements (Total Acquisition Cost, Useful Life, and Placed In-Service Date) which are used to calculate the NBV to support the Marine Corps financial statements. Valuation must be captured in the APSR. Determination of the value of an asset requires the following:

A. Total Acquisition Cost – Purchase Price Plus Ancillary Costs

1. Purchase price. Per reference (a), the purchase price is the amount the Marine Corps paid for an asset (net of both trade and case discounts paid for the item).

2. Ancillary costs. Per reference (a), ancillary costs include all other costs including transportation costs, handling and storage costs, labor and other direct or indirect production costs, installation costs, design or engineering costs, cost of supervision of construction, appropriate share costs of equipment and facilities used in construction, etc. Constructed assets could have more ancillary costs. In the case of a constructed asset see reference (a) for a more detailed listing.

B. Useful Life. Per reference (g), useful life is the estimated normal operating life of an asset in terms of its utility to the Marine Corps. The useful life of an asset is determined by reference (g), Volume 6, paragraph J, Table 6.1 DoD Recovery Periods for Depreciable General Property, Plant, and Equipment Assets. The useful life of common assets is outlined in Table 4-2.

C. Placed In-Service Date. The placed in-service date is the day the asset was originally placed in service by the installation. This is also the day the APSR automatically begins to calculate the asset's depreciation. Proper selection of the placed in-service date is discussed in paragraph 040302.

040202. Valuation Documentation. Documentation is required for both capitalized and minor assets to support the input of valuation elements into the Accountable Property System of

Record (ASPR). Non-capitalized assets are expensed and are not required to be depreciated. KSDs supporting the valuation of all capital assets recorded in the APSR must be retained for 10 years per Volume 3 of this Order. KSDs include:

- A. Obligating documents that support asset acquisition costs and any related asset improvements (e.g., contracts, Military Interdepartmental Purchase Requests (MIPRs), statements of work, purchase orders, DD-1155, DD-1149, etc.).
- B. Documentation of shipping, planning, engineering, or installation invoices, Memorandums for the Record explaining labor costs or shares of construction equipment, with justification.
- C. Documentation supporting the placed in-service date (e.g., iRAPT Receiving Report, DD-250, DD-1348, US bill of lading, etc.).
- D. Documentation supporting any retirements, transfers, or other disposals of idle, excess, obsolete, or otherwise unusable assets (e.g., Declaration of excess, documentation supporting determination of impairment from performance of physical inventory counts, DD 1348-1A and DD 1149).

040203. Fair Market Value (FMV) Worksheet. KSDs are required for all capital and minor assets recorded in the ASPR. In some instances, KSDs may not be available to document the valuation of property in the ASPR. The FMV Worksheet provided in Appendix C of reference (a) provides a format to document estimates of the acquisition cost of GP and GME items when the original documentation cannot be obtained. This worksheet serves as a substitute for the original documentation that substantiates the recorded cost and date, both necessary for financial reporting purposes, and is to be kept as part of the asset record. Appendix A of this Volume details acceptable alternative valuation methods when KSDs are not available. Note: Per references (a) and (b), PPMs shall exhaust all options to locate and/or obtain KSDs for assets costing \$5,000 or more. Minor property procured and recorded in DPAS on or before 30 September 2015 should be supported by KSDs; however, unlike garrison capital assets, in the event KSDs cannot be located, FMV Worksheets will not be required for minor property. Rather, an MCICOM memorandum for the record will be uploaded to the asset record. Table 4-1 below identifies when FMV Worksheets are required if KSDs are not available:

	KSD	FMV Worksheet
Capital Assets		
Not Fully Depreciated	Y	Y (if no KSD)
Fully Depreciated	Y	Y (if no KSD)
Minor Property		
Procured on or before 30 September 2015	Y	N (if no KSD)
Procured after 30 September 2015	Y	Y (if no KSD)

Table 4-1. Requirements for KSD and FMV Worksheets

0403 DEPRECIATION

All capital assets will be depreciated in accordance reference (g). When assets are properly identified (i.e., correct asset description, date, and cost), the APSR for GP and GME will automatically calculate depreciation. Property depreciation is applied using the straight line method. This means an item’s value reduces by the same amount every month until fully depreciated. GP and GME assets will typically be depreciated for a period between 5 and 20 years in accordance with reference (g). Non-capitalized assets are treated as expenses on the financial statement and are not required to be depreciated. Table 4-2 below lists depreciation periods for common asset types.

Sample Asset Type	Recovery Period	Justification
<ul style="list-style-type: none"> Aerial Boom Trucks (Cherry Pickers) Buses Dump Truck P-19 Fire Trucks Suction Trucks Tractor Trailer Trash Trucks Vans Telecommunication Equipment 	5-year depreciation schedule	Vehicles and Heavy Trucks are depreciated over 5 years per reference (g).
<ul style="list-style-type: none"> VTC Equipment Digital Cameras Security Cameras/Systems Installation Communications Equipment 	5-year depreciation schedule	Computers, ADP Systems and Hardware, Radio and Television Broadcasting Equipment and Software depreciate over 5 years per reference (g).
<ul style="list-style-type: none"> Balers, Tie Bulldozers Carousel, Warehouse Excavators Forklifts Hydraulic Platforms Snow Blowers Sweepers (Street/Runway) Tractors Storage Tanks (above/below ground) Boats: Dive and Rescue, Patrol, Utility, Oil Skimmers 	10-year depreciation schedule	Machines & Equipment are depreciated over 10-year periods per reference (g).
<ul style="list-style-type: none"> *Generally reserved for real property* 	20-year depreciation schedule	Vessels, Tugs, Barges and Similar Water Transportation Equipment (Non-ME Vessels/Ships) depreciate on 20-year lives per reference (g).

Table 4-2. Common Asset Type Depreciation Periods

040301. Compliance. Per reference (a), the depreciation activation date is the date that depreciation starts for capitalized property. For new acquisitions, the date of receipt shall be used, except for constructed personal property or improvements where the date of acceptance shall be

used. If the receipt date is not known, the PPM shall use either the shipping date, inspection date, or procurement date, respectively.

040302. Placed In-Service Date. Sometimes referred to as Original In-Service Date, this data element should align with the receipt date from the KSD (e.g., DD-250).

A. The original in-service date for assets transferred into the Marine Corps can be manually entered into the APSR to reflect the date the asset was actually placed in service – this may not be the same as the date the Marine Corps took receipt of the item.

B. If an asset has been in use for an extended period, the date of receipt (e.g., the date on the DD-250) is still the appropriate date to activate the asset in the APSR. Note: In the event an asset is being constructed, the activation date should align with the date the asset is ready for its intended use.

040303. Depreciation Expense. Depreciation expense represents the amortization of the cost of depreciable GP and GME as an operating expense over the period in which assets are expected to provide benefits. Depreciation periods are covered in references (a) Volume 4, Chapter 6 of reference (g).

0404 IMPACT OF SUPPLY ACTIONS ON VALUATION

In addition to reconciling supply records with physical inventories, supply records must also be reconciled with financial accounting systems. The process of requisitioning is directly linked to financial management since all requisitions obligate financial resources. All requisitions, to include all types of Marine Corps funding, shall be managed in accordance with applicable policies and directives, specifically references (a), (g), (k) and (v). The installation PPM will reconcile supply information (i.e., on hand balances) in the APSR quarterly with a resulting variance report provided to DC P&R (RFA) per reference (v).

040401. Capital Improvements. Per Volume 6 of reference (g), the costs to improve capitalized GP and GME assets shall be capitalized when the costs of the improvement increase the asset's capability, size, efficiency, or useful life. In addition, the cost of an improvement shall be capitalized only when the cost of the improvement equals or exceeds the Marine Corps capitalization threshold of \$100k, regardless of funding source.

A. Capital improvement examples include:

1. Expanding a security network (adding cameras, monitors, etc.).
2. Expanding installation communications distribution capacity (data centers, area distribution nodes, communication spaces).

B. Capital improvements which do not extend the useful life of the asset will be depreciated over the remaining useful life of the asset.

C. Capital improvements having an expected useful life differing from the asset will be depreciated separately.

040402. Trade-In Value. Per reference (a), the cost to be recorded for a capitalized asset acquired when trading in another asset shall be equal to the sum of the book value of the asset traded plus any cash paid or liabilities assumed for the new asset. The book value is the recorded cost of a capitalized asset, less its accumulated depreciation.

A. An asset is considered a trade-in when an item is provided to the vendor as part of a deal to purchase a new asset. The old asset is considered a trade-in as the vendor will apply a value to the new purchase.

B. An asset is not considered a trade-in when it is sent to DLA Disposition Services and a new one is procured.

C. Accounting for Trade-In Assets. The book value of the original asset should be added to the cash paid or liabilities assumed to determine the total cost of the new asset. An example would be a new saw purchased for \$175,000 cash plus the installation's old saw. The book value from DPAS of the old saw was \$20,000. The exact book value should be added to the total cash paid when calculating the total cost. In this example, the correct total would be \$195,000.

040403. Transfers. Per reference (a), transferred-in GP and GME represents assets the Marine Corps receives from other activities or other federal agencies. Transferred-in GP and GME items that meet capitalization criteria shall be recorded as capitalized assets and depreciated over the remaining estimated useful life of the asset. To ensure proper accountability and financial reporting of transferred-in assets, the PPM or Fleet Manager and receiving personnel must establish local procedures to ensure all documentation is received, and an IUID label is affixed per reference (f). Per reference (a), the asset must then be entered into the APSR within 7 days with the correct receipt, placed in-service date, activation date, acquisition cost, and depreciation information. Examples of government property transfers are as follows:

A. The Marine Corps receives a radar device from the Federal Aviation Administration (FAA). The FAA provides the original purchase and receipt information indicating the item cost of \$500,000 and is 4 years old with a useful life of 10 years. Accumulated depreciation is \$200,000 and the NBV is \$300,000.

1. Since this is a federal agency (non-DoD) the asset total cost is recorded at the FAA's NBV of \$300,000. The activation date is the date the Marine Corps took possession, and the remaining estimated useful life is 6 years.

2. Tier 1 documentation: FAA's DD-250 equivalent, contract, commercial invoice, and transfer document.

B. The Marine Corps receives a Server Tower from the US Air Force. The Air Force provides documentation indicating they acquired the server from a vendor 2 years ago for \$500,000. The Air Force depreciates the server over 4 years and informs the Marine Corps that the asset's NBV is \$250,000.

1. Since this is a DoD activity, the asset's total cost is the \$500,000 originally paid by the Air Force. In addition, the accumulated depreciation equals total depreciation expense recognized by the Air Force at the time of transfer - \$250,000. The useful life is the same as the useful life used by the Air Force.

2. Source documentation is the Air Force's DD-250, contract, commercial invoice, and DD-1149 at the time of transfer.

C. Per reference (a), if the original source documentation (i.e., purchase order, vendor invoice, and receiving report) is not available, then a DD 1149 may be accepted as proper documentation provided all applicable information (i.e., acquisition cost, depreciation activation date, part number, national stock number, serial number, bar code (or other unique identifier), nomenclature, quantity, value, and recovery period) are documented on the form.

0405 FINANCIAL REPORTING

For purposes of reporting on the Marine Corps financial statements, the following applies per Figure 4-1 below:

040501. Expense Items. Per reference (g), expense items are those items with a unit price under the capitalization threshold of \$100k that do not meet depreciation requirements. Expenses are the costs incurred to operate and maintain the organization such as personal services, supplies, and utilities. This includes consumable supplies and materials, and principal/secondary items which are generally financed with O&M, MC appropriations. Items procured from Defense Working Capital Funds (DWCF) will be treated as expense items in all cases except when intended for use in weapon systems outfitting, government furnished material on new procurement contracts, or for installations as part of a weapon system modification, major reactivation, or major service life extension.

040502. Investment Items. Per reference (g), investment items are those assets with a unit price above the capitalization threshold of \$100k that meet depreciation requirements or are centrally managed. The type of appropriations used for this type of property are PMC funds. Investments are the costs that result in the acquisition of, or an addition to, end items. These costs benefit future periods and generally have a long life-span. Equipment stocked in the stores accounts or similar-type allowance equipment in the possession of operating forces is excluded.

Expense/Investment Cost Determination						
Is the item a	If	Then	If	Then	If	Then
Centrally Managed/Asset Controlled Item?	Yes	Is the item purchased from DWCF?	Yes	Is the item part of a full funding effort? *	Yes	Classify as Investment
					No	Classify as Expense
			No	Classify as Investment		
	No	Is the unit cost more than \$100,000?	Yes	Classify as Investment		
			No	Classify as Expense		
* When intended for use in weapon system outfitting, government furnished material on new procurement contracts or for installation as part of a weapon as part of a weapon system modification, major reactivation or major service life extension.						

Figure 4-1. Expense/Investment Cost Determination

VOLUME 15: CHAPTER 5

“MANAGING ASSET RECORDS IN THE APSR”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 5

MANAGING ASSET RECORDS IN THE APSR

0501 GENERAL

This chapter provides policy and procedures to facilitate effective asset management of GP and GME within the APSR to include KSDs, FMV Worksheets, and required IUID labels.

0502 ASSET RECORD MANAGEMENT

050201. Data Elements. Reference (b) identifies the required data elements for effective asset management in an APSR. To ensure effective management of GP and GME assets, Marine Corps activities will utilize the following data elements:

- A. Name, part number and description (noun, nomenclature), model number, and national stock number, if known.
- B. Contract/Purchase Order number
- C. Owner (both the accountable and custodial organization)
- D. Status (e.g., active or inactive (retired), staged, stored, in-transit, transferred, declared excess, awaiting disposal, disposed of).
- E. Quantity (e.g., received, fabricated, issued, and on-hand) and unit of measure.
- F. General ledger classification (e.g., military or general equipment, loaned, or leased, or a means to apply business rules for making such a determination).
- G. Value at full cost and depreciation information, if applicable; or original acquisition cost if the property does not require capitalization.
- H. Estimated useful life (years or activity based for capitalized property).
- I. Unique item identifier (UII) or DoD recognized IUID equivalent, if available and necessary for unique identification in accordance with reference (n).
- J. Date placed in service.
- K. Location.
- L. Current condition (e.g., supply condition code).
- M. Posting reference (e.g., receiving report number, contract, purchase order, or other procurement identification number, invoice number).

N. Transaction type (e.g., received, accepted, inventoried, transferred, shipped, retired or disposed).

O. Transaction date.

050202. Key Supporting Documents. Per reference (a), GP and GME property records and/or systems must provide a complete trail of all transactions, suitable for audit (i.e., a transaction-based history of asset activity, including individual additions and deletions). KSDs are defined as documentation that is retained to demonstrate control activities and are properly designed to satisfy financial reporting objectives, as well as support individual financial transactions and accounting events. Table 5-1 provides examples of several KSDs and identifies the primary use for each. This table is not intended to be an all-inclusive list of required KSDs. The ability to substantiate key data attributes within the APSR is directly related to the documentation on hand to support an asset. Per Volume 3 of this Order, KSDs are a required and critical part of GP and GME property records. Per reference (a), sufficient documentation must provide validation for entries recorded and tracked in the accounting system. Note: KSDs must be able to substantiate the data elements identified in sub paragraph 050201 of this Volume.

Example KSDs	Primary Use
Purchase Order (DD 1155)	Procurement validation
Receiving Report (Any one of the following) - DD 1155 (Box 26) - DD 250 (Box 22) - DD 1348-1A (Box 23 & 27)	Depreciation activation date
Vendor Invoice	Acquisition cost and ancillary costs
DD 1149	Transfer
DD 1348-1A	Disposal
Fair Market Value Worksheet (FMV)	Alternate Method of Valuation

Table 5-1. Examples of KSD Usage

A. New capital acquisitions will be supported with a copy of the contract (SF 1449, SF26 and/or SF33), purchase order (DD 1155), receiving report (DD 250), bill of lading (SF 1103), vendor invoice, and/or other documents that capture ancillary costs if applicable.

B. New minor property acquisitions will be supported with a copy of the contract (SF 1449, SF26 and/or SF33), purchase order (DD 1155), receiving report (DD 250), and/or bill of lading (SF 1103). One (or all) of these three documents will provide adequate information for entering the necessary information into the APSR. These KSDs must be provided in accordance with Table 4-1 of this Volume.

C. Property transferred in or out (capital and minor) will be supported with the requisition and invoice/shipping document (DD 1149) and any other original documentation pertaining to the item transferred (e.g., contract and receipt documents).

D. Disposed property (capital and minor) will be supported with the issue release/receipt document (DD 1348-1A).

E. Documentation for Special Types of Property

1. Leases for equipment will be supported by the lease agreement, Lease Determination Worksheet, and Data Element Worksheet for all leased assets the Marine Corps receives.

2. Donated, exchanged, found, or unsupported personal property will be supported with a DD 1348 document identifying where the asset came and who transferred the asset. At a minimum, a memo to the record must be retained explaining in detail the situation involving the asset. Finally, in the absence of a DD 1348, the asset will be supported by a similar asset FMV Worksheet as described in Appendix C of reference (a).

3. Software will be supported by the contract and receipt documents. If available, software will also be supported by a copy of the site license agreement for all commercial off-the-shelf or externally developed software until the software is no longer in use. For internally developed software and improvements to internally developed or commercial off-the-shelf software, the PPM must retain all documentation supporting the final costs associated with producing the software.

050203. Record Retention. KSDs will be retained for 10 years in accordance with Volume 3 of this Order. Required KSDs include the contract which validates the requirement, an invoice which validates what the government was billed, and the receiving report or DD-250 which validates the receipt date and unique identifying information.

VOLUME 15: CHAPTER 6

“BUDGETING”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 6

BUDGETING

0601 BUDGETING

This chapter addresses the PPBE process and provides the foundation for organizations to develop and submit annual budgets for GP and GME. Budget execution and requisitioning are addressed in references (v) and (k). Working capital organizations will execute the PPBE process in accordance with references (g) and (v). Two important elements of the PPBE process within the Marine Corps are budget formulation and budget execution. GP and GME funding requirements will be submitted in accordance with ADC I&L (LF) POM directives and annual data calls. All GP and GME requirements are funded via an ADC I&L (LF) funding line/stream. Supported/tenant command O&M funds shall not be used for GP and GME assets unless authorized in this Volume.

060101. Program Objective Memorandum. Per reference (v), the POM is a critical document produced during the programming phase of the PPBE process and includes an analysis of missions, objectives, alternative methods to accomplish objectives, and allocation of resources. Development of the POM should include a review of local requirements in support of operations, and should include input from stakeholders throughout the installation, supporting establishment, and operating forces.

060102. Budget Submission Responsibility. Budget submissions for GP requirements are submitted through the supporting command (i.e., GP accountable officer) and shall be coordinated through the comptroller or fiscal office at each command.

060103. Appropriations. Per Volume 14, Chapter 2 of reference (g), the Purpose Statute provides that agencies shall apply appropriations only to the objects for which the appropriations were made, except as otherwise provided by law (see 31 U.S.C. § 1301(a) in reference (i)). The Comptroller General has determined the following three conditions which must be met to expend appropriated funds:

A. The expenditure of an appropriation must be for a particular statutory purpose or necessary for the proper execution of the general purpose of the appropriation.

B. The expenditure must not be prohibited by law.

C. The expenditure must not be otherwise provided for, and it must not fall within the scope of another appropriation. Costs budgeted in the O&M appropriations are considered expenses. Costs budgeted in the procurement appropriation are considered investments.

D. The following criteria will be used to distinguish those types of costs to be classified as expenses from those to be classified as investments for budgeting purposes:

1. Expenses are costs of resources consumed in operating and maintaining the DoD. When costs generally considered as expenses are included in the production or construction of an investment item, they shall be classified as investment costs. Military personnel

costs are an exception to this rule. The following guidelines shall be used to determine expense costs:

- a. Labor of civilian, military, or contractor personnel.
- b. Rental charges for equipment and facilities.
- c. Food, clothing, and fuel.
- d. Supplies and materials designated for the supply management of Defense Working Capital Funds.
- e. Maintenance, repair, overhaul, and rework of equipment.
- f. Assemblies, spares and repair parts, and other items of equipment that are not designated for centralized item management and asset control and which have a system unit cost less than the dollar threshold of \$250k for expense and investment determinations. These criteria are applied based on the unit cost of a complete system rather than on individual items of equipment or components that, when aggregated, become a system. The concept of a system must be considered in evaluating the procurement of an individual end item. A system is comprised of several components that are part of and function within the context of a whole to satisfy a documented requirement. In this case, system unit cost applies to the aggregate cost of all components being acquired as a new system.
- g. Costs of incidental material and items not known until an end item is being modified are conditional requirements and are considered expenses because the material is needed to sustain or repair the end item.
- h. Engineering efforts to determine what a modification will ultimately be, or to determine how to satisfy a deficiency, are expenses.
- i. Facilities sustainment, O&M-funded restoration and modernization projects. Planning and design costs are excluded from the cost determination for purposes of determining compliance with the amounts established in 10 U.S.C. 2805 for minor construction projects; however, design costs are not excluded from capitalization.

2. Investments are costs to acquire capital assets such as real property and equipment. The following criteria shall be used to determine costs to be classified as investments:

- a. All items of equipment, including assemblies, ammunition and explosives, modification kits (the components of which are known at the outset of the modification), spares and repair parts not managed by Defense Working Capital Funds, that are subject to centralized item management and asset control.
- b. All equipment items that are not subject to centralized item management and asset control and have a system unit cost equal to or greater than the expense and investment dollar threshold of \$250k (for working capital funds investment criteria see reference (w))

and Volume 2B Chapter 9 section 090104 of reference (g)). The validated requirement may not be fragmented or acquired in a piecemeal fashion to circumvent the expense and investment criteria policy.

c. Construction, including the cost of and rights therein (other than leasehold). Construction includes real property equipment installed and made an integral part of facilities, related site preparation, and other land improvements.

d. The costs of modification kits, assemblies, equipment, and material for modernization programs, ship conversions, major reactivations, major remanufacturing programs, major service life extension programs, and the labor associated with incorporating these efforts into or as part of the end item are considered investments. All items included in the modification kit are considered investments even though some of the individual items may otherwise be considered as an expense. Components that were not part of the modification content at the outset and which are subsequently needed for repair are expenses. The cost of labor for the installation of modification kits and assemblies is an investment.

e. Supply management items of Defense Working Capital Funds designated for weapon system outfitting, government-furnished material on new procurement contracts, or for installation as part of a weapon system modification or modernization, major reactivation, or major service life extensions.

f. Also considered investments are support elements such as data, factory training, support equipment, and interim contractor support which are required to support the procurement of a new weapon system or modification.

Note: The \$250k investment threshold is for procurement purposes and determines the type of funding used to purchase assets. This should not be confused with the \$100k accountability threshold which is used to determine which items are capital assets that are depreciated in the APSR.

3. In accordance with section 8030 of the DoD Appropriations Act of Fiscal Year 2016, commanders can execute O&M, MC appropriations for the purchase of investment property when approved by ADC I&L (LF). Authority for the local purchase of centrally procured GP and GME assets (i.e., purchased via MARCORSSYSCOM) is not delegated to the operating forces or supporting establishments unless authorized by ADC I&L (LF). For additional guidance on the use of appropriations refer to Figure 4-1 in this Volume.

0602 BUDGET PROGRAMS FOR GARRISON PROPERTY (GP) AND GARRISON MOBILE EQUIPMENT (GME)

There are five main categories of budget programs for GP and GME.

060201. Collateral Equipment (CE). CE is a centrally-managed O&M, MC and PMC funding program that supports the operating forces and supporting establishment organizations with one-time initial outfitting of military construction projects. This includes furniture, furnishings, and essential equipment which are loose, portable, or can be detached from a structure so the facility may be used for its designated purpose. Requirements must be associated with new military construction (MILCON), expansion of existing facilities that results in a change in function, operation, or an

improvement in physical condition of the facility (facilities sustainment, restoration, and modernization, or host nation funded improvement projects). Types of assets procured under the CE program include, but are not limited to: physical security equipment, command support equipment, audio visual equipment, and communications equipment. Equipment such as electronic security systems and IT equipment (e.g., routers and switches) are centrally managed and therefore are considered investment items. The hierarchy of CE budget programs is shown in Figure 6-1.

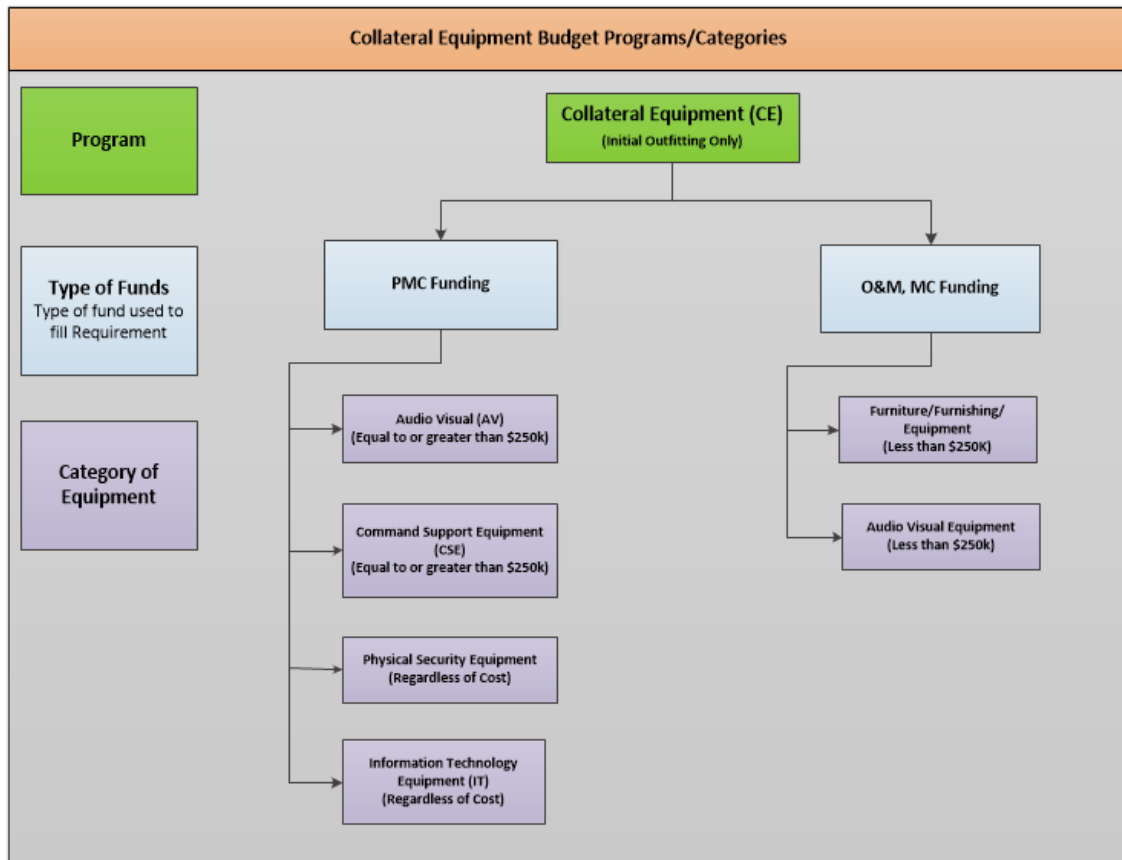


Figure 6-1. CE Budget Program Hierarchy

A. Planning

1. Project Engineering Documentation. When planning MILCON; facilities sustainment, restoration, and modernization; or host nation facility improvement projects; the requirements generator will coordinate with the supporting command (i.e., Public Works, PPM, or Fleet Manager) to prepare a realistic estimate of CE requirements. The information should be included in the DD 1391 "Military Construction Data Sheet" to develop a totally integrated and useful facility.

2. Interior Design Services. Interior design services are an option to facility planners. If this option is utilized, the fees must be accounted for in the budget. These fees fall under the CE funding stream. Marine Corps activities are encouraged to solicit interior design

assistance from the appropriate NAVFAC. Projects to upgrade housing facilities, administrative offices, and mess halls are candidates for these services.

3. Turn-key Projects. Turn-key projects are budgeted for CE PMC or O&M, MC funds based on the estimated cost of the project. Turn-key projects exist when a contract specifies a contractor provides all equipment, installation, improvement, repair, and construction for the project. Several appropriations may be combined to obligate the contract. Turn-key projects associated with new construction may include communications structures and spaces, bachelor enlisted quarters, headquarters buildings, gyms/sports facilities, aircraft hangers, motor pools, and other facilities.

B. Programming. Programming for CE begins with an annual POM data call issued by ADC I&L (LF) to the Marine Corps enterprise. CE requirements identified on a DD 1391 are loaded into Logistics Facilities Services Application (LFS Apps) under the applicable appropriation. This allows HQMC to program CE funding in support of the project for the appropriate POM cycle year.

C. Budgeting. Annual budget requirements for CE are refined and submitted to ADC I&L (LF) in response to the annual budget data call. Budget requirements are submitted in LFS Apps by 30 June each year. Budget submissions for CE are used by ADC I&L (LF) to develop funding phasing plans, formulate annual funding allocations for each project, and serve as the basis for future budgets.

D. Execution

1. Allocation. Available O&M, MC funds will be allocated to activities for the specific purpose of outfitting a new or renovated facility. Procurement action shall be initiated immediately to commit funds for all items funded.

2. Obligation. Allocated funds must be obligated and shall not exceed the amount allocated.

3. PMC funds authorized to procure investment items are administered and executed through MARCORSYSCOM and are obligated after receipt of the authorization document (e.g. NavCompt Form 372).

060202. Personnel Support Equipment (PSE). PSE is a centrally-managed program (O&M, MC) that provides replacement of furniture, furnishings, and household equipment for existing bachelor quarters, mess halls, offices, and classrooms. The hierarchy of PSE budget programs is shown in Figure 6-2.

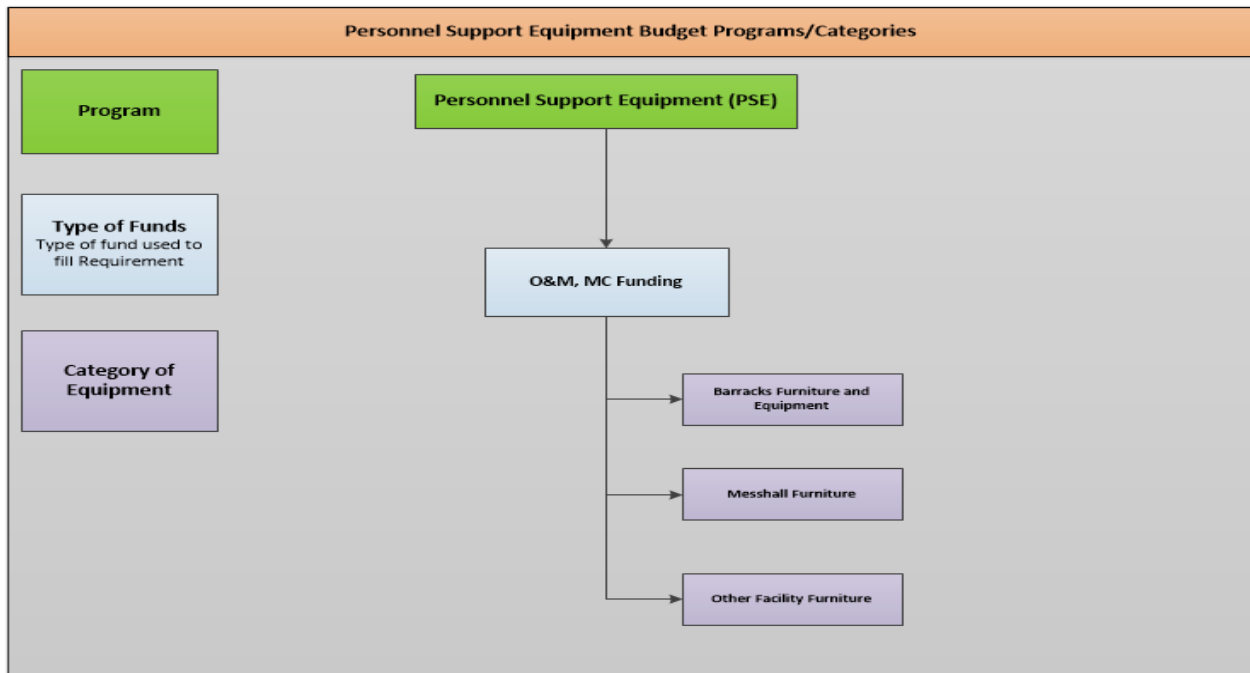


Figure 6-2. PSE Budget Program Hierarchy

A. Planning. Supporting (installation) commands are responsible for including PSE replacement costs in their PSE budget. It is the responsibility of the supported command requirements generator (e.g., barracks manager) to register these requirements with the supporting command for inclusion in POM and annual budget planning. Commanders of supporting commands will review PSE purchases for facilities beginning at the 9-year mark and submit requirements for replacement via LFS Apps, so a phased approach can be used when procuring items to meet the 12-year replacement timeline.

B. Programming. Programming for PSE begins with an annual POM data call issued by ADC I&L (LF) to the installations. The purpose of the data call is to develop the POM. PSE requirements are loaded into LFS Apps under the O&M, MC appropriation. This allows HQMC to program PSE funding requirements in support of installation and tenant activity projects in the appropriate POM cycle year.

C. Budgeting. Annual budget requirements for PSE are refined and submitted to ADC, I&L (LF) in response to the annual budget data call. Budget requirements are submitted in LFS Apps by 30 June each year. Budget submissions for PSE are used by ADC I&L (LF) to develop funding phasing plans, formulate annual funding allocations for each project, and serve as the basis for future budgets.

D. Execution

1. Allocation. Available O&M, MC funds will be allocated to activities for the replacement of PSE. Procurement action shall be initiated immediately to commit funds for all items funded.

2. Obligation. Allocated funds must be obligated and shall not exceed the amount allocated.

3. Authorized funds will be obligated after receipt of the authorization document (e.g. NavCompt Form 372).

4. If funding is unavailable through the PSE program, individual items may be purchased by supporting AOs if local O&M funds are available. The replacement cost for all soft items (i.e., bed linen, drapes, bed spreads, etc.) will be carried by the installation using local O&M funds. Replacement items will be maintained and disposed of as necessary to meet operational requirements. In instances where either hard or soft items have surpassed the mandated lifecycle and are still in a usable condition, installations will use their best judgement in determining the balance between quality of life and necessary expense.

060203. Command Support Equipment (CSE). The CSE budget program funds replacement of industrial and non-industrial equipment and systems at existing facilities. Examples include: waste pulping systems, grinders, overhead cranes, generators, carousel systems, conveyor belts, open water spill response equipment, and other warehouse equipment. The hierarchy of CSE budget programs is shown in Figure 6-3.

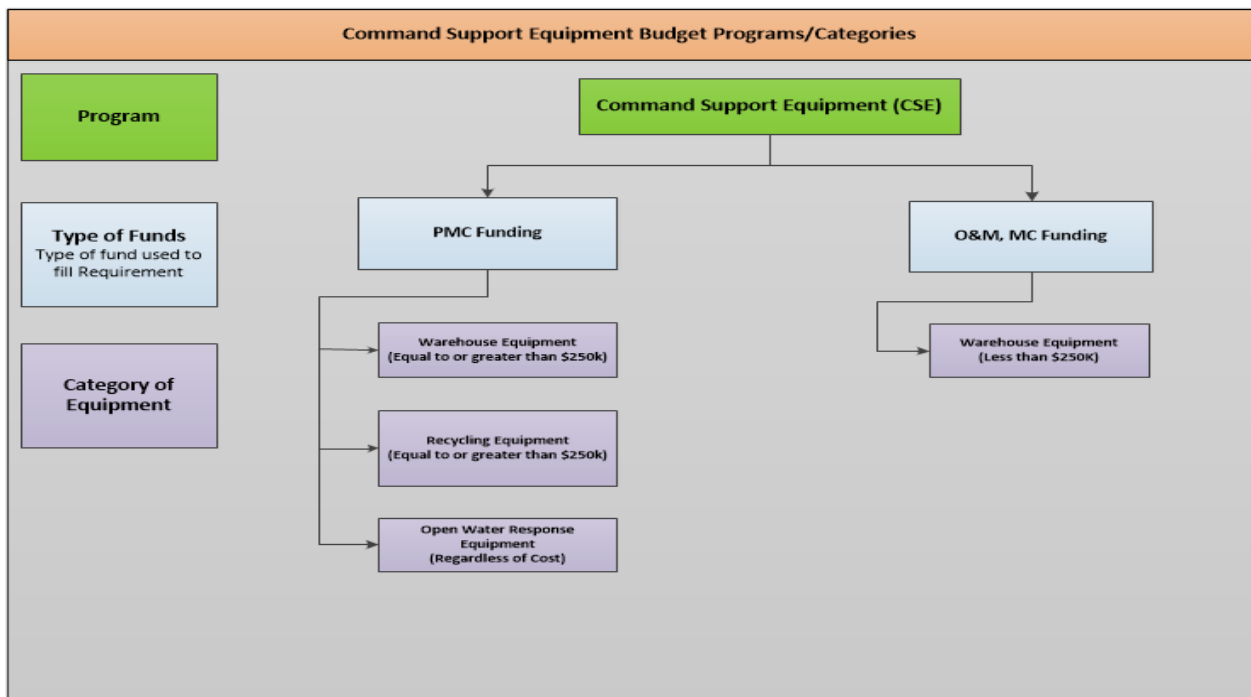


Figure 6-3. CSE Budget Program Hierarchy

A. Planning. To develop the CSE budget plan, commanders of supporting (installation) commands and the operating forces shall develop CSE requirements per the following guidelines:

1. Replacement. Determine if the time for equipment replacement matches the forecasted lifecycle for the item. If yes, POM for replacement costs. If not, see Maintenance Improvement below.
2. Maintenance Improvement. Determine if equipment with recurring maintenance problems should be fixed or replaced with newer technology that is more cost-effective.
3. New Technology. Determine if new technology may be available which will generate labor savings and improve productivity and efficiency.
4. Budget Justification. Seek necessary approval to comply with higher or local level authority. Develop appropriate justification and specifications for each requirement identified and prepare a logistics plan for procurement documentation.
5. Costs. Transportation and installation costs of equipment shall be included in the total item cost. Transportation and installation of CSE shall be funded with the same appropriation used to procure the equipment. Activities shall include installation in the terms of the contract for the supplier (contractor) to accomplish the equipment installation.
6. Economic Analysis. An economic analysis shall be completed for all equipment scheduled for commercial procurement and retained with the activity comptroller as supporting documentation.
7. Determine if the equipment replacement forecasted on the plant account listing should be replaced within the planned budget cycle. If not, update account records to correct the replacement year and condition code.

B. Programming. Programming for CSE begins with an annual POM data call issued by ADC I&L (LF) to the installations. The purpose of the HQMC data call is to develop the POM. CSE requirements are loaded into LFS Apps under the PMC funding appropriation. This allows HQMC to program CSE funding in support of the installation and tenant activity projects during the POM cycle year.

C. Budgeting. Annual budget requirements for CSE are refined and submitted to ADC I&L (LF) in response to the annual budget data call. Budget requirements are submitted in LFS Apps by 30 June each year. Budget submissions for CSE are used by ADC I&L (LF) to develop funding phasing plans, formulate annual funding allocations for each project, and serve as the basis for future budgets.

D. Execution

1. Allocation. Available PMC funds will be allocated for a specific requirement each year. The allocation of funding is determined by the priority of the need and the

availability of funding. Procurement action is initiated at HQMC with the necessary procurement documentation provided by the requesting installation.

2. Obligation. Allocated funds must be obligated and shall not exceed the amount allocated.

3. PMC funds authorized to procure investment items are administered and executed through MARCORSYSCOM and are obligated after receipt of the authorization document (e.g. NavCompt Form 372).

060204. Food Preparation and Serving Equipment (FPSE). FPSE is a centrally-managed procurement program that provides replacement of food preparation and servicing equipment. Complete guidelines governing the food service program are provided in reference (x).

A. Planning – Food Preparation and Serving Equipment (FPSE) Replacement Schedule.

1. Supporting installation commands are responsible to include FPSE replacement costs in their FPSE budget. It is the responsibility of the supported command and/or requirements generator, (e.g., food service officer/technician) to register these requirements with the supporting command for inclusion in POM and annual budget planning. In accordance with the Lifecycle Replacement Plan, commanders of supporting commands will review FPSE requirements and submit for replacement from the FPSE-managed program via LFS Apps.

2. Costs. Transportation and installation costs of FPSE shall be included in the total item cost. Transportation and installation of FPSE shall be funded with the same appropriation used to procure the equipment. Activities shall include equipment installation in the terms of the contract for the supplier (contractor) to accomplish. Equipment installation costs for new construction are part of the appropriation used to procure the equipment.

B. Programming. Programming for FPSE begins with an annual POM data call issued by ADC I&L (LF) to the installations. The purpose of the HQMC data call is to develop the POM. FPSE requirements are loaded into LFS Apps under the O&M, MC appropriation. This allows HQMC to program FPSE funding in support of installation and tenant activity projects during the appropriate POM cycle year.

C. Budgeting. Annual budget requirements for FPSE are refined and submitted to ADC I&L (LF) in response to the annual budget data call. Budget requirements are submitted in LFS Apps by 30 June each year. Budget submissions for FPSE are used by ADC I&L (LF) to develop funding phasing plans, formulate annual funding allocations for each project, and serve as the basis for future budgets.

D. Execution

1. Allocation. Available O&M, MC funds will be allocated to activities for replacement of FPSE. Procurement action shall be initiated immediately to commit funds for all items funded.

2. Obligation. Allocated Funds must be obligated and should not exceed the amount allocated.

3. Authorized funds will be obligated after receipt of the authorization document (e.g. NavCompt Form 372).

4. If funding is unavailable through the FPSE program, individual items may be purchased by supporting AOs if local O&M funds are available.

060205. Garrison Mobile Equipment. ADC I&L (LF) centrally manages and executes five GME programs to fund replacement of GME assets at Marine Corps installations. These include: (1) commercial cargo vehicles, (2) commercial passenger vehicles, (3) garrison mobile engineering equipment, (4) material handling equipment, and (5) emergency response vehicles. For the installations to execute a deliberate, timely, and prioritized replacement process for GME, ADC I&L (LF) maintains oversight and management responsibility. Complete guidelines governing GME are provided in reference (y). The hierarchy of GME budget programs is shown in Figure 6-4.

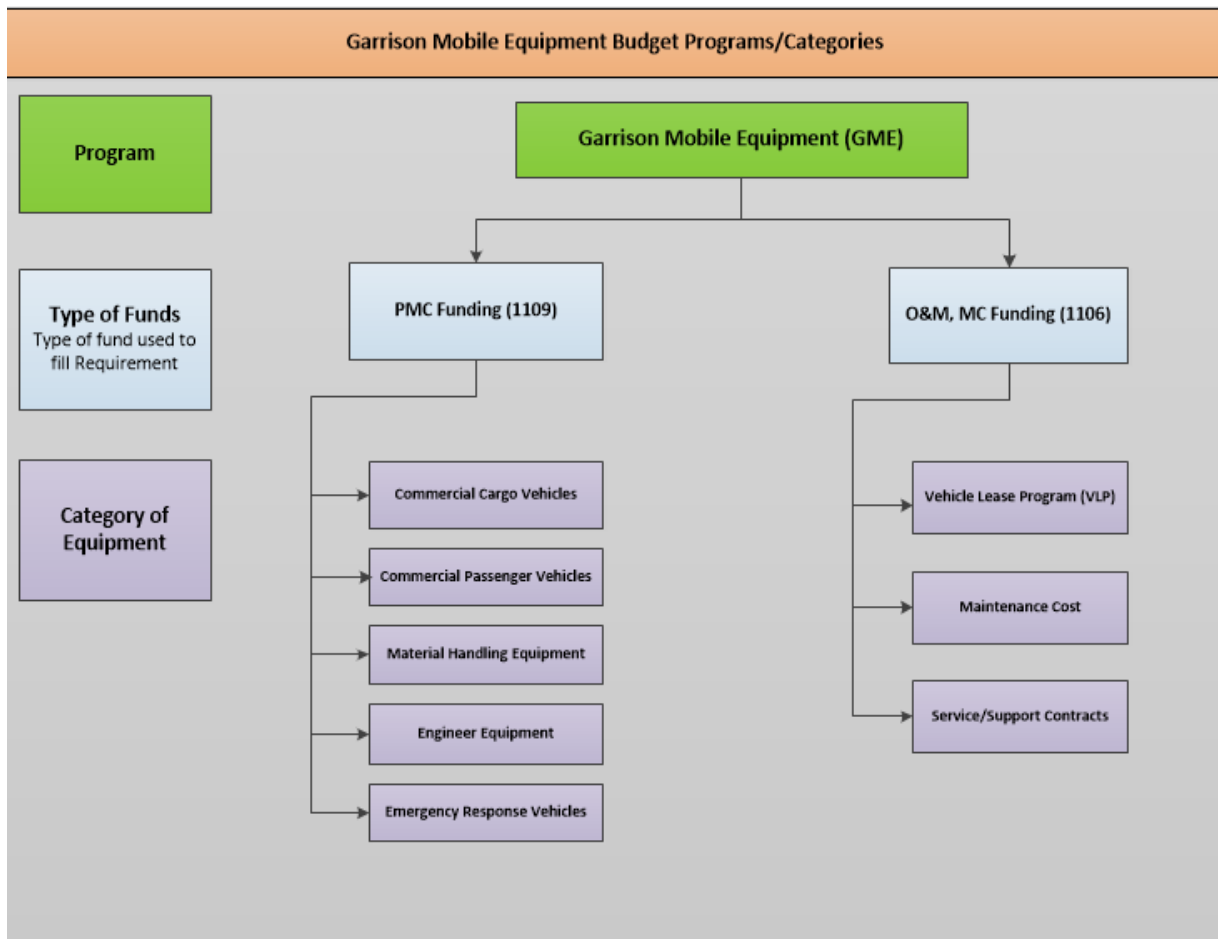


Figure 6-4. GME Budget Program Hierarchy

A. Planning. To fund the replacement of GME throughout the Marine Corps, ADC I&L (LF) develops a comprehensive plan for fulfilling requirements as required. Requirements determination is the internal process of determining what equipment is needed to fulfill each command's mission. This effort is most effective when commands keep the Fleet Management Information System up to date with all maintenance costs and service life and equipment utilization data; and perform a transparent and deliberate prioritization process to address their requirements.

B. Programming. Programming for GME begins with the identification of requirements by running the replacement utility within the Fleet Management Information System. This allows ADC I&L (LF) to program PMC funding to replace equipment that has exceeded its service life. A POM data call is issued annually to the Marine Corps installations to assist with developing POM submissions.

C. Budgeting. This phase of the PPBE process runs concurrently with the programming phase. In this phase, GME requirements undergo a final review before being presented as part of annual budget submissions.

D. Execution. ADC I&L (LF) will coordinate with GSA, NAVFAC Far East, and DLA to execute funds in a timely manner. PMC funds authorized to procure centrally-managed equipment are administered and executed through MARCORSYSCOM. Procurement action for GME requirements is initiated by ADC I&L (LF) using the finalized priority list. The following must occur to properly execute PMC funding allocations.

1. A Replacement Report is released by ADC I&L (LFS). In response, Fleet Managers prioritize the Requirements List based on their approved allowance to best support the installation's mission. Pending LFS review, Fleet Managers provide additional information as required for validation. Once the validated PPL is approved by LFS, the approved list is returned to each Fleet Manager.

2. GME procurement is centrally managed and initiated by LFS and contracted through various contracting agencies (e.g., DLA Troop Support, GSA, and NAVFAC Far East). LFS procures GME assets based on a prioritized listing of assets in the approved PPL.

3. When centrally procuring GME assets based on the approved PPL for each organization, LFS creates a PR in PR Builder confirming specifications with the receiving Fleet Manager. If acceptable, LFS submits the request in PR Builder where funds availability is verified in SABRS. If the PR is approved and signed by MARCORSYSCOM, funds are committed in SABRS and LFS notifies the selected contracting agency of the approved PR. The contracting agency then conducts the procurement.

0603 SPECIAL CONSIDERATIONS FOR BUDGETING

060301. Maintenance. Maintenance applies to all CSE and PSE assets regardless of dollar value. Maintenance and repair of GP and GME should be limited to those actions only necessary to keep property in such condition to be safely used (to include cyber compliance) for its intended purpose and to protect the government's investment. Maintenance funding requirements for

GP and GME is typically the responsibility of the owner. When the supporting unit is responsible for maintenance, they will include these costs in their MCICOM O&M budget requirement.

060302. Warranties. Per the Federal Acquisition Regulation (FAR) Subpart 46.7, the inclusion of a warranty in a contract is not mandatory. The contracting officer will consider factors such as the nature of the supplies/services, the cost of the warranty/technical support services, and the enforceability of the warranty in deciding whether to include a warranty in an acquisition for GP and GME. Unless one of the exceptions in DFARS 246.704 applies (i.e., the acquisition is for commercial items), the contracting officer will obtain approval from the Chief of the Contracting Office prior to including a warranty in an acquisition. In acquisitions for commercial items when FAR Part 12 is used, contracting officers will include FAR 52.212-4, which includes the government's rights after contract award, such as the implied warranty of merchantability and the implied warranty of fitness for a particular purpose. Additionally, contracting officers are normally required to take advantage of express warranties provided to the general public in customary commercial practice.

APPENDIX A

ALTERNATIVE VALUATION METHODS (AVM)

SUMMARY OF 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

APPENDIX A

ALTERNATIVE VALUATION METHODS (AVM)

GENERAL

Alternate Valuation Methods (AVM). If KSDs cannot be located for a capital asset, alternative methods must be used to determine the total cost, placed in-service date, and useful life.

A. Total Cost. This can be estimated using five different methods listed below in order of Marine Corps preference. See Table A-1.

B. Placed In-Service Date. This can be estimated using six different methods listed below in order of Marine Corps preference. See Table A-2.

C. Useful Life. The useful life, also known as the recovery period, is detailed in reference (g) based upon asset description. See Table 4-2 in this Volume for depreciation periods of common assets.

Notes for the AVM tables below: The Consumer Price Index Inflation Calculator found at http://www.bls.gov/data/inflation_calculator.htm uses the average consumer price index for a given calendar year. This data represents changes in prices of all goods and services purchased for consumption by urban households. This index value has been calculated every year since 1913. For the current year, the latest monthly index value is used.

GP and GME Costs Available Alternative Methodologies	
Comparable Asset	Comparable assets are generally defined as items in the same class used for the same function, of similar form and fit, of the same relative size, and are expected to provide virtually the same operational utility. Personnel may use the comparable asset historical cost as a reasonable estimate of historical cost for the asset in question.
Published Price List	Published price list from the Original Equipment Manufacturer (OEM) or a vendor involved in the manufacture of the same or a similar item. FEDLOG may be an acceptable alternate valuation method.
Price Certification	Actual price certification from the OEM or a vendor involved in the manufacture of the same or similar item. Obtain a letter with the vendor's letterhead, or an electronic email from the vendor that identifies the vendor's name within the email address, stating a reasonable amount of asset specific information demonstrating the asset in question and the asset quoted by the vendor are similar enough for comparative purposes, and what the vendor would currently charge for the asset.
Budgetary Estimates	The goal of the budgetary estimate valuation methodology is to use third-party (e.g., Congressional) and internal documentation to determine programmatic (e.g. LVSR, MRAP, etc.) funding levels to be expended by the component in any given year.
Appraisal	An appraisal specialist may be contracted to issue a written appraisal report or memo for government review and acceptance with a valuation for each asset appraised.

Table A-1. Alternative Methods for Determining Total Cost.

Total Cost can be determined using the five different methods listed above in order of Marine Corps preference.

Placed in Service Date Available Alternative Methodologies	
VIN Analysis	Vehicle Identification Numbers (VINs) consist of seventeen characters (after 1980), uninterrupted by slashes, hyphens, or spaces. The first three characters are the world manufacturer identifier. Characters four through nine are the vehicle descriptor section. Character ten indicates the model year or year of manufacture.
Midpoint of Model Year	Provided by the manufacturer on asset identification plates/tags.
Midpoint Placed in Service Date of Adjacent Assets	For assets acquired on the same contracting document, if receiving reports (e.g., DD-250) are available for some of the assets, the placed in service date may be determined by the midpoint between the placed in service date of the asset with the preceding serial/model number for which a receiving report is available, and the placed in-service date of the asset with the following serial/model number for which a receiving report is available.
Midpoint of Final Year of Funding	Midpoint of the final year the project allocated funding to acquire or perform an improvement on an asset.
Contract Deliver and Order Date	The placed in-service date used will be the “Deliver to Free on Board” point (by date) indicated in the contract, purchase order, Military Interdepartmental Purchase Request (MIPR), or procurement request. If a delivery date is not listed, the date used can be the order date of the acquisition document. For assets ordered through Military Standard Requisitioning and Issue Procedures, the FEDLOG data sheet may be used.
Midpoint of Years an Asset was Manufactured	The midpoint of the year(s) the asset was manufactured; certified by the OEM.

Table A-2. Methods for Determining Placed in Service Date

FAIR MARKET VALUE (FMV) WORKSHEET – From Ref (a)

SIMILAR ASSETS/ESTIMATED FAIR MARKET VALUE (FMV) WORKSHEET

Purpose: To document the estimated recorded cost and date for personal property (garrison property) items lacking proper substantiating documentation. Required for unsupported personal property recorded in the personal property system. This worksheet, when properly completed, serves as a substitute for original acquisition documentation and should be used when all attempts to locate actual documentation have been exhausted.

A. Personal Property General Information

UIC: _____

Command: _____

Responsible Officer (Hand Receipt Holder): _____

Document Number: _____

Nomenclature/Location: _____

National Stock Number (NSN): _____

Serial Number: _____

Manufacturer: _____

Bar Code Number: _____

Method of Acquisition:

Purchase _____ Requisition _____ Transfer _____ Donated _____ Found _____

B. Similar Asset Comparison

Location of Similar Asset: _____

Command Owning Similar Asset: _____

Similar Asset Comparison: _____

Personal Property Asset

Similar Asset

Nomenclature: _____

NSN: _____

Serial Number: _____

Model: _____

Model Year: _____

Description of Function: _____

Recorded Cost: _____

Depreciation Activation Date: _____

C. Determined Recorded Cost

1. If the assets are similar, obtain copies of the acquisition documentation for the similar asset and attach to this worksheet. Record the following information below:

Acquisition Cost: _____

Other Costs: _____

Total: _____

2. If a similar asset cannot be located, estimate the FMV for the personal property as of the date acquired. Use one or more of the following sources in determining the FMV:

<u>Source</u>	<u>Company</u>	<u>Contract #</u>	<u>Acq Cost</u>	<u>Date</u>
FLIS/FEDLOG Price:	FEDLOG	N/A	_____	_____
GSA Schedule Price:	_____	_____	_____	_____
Vendor Quote:	_____	_____	_____	_____

3. Record the information below:

Estimated FMV: _____

Other Costs: _____

Total: _____

D. Recovery Period _____

E. Determined Depreciation Activation Date

1. If the assets are similar, obtain copies of the acquisition documents for the similar asset. Record the information in number 2 below.

2. If substantiating acquisition documentation is not available, obtain the depreciation activation date in the following order:

	<u>Document #</u>	<u>Date</u>
Source:	_____	_____
Transfer Date on DD 1149:	_____	_____
Shipping Date:	_____	_____
Inspection Date:	_____	_____
Date Found:	_____	_____
Determined Depreciation Activation Date:	_____	_____

F. Documentation Requirements

File this document as the original acquisition documentation in accordance with DON Personal Property Policies and Procedures Manual. The following documentation should be included if available:

1. Similar Asset: Procurement documentation, invoice, and receiving report.
2. Comparable Value Research: Printout of FEDLOG entry or copy of relevant GSA Schedule or copy of vendor quote.
3. Depreciation Activation Date: DD 1149
4. Inspection Certification
5. Copy of physical inventory (during which the personal property was found).

Certification:

I certify that the personal property information recorded above is accurate to the best of my knowledge.

Name	Activity	Signature	Date
------	----------	-----------	------

**DIRECTIONS FOR APPENDIX A
(SIMILAR ASSETS/ESTIMATED FMV WORKSHEET)**

Purpose: To estimate the acquisition cost and date of a personal property item when the original documentation cannot be obtained. This worksheet serves as a substitute for the original documentation that substantiates the recorded cost and date, both necessary for financial reporting purposes.

Section A (Personal Property General Information):

This information is required to accurately identify the asset. This information should be obtained through physical examination, observation, and inquiries with command personnel.

Section B (Similar Asset Comparison):

This section allows the activity to estimate the recorded cost (for unsupported personal property recorded in the personal property system) and the recovery period (for capitalized personal property only) of the personal property item. It is important that every effort is made to ensure that the similar asset is a close match.

Once a similar asset is found, asset documentation (if available) should be obtained to substantiate the recorded cost and date.

If a similar asset cannot be located, Step 2 of Section C should be completed.

Section C (Determined Recorded Cost):

If copies of the acquisition documentation of the similar asset are available, record the recorded cost and recovery period in Step 1.

If the similar asset has a different acquisition date from the asset in question, the recorded cost must be adjusted for the effects of inflation. To do this: (1) determine the Consumer Price Index (CPI) for both the date of acquisition of the similar asset and the asset in question; (2) multiply the recorded cost of the similar asset by the CPI for the year the asset in question was acquired, divided by the CPI for the year in which the similar asset was acquired.

Example: Assume that an asset was acquired in 1995 but has unknown acquisition/recorded costs. A similar asset is found which was acquired in 1998 with a recorded cost of \$250,000. The CPI for 1995 was 120 and was 150 in 1998. The estimated recorded cost would be calculated as follows:

$$\$250,000 \times 120/150 = \$200,000$$

If a similar asset cannot be located, estimate the FMV of the asset by using other sources of pricing information (e.g., FEDLOG, GSA acquisition schedules, vendor quotes). Obtaining this information may require consultation with other activity personnel (e.g., Comptroller, Contracting Officer, Personal Property Managers). This information should be entered in Step

2. Document the source of the estimated FMV information and record the value amount and recovery period in Step 3 of this section.

Section D (Recovery Period):

Document the recovery period for the asset based upon the guidance in this instruction.

Section E (Determined Depreciation Activation Date):

If acquisition documentation for the similar asset was available, record the depreciation activation date on the lines listed in Step 2.

If substantiating documentation could not be obtained for the similar asset, use the year the asset was manufactured as the depreciation activation date (manufacture year can usually be found on the back of the asset). If the manufacture year is not available, the depreciation activation date shall be determined by judgmentally selecting the most appropriate date from Step 2.

Section F (Documentation Requirements):

File the worksheet and all the supporting documentation in accordance with this instruction.

Certification:

The preparer of this worksheet shall sign and date this worksheet to certify the accuracy of the information.

VOLUME 17

“FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS”

SUMMARY OF VOLUME 17 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	DD MMM YYYY	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. MCBul 4440.4 Financial Liability Investigation of Property Loss (FLIPL)

VOLUME 17: FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

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REFERENCES

- (a) Title 5 U.S.C., Section 5514
- (b) Title 10 United States Code (U.S.C.)
- (c) Title 31 United States Code (U.S.C.)
- (d) Title 37 U.S.C., Section 1007
- (e) Federal Acquisition Regulation Part 45 “Government Property,” January 19, 2017
- (f) DoD 4165.63-M, “DoD Housing Management,” October 28, 2010
- (g) DoD Instruction 5000.64, “Accountability and Management of DoD Equipment and Other ... Accountable Property,” May 19, 2011
- (h) DoD 7000.14-R, “Department of Defense Financial Management Regulation,” Dates vary by Volume
- (i) MARCORMAN W/CH 1-3
- (j) MCO P12000.11A W/CH 5
- (k) Manual for Courts Martial (2016)
- (l) MCO 4400.160
- (m) DoD 4140.25-M, DoD Management of Bulk Petroleum Products, Natural Gas, and Coal, 28 June 2013

VOLUME 17: CHAPTER 1

“GENERAL OVERVIEW”

SUMMARY OF SUBSTANTIVE CHANGES

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

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CHAPTER 1

GENERAL OVERVIEW

0101 GENERAL

This Volume provides policy, procedures, and defines responsibilities governing the Financial Liability Investigation of Property Loss (FLIPL) process in accordance with references (a) through (m). This policy ensures that Marine Corps processes and procedures are in compliance with Department of Defense (DoD) regulations for documenting, investigating, and assessing financial liability for government property that is lost, damaged, destroyed, or stolen.

010101. The Financial Liability Investigation of Property Loss (FLIPL) process is used to:

- A. Account for loss, damage, destruction, or theft of government property; determine the responsibility and amount of financial liability of those found to be culpable for such financial losses; provide relief from accountability; and establish debts resulting from the assessment of financial liability.
- B. Inquire, research, and investigate the causes of the loss, damage, destruction, or theft of government property.
- C. Assess financial liability with respect to lost, damaged, destroyed, or stolen government property.
- D. Initiate DD 200 "Financial Liability Investigation of Property Loss."
- E. Provide documentation that can be used to support the adjustment of accountable property records.
- F. Provide commanders with historical data which will enable them to take corrective action to prevent recurrence of the incident.

010102. The DD 200 is used to document the circumstances concerning the loss, damage, destruction, or theft of government property. It serves as a voucher for adjusting the property from accountable records. It also documents relief from or a charge of financial liability against an individual.

010103. To assist Marine Corps organizations with executing this policy, the following documents are provided as appendices: Appendix A provides instructions for completing the DD 200 and associated FLIPL documents; Appendix B is the FLIPL process flow chart; Appendix C is a sample Appointing Authority Appointment Letter; Appendix D is a sample Financial Liability Officer Appointment Letter; Appendix E is a sample Financial Liability Assessment Letter by the Approving Authority; Appendix F is a sample Request for Reconsideration Letter; Appendix G is a sample Appeal Letter; Appendix H is a FLIPL Register Template; Appendix I is a FLIPL Checklist and Tracking Document; and Appendix J is a sample completed DD 200.

0102 BACKGROUND

010201. Accountability

Per reference (i), commanders and accountable officers in the Marine Corps are responsible for government property under their control. They are responsible for ensuring internal controls for property control are established, enforced and operating effectively. Federal employees and members of the Armed Forces or Reserve of the Armed Forces are responsible for the proper care and safekeeping of government property regardless of whether or not it is on property records. Marine Corps personnel (both uniformed and civilian) and other Federal employees and service members assigned or attached to Marine Corps organizations can be held financially liable for the loss, damage, destruction, or theft of Marine Corps property proximately caused by the individual's negligence or abuse. No financial liability will be assessed against an individual until the FLIPL process has been conducted in accordance with the procedures set forth in this Volume.

010202. Legal Foundation

Statutory and regulatory authority governing the accounting of government property lost, damaged, destroyed, or stolen, and the fixing of responsibility and liability through the FLIPL process is codified in United States Code, the Code of Federal Regulations, and the Federal Acquisition Regulation. This authority includes but is not limited to: Title 10, United States Code (U.S.C.), Section 2775; Title 37, U.S.C. Section 1007; Title 5, U.S.C. Section 5514; and Title 31, U.S.C. Section 3716. Chapter 7, Volume 12 of reference (h) provides for implementation of policies and responsibilities relating to financial liability for government property that is lost, damaged, destroyed or stolen within the DoD. Note: Commanders (also referred to as commanding officers or convening authorities) retain and maintain the authority and discretion to conduct appropriate and necessary inquiries, investigations, etc., in addition to the FLIPL process.

0103 RESPONSIBILITIES

010301. Deputy Commandant, Installations and Logistics (DC I&L)

- A. As the Enterprise Ground Equipment Manager, serve as the Marine Corps' coordination agency for all policy issues concerning management of the FLIPL process.
- B. Provide current policy and guidance for management of the FLIPL process in accordance with DoD policy and procedures.
- C. Coordinate with the Commanding General, Training and Education Command to ensure the implementation of effective training programs for the contents of this policy.
- D. Ensure Field Supply and Maintenance Analysis Office (FSMAO) teams inspect Marine Corps organizations for compliance with this policy and provide assistance as required.

010302. Deputy Commandant, Programs and Resources

A. Coordinate FLIPL financial policy with DC I&L (LPC-2) and provide amplifying guidance as necessary.

B. Provide specific guidance to regional disbursing offices for the collection of debt from service members and civilian employees.

010303. Staff Judge Advocate to the Commandant

A. Coordinate FLIPL legal policy and guidance with DC I&L (LPC-2).

B. Provide specific guidance to staff judge advocate (SJA) personnel throughout the Marine Corps in support of this policy.

010304. Commanders, Marine Corps Forces and Supporting Establishments

A. Ensure adherence to the requirements in this policy for all organizations under your purview.

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

VOLUME 17: CHAPTER 2

“FLIPL PROCESS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 2

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL) PROCESS

0201 GENERAL

The policy and procedures provided in this chapter are based on U.S.C., Federal Government, DoD, and Marine Corps policies, regulations, and orders cited in the references. FLIPLs are used strictly to determine whether financial liability should be assessed against individuals involved with lost, damaged, destroyed, or stolen property. The following guidance concerning possible disciplinary action is provided.

020101. Assessment of financial liability will not be used instead of, or as a form of disciplinary action; however, if misconduct by military personnel is suspected, commanders should contact the SJA before proceeding with any investigative steps. If misconduct by DoD civilian employees is suspected, commanders should contact a civilian personnel law attorney before proceeding with any investigative steps. All cases involving stolen government property shall be referred to local security and/or law enforcement officials in accordance with agency procedures.

020102. Commanders must decide if a case warrants taking disciplinary action against military personnel under the Uniform Code of Military Justice (UCMJ), or against DoD civilian employees. This is a separate action and is not related to the assessment or relief of financial liability.

0202 DEFINITIONS

The following definitions are pertinent to this policy.

020201. Commanding Officer (CO). Per reference (i), a commanding officer (CO) is one who is properly appointed to command an organization, or who under applicable provisions of law, regulations, or orders, succeeds to such command due to transfer, incapacity, death, or absence of the previous CO. Marine Corps COs are titled as commander, commanding general, commanding officer, director, or inspector-instructor. Other titles used to designate Marine Corps COs shall be made only with the specific approval of the Commandant of the Marine Corps.

020202. Accountable Officer (AO). Accountability of public resources is inherent to command. In pecuniary and fiduciary terms, this responsibility is a commander's role as an AO. This function is tied to both Title 10 and Title 31 of U.S.C. responsibilities relative to the proper accountability of appropriations or materials and services associated to an activity. For purposes of this policy, the term "Accountable Officer" is generally synonymous with "CO" unless otherwise designated. Due to certain unique command structures, general officers may be responsible for those tasks/duties that are normally inherent to the billet of CO. A general officer has the authority to assign the most appropriate officer to execute the duties as the AO. Once assigned, this officer will have the same authority associated with the management of a supply account as a CO would. It is important to note that accountability of public resources and management of a supply account in the role of an AO is separate from determining financial liability (FLIPL process) in the role of an approving authority (see paragraph 020207 below).

020203. Supply Officer. The supply officer (SupO) performs supply administrative and property accounting functions for the command. As a special staff officer to the CO, they are responsible for ensuring the CO/AO is made fully aware of the unit's current supply and fiscal postures; and recommending corrective procedural changes so detrimental supply situations may be prevented or corrected. Synonymous with accountable property officer (APO).

020204. Accountable Property Officer (APO). Per reference (g), an APO is an individual who, based on their training, knowledge, and experience in property management, accountability, and control procedures, is appointed by proper authority to establish and maintain an organization's accountable property records, systems, and/or financial records, in connection with property, irrespective of whether the property is in the individual's possession. This includes the requirement for maintaining a complete trail of all transactions, suitable for audit, and the ability to implement and adhere to associated internal controls. Within most Marine Corps organizations, the term "accountable property officer" is synonymous with the term "supply officer."

020205. Responsible Officer (RO). An individual appointed by the CO/AO who accepts custodial responsibility for property, typically by signing a hand-receipt. The RO is directly responsible for the physical custody of accountable property under their control. Synonymous with "property custodian." For the purpose of this policy, ROs may be held financially liable for the loss, damage, destruction, or theft of property under their control.

020206. Responsible Individual (RI). A responsible individual (RI) is any person appointed in writing by an RO/property custodian to have custodial responsibility for property in their possession. RIs (i.e. military, DoD civilians, government contractors) are directly responsible for the physical custody, accountability, and safekeeping of accountable property under their control. RIs may be held financially liable for the loss, damage, destruction, or theft of property under their control.

020207. Approving Authority. An approving authority is a Marine Corps officer or DoD civilian employee authorized to appoint a financial liability officer and to approve financial liability investigations. The approving authority does not have to be a court-martial convening authority. The approving authority makes determinations to either relieve involved individuals from financial responsibility or approve assessment of financial liability. Approving authority is inherent in a commander's responsibilities as an accountable officer. The approving authority's responsibilities may be delegated only by general officers in command; however, the delegations must be in writing and cannot be delegated further. The approving authority may act as the appointing authority or designate an appointing authority in writing. The approving authority is normally senior to the appointing authority. The roles of the approving and appointing authority in the Marine Corps for most using units will be the CO; however, in cases where the commander is a general officer, the approving/appointing authority may be delegated to the appropriate staff principal. See paragraph 0303 and 0304 within this Volume for information on approving authority responsibilities. As stated in paragraph 020202 above, there may be cases when the approving authority determining financial liability against an individual as part of the FLIPL process may be in a separate organization than the AO who provided the lost item. The following examples apply:

A. Temporary Loan. If an item provided by a supporting unit CO/AO is lost by an individual within the supported unit that received the item, the commander/approving authority of

the supported unit will determine financial liability against the individual in his/her command. The DD 200 will be provided from the supported unit approving authority to the supporting unit CO/AO to be used as a voucher to drop the lost item from the accountable records.

B. Garrison Property. Garrison property is normally owned and managed by the installation commander as the AO and subsigned to tenant activity commanders as ROs. If an individual within a tenant activity loses a garrison property item, the tenant activity commander/approving authority will determine financial liability against the individual in his/her command. The DD 200 will be provided from the tenant activity approving authority to the installation commander (i.e., Personal Property Manager) to be used as a voucher to drop the lost item from the accountable records.

020208. Appointing Authority. An appointing authority is a Marine Corps officer or DoD civilian employee designated in writing by the approving authority. The approving authority may designate a Major (O-4) or DoD civilian employee in the grade of GS-13 or above as an appointing authority. The approving authority may act as the appointing authority. The appointing authority appoints financial liability officers, if required; approves or disapproves the recommendations of the SupO/APO, or financial liability officer; and recommends actions to the approving authority. The appointing authority is normally senior to the SupO/APO, and financial liability officer.

020209. Financial Liability Officer (FLO). A FLO can be a Marine Corps commissioned officer; warrant officer; enlisted Marine in the rank of Gunnery Sergeant (E-7) or higher; or DoD civilian employee (GS-12) or above. Per reference (h), the FLO is designated in writing by the approving/appointing authority to conduct a FLIPL investigation. The FLO must be a disinterested party with no interest in the custodianship, care, accountability, or safekeeping of the property requiring investigation. Accordingly, organizational supply personnel must not be appointed as a FLO. Additionally, per reference (i), FSMAO personnel cannot be assigned as a FLO.

020210. Financial Liability Investigation of Property Loss (FLIPL) Manager. The FLIPL manager acts as the organization's focal point for FLIPL guidance and procedures. The appointing authority will normally designate the SupO or APO in writing as the FLIPL manager.

020211. Marine Corps Property. For the purpose of this policy, the terms "government property" and "Marine Corps property" are synonymous. Depending on where property is located within the supply chain, Marine Corps property is categorized in the two categories of "supply system stock" or "property record items." Supply system stock includes materiel held at intermediate or wholesale supply activities for issue to end-use customers. Property record items include all Marine Corps property that has been fielded to its final destination in the supply chain. See paragraphs 0702 and 0703 for detailed information. Per reference (h), this policy does not apply to Government Furnished Property (GFP) for Contractor-Acquired Property in the possession of a third party, to include contractors.

0203 INITIATOR OF THE DD 200

The initiator of a DD 200 will normally be the individual who had possession of the property at the time of the incident. If the individual is not known, the DD 200 will be initiated by the individual

who had the property on their property records at the time of the incident (e.g., RO/property custodian, SupO). A FLIPL may also be directed by the unit CO/AO or department head (e.g., AC/S G-4) in cases including, but not limited to, repetitive losses, evidence of negligence or abuse, or large dollar losses. In cases where an individual has been subcustodied responsibility for property belonging to an AO who is not in the chain of command of that responsible individual (e.g. garrison property in the custody of a tenant organization, or individual combat clothing and equipment issued to a Marine from an Individual Issue Facility), that individual’s command will process the FLIPL and make the SupO or APO of the external organization aware of such. Upon determination of financial liability, a copy of the DD 200 will be forwarded to the AO who owns the property for proper disposition of the property from the property records.

0204 MANDATORY INITIATION OF A DD 200

Initiate and process a DD 200 for lost, damaged, destroyed, or stolen government property when one or more of the situations listed below exist. Process the DD 200 in accordance with this Volume at the time the loss, damage, destruction, or theft is discovered. The DD 200 will be used to document the circumstances leading to the loss, damage, destruction, or theft of government property. Initiating a DD 200 does not always require the appointment of a FLO for a formal investigation. A DD 200 will be processed when:

020401. As shown in the table below, any controlled item as identified by a Controlled Inventory Item Code of 1-6, 8, 9, N, P, Q or R has been lost, damaged, destroyed, or stolen. FLIPL reports containing classified information must bear an appropriate security classification.

CONTROLLED INVENTORY ITEM CODE (CIIC)	
(Table 61 DoD 4100.39-M)	
A code indicating the security classification and/or security risk or pilferage controls for storage and transportation of DoD assets.	
Code	Definition
\$	This code identifies nuclear weapons use control (uc) ground equipment which is CIIC unclassified but may require special controls. Use control ground equipment is described as recoders, verifiers, adapters, power supplies, cables, programmers, monitors, controllers, code processors, power converters, computers and data modules which perform a nuclear weapon use control function. (see note (2) below).
1	Highest Sensitivity (Security Risk Category I (SRC-I)) - Unclassified Arms, Ammunition, and Explosives (AA&E). Non-nuclear missiles, recoilless rifles and rockets in a ready-to-fire (certified round) configuration. Examples: Patriot missile launch canister, FIM-92 Stinger, TOW, Javelin, M72 LAW, M136 AT4 LAAW, M141 BDM, and explosive rounds for non-nuclear missiles and rockets. This SRC also applies in situations where the launcher tubes and explosive rounds, though not in a ready-to-fire configuration, are jointly stored or transported.
2	High Sensitivity (SRC II) - Unclassified AA&E
3	Moderate Sensitivity (SRC III) - Unclassified AA&E

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4	Low Sensitivity (SRC IV) - Unclassified AA&E
5	Highest Sensitivity (SRC I) - Secret AA&E
6	Highest Sensitivity (SRC I) - Confidential AA&E
7	Non-Sensitive (SRC-N/A) - Unclassified AA&E: Or items assigned a demilitarization code other than A, B, Q, or P for which another CIIC is inappropriate. (Note: The loss, theft, unlawful disposition, and/or recovery of an item with CIIC 7 will be investigated in accordance with DoD-4000-25-2-M AND this policy).
8	High Sensitivity (SCR) - Confidential AA&E
9	This code identifies an item as a controlled cryptographic item (CCI). CCI is described as secure telecommunications or information handling equipment, associated cryptographic component, or other hardware item which performs a critical COMSEC function. Items so designated are unclassified but controlled, and will bear the designation "controlled cryptographic item or CCI."
A	Confidential - Formerly Restricted Data
B	Confidential - Restricted Data
C	Confidential or Moderate Sensitivity (SRC III) and Low Sensitivity (SRC IV) - Confidential AA&E. (Item will be stored and transported in accordance with the provisions of DoD 5100.76M or DoD 5200.1R Information Security Program - Whichever is more stringent).
D	Confidential - Cryptologic
E	Secret - Cryptologic
F	Top Secret - Cryptologic
G	Secret - Formerly Restricted Data
H	Secret - Restricted Data
I	Aircraft Engine Equipment and PARTS
J	Pilferage - Pilferage controls may be designated by the coding activity to items coded U (Unclassified) by recording the item to J.
K	Top Secret - Formerly Restricted Data
L	Top Secret - Restricted Data
M	Hand tools and Shop Equipment
N	Firearms Piece Parts and Nonlethal Firearms
O	Item contains unclassified naval nuclear propulsion information; disposal and access limitations are identified in OPNAVINST N9210.3.
P	Ammunition and Explosives
Q	A drug or other controlled substance designated as a Schedule III, IV, or V Item, in accordance with the Controlled Substance Act of 1970. Other sensitive items requiring limited access storage.

R	Precious metals, a drug or other controlled substance designated as a Schedule I or II item, In accordance with the Controlled Substance Act of 1970. Other selected sensitive items requiring storage in a vault or safe.
S	Secret
T	Top Secret
U	Unclassified
V	Individual Clothing and Equipment
W	Office Machines
X	Photographic Equipment and Supplies
Y	Communication/Electronic Equipment and Parts
Z	Vehicular Equipment and Parts

Figure 2-1. Controlled Inventory Item Codes

020402. There is evidence of abuse, gross negligence, willful misconduct, or deliberate unauthorized use, fraud, theft, or if negligence is suspected in the management of government property.

020403. Initial causative research for lost or missing property is non-conclusive and does not identify the cause of the discrepancy in the supply system or property account.

020404. Supply system stock records for a single line item (National Stock Number (NSN)) are adjusted in excess of \$2,500 for pilferable items. Supply system stocks are those inventories where a stock record account is required to be maintained, showing by item, the receipt, issue, and disposal of property, the balances on hand, and such other identifying or stock control data as may be required (see paragraph 0702). Pilferable Items are items with a Pilferage Code J which are easily transportable or concealable; have a ready resale value or application to personal possession; and are subject to theft. Pilferable property requires formal supply accounting down to the user level throughout the life of the asset.

020405. Supply system stock records for a single line item are adjusted in excess of \$16,000 for non-controlled or non-pilferable items.

020406. Marine Corps property in the possession of a contractor is lost, damaged, destroyed, or stolen. See paragraph 0803.

020407. The specific handling loss of a specific bulk petroleum product exceeds the allowable loss for that product, and the dollar value of the total loss exceeds \$1,000. See paragraph 0804.

020408. Public funds or other negotiable instruments are lost and the value is \$750 or greater.

020409. Repetitive cases of loss, damage, destruction, or theft occur, even though any one by itself would not warrant the processing of a DD 200.

020410. Marine Corps property is lost, damaged, destroyed, or stolen while under the control of a non-appropriated fund (NAF) organization. Coordination with the NAF activity is essential because items procured with NAF funds are processed differently than those procured with Operation and Maintenance (O&M) funds.

020411. Unrecorded Property. The requirements for a DD 200 apply whether or not the government property is recorded on an accountable record.

020412. Ammunition. 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 (e.g., bent cartridge from weapon jamming) does not require a DD 200.

0205 WHEN A DD 200 IS NOT MANDATORY

A DD 200 is not required when:

020501. A vehicle accident investigation report indicates that gross negligence, willful misconduct, or deliberate unauthorized use was not involved and it is not necessary to adjust property records.

020502. Property belonging to other DoD activities is lost, damaged, or destroyed by Marine Corps military or civilian personnel attached to another DoD activity. If required, these instances are handled under the owning component's regulations or interservice support agreements. Marine Corps personnel or employees attached to another DoD activity held liable for the loss of, or damage to, another DoD component's property are subject to FLIPL procedures of the other component.

020503. Losses or damage due to combat operations or natural disaster.

0206 GENERAL OVERVIEW OF DD 200 PROCESSING PROCEDURES

020601. Step 1 – Initiation Process. After completing causative research with the SupO or APO to verify that property is missing, the individual with direct possession/responsibility for the lost, damaged, destroyed, or stolen property will initiate the DD 200 to describe known circumstances for the incident. The DD 200 will be provided to the SupO or APO for assignment of an inquiry/investigation number for tracking purposes. The SupO or APO will then forward the DD 200 to the appropriate approving/appointing authority with a recommendation concerning whether a formal investigation is warranted.

020602. Step 2 – Investigation and Recommendation Process. The approving/appointing authority will review the narrative portion of the DD 200 from the initiator. Based on recommendations from the SupO or APO, the approving/appointing authority will appoint a FLO if deemed necessary. In cases where negligence is obvious, the approving authority may

assess financial liability against the individual without appointing a FLO to conduct an investigation. In these cases, the DD 200 will be referred directly to the SJA for review and endorsement. If appointed, the FLO will seek legal advice and investigate the incident. The FLO will provide recommendations concerning negligence or financial liability to the approving/appointing authority.

A. At this time, if the approving authority is also the AO for the lost property, he or she may choose to drop the lost or missing item from the property records while financial liability is being determined.

B. If the approving authority is not the AO for the lost property, a copy of the DD 200 should be provided to the AO so the accountable records can be adjusted as soon as possible (while the financial liability process is completed by the approving authority).

020603. Step 3 – Approving Authority Decision Process. The approving authority will review the completed DD 200 with recommendations from the appointing authority, FLO, and SupO or APO, and will decide whether to assess financial responsibility against the individual charged, or relieve them from responsibility. If financial responsibility is to be assessed, the FLIPL will be referred to the SJA for review and endorsement.

020604. Step 4 – Notification and Adjudication Process. When an assessment of financial liability is determined, the DD 200, with the SJA's legal review attached as an endorsement, will be submitted for acknowledgment by the individual charged. The individual will be advised of their right to request reconsideration of the approving authority's decision, and to submit an appeal to the next higher level in the chain of command if their request for reconsideration is denied.

020605. Step 5 – Debt Collection Process. Once all adjudication proceedings have concluded (i.e., requests for reconsideration, appeals, waivers), debt collection actions will be taken against the individual charged if applicable.

0207 TIMEFRAMES FOR PROCESSING A DD 200

Reference (h) allows the Services to set time limits for processing DD 200s. Accordingly, Marine Corps time limits for each step of the FLIPL process are as follows:

020701. Step 1 – Initiation

A. 15 calendar days from the time of discovery to presentation of the DD 200 to the approving/appointing authority.

B. 5 calendar days for the approving/appointing authority to appoint a FLO to conduct an investigation (if required).

020702. Step 2 - Investigation. 30 calendar days from the appointment of the FLO to presentation of the DD 200 to the approving/appointing authority. At the conclusion of the investigation, the DD 200 can be used as a voucher by the appropriate AO to adjust the property records.

020703. Step 3 - Decision. 10 calendar days from presentation of the DD 200 to the approving authority to the decision concerning financial liability and notification of the decision to the individual involved. As noted in paragraph 020602, the approving authority can immediately decide to assess financial liability against an individual without appointing a FLO or conducting an investigation.

020704. Step 4 – Notification/Adjudication

A. 5 calendar days from providing notification to the individual being charged, to submission of a request for reconsideration from the individual to the approving authority. The individual also has the option to voluntarily pay the amount assessed.

B. 5 calendar days from receipt of a request for reconsideration by the approving authority, to the approving authority's response to either approve or deny the request.

C. 30 calendar days from receipt of the approving authority's response on the request for reconsideration, to submission of an appeal to the next higher level approving authority via the original approving authority.

D. 5 calendar days from receipt of the appeal, to forwarding the appeal to the next higher approving authority.

E. 30 calendar days from receipt of an appeal from the individual, to final adjudication on the appeal by the higher headquarters approving authority. This includes notifying the individual of the higher headquarters approving authority decision to approve or deny the appeal.

020705. Step 5 – Debt Collection. 5 calendar days for initiating debt collection actions for financial liability.

020706. Under normal circumstances, Marine Corps organizations will not exceed 135 calendar days total processing time. Commanders may adjust the time segments downward at their discretion.

VOLUME 17: CHAPTER 3

“FLIPL RESPONSIBILITIES”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 3

FLIPL RESPONSIBILITIES

0301 GENERAL

This chapter defines specific roles, responsibilities, and authorities for proper management and execution of the FLIPL policy.

0302 RESPONSIBILITIES OF THE COMMANDER

As the approving authority, the commander to whom the lost, damaged, destroyed, or stolen property was issued normally will decide whether to appoint a FLO to determine the facts in the case and make findings and recommendations for assessing or not assessing financial liability against an individual. In many cases, the commander may also be the appointing authority.

0303 RESPONSIBILITIES OF THE APPROVING AUTHORITY

Upon receipt of a DD 200, the approving authority will decide whether to: (1) relieve the individual of responsibility if negligence is not suspected; (2) approve voluntary payment by the individual if offered (the DD 200 does not require SJA review); (3) assess financial liability against the individual without conducting a FLIPL investigation if negligence or willful misconduct is obvious (the DD 200 must be referred to the SJA for review and endorsement); or (4) appoint a FLO to conduct an investigation (determine financial liability based on the findings and recommendations of the FLO). If a FLO is not appointed, the SupO, APO, or FLIPL manager must compute the value of loss to the government in accordance with Chapter 4 in this Volume. Reference (h) prescribes the policy pertaining to approving authorities. The approving authority will:

030301. Designate an appointing authority in writing as required. Within the appointment letter, identify specific responsibilities and the approved dollar threshold for FLIPL approvals (less than \$100,000).

030302. Disqualify himself when a conflict of interest is possible because the loss relates to property that was in his personal possession.

030303. Ensure that all DD 200s received are accurate and complete. Evaluate each DD 200 and either approve recommendations to assess financial liability or relieve those involved from liability, responsibility or accountability. The approving authority approves or disapproves all DD 200s within approved dollar thresholds unless otherwise delegated in writing.

030304. Ensure that all property losses that require a formal investigation are promptly and thoroughly investigated.

030305. Ensure that DD 200s are initiated, processed and adjudicated within the time limits established by this Order.

030306. Require a written explanation if delays occur while initiating or processing a DD 200 and take appropriate corrective actions.

030307. Ensure that individuals held financially liable are notified, informed of their rights, and given the opportunity to inspect and copy DD 200 documents.

030308. Personally evaluate each DD 200 when there is evidence of negligence or abuse.

030309. Ensure the DD 200 is reviewed by the SJA; that a written opinion is provided on the adequacy of evidence and propriety of the findings and recommendations in cases where financial liability is assessed; and that the legal opinion becomes part of the FLIPL file. Note: An SJA review is not required in cases when the individual charged has agreed to voluntary payment.

030310. Ensure that corrections of any attested entries are properly initialed and documented.

030311. Overrule the recommendations of the appointing authority and the FLO when appropriate.

030312. Formally notify individuals who have been assessed financial liability (see Appendix E).

030313. Make determinations on requests for reconsideration of liability. Notify the individual involved accordingly.

030314. Forward all appeals to the next higher approving authority in the chain of command for adjudication.

030315. In cases where a DD 200 involves property directly assigned to an approving authority, forward the FLIPL to the next higher approving authority for action.

030316. General officers in command can delegate approving authority responsibilities to the most appropriate individual (e.g., Chief of Staff); however, the delegation must be in writing and cannot be delegated further.

0304 FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL) DOLLAR THRESHOLDS FOR APPROVING AUTHORITIES

Throughout the Marine Corps, the total dollar value of lost, damaged, destroyed, or stolen property will dictate the level of approval authority for FLIPL investigations. To ensure that proper internal controls and oversight are in place for approving FLIPL investigations and subsequent adjustments of accountable property records, the following specific dollar thresholds for approving authorities have been established based on rank and the level of responsibility:

030401. O-5 Level Commander. For FLIPL investigations with a final loss or damage less than \$250,000, the first LtCol (O-5) or supervisory GS-14 in the rating chain is the approving

authority. FLIPL investigations of \$250,000 or greater must be forwarded to the next higher approving authority in the chain of command. This dollar threshold also applies to COs at the rank of Major (O-4) who are command-slotted as the CO of company-level commands (e.g., 4th Force Recon, 4th Marine Division, Marine Forces Reserve; or COs of Recruiting Stations).

030402. O-6 Level Commander. For FLIPL investigations with a final loss or damage between \$250,000 and \$499,999, the first Colonel (O-6) or supervisory GS-15 in the rating chain is the approving authority. FLIPL investigations of \$500,000 or greater must be forwarded to the first general officer or Senior Executive Service (SES) employee in the chain of command.

030403. Commanding General. For FLIPL investigations with a final loss or damage of \$500,000 or greater, the first general officer or SES employee in the rating chain is the approving authority.

030404. Approving authorities at any level may designate appropriate appointing authorities to perform specific responsibilities; however, the dollar threshold for FLIPL approvals will be limited to less than \$100,000, and the authority must be in writing. Additionally, individuals designated as appointing authorities must meet the minimum grades of Major (O-4) or DoD civilian employee of GS-13. Regardless of who initiates the FLIPL investigation, it is processed through the chain of command of the individual responsible for the property at the time of the incident.

030405. Figure 3-2 below identifies authorized dollar thresholds discussed above:

Dollar Threshold	Approving Authority	Appointing Authority
<100K		(Designated threshold)
<250K	O-5 (LtCol/GS-14) Level Commander	
250K – 499K	O-6 (Col/GS-15) Level Commander	
500K or more	CG/SES Level Commander	

Figure 3-2. FLIPL Dollar Approval Thresholds

0305 RESPONSIBILITIES OF THE APPOINTING AUTHORITY

Reference (h) sets forth the policy pertaining to appointing authorities. Appointing authorities will:

030501. Appoint a FLO when conditions warrant.

030502. Appoint a financial liability board (FLB) in lieu of a FLO to conduct the investigation if warranted. Reasons for considering an appointment of a FLB include complexity, size, or unique type of loss due to negligence or abuse.

030503. Provide administrative guidance to the FLO and the FLB if established.

030504. Review all FLIPLs, appeals, and waiver requests for accuracy and compliance.

030505. Approve or disapprove the recommendations of the FLO or the FLB and forward personal recommendations to the approving authority.

030506. Approve or disapprove the assessment of financial liability when the loss, damage, destruction, or theft is less than \$100,000 and authorization has been designated in writing by the approving authority. In these cases, the appointing authority can assess financial liability against an individual without the consent of the approving authority and without appointing a FLO to conduct a FLIPL investigation. If a FLO is not appointed, the SupO, APO, or FLIPL manager must compute the value of loss to the government in accordance with Chapter 4 in this Volume.

030507. Make recommendations to the approving authority on FLIPL administrative guidance and procedures.

030508. Examine FLIPLs for completeness, logical conclusions, findings and recommendations.

030509. Appointing Authority Responsibilities to the Financial Liability Officer (FLO). The appointing authority must:

A. Provide advice and assistance when required or requested by the FLO or the senior member of the FLB. This includes access to the SJA for training, assistance, and a legal brief.

B. Review the evidence, findings, and recommendations to ensure that:

1. Any contradictions in the FLIPL are resolved.

2. The statements of interested persons are confirmed or refuted.

3. Findings are stated clearly.

4. Recommendations are supported by logical conclusions based on the facts.

5. Monetary charges are computed correctly.

6. The person(s) who may be found financially liable were interviewed by the FLO or FLB. These statements must become a part of the FLIPL file and must be weighed against testimony obtained from other individuals when developing the findings and recommendations.

030511. Ensure the SJA performs a review of any FLIPL recommending financial liability against an individual.

0306 RESPONSIBILITIES OF THE FINANCIAL LIABILITY OFFICER (FLO)

The commander to whom the lost, damaged, destroyed, or stolen property was issued normally will decide whether to appoint a FLO to determine the facts in the case and make findings and recommendations for assessing or not assessing financial liability against an individual. The FLO investigation is a critical phase of the FLIPL process to ensure all facts are developed, the interests of the government are served, and the rights of involved individuals are protected. The FLO will be an officer, Staff Non-Commissioned Officer (E-7 or above), or a civilian employee (GS-12 or above) with a broad perspective of Marine Corps policies and procedures in the area under investigation.

030601. A FLO is required to be appointed when:

A. The initial inquiry results are insufficient to make a determination of whether or not negligence or abuse was the proximate cause of the loss, damage, destruction, or theft of government property and the approving or appointing authority determines that a formal investigation is warranted.

B. The value of the property lost, damaged, destroyed, or stolen, or the circumstances of the case warrants further investigation such as repetitive losses, evidence of negligence or abuse or large dollar losses.

C. Requested by an accountable officer.

D. Directed by higher authority.

030602. A FLO's findings and recommendations are administrative, not punitive. Therefore, the FLO reports are purely advisory and the opinions do not constitute final determinations or legal judgments. The FLO's recommendations are not binding upon appointing and approving authorities.

030603. General Duties of the Financial Liability Officer (FLO). The FLO will become familiar with this policy and the requirements for conducting an investigation in accordance with reference (h).

A. Per reference (h), the six basic DoD requirements for conducting a FLIPL investigation are to determine:

1. What happened?
2. How it happened?
3. Where it happened?
4. Who was involved?
5. When it happened?

6. Any evidence of negligence, willful misconduct, or deliberate unauthorized use or disposition of property.

B. In addition to the requirements per reference (h), when applicable, the FLO will:

1. Review and evaluate, as a minimum, the adequacy of existing procedures to protect property.

2. Determine compliance with existing procedures and directives.

3. Determine the individuals responsible and the type of responsibility assigned (such as command, supervisory, or personal).

4. Present facts indicating whether or not negligence or abuse was involved.

5. Determine the proximate cause of the loss, damage, destruction, or theft.

6. Recommend corrective action to minimize or preclude recurrence.

7. Establish when it was first determined that the property was lost or damaged.

8. Determine if the property custodian(s) performed their duties properly.

9. Determine if the property custodians were properly trained.

10. Determine what actions were taken to find lost or stolen property.

11. Determine the depreciated value of lost or stolen property.

12. If vehicle damage is involved, determine if the operator was properly briefed regarding governing directives and if the driver was properly trained.

030605. Investigation is a Primary Duty. Conducting the investigation will be the primary duty of the FLO until it is completed and Blocks 1 through 15 of the DD 200 are completed. The FLO will be relieved of normal duties which could impair the expeditious completion of the investigation.

030606. Detailed Duties of the Financial Liability Officer (FLO). The FLO, based on the facts, makes findings and recommendations on the issue of financial liability of the individual involved and ensures they are well documented in Block 15a of the DD 200. As part of the investigation, the FLO will:

A. Develop the facts in the case which logically lead to the findings and recommendations. The FLO must interview all individuals with knowledge of the case if they are in the immediate area. This includes the individual who may have lost, damaged, or destroyed the property.

B. Obtain written statements from individuals interviewed.

- C. Attach witness statements to the DD 200. They must substantiate the statements and the findings and recommendations of the FLO.
- D. Ensure that all witnesses are identified by first name, middle initial, last name, rank or grade, organization to which assigned, and if applicable the address of the witnesses.
- E. Include a statement that will indicate how the witness is (or was) involved in the case or how the witness has knowledge of the situation.
- F. Indicate whether any laws, directives, or procedures were violated. The FLO should immediately suspend the FLIPL investigation and consult with the approving/appointing authority and SJA if the FLO suspects that a federal/state law or UCMJ violation is evident. Also indicate how the individual involved did or did not exercise ordinary or reasonable care.
- G. Attempt to communicate with witnesses not in the immediate area and obtain written statements which must be certified as being true and correct to the best of their knowledge.
- H. Submit a written signed statement outlining the information verbally received from the witness if the FLO is not able to obtain statements. The statement will contain words to indicate that the statement is a true portrayal of what the witness told the FLO.
- I. Attach to the DD 200, the motor vehicle accident investigation conducted by either military or civilian law enforcement officials. This must substantiate the FLO's statements, findings, and recommendations concerning the accident.
- J. The FLO should contact the cognizant SJA prior to conducting the investigation and, in cases where a civilian employee is the subject of the investigation, a civilian personnel law attorney normally located within the Regional Counsel's Office.
- K. Complete Block 15a (FLO's findings and recommendations) on the DD 200.
 - 1. Ensure the findings and the recommendations are supported by the testimony of individuals involved and that the testimony leads logically to the findings and recommendations.
 - 2. Determine if financial liability should be assessed based on the conduct of the individual, as derived from the facts and circumstances of the case. If financial liability is recommended, it will be based on the value of the property involved, with appropriate depreciation applied. Reduction of the recommended assessment of financial liability is a command prerogative and not within the purview of the FLO.
 - 3. When the individual involved responds to the approving authority's Notification of Assessment of Financial Liability (Appendix E), comments may be included regarding the adverse impact that paying the assessed amount will have upon the personnel involved.
 - 4. Complete and sign Blocks 15j and 15k, then submit the DD 200 to the approving or appointing authority.

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030607. Additional Duties and Responsibilities of the Financial Liability Officer (FLO). The primary purpose of the FLIPL process is to determine responsibility for lost, damaged, destroyed, or stolen property; and to assess financial liability if required. To determine such responsibility, the facts contributing to the loss or damage must be developed by investigation. The FLO investigation may establish the fact that some other individual is at fault. The FLO shall not limit the investigation to verifying statements of interested parties.

A. A FLO investigation is required to determine where responsibility and/or liability belong without regard to the relationship of the responsible individual to the property. As an example, actions by the accountable officer, responsible officer, or property receipt holder should be investigated as well as actions of the users of the property.

B. The FLO must determine the actual facts, not as alleged, but as they actually occurred. The FLO's recommendations shall be evaluated in succeeding reviews; therefore, the recommendations must be supported by the findings and conclusions.

C. The FLO must be able to make a determination from the findings and conclusions as to how the loss or damage occurred, whether negligence or abuse was involved, and whether negligence or abuse was the proximate cause of the loss or damage.

D. The FLO must record the findings, conclusions, and make recommendations based on findings and conclusions. The recommendation must indicate whether or not financial liability should be assessed.

E. The FLO must afford to any person whose conduct or performance of duty may be subject to inquiry, an opportunity to have their position considered. They may submit written statements that will become part of the FLO's investigation.

F. The FLO must compile evidence substantiating or refuting any statement recorded in Block 9 of the DD 200.

G. The FLO must physically examine the damaged property when available, before it is released for repair or disposal.

H. The FLO must consult with the SupO or APO, appointing authority, SJA, contracting officer, security police, or any other individual whose expertise could facilitate the investigation. In cases where responsibility for lost, damaged, destroyed, or stolen property may lie with a civilian employee of the Marine Corps, the FLO should consult with the servicing Human Resources and Organizational Management (HROM) Office and supporting Office of Counsel, prior to initiating the investigation, or as early as practicable after the possibility of civilian responsibility becomes apparent.

I. The FLO must determine the cost of damaged property. The value may be the cost of repairs or an estimate of the repairs obtained from technical manuals or other reliable sources. The FLO must also determine the value of the property immediately before its damage if the property is not economically repairable.

J. The FLO must ensure action is taken to exercise control over the property if the property is recovered during the investigation.

K. The FLO must ensure the total loss to the government is accurately computed.

030608. The Financial Liability Officer (FLOs) Findings. The findings and conclusions reached by the FLO must be sound and based upon the evidence presented. They should not contain unsubstantiated opinions or phrases.

A. The FLO must state how the loss or damage occurred, whether negligence or abuse was involved and whether negligence or abuse was the cause of the loss, damage, destruction, or theft based on the evidence obtained through the investigation. The FLO's findings must substantiate or refute the statements made in Block 9 of the DD 200 and in affidavits or in additional statements included in the report. Where facts are obtained by oral testimony, the individuals must be named and identified and direct statements quoted.

B. The FLO's findings must be complete enough so that others reviewing the report can readily determine the responsibility without referring the report back to the FLO for further investigation or information.

030609. The Financial Liability Officer (FLOs) Recommendations. The FLO's recommendations must be supported by the findings and conclusions. After recording the findings, the FLO must record all recommendations in Block 15a of the DD 200. A recommendation of financial liability or relief from liability must be made for each individual involved. The FLO must indicate that the individual's negligence, willful misconduct, or deliberate unauthorized use was the cause of the loss, damage, destruction, or theft if financial liability is recommended. Under no circumstances will the FLO recommend disciplinary action.

030610. The FLO will provide the DD 200 to the appointing or approving authority after completing Block 15.

0307 FINANCIAL LIABILITY BOARD (FLB)

030701. Per reference (h), a FLB may be appointed by the approving or appointing authority for the specific purpose of conducting the FLIPL investigation. A board provides more resources than a FLO to investigate losses that are large, complex, or unique. FLBs are administrative and not judicial. Therefore, their reports are purely advisory, their opinions do not constitute final determinations or legal judgments and their recommendations are not binding upon appointing and approving authorities.

030702. FLB members are appointed in writing and will consist of two or more persons. One member will be formally appointed as the senior member of the FLB.

030703. Functions of an Financial Liability Board (FLB)

A. The primary function of an FLB is to research, develop, assemble, record and analyze all available information relative to the loss, damage, destruction, or theft of property. The

board is required to formulate and clearly express consistent findings of facts, conclusions, and recommendations.

- B. A collateral function of the FLB is to afford a hearing to any person whose conduct or performance of duty may be subject to inquiry or who has direct interest in the inquiry.
- C. The board members take action on the DD 200.
- D. The DD 200 file and supporting documentation will be submitted to the appointing or approving authority when the FLB completes its FLIPL investigation.

0308 RESPONSIBILITIES OF THE SUPPLY OFFICER AS THE FLIPL MANAGER

The command, unit, or activity SupO or APO will be designated in writing by the commander or appointing authority as the FLIPL manager. The manager ensures that all aspects of the FLIPL process function in a timely and efficient manner. The FLIPL manager assists appointing authorities, FLOs, and unit commanders as required. This includes advising the approving and the appointing authorities if there appears to be a conflict of interest in personnel involved in processing the FLIPL.

030801. As the reviewing authority, evaluate the facts and circumstances surrounding the loss, damage, destruction, or theft of property and recommend to the approving/appointing authority whether suspected negligence or abuse is evident, and whether or not investigative action is warranted. Comments and recommendations must be provided in Block 12 of the DD 200.

030802. Provide supply expertise and assistance to approving/appointing authorities, responsible officers, property custodians and FLOs. Conduct training as required or as requested.

030803. During initiation of a DD 200, assign an inquiry/investigation number to ensure proper tracking of each DD 200.

030804. Retain all completed DD 200s and supporting documentation for ten years.

030805. Duties of the Financial Liability Investigation of Property Loss (FLIPL) Manager

A. Acts as the command, unit or activity focal point for FLIPL guidance and procedures.

1. Maintains FLIPL information that will show trends and potential problem areas and will apprise the commander or the approving authority of the status and the results of the FLIPL program. This information may include statistics such as accountability assessments and the number, type, and dollar value of property lost, damaged, destroyed, or stolen within the organization. This information will be provided to the next higher headquarters as required.

2. As appropriate, keeps the major subordinate command (MSC) FLIPL manager apprised of the status of the organization's FLIPL program.

3. Coordinates FLIPL actions with higher, lower, and adjacent command FLIPL managers.

B. Prepares and maintains internal operating procedures, checklists, FLIPL registers and related documents.

C. Provides guidance during investigations to FLBs and FLOs.

D. Prepares correspondence involved in routing the DD 200 for investigation, staff coordination, review, approval, due process, debt collection, and other FLIPL related actions.

E. Ensures that FLIPLs are processed expeditiously.

F. Ensures the actual or estimated cost of repair has been obtained before financial liability is assessed. Identifies any overcharges to be refunded.

G. Coordinates with the administration section (or in matters involving a DoD civilian employee, the servicing HROM Office and supporting Office of Counsel) to ensure individuals being charged as financially liable are promptly notified and are given the opportunity to review the file and make a written statement.

I. Coordinates with the administration section to ensure persons held financially liable by the approving authority are informed of their rights.

J. Computes the value of loss to the government, to include depreciation, when financial liability is assessed against an individual without appointing a FLO to conduct an investigation.

K. Maintains a Financial Liability Investigation of Property Loss (FLIPL) Register. Each DD 200 will be serially numbered starting at the beginning of each fiscal year. The register and copies of the DD 200 recorded on the register will be maintained for ten years for reference and audit purposes. A sample FLIPL Register with instructions is located in Appendix H.

1. The FLIPL manager will complete items 1-11 of the FLIPL Register within 15 days of the reported loss.

2. Disposition of Completed Registers and DD 200s. FLIPL Registers and case files that provide a complete record of each DD 200 must be retained as key supporting documents (KSDs). Volume 3 of this Order requires KSDs to be retained for a period of ten years after final action is completed.

030806. Local Administrative Procedures. All organizations must prepare implementing procedures to this policy. Delegations of authority made by the commander or approving authority will be made in writing.

030807. Scheduled Separations. The initiator of a DD 200 must advise the FLIPL manager if any person who may have caused the loss, damage, destruction, or theft of government

property is scheduled for separation. When this situation occurs, every effort must be made to expedite both the completion of the FLIPL and debt collection action.

030808. Pending Liability - Individual Transferred. If an individual transfers to another command before being notified that financial liability is being assessed, the losing FLIPL manager will coordinate the notification and debt collection process with the administration section (or in matters involving a DoD civilian employee, the servicing HROM Office and supporting Office of Counsel). However, both the losing and gaining commands have responsibilities in assuring the individual receives proper notification.

030809. Losing Financial Liability Investigation of Property Loss (FLIPL) Manager's Responsibilities. In coordination with the administration section, the losing manager will:

A. Obtain the name and location of the command to which the individual is being transferred, and the name and organizational address of the gaining FLIPL manager.

B. Ensure the approving authority has signed the DD 200.

C. Send the original and one copy of the FLIPL file to the gaining FLIPL manager.

1. The file will consist of all documents that are material to the finding of negligence, including a copy of the SJA endorsement and notification letter used to advise the individual of impending charges.

2. The transmittal letter accompanying the complete file will request that formal notification be given to the individual being charged and that a copy of the DD 200, with Block 16 signed by the individual, be completed and returned directly to the losing FLIPL manager. The transmittal letter will indicate the name, organizational address, and contact information of the losing FLIPL manager.

3. Establish a 30-day suspense from the date the FLIPL package is received at the gaining command for a response from the gaining command. Upon receipt of the DD 200 with Block 16 completed, or if no response is received after 30 days, FLIPL debt collection will be processed by the losing command approving authority. The gaining command is only responsible for notifying the person held liable, and for obtaining acknowledgment on Block 16 of the DD 200. Debt collection procedures will be executed by the disbursing officer/finance officer (DO/FO) supporting the losing command.

4. If the approving authority does not assess financial liability, the losing FLIPL manager will notify the person who was responsible for losing or damaging the property and close the case.

030810. Gaining Command Financial Liability Investigation of Property Loss (FLIPL) Manager Responsibilities. In coordination with the legal or administration section, the gaining FLIPL manager will:

- A. Upon receipt of the FLIPL documents, contact the commander of the individual charged and arrange for pickup or delivery of the documents.
- B. Notify the losing FLIPL manager to acknowledge receipt of the documents and include the date that the individual or their commander received the documents.
- C. Send the file back to the losing FLIPL manager indicating any discrepancies if it appears that provisions of this policy have not been complied with.
- D. Follow-On Actions. Advise the losing FLIPL manager once the individual being assessed is notified. At that time the gaining FLIPL manager will no longer be involved. Subsequent actions such as requests for reconsideration, appeals, waiver requests, and debt collections, will be conducted directly between the individual (or the individual's commander) and the losing command.

030811. Interaction With the Disbursing Officer/Finance Officer (DO/FO). FLIPL managers will work closely with the DO/FO to assure actions related to payroll deductions and debt collections are processed promptly. Once the approving authority has assessed financial liability and applicable due process procedures are completed, the losing FLIPL manager will provide a copy of the completed DD 200 to the DO/FO to execute debt collection actions.

0309 RESPONSIBILITIES OF THE HIGHER HEADQUARTERS COMMANDER

Under certain circumstances, approving authorities must forward DD 200 FLIPLs to the next higher commander/approving authority for action as follows.

030901. Action on DD 200 Financial Liability Investigation of Property Loss (FLIPLs)

- A. No person may act as an appointing authority or approving authority that has had personal responsibility or accountability for the property listed on the DD 200 at the time the property became lost, damaged, destroyed, or stolen. In such cases, the next higher commander or Marine Corps civilian employee in the chain of command will act as the appointing authority or the approving authority.
- B. For DD 200s containing recommendations affecting general officers or SES employees, the next general officer or SES employee in the chain of command senior to the general officer or SES employee being recommended for assessment of, or relief from, financial liability becomes the approving authority.
- C. As stated in paragraph 0304 above, DD 200s that exceed the authorized dollar threshold of an approving authority must be forwarded to the next higher approving authority in the chain of command for action.

030902. Action on Appeals. Individuals charged with financial liability may submit an appeal to the next higher approving authority in the chain of command if they think the facts of

the case do not support an assessment of financial liability. A sample appeal letter is provided in Appendix G.

A. Approving Authority. The original approving authority must forward the appeal letter, DD 200, and all supporting documents to the next higher approving authority in the chain of command.

B. Next Higher Approving Authority. Prior to reviewing the appeal, the next higher approving authority, as the appeal authority, will forward all related documents to the cognizant SJA with direction to provide a written opinion as to its legal sufficiency. Opinions and recommendations of the SJA will be attached to the DD 200 before the appeal authority's review. Once received, the appeal authority will review the DD 200 and appeal to determine if the evidence offered by the individual charged provides grounds to relieve them from financial liability. After review, the appeal authority may:

1. Direct the original approving authority to reopen the financial liability investigation and conduct further investigation to clarify matters specified by the appeal authority.
2. Grant relief of financial liability in whole or in part based on the facts and evidence contained in the file.
3. Deny relief of financial liability to the individual.
4. After review and decision by the appeal authority, the DD 200 with all supporting documents will be returned to the original approving authority for action under a formal memorandum. The memorandum will state decisions by the appeal authority and required actions to be taken.
5. All decisions made by the next higher approving authority regarding financial liability are final.

C. Delegated Approving Authority. Per paragraph 020207 in this Volume, general officers in command may delegate approving authority responsibilities to the most appropriate staff principal. Once delegated approving authority in writing, this individual may also serve as the appeal authority for DD 200 appeals from subordinate organizations.

030903. Discretionary Authorities. The member or employee will not pay more than one month's base pay, unless they fall into one of the following categories: SupO or APO; individuals losing public funds; or individuals who lose, damage, or destroy government quarters, furnishings, or equipment in quarters due to gross negligence or willful misconduct. In these cases, the individual may be assessed the full amount of the loss to the government. Base pay is determined at the time of the incident, not when the FLIPL is completed. Approving authorities may exercise certain discretion regarding assessments of financial liability if they provide written rationale. Based on the circumstances of each case, the approving authority may impose financial liability in an amount equal to the amount of the loss or damage (up to one month's basic pay), or in some lesser amount deemed appropriate, or relieve an individual from liability. In determining the amount of financial liability, the approving authority may consider factors including, but not limited to:

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- A. The degree of abuse or negligence involved.
- B. The extent, if any, to which involuntary collection would cause substantial financial hardship, constitute a clear injustice, or adversely impact unit morale and discipline.
- C. Any prior instances of abusive or negligent conduct toward government property.
- D. The degree of risk arising from assigned duties.
- E. The degree of experience and training of the individual.

030904. Major Subordinate Command (MSC), Marine Expeditionary Force (MEF) and Marine Force (MARFOR) Financial Liability Investigation of Property Loss (FLIPL) Managers. The MSC, Marine Expeditionary Force (MEF) and Marine Force (MARFOR) FLIPL managers will be assigned in writing by the commander or designated staff member and will:

- A. Review all FLIPLs and appeals requiring action at their level to ensure all administrative requirements have been met.
- B. Prepare correspondence pertaining to FLIPLs and appeals.
- C. Maintain receipt and suspense registers to control documents received.
- D. Provide guidance to subordinate FLIPL managers, including the development of command administrative procedures to supplement this policy.
- E. Keep the command approving authority apprised of the status of the FLIPL program.
- F. As appropriate, keep the next higher command FLIPL manager apprised of ongoing FLIPLs.

VOLUME 17: CHAPTER 4

“COMPUTING FINANCIAL LIABILITY”

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

COMPUTING FINANCIAL LIABILITY

0401 GENERAL

This chapter provides policy and guidance for computing the actual monetary loss to the government when property is lost, damaged, destroyed, or stolen.

0402 COMPUTING FINANCIAL LIABILITY

As a part of the FLIPL process, the FLO must determine the value of loss to the government when recommending an assessment or relief of financial liability. If financial liability is assessed without appointing a FLO to conduct an investigation, the SupO or APO will determine the value of loss to the government in accordance with this chapter. The actual loss to the government is the difference between the value of the property immediately before its loss, damage, or destruction, and its value immediately after. Once the actual loss to the government is computed, financial liability assessed against an individual will be limited to the amount of actual loss. See paragraph 060604 for additional information on the amount of liability that an individual can be assessed.

0403 VALUE OF REPAIRABLE PROPERTY

The value of loss for repairable property will be the repair cost required to return the damaged property to the condition it was in at the time of damage, or the value of the item at the time of the damage -whichever is less. The value of repairable property is the lesser of the following computations:

040301. Repair Cost. The cost of repairs consists of the sum of the costs of material, labor, overhead, and transportation, minus any salvage or scrap value of replaced component parts. If repair makes the item more valuable than it was at the time of the loss, reduce the cost of repairs by the amount of the increase in value. Maintenance personnel will compute the actual repair cost. When actual repair costs cannot be determined, they will prepare an itemized list of the estimated cost of damage. An estimate will be used to compute the value of a loss only when actual costs cannot be obtained within a reasonable time. When an estimate is used to compute the value of the damaged property, the DD 200 must state why, and state the basis on which the estimate was made.

040302. Adjusted Repair Cost. When an estimated cost of damage is used in the interest of expediency to process a FLIPL, the repair of damaged property will be followed through the repair process to determine the actual cost of repairs. When the actual cost of damage is less than the estimate, the FLIPL manager of the DD 200 will cause it to be reopened and the appropriate DO/FO will be requested to reimburse the difference to the charged individual.

0404 VALUE OF LOST, DESTROYED, OR IRREPARABLY DAMAGED PROPERTY

The value of lost, destroyed, or irreparably damaged property will be the actual value of the property at the time of the loss, minus any salvage or scrap value. Actual value at the time of the loss or damage may be computed in one of two ways.

040401. Fair Market Value. The preferred method of determining the value of property at the time of loss or damage is by a qualified technician's two-step appraisal of its fair market value. First, a technician must determine the condition of the item at the time of the loss or damage through personal knowledge, review of maintenance records, conversations with using personnel, and any other means available. Second, the commercial market must be reviewed to determine the price that similar items in similar condition have sold for in commercial transactions within the last 6 months. Appraisal guides accepted in the commercial market may be used for this purpose. The fair market value is the preferred method of fixing the value of property at the time of loss; however, it is not always practical since much of the Marine Corps' inventory is not available on the commercial market.

040402. Depreciated Value. When determination of fair market value is not possible or equitable, the value at the time of the loss or destruction may be computed by subtracting depreciation from the standard price of a new item at the time of acquisition. Standard price information is contained in Federal Logistics Information System Web Search, Defense Property Accountability System (DPAS), Global Combat Support System – Marine Corps (GCSS-MC) or the Total Force Structure Management System (TFSMS). Depreciation is not deducted for loss or damage to new property. Compute depreciated value for all property not listed below at 5 percent per year of service, up to 75 percent. If the time in service cannot be determined, depreciate a standard 25 percent.

A. For individual combat clothing and equipment (ICCE) items and non-power hand tools, depreciate by 10 percent for each such item.

B. For items made of relatively perishable material such as leather, canvas, plastic, or rubber (except for ICCE), depreciate by 25 percent for each such item.

C. For electronic equipment and office furniture, depreciate 5 percent per year of service, up to 50 percent.

D. For tactical and general purpose vehicles, depreciate 5 percent per year of service, up to 90 percent. Total depreciation will not exceed 90 percent.

E. For government furnished quarters, furnishings will be depreciated 5 percent per year of service, up to 50 percent.

F. Small arms are not depreciated.

G. The rates of depreciation above are based on normal use, and may be increased or decreased based on facts showing more or less than average use.

Sample Calculations for Depreciated Value				
Item Name	Original Unit Price	Placed in Service Date	Depreciation	Amount of Liability
MTVR	\$107,800	N/A	\$26,950.00	\$80,850.00
HMMWV	\$98,950	2003	\$59,370.00	\$39,580.00
Printer	\$3,200	2013	\$480.00	\$2,720.00
Tent	\$1,700	N/A	\$425.00	\$1,275
Helmet	\$350	N/A	\$35.00	\$315.00

Sample Formula: When Placed in Service Date is Known

$$(.05 * 12) = .60 * \$98,950.00 = \$59,370.00$$

Depreciation Rate ↑ ↑ Unit Price ↑ Amount of Depreciation
 Years of Service

$$\$98,950.00 - \$59,370.00 = \$39,580.00$$

Unit Price ↑ ↑ Amount of Depreciation ↑ Amount of Liability

Sample Formula: When Placed in Service Date is Not Known

$$.25 * \$107,800.00 = \$26,950.00$$

Depreciation Rate ↑ Unit Price ↑ Amount of Depreciation

$$\$107,800.00 - \$26,950.00 = \$80,850.00$$

Unit Price ↑ Amount of Depreciation ↑ Amount of Liability

Figure 4-1. Formula for Calculating Depreciated Value and Sample

0405 CREDIT FOR SALVAGE AND SCRAP VALUE

When property is damaged to the point it must be scrapped, salvage credit is allowed for the salvage or scrap value, including the scrap value of parts recovered from the property which has been repaired.

040501. Repairable Items. When items are repaired, allow for the scrap value of the repair parts, components, or assemblies recovered from the item; however, these reclaimable parts must be depreciated by the same factor that is used to depreciate the whole item. For example, a vehicle costs \$200,000, and a 50 percent credit (or \$100,000) was allowed for depreciation. If a

mechanic removed \$500 worth of reclaimable parts from the vehicle, only a 50 percent credit (or \$250) would be allowed for depreciation on the reclaimable parts for the vehicle.

040502. Items Beyond Repair. If an item has been damaged to the point it has to be scrapped, allow credit for the salvage or scrap value of the item or parts. When the entire item is turned in, obtain the information on the credit from the Defense Logistics Agency Disposition Services Field Office, which determines the amount of credit.

0406 FAIR WEAR AND TEAR

The value of loss to government quarters or related furnishings or equipment due to fair wear and tear is exempt from financial liability. Fair wear and tear will be determined by a qualified technical inspector.

0407 DETERMINING THE ACTUAL LOSS OR DAMAGE TO THE GOVERNMENT

The actual loss to the government is the difference between the value of the property immediately before its loss or damage and its value immediately after. There are four means of determining actual costs for the loss or damage of government property, and the corresponding amount of financial liability. The following steps must be considered in sequence.

040701. If the item is repairable, the charge will be based on the actual cost of repairs.

040702. If the item cannot be repaired because it is too badly damaged, a technical inspector must determine the market value of the item after the damage. Salvage credit must be included when appropriate.

040703. If the item is not repairable and a technical inspection is impossible (e.g., when an item is lost or completely destroyed in a fire), apply the appropriate depreciation formula to determine the property value.

040704. Deduct the standard rebuild cost from the value of the item.

0408 ACTUAL COST OF REPAIRS

If an item can be repaired, the charges must be based on the cost of repairs minus certain allowances. Although owning activities must compute the actual cost of repairs to determine the amount of financial liability, processing a DD 200 document, to include final charges against the individual involved, will not be delayed pending the completion of repairs. When the actual cost of repairs cannot be obtained in time to complete processing a DD 200 within the time limits established in paragraph 0207, technical personnel will make an itemized list of the estimated cost of repairs. The DD 200 will then be completed with the understanding that if the actual cost of repairs is less than the estimated cost of repairs, the DD 200 will be reopened, the charges amended, and the difference will be reimbursed to the individual.

040801. When computing the actual cost of repairs, charge for the following expenses:

- A. Direct Materials. For instance, if a fender is damaged and is not repairable, charge for the cost of the new fender.
- B. Direct Labor. Charge for the actual rate paid for civilian labor.
- C. Overhead Costs. Use the amount computed by using the authorized local cost accounting systems at a government repair activity.
- D. Transportation Costs. Charge for the cost of shipping the item to and from the repair facility.

040802. When computing the actual costs, allow for circumstances that affect the actual loss to the government. For example, if extensive repairs enhance the value so that the item is worth more than it was before the repair, make an allowance for the increase in value.

040803. Credit for repairs made but not needed to return the damaged property to the condition it was in immediately before the incident causing the damage. It may be more economical to refurbish the damaged item rather than repair just the damaged portion.

0409 TECHNICAL INSPECTION

Technical inspections will be documented prior to the repair or turn-in of the damaged property.

040901. Definition of Technical Inspection. A technical inspection determines the extent of damage and establishes whether the item is repairable. It also involves an appraisal to determine the value of the item just before it was damaged or destroyed.

040902. Need for a Technical Expert. A technical inspector must have a thorough knowledge of the item and its uses, mechanisms, and functions and must have broad experience in dealing with the type of item. In most cases this person will be a representative of the maintenance support for the installation or activity. The technical inspector will have to determine the prices of the same or similar items sold in the commercial markets at or about the time of the loss.

040903. Decision on the Fair Market Value of an Item. If the fair market value appears to be unfair to the government or the respondent, that value will not be used. For instance, if the acquisition cost of a pair of binoculars was \$97, and they are now being sold on the open market for \$175, the respondent cannot be charged \$175.

0410 COMPUTATION STATEMENT

When allowances are made for depreciation, the FLIPL must include a statement indicating the factors considered and methods by which the depreciation was computed so that a proper assessment may be made by the approving authority. GCSS-MC, DPAS, and TFSMS will be utilized to provide the information below. This statement and supporting documents will be attached to the DD 200 and will include:

- 041001. Source of published depreciation factors.

- 041011. Date of manufacture.
- 041012. Original acquisition cost.
- 041013. Replacement cost of a like item and source of this quotation.
- 041014. Estimated life expectancy.
- 041014. State of obsolescence.

VOLUME 17: CHAPTER 5

“PAYMENTS, COLLECTIONS, REFUNDS”

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

PAYMENTS, COLLECTIONS, REFUNDS

0501 GENERAL

This chapter outlines policy, responsibilities, and procedures for voluntary payments, involuntary collections, and refunds after the final assessment of financial liability has been determined by the appropriate approving or appointing authority. Most importantly, involuntary collection may not begin until the individual charged receives final notification of financial liability by the original approving or appointing authority, or the higher headquarters approving authority in the case of an appeal. In all cases, initiation of a DD 200 is required to serve as a voucher document to adjust the accountable property records.

0502 VOLUNTARY PAYMENTS

Marine Corps personnel and employees may voluntarily pay the government for lost, damaged, destroyed, or stolen government property. Voluntary payment may be made any time during the FLIPL process. In some cases, voluntary payments are made without the assessment of financial liability by the approving or appointing authority. In other cases voluntary payments are made as a result of the approving/appointing authority's assessment. For voluntary payments, the DD 200 does not require a review and endorsement by the supporting SJA. Voluntary payment may be accepted providing the following criteria are met:

050201. The individual is offering the payment on their own volition and is not being coerced or threatened with adverse action if payment is not made.

050202. The individual is aware that an agreement for voluntary payment may not later be revoked.

050203. The individual is aware that the normal avenues of relief (request for reconsideration, appeal, or waiver) are not available if voluntary payment is made.

050204. If the loss or damage exceeds one month's basic pay and the individual offers to voluntarily pay one month's basic pay, voluntary payment can be accepted if the loss or damage does not involve:

A. Assigned government quarters damage where gross negligence or willful misconduct may be evident.

B. Loss of public funds.

C. Loss or damage where a SupO or APO is involved.

050205. Completing the DD 200. Per paragraph 0501 above, individuals choosing to voluntarily pay for the loss, damage, destruction, or theft of government property must submit a DD

200 to serve as a property adjustment voucher by the accountable officer who accounts for the lost property.

A. When submitting the DD 200, the individual must make a statement in Block 9 that they volunteer to pay for the lost property and they understand their rights (see paragraph 0502 above and Chapter 9 in this Volume). The DD 200 should then be routed to the approving or appointing authority, via the SupO/APO, for signature.

B. If the approving or appointing authority notifies the individual responsible for the loss or damage that financial liability is assessed, the individual may voluntarily pay the amount specified on the DD 200 and corresponding assessment letter.

C. In these situations, the FLIPL process is terminated and the FLIPL Register is annotated to reflect voluntary payment. By making voluntary payment at this time, the individual thereby relinquishes the right to request reconsideration, appeal, waiver, or any other relief from financial liability. Debt collection/payment will then be processed via the supporting DO/FO.

050206. Voluntary Payment Documentation

A. Active duty and Reserve Marines. Voluntary payments from active duty and Reserve Marines are processed via a DD 200 and a NAVMC 6 “Cash Sales/Request for Checkage for Government Property.” This includes voluntary payments via cash, check, or pay checkage.

B. Government civilian employees (cash or check). Voluntary payments from government civilian employees in the form of cash or check are processed via a DD 200.

C. Government civilian employees (pay checkage). Voluntary payments from government civilian employees requesting a pay checkage or salary offset are processed via a DD 139 “Pay Adjustment Authorization.”

D. Military members of the other Services. Voluntary payments from military personnel from the other Services (Navy, Army, Air Force, Coast Guard) are processed via a DD 139. The form of payment will be a pay checkage.

050207. Document Processing Requirement.

A. Organizational commanders/approving authorities normally coordinate voluntary payment documents for the loss, damage, destruction, or theft of government property issued to their activities or to persons under their command or administrative control. If designated in writing, voluntary payments may also be coordinated by appointing authorities. The SupO or APO must develop and issue procedures for preparing and processing voluntary payment documents (e.g., NAVMC 6, DD 200, etc.).

B. Where lost, damaged, destroyed, or stolen property is recorded on property control records, the DD 200 must be used as a voucher document to support adjustment of the property account.

0503 INVOLUNTARY COLLECTIONS

This paragraph establishes debt collection procedures to be followed when financial liability is assessed and the individual charged does not volunteer to pay the amount assessed. Consent by Marine Corps personnel or employees is not required for the collection of FLIPL debts. The organization responsible for paying the Marine Corps member or employee shall determine the maximum amount to be collected each month. References (a), (c), and (h) apply.

050301. Involuntary Collections from Marine Corps Personnel and Employees

When a Marine Corps member or employee is held financially liable, the approving authority will notify the individual in writing of the type and amount of the debt being assessed. A sample Financial Liability Assessment Letter is provided in Appendix E. The letter must be hand-delivered with a receipt of notice executed; or sent by certified or registered mail with return receipt requested. Because the Marine Corps must be able to demonstrate that individuals held financially liable have received demand letters and notices of intent to effect involuntary collection, these receipts must be included in the FLIPL case file. The written notification advises the individual of the following:

A. The requirement to make lump-sum remittance within 30 days from the date of the written debt notification, and the right to request a written agreement to repay the debt in installments. A request for installment payments must be accompanied by the debtor's financial statement submitted under penalty of perjury.

B. The right to inspect and copy the DD 200 and all supporting documents relating to the debt.

C. The right to request reconsideration of the approving or appointing authority's decision (see Appendix F for a sample letter).

D. The right to appeal the findings of the FLIPL. The appeal must be submitted within 30 days from the date the individual is notified that their request for reconsideration has been denied by the approving authority.

E. The intention of the Marine Corps to make involuntary deductions from the individual's pay if voluntary lump-sum payment is not made within 30 days of liability notification or completion of the appeal process if an appeal is filed and the financial liability is upheld.

F. That any portion of the debt uncollected at the time of employment termination will be collected from the individual's final pay and allowances.

050302. Involuntary Collections from Marine Corps Personnel

The references cited in paragraph 010202 above define statutory and regulatory authority for the involuntary collection of indebtedness from active duty and Reserve Marines. After the approving or appointing authority assesses financial liability, the following procedures apply:

A. The individual will be notified by the approving authority and will be given 30 days to pay the amount due. If payment, a request for reconsideration, or an appeal is not arranged within 30 days, the approving authority will send the DD 200 with attachments to the DO/FO for recording on the individual's pay record and initiation of involuntary collection action. Involuntary collections will be processed according to reference (h) and other appropriate accounting and finance directives.

B. The individual may request reconsideration within five days of the assessment of financial liability. If the request for reconsideration is denied by the approving authority and the individual intends to submit an appeal, the approving authority will forward the appeal to the next higher approving authority (appeal authority). If the appeal is granted, no collection action will be taken. If the appeal is denied, the original approving authority will notify the individual of the decision and will initiate involuntarily collection of the debt.

C. Occasionally, collection is made from a member whose pay record is maintained by another servicing DO/FO. The supporting document for such a collection is a DD 200 signed in Block 14g by the approving authority. The DO/FO will process the appropriate Transaction Type Code to record the debt on the member's pay record.

050303. Involuntary Collections from Civilian Employees

A. The references cited in paragraph 010202 above define statutory and regulatory authority for the involuntary collection of indebtedness from an appropriated fund civilian employee. FLIPL appeal channels must be exhausted before processing involuntary salary offset per reference (a).

B. FLIPL appeal rights are forfeited if the appeal is not submitted within established time frames. If the appeal right is forfeited, or if the appeal is denied, the case file will be returned to the FLIPL approving authority. Authority to offset from retired civilian pay is provided in reference (a) Section 5514 and reference (h) Volume 8, Chapter 8. The authority for the involuntary collection of indebtedness from a Marine Corps NAF employee is located in reference (j). In all cases, involuntary collection from government civilian employees is processed via a DD 200.

C. The FLIPL manager must establish a suspense file for all FLIPL cases referred to the employee's organization for completion of due process procedures. Initial follow-up with the employee's organization will be accomplished 45 days after the case is referred and subsequently at 30-day intervals until collection action is completed or the FLIPL case is returned for involuntary collection action. Employee organizations are required to certify completion of due process procedures before submission to the DO/FO for involuntary collections.

050304. Collection From Military Members From The Other Services. When financial liability has been assessed against military personnel from another Service (e.g., Army, Navy, Air Force, Coast Guard), the following procedures apply:

A. Notify the member in the same manner as for Marine Corps members. Request lump-sum payment of the amount due.

B. If after 30 days from initial notification, the member fails to pay, either in lump-sum or installments, and there is no indication that a request for reconsideration or an appeal was submitted within allowable timeframes, send the filed DD 200 with attachments to the finance office for referral to the Defense Finance and Accounting Service (DFAS) for collection assistance.

050305. Collection From Separated Members. If a Marine Corps member separates before a FLIPL is completed, the following procedures apply:

A. If the member has not been notified of an assessment for financial liability before their separation, notification must be given in the same manner as for active duty members. If the separated member does not respond to the initial notification within 30 days, the DD 200 must be sent to the approving authority for final action. If the approving authority assesses financial liability, the DD 200 must be transferred to the DO/FO for referral to DFAS for collection assistance. Notification letters must be included in the case file.

B. If a member separates after signing Block 16g of the DD 200, but before the approving authority assesses financial liability, give notification of the approving authority's assessment in the same manner as for active duty members. If after 30 days from initial notification the separated member fails to respond, transfer the filed DD 200 to the DO/FO for referral to DFAS for collection assistance. Include notification letters in the case file.

C. There may be cases when losses are discovered after a member leaves the Marine Corps and the member is not receiving any pay from DFAS. In these situations, an after-the-fact FLIPL must be processed and an attempt must be made to obtain reimbursement to the government for the lost, damaged, or destroyed property in the same manner that a FLIPL would be processed if the person was still on the Marine Corps payroll.

D. Do not send FLIPL files to the DO/FO until the procedures in this paragraph have been accomplished unless the debtor cannot be contacted. If files are transferred to the DO/FO, they must contain the member's last known address.

050306. Collection From Retired Members. If a Marine Corps member retires before a FLIPL is completed, the following procedures apply:

A. If the member has not been notified of an assessment for financial liability before retirement, accomplish notification and disposition in the same manner as a separated member.

B. If local collection cannot be made using procedures prescribed in this paragraph, the DD 200 with attachments must be transferred to the DO/FO. The DO/FO will run the appropriate Transaction Type Code to put the member's active duty pay record in debt. Once that is accomplished, the DO/FO will transfer the debt to DFAS to initiate debt collection from the retired pay account.

C. If a member has acknowledged an assessment of financial liability by signing Block 16g of the DD 200 before retirement, notification of the approving authority's assessment is

accomplished in the same manner as a separated member. If local collection cannot be made, transfer the DD 200 for collection to the DO/FO.

D. Do not send FLIPL files to the DO/FO for referral to DFAS for collection until the procedures in this paragraph have been accomplished. If files are transferred to the DO/FO, they must contain the amount of the debt.

050307. DD 200 Requirements for Involuntary Collections. When processing a DD 200 for involuntary debt collection, the DD 200 must contain the following elements for proper processing by the DO/FO or DFAS:

- A. The dollar amount to be collected.
- B. Signature of the approving authority or appointing authority.
- C. SJA endorsement verifying negligence by the individual.
- D. Signature of the individual if possible.

050308. Cases Not Covered By This Paragraph. In these cases, the approving authority or appointing authority should query the DO/FO regarding how to address the problem.

0504 REFUNDS

If an erroneous collection has been made, the approving authority will inform the individual concerned of the adjustment, authorize refund of the amount collected, and advise the DO/FO in writing to process the refund. The refund voucher must be supported by references to the collection voucher or military pay order number used for the initial collection and a copy of the document containing the reason for the refund. If final action on the FLIPL was made by the higher command approving authority, correspondence authorizing repayment must be sent to the unit of origin. Attach the correspondence to a copy of the DD 200.

050401. Members Reassigned. If a member from whom a collection was made has been transferred from the organization originating the charge, all concerned should refer to paragraph 0308.

050402. Members Retired. The approving authority must notify the DO/FO to prepare refund documentation if the member's address is known. The refund voucher must be properly supported by documents authorizing the refund. If the member's address is not known, obtain a current mailing address from the DO/FO or from DFAS and notify the DO/FO accordingly. Do not transfer the file to DFAS for refund action.

VOLUME 17: CHAPTER 6

“RIGHTS OF THE INDIVIDUAL”

SUMMARY OF SUBSTANTIVE CHANGES

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

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 6

RIGHTS OF THE INDIVIDUAL

0601 GENERAL

This chapter provides policy regarding the rights of an individual once financial liability has been assessed by the approving or appointing authority.

0602 RIGHTS OF THE INDIVIDUAL IF THE APPROVING AUTHORITY ASSESSES FINANCIAL LIABILITY

If the approving authority determines that a member or civilian employee should pay for the loss, damage, destruction, or theft of property, the approving authority must allow the individual to examine the entire FLIPL package and to submit a request for reconsideration if necessary. Additionally, the approving authority must inform the individual of their right to submit an appeal to the next higher approving authority if their request for reconsideration is denied. In order to challenge the FLIPL decision, the member or employee must submit evidence to the approving authority within certain time limits.

060201. Processing DD 200s. If the approving authority believes the individual is liable, he or she will forward the report to the SJA for legal review. If the report is determined to be legally sufficient, the approving authority will notify the individual in writing if he or she intends to hold them financially liable. This letter will also inform the individual of the following rights:

- A. To inspect and copy all records relating to the FLIPL.
- B. To request reconsideration.
- C. To submit an appeal to the next higher approving authority.
- D. To request extension of the collection period.
- E. To request a waiver or cancellation of the indebtedness for damage or destruction to government housing; however, the member or employee must request this before the entire amount is collected from their pay.
- F. If the individual does not exercise the above rights, or if they are unsuccessful, then the amount owed will be withheld from their pay within 30 to 60 days.

060202. Amount of Liability. The financial loss is calculated using the lost item's current fair market value and depreciation. The member or employee will not pay more than one month's base pay, unless they fall into one of the following categories: SupO or APO; persons losing public funds; or persons who lose, damage, or destroy government quarters, furnishings, or equipment in quarters due to gross negligence or willful misconduct. Base pay is determined at the time of the incident, not when the FLIPL is completed. For Marine Corps Reserve personnel, one

month's base pay refers to the amount that would be received by the service member if on active duty.

0603 REQUESTS FOR RECONSIDERATION

Marine Corps members and employees may request reconsideration of financial liability from the approving authority based on inaccuracies or erroneous decisions in the FLIPL investigation.

060301. Justification. The request for reconsideration must state why the individual believes the approving authority's assessment of financial liability is erroneous, including a complete description of the facts, evidence, and summary of testimony of any witnesses that support the change in proximate cause (see paragraph 060401.B below). The individual should attach copies of any pertinent records they wish to be considered if they differ from those records previously provided by the approving authority.

060302. Time Limits. The time limits for submitting a request for reconsideration vary depending on how the approving authority notified the individual. If the individual received the approving authority's notification letter and FLIPL package in person, then they have five calendar days from that date to submit a request for reconsideration. A sample request for reconsideration letter is provided in Appendix F. If the individual was notified by mail and they reside in the same country as the approving authority, they have 15 days from the date the FLIPL was received to respond. If they are in a different country from the approving authority, they have 30 days from the date the FLIPL was received to respond.

060303. Decision by the Approving Authority. After reviewing the request for reconsideration from the individual charged, the approving authority will decide whether to accept the request and relieve the individual of financial liability, or deny the request and inform the individual of their right to appeal the decision to the next higher approving authority. In both cases, the approving authority will provide his decision to the individual as an endorsement to the request for reconsideration letter.

0604 APPEALS

In cases when the approving authority has denied a request for reconsideration from an individual, the individual charged has the right to submit an appeal to the next higher approving authority. A sample appeal letter is provided in Appendix G.

060401. Content of the Appeal. To properly appeal the approving authority's decision, the individual must know the basis for the decision. Therefore, it is vital that they carefully read the FLIPL findings and recommendations. In order for the approving authority to assess liability, he or she must find, based on the facts in the report, that the individual willfully or negligently caused the property to be lost, damaged, destroyed, or stolen.

A. Willful Misconduct. To find the individual liable, the approving authority must establish that their intentional wrongful or unlawful act or omission resulted in a loss, damage, destruction, or theft of government property.

B. Negligence and Proximate Cause. To find the individual liable, the approving authority must establish that they were negligent and that negligence was the proximate cause of the loss, damage, destruction, or theft. Consult with the cognizant SJA in the event of questions regarding these concepts. A four-part test must be followed before determining financial liability.

1. Part 1: The individual must have a duty to care for the property. This duty can arise in numerous ways such as: signing for the property; responsibility for supervising individuals using the property; custodial responsibility; or having physical possession of the property.

2. Part 2: The individual must have breached the above-described duty of care. Whether the individual breached the duty of care depends on the circumstances in each case. The standard to be applied is whether they acted in a manner that a reasonable person would have acted if faced with the same situation. Acts or omissions can cause breaches.

3. Part 3: The individual's negligence (breach of duty) was the proximate cause of the loss, damage, destruction, or theft. The breach of duty cannot be merely a potential factor in the cause of the loss, but rather the act or omission that actually caused the loss.

4. Part 4: There must be a loss to the government, which includes loss of accountability.

C. Gross Negligence. In some cases, it is pertinent whether the negligence exceeded simple negligence. In those cases, the approving authority will determine whether the loss resulted from gross negligence. To find gross negligence, the approving authority must establish that in addition to breaching the four-part test above, the individual's conduct was an extreme departure from the course of action to be expected of a reasonably prudent person. An act of gross negligent is characterized by a reckless, deliberate, or wanton disregard of the foreseeable consequences.

D. Evidence. The individual should gather any documents, photos, statements, and other facts that will support their position. The appeal should explain why the approving authority's decision is erroneous, and why the facts surrounding the individual's case supports their position.

060402. Processing the Appeal.

A. The appeal must be submitted in writing and specifically state the alleged errors or injustices occurring during the FLIPL process.

B. Appeals must be submitted to the approving authority within 30 days of the date the individual's request for reconsideration was denied by the approving authority, or 30 days from the date the individual was notified of an assessment of financial liability in cases where a request for reconsideration was not made.

C. The approving authority must forward the DD 200 and appeal to the next higher approving authority in the chain of command for adjudication. This must occur within five working days from the date the appeal is received.

060403. Preparation of Financial Liability Investigation of Property Loss (FLIPL) Files for Forwarding. The appeal file forwarded to the next higher approving authority must contain the following documents:

- A. The appeal letter from the individual.
- B. DD 200 and all supporting documents.
- C. The request for reconsideration letter from the individual, with an endorsement from the approving authority indicating the reasons for denying the request for reconsideration.
- D. A statement which responds to each contention or allegation raised against the individual.
- E. Any additional information that would assist the next higher approving authority in ruling on the appeal.

0605 CHANGES TO A DD 200 FLIPL

After a final determination of financial liability has been made by the approving authority under the provisions of this policy, a FLIPL will not be reopened, corrected, or altered in any manner except as provided in this paragraph.

060501. Change in Approving Authority. If the approving authority who took action on the original DD 200 no longer has such authority (e.g., transfer, separation, relief of approving authority, etc.), the DD 200 will be submitted to the relieving individual with approving authority. All required actions to complete the FLIPL process will be performed by the relieving approving authority.

060502. Minor Corrections. Minor corrections which do not involve important changes in findings or recommendations of the FLO or in the action of appointing or approving authorities may be made on the original FLIPL on file.

060503. Cancellation. Cancellation of a finalized FLIPL that was used to adjust property control records is seldom necessary or desirable; however, the approving authority who took action may cancel the original FLIPL if circumstances warrant. This could include duplicate FLIPLs for the same items, or discovery of items previously reported as lost. The approving authority canceling a FLIPL must notify each activity involved and ensure all actions taken to adjust the property records are reversed.

060504. New Evidence. If new evidence or information becomes available, the approving authority may reopen a FLIPL. Amending action may be taken with or without reinvestigation; however, the approving authority may direct the FLO to further investigate the case as appropriate. Upon completion of the additional investigation, the FLIPL must be resubmitted through original channels to the approving authority taking previous action. A notice of corrective action on a FLIPL must be communicated to all activities involved.

060505. Property Recovered Is Damaged. When property believed to be lost and dropped from property records by an approved FLIPL is later found but is damaged, the original FLIPL will be canceled and a new FLIPL initiated to:

- A. Establish responsibility for the damage.
- B. Establish financial liability if warranted.
- C. Establish monetary loss or cost of repair.
- D. Dispose of unserviceable property.

0606 HOUSING DAMAGE WAIVERS

Approving authorities may waive all or part of the assessed liability for damage to government accommodations based on the circumstances in the case. See Chapter 8 in this Volume for more information.

VOLUME 17: CHAPTER 7

“CATEGORIES OF PROPERTY”

SUMMARY OF SUBSTANTIVE CHANGES

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

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

CHAPTER 7

CATEGORIES OF PROPERTY

0701 GENERAL

Per reference (h) and Volume 4 of this Order, for the purposes of physical inventory control, all Marine Corps property falls within the two categories of supply system stocks and property record items. This chapter defines these categories and provides specific policy and procedures for processing DD 200 FLIPLs when the loss, damage, destruction, or theft of property is discovered.

0702 SUPPLY SYSTEM STOCKS

This paragraph applies to Marine Corps property stored in inventory locations defined as “supply system stocks” and contains procedures to be followed when discrepancies are discovered.

070201. Supply system stocks are those inventories where a stock record account is required to be maintained in a Marine Corps-approved accountable property system of record (APSR) (e.g., GCSS-MC or Ordnance Information System – Marine Corps), showing by item, the receipt, issue, and disposal of property, balances on hand, and such other identifying or stock control data as may be required to record its position within the supply chain en route to its end use. Supply system stocks can include operating materials and supplies (OM&S), inventory, and military equipment not in use. This includes in-stores equipment and retail inventories financed by stock funds and other appropriations for issue to end-use customers.

A. Operating Materials and Supplies (OM&S). OM&S is tangible personal property to be consumed in normal operations. Repairables and consumables that are not for sale are considered OM&S. This includes ordnance.

B. Inventory. Inventory is materiel, titled to the U.S. Government, held for sale or issue, held for repair, or held pending transfer to disposal.

C. Military Equipment Not In Use. This includes military equipment positioned in storage locations for issue to end-use customers (i.e. Stores Account Code 1 Table of Authorized Materiel Control Number (TAMCN) items positioned at intermediate activities).

070202. If a loss occurs in supply system stocks because supervisors did not ensure that stocks were properly inventoried, this may be the basis for finding an individual negligent in the performance of assigned duties.

070203. Guidance. Inventory managers (i.e., OIC for the Supply Management Unit (SMU), OIC Storage Operations, OIC for a Repairable Issue Point, SupO or APO, etc.) for supply system stocks are liable for the full amount of the loss, damage, destruction, or theft of property for which they are accountable when the loss, damage, destruction, or theft is caused by their negligence, willful misconduct, or deliberate unauthorized use.

070204. Department of Defense (DoD) Supply System Stock Procedures. For guidance and procedures pertaining to inventory losses of supply system stocks, refer to paragraph 0708 of Volume 12, Chapter 7 of reference (h).

070205. Marine Corps Procedures Implementing Department of Defense (DoD) Policy.

A. Inventory Adjustments. Discrepancies in supply system stocks may occur between stock record account balances and materiel in storage.

1. Per Volume 4 of this Order, intermediate-level supply activities may adjust accountable asset records prior to completion of causative research; however, this does not preclude those activities from completing all required research and/or investigative action. Intermediate-level activities have 30 days from the adjustment transaction to complete required causative research.

2. Supply activities that manage wholesale-level stocks are allowed 45 days from the date the adjustment transaction was posted to complete causative research. For the Marine Corps, this timeframe applies specifically to Marine Corps owned materiel stored and managed by the Defense Logistics Agency (DLA) at Marine Corps Logistics Command.

B. Causative Research. Inventory managers will conduct causative research of these discrepancies to determine the reason for the out-of-balance condition.

1. If the causative research reveals the discrepancy is the result of an administrative processing error, and the adjustment transaction has been completed to bring the appropriate records into balance, then a DD 200 is not required.

2. If the causative research does not identify the cause of the discrepancy, and if the discrepancy does not meet the requirements for a mandatory DD 200 as prescribed in paragraph 0204 within this Volume, use an inventory adjustment document to adjust the stock record account. A DD 200 is not required.

3. If the causative research does not identify the cause of the discrepancy and the discrepancy meets the requirements for a mandatory DD 200, a DD 200 must be initiated by the inventory manager (e.g., SMU Storage OIC). Use the DD 200 to substantiate adjustment of the stock record account, to recommend corrective action, and to determine possible financial liability of the inventory manager, or any other person involved in the discrepancy. The DD 200 will be forwarded to the approving authority to decide whether to appoint a FLO to conduct an investigation.

C. Financial Liability Investigation of Property Loss (FLIPL) Investigation. If the approving authority decides to conduct an investigation on the matter, the FLIPL investigation will cover the requirements listed in reference (h) as a minimum. These requirements include:

1. Reviewing and evaluating existing internal controls and property control procedures for their adequacy in protecting property.

2. Determining compliance with prescribed internal controls, regulations and procedures.

3. Determining who is involved and what responsibilities they have been assigned.

4. Determining whether simple or gross negligence or abuse is evident.

5. Reviewing the causative research conducted.

6. Determining the cause or the probable cause of the inventory loss.

7. Recommending actions to minimize recurrence of inventory loss.

070206. Corrective Action Statement. In cases where the investigation determines any type of deficiency in the control of or accounting for property, the FLO must provide a statement in Block 10 of the DD 200 to describe actions taken to prevent recurrence of the discrepancy.

070207. Supply Officer Signature. Block 17e of the DD 200 must be signed by the SupO or APO (e.g., SMU Storage OIC, RIP OIC, or Consolidated Storage Program (CSP) Management Specialist) responsible for inventory management of the supply system stocks.

070208. Approving Authority Signature. Block 14g of the DD 200 must be signed by the approving authority for supply system stocks. If the approving authority is also the AO, Block 14b will include comments concurring with the adjustment of the property records.

070209. Approval Dollar Thresholds for Supply System Stocks. Supply system stock discrepancies that require mandatory initiation of a DD 200 (see paragraph 0204 within this Volume) must be forwarded to the appropriate approving authority for action. Approving authority dollar thresholds for DD 200 FLIPLs are provided in paragraph 0304 within this Volume. Current Marine Corps policy for intermediate-level supply management (MCO P4400.151B) which authorized individuals filling specific billets to authorize inventory adjustments remains valid for discrepancies that do not require a DD 200. For example: the OIC of Stock Control at the SMU has an approval threshold of \$15,000; the approval threshold for the General Account OIC is \$100,000; and the approval threshold for the SMU OIC is \$350,000. Using these examples, the General Account OIC is authorized to approve inventory adjustments less than \$100,000; however, if there are single line items that meet the DD 200 criteria, then a DD 200 must be initiated to document the loss and determine liability. It must be noted that initiation of a DD 200 is required for physical inventory losses. A DD 200 is not required for administrative adjustments.

0703 PROPERTY RECORD ITEMS

Property record items include all Marine Corps property, other than supply system stocks, which have been fielded to their final destination in the supply chain. This paragraph applies to Marine Corps property defined as "property record items" and contains procedures to be followed when discrepancies are found.

070301. This category of property includes the following DoD definitions:

A. General Equipment. General equipment is property of any kind (i.e., General Property, Plant, and Equipment) except real property (land and improvements to facilities). It has an expected useful life of two or more years; is not intended for sale in the ordinary course of business; does not ordinarily lose its identity or become a component part of another article; and is available for the use of the reporting entity for its intended purpose. Sub-categories of general equipment include:

1. Military Equipment in Use. Military equipment is a type of general equipment and includes weapon systems that can be used directly by the Armed Forces to carry out battlefield missions. The Marine Corps will assign a TAMCN to all military equipment. Marine Corps examples include: combat vehicles, tanks, artillery and crew serve weapons. The term “in use” refers to military equipment acquired and fielded to its intended element of the approved acquisition objective. This includes equipment in stores, equipment on-hand at consumer level organizations, pre-positioned equipment, Depot Maintenance Float Allowance assets, or equipment in the possession of a commander or in the possession of a third party.

2. Garrison Property. Garrison property is used to provide general government services or goods in the support of end item development, maintenance, storage, and/or to support the operations of a Marine Corps installation and its tenant activities. Garrison property includes, but is not limited to, office equipment, automated data processing equipment, industrial plant equipment, training equipment, special tooling, and special test equipment.

3. Garrison Mobile Equipment. Garrison mobile equipment is used to perform transportation and automotive maintenance functions at Marine Corps installations. Commercially available garrison mobile equipment includes passenger vehicles, cargo vehicles, non-tactical materiel handling equipment, engineer equipment, and railway rolling stock.

B. Heritage Assets. Heritage assets are recognized to be assets of historical or natural significance; cultural, educational, or artistic importance; or possess significant architectural characteristics. They are expected to be preserved in museums or registered with the Naval History and Heritage Command or the National Museum of the Marine Corps.

070302. Guidance. In most cases, a DD 200 will be initiated to report the loss, damage, destruction, or theft of property record items issued to an RO/property custodian or an individual. Paragraph 0204 within this Volume describes mandatory requirements for initiating a DD 200. Organizations must ensure proper routing of the DD 200 when the approving authority determining financial liability is not be the same person as the accountable officer who accounts for the items within an APSR. The following specific guidance is provided.

A. Items Issued to an RO/Property Custodian. All property record items (e.g., TAMCN items) issued to an RO/property custodian and accounted for within an APSR (e.g., GCSS-MC) require the initiation of a DD 200 to report a loss, damage, destruction, or theft. Throughout the Marine Corps, this most commonly includes military equipment accounted for by the CO/AO and issued to ROs on a Consolidated Memorandum Receipt (CMR).

1. Quarterly inventory. If losses are discovered during a quarterly physical inventory and causative research is non-conclusive (i.e., no supporting documentation exists to explain the loss), the RO will initiate a DD 200. This procedure replaces previous policy of submitting a Request for Investigation Letter to the CO/AO.

2. Losses by a Responsible Individual. If an item is lost, damaged, destroyed, or stolen while in the possession of a responsible individual, the individual involved will initiate a DD 200 to report the loss. A signed receipt is not required to determine financial liability in these cases.

3. Accountable Officer Actions. In all commands throughout the operating forces, the commander will serve as the approving authority to determine financial liability, and the accountable officer for the lost property. In these cases, the commander will use Block 14 of the DD 200 to state the determination of financial liability, and to direct the supply officer to adjust the accountable property records. The unit supply officer will complete Block 17 with the document number used to drop the item.

4. Routing the DD 200. The DD 200 will not require routing outside of the command.

B. Individual Combat Clothing and Equipment (ICCE) Issued to an Individual

1. All losses of ICCE issued to an individual from a Consolidated Issue Facility (CIF) or Individual Issue Facility (IIF) require initiation of a DD 200 to report the loss, determine financial liability, and to serve as a voucher. The DD 200 replaces previous policy of routing a Missing Gear Statement through the chain of command.

2. Accountable Officer Actions. The commander, as the approving authority, or the executive officer, if appointed as appointing authority, will take action on the DD 200 to determine financial liability against the individual involved. Appropriate comments will be made in Block 14 of the DD 200. Since unit commanders do not serve as an accountable officer for CIF/IIF assets, comments will not be made in Block 14 directing the items to be dropped from the property records. Note: This does not apply to organizations that own and manage ICCE assets issued to individuals within the command. In these instances, the commander, as the accountable officer and the approving authority, will use Block 14 to provide comments regarding the assessment or relief of financial liability, and directing the items to be dropped from the accountable records (if applicable).

3. Routing the DD 200. Once the approving or appointing authority has signed the DD 200 (i.e., voluntary payment, relieving the individual of responsibility, or assessing financial liability), a copy of the DD 200 will be routed to the CIF/IIF Manager as a voucher to adjust the accountable property records. Block 17 will be completed by the CIF/IIF Manager or designated personnel.

C. Unit Issue Facility (UIF) Assets Issued to an RO

1. All losses of assets issued to an RO from a UIF managed under the Consolidated Storage Program (CSP) require initiation of a DD 200 to report the loss, determine

financial liability, and to serve as a voucher. Although UIF assets are managed by regional UIF managers, the MEF CG is the accountable officer. As such, MEF G-4s are responsible for establishing local procedures for reviewing and endorsing all DD 200s for UIF equipment. Once endorsed by the MEF CG or their designated representative, the DD 200 and all supporting documentation will be forwarded to the UIF manager to serve as a voucher for property record adjustment. Note: DD 200s initiated to report the loss of UIF assets by units within Marine Corps Forces Special Operations Command (MARFORSOC) will be endorsed by the MARFORSOC G-4 prior to submission to the UIF manager at Camp Lejeune.

2. Supported Unit Actions. The commander of the supported unit, as the approving authority, or the executive officer, if appointed as appointing authority, will take action on the DD 200 to determine financial liability against the RO or individual involved. Appropriate comments will be made in Block 14 of the DD 200 regarding the assessment or relief of financial liability. Since unit commanders do not serve as the accountable officer for UIF assets, comments will not be made in Block 14 directing the items to be dropped from the property records. Block 17 of the DD 200 will be completed by the UIF manager or designated personnel.

D. Garrison Property Issued to a Tenant Organization. At most Marine Corps installations, garrison property is issued to tenant organizations from the installation Personal Property Manager (PPM). In these cases, the installation commander is the accountable officer and commanders of tenant organizations are ROs.

1. Losses by a Responsible Individual or Responsible Officer. If garrison property issued or temporarily loaned to a tenant organization is lost, damaged, destroyed, or stolen while in the possession of a responsible individual, the individual involved will initiate a DD 200 to report the loss. A signed receipt is not required to determine financial liability in these cases. If the responsible individual is not known, the RO for the account will initiate the DD 200.

2. Accountable Officer Actions. The tenant organization approving or appointing authority will take action on the DD 200 to determine financial liability against the individual involved. Appropriate comments will be made in Block 14 of the DD 200 to either relieve the individual of responsibility or assess financial liability. Since tenant organization commanders do not serve as an accountable officer for garrison property assets, comments will not be made in Block 14 directing the item to be dropped from the property records.

3. Routing the DD 200. Once the approving or appointing authority has signed the DD 200 (i.e., voluntary payment, relieving the individual of responsibility, or assessing financial liability), a copy of the DD 200 will be routed to the installation PPM as a voucher to adjust the accountable property records. Block 17 will be completed by the PPM. Figure 7-1 displays the proper routing of a DD 200 for losses of garrison property (when the approving authority (tenant commander) is not the accountable officer (installation commander) for lost items).

DD 200 Routing for Garrison Property (Approving Authority not the Accountable Officer)

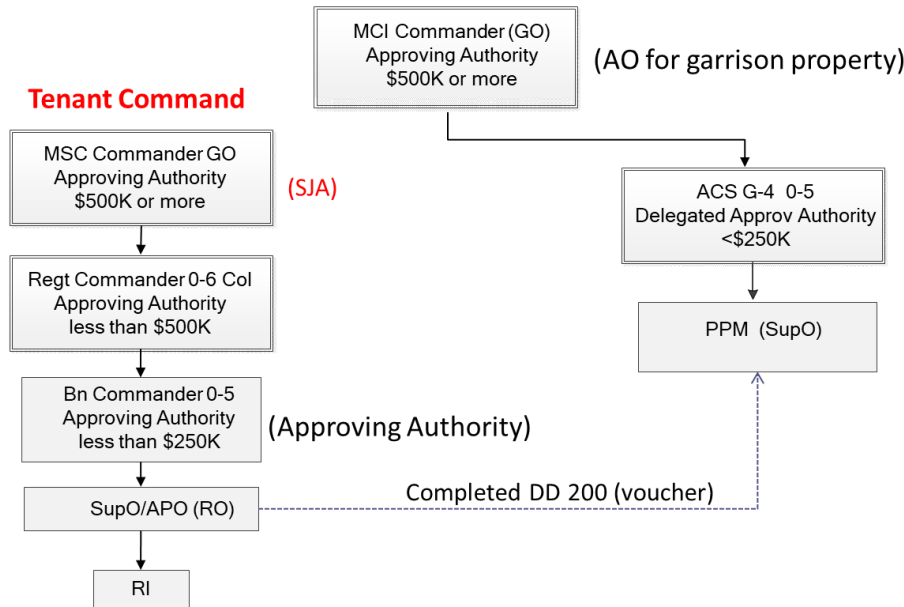


Figure 7-1. DD 200 Routing for Garrison Property

E. Temporary Loans of Military Equipment. When military equipment is provided as a temporary loan from the commander of a supporting activity to the commander of a supported activity, the supporting commander remains as the accountable officer for the loaned asset.

1. Losses by a Responsible Individual. If military equipment loaned to a supported activity is lost, damaged, destroyed, or stolen while in the possession of a responsible individual, the individual involved will initiate a DD 200 to report the loss.

2. Accountable Officer Actions. The commander of the supported activity, as the approving authority; or the executive officer, if appointed as appointing authority, will take action on the DD 200 to determine financial liability against the individual involved. Appropriate comments will be made in Block 14 of the DD 200 to either relieve the individual of responsibility or assess financial liability. Since the commander of the supported activity is not accountable officer for the loaned military equipment, comments will not be made in Block 14 directing the item to be dropped from the property records.

3. Routing the DD 200. Once the approving or appointing authority of the supported command has signed the DD 200 (i.e., voluntary payment, relieving the individual of responsibility, or assessing financial liability), a copy of the DD 200 will be routed to the commander of the supporting command to serve as a voucher to adjust the accountable property records. Block 17 will be completed by the supply officer of the supporting command.

F. Property Record Adjustments at Consumer-level Accounts

1. Previous Policy. Previous Marine Corps supply policy (i.e., MCO 4400.150 and Volume 4 within this Order) authorized consumer-level SupOs/APOs to approve property record adjustments that:

a. Do not exceed a unit price of \$2,500 or have an extended dollar value of \$50,000 for pilferable items.

b. Include non-controlled, non-sensitive, and non-pilferable items with a unit price of less than \$5,000, or a total dollar value per transaction of less than \$50,000 (serialized and non-serialized).

2. Updated/Current Policy. This policy requires all physical losses of property to be reported to the CO/AO, as the approving authority, to determine whether there is cause to suspect possible negligence or mismanagement of property leading to an assessment of financial liability. Accordingly, the approval thresholds for consumer-level SupOs/APOs listed above are no longer authorized.

3. Procedural Guidance. All inventory adjustments as a result of a physical inventory (e.g., RO quarterly inventory, SupO annual or spot inventory, etc.) must be reported to the CO/AO for approval prior to adjusting the accountable records. Physical losses meeting the mandatory criteria for a DD 200 (see paragraph 0204 within this Volume) must be reported to the CO/AO, as the approving authority, to determine whether to assess financial liability, conduct a FLIPL investigation, or approve the property record adjustments. This may include:

a. Loss of a controlled item (includes pilferable and sensitive items).

b. Repetitive losses of the same item.

c. Losses involving suspected negligence.

d. Causative research for the lost item is non-conclusive.

VOLUME 17: CHAPTER 8

“MISCELLANEOUS PROCEDURES”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER 8

MISCELLANEOUS PROCEDURES

0801 GENERAL

This chapter provides policy and guidance for miscellaneous situations involving the loss, damage, destruction, or theft of property related to vehicles, government furnished property, retail bulk petroleum, and government housing.

0802 FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL)
PERTAINING TO VEHICLES

This paragraph provides guidance relating to damage to private conveyances, rental vehicles, and government owned vehicles. For the purposes of this policy, a vehicle is considered to be any piece of equipment that moves on a solid surface either under its own power, towed, or pushed and is used to move people or things. A vehicle can be mounted on wheels, tracked treads, or runners and be of commercial or military design. The following are examples of vehicles: sedans; pick-up and cargo trucks; prime movers; trailers; motorcycles; tracked vehicles; manual or motor operated cranes; snowmobiles; aircraft cargo loaders; hand operated or mechanized warehouse material handling equipment such as warehouse tractors and trailers, and forklift trucks.

080201. Damage Involving Private Conveyances. Damage to Marine Corps property resulting from operation of privately owned vehicles, boats, airplanes, or other conveyances is not generally subject to the FLIPL process. Contact the SJA prior to taking any investigative steps into an incident or event that may potentially result in claims or civil litigation against the United States. Claims or administrative action against responsible individuals are usually pursued under references (b) and (c). If Marine Corps members or employees are involved, a FLIPL may be processed instead of asserting a tort claim for the damage to Marine Corps property. These actions must be coordinated with the legal office.

080202. Damage to Rental Vehicles.

A. A DD 200 will be initiated for damage to General Services Administration vehicles and commercial rental vehicles under Marine Corps control. Commercial rental vehicles are under Marine Corps control when a Marine Corps contracting officer enters into a written agreement with a commercial rental vehicle company.

B. Damage to vehicles rented by Marine Corps members and employees directly from commercial companies are not subject to the provisions of this Order, regardless of whether or not the rental was authorized on government orders.

080203. Financial Liability Investigation of Property Loss (FLIPL) Guidance and Procedures for Government Vehicles.

A. In cases involving government vehicles, the standard used for processing a DD 200 and imposing financial liability is the determination of gross negligence, willful misconduct, or deliberate unauthorized use by the individual involved.

B. Rationale for Gross Negligence. The standard of gross negligence has been adopted to eliminate the significant expenditure of resources to process FLIPLs for little monetary return to the government, and to more equitably distribute the risk of liability associated with government vehicle damage. Past practices had resulted in unfairly charging vehicle operators (normally the most junior Marines and civilian employees) for motor vehicle damage, which is commonly recognized as a normal cost of doing business. However, the gross negligence standard does not preclude a commander from taking other administrative or disciplinary actions against individuals who damage government vehicles.

080204. Overall Guidance

A. When a DD 200 is Required. A DD 200 must be processed in all cases of loss, damage, destruction, or theft if there is evidence of gross negligence, willful misconduct, deliberate unauthorized use, or if property records must be adjusted.

B. Assigning Financial Liability. Military members and DoD civilian employees can be held financially liable only in those cases in which the loss or damage to government motor vehicles was caused by the member's or employee's gross negligence, willful misconduct, or deliberate unauthorized use.

C. Punitive and Administrative Actions. The fact that a DD 200 was not processed or financial liability was not imposed on the person responsible for the vehicle damage does not prevent the commander from taking other action punitive or administrative actions against the responsible person.

080205. Implementing Instructions

A. Directing a Fact-Finding Investigation. When a vehicle is lost, damaged, destroyed, or stolen, the approving authority, appointing authority or the commander of the organization that has possession of the vehicle will direct an informal fact-finding investigation to ascertain the facts in the case and to help the approving or appointing authority decide on whether or not to proceed with a FLIPL investigation. This also applies to vehicles that may be deployed or issued to individuals outside of the owning organization.

B. Vehicle Accident Reports. A motor vehicle accident investigation report prepared by security police personnel, civilian law enforcement authorities, or transportation/vehicle control officers may be used by the approving or appointing authority to determine whether there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use. The accident investigation report can be used for this purpose only if it thoroughly documents the facts and circumstances of the damage.

C. Other Accident Investigations. If an accident investigation report was not accomplished, has insufficient information, or leaves doubt that all facts have been presented, then

the approving or appointing authority must appoint a FLO to conduct an investigation to determine all facts and circumstances of the damage.

D. FLO's Recommendations. After reviewing the facts and circumstances of the damage, the FLO must make a written recommendation to the approving or appointing authority as to whether or not negligence is involved and whether financial liability should be assessed. The FLO's findings and recommendations will be provided in Block 15a of the DD 200. After considering the FLO's recommendation, the approving or the appointing authority, will make the final decision for assessing financial liability to individuals involved or relieving them of responsibility.

0803 GOVERNMENT-FURNISHED PROPERTY (GFP)

Per reference (h), this policy does not apply to GFP or Contractor-Acquired Property in the possession of a third party, to include contractors. Per reference (g), GFP is property in the possession of, or directly acquired by, the government and subsequently furnished to a contractor for the performance of a contract. The contracting officer (KO) to whom the contractor is assigned is responsible for complying with the applicable provisions of reference (e). Contractors involved in the loss, damage, destruction, or theft of government property are not required to initiate a DD 200. Additionally, contractors normally may not be held financial liable to the government.

080301. The purpose of processing a DD 200 for items lost, damaged, or destroyed by contractors is to provide the SupO/APO of the owning organization with a voucher document for use in adjusting the accountable records. It is not used to relieve or hold the contractor liable for lost, damaged, destroyed, or stolen GFP.

080302. When the loss of GFP involves possible contractor liability under a service contract, the contractor will process and report discrepancies, loss of government property, physical inventory results, audits and self-assessments, corrective actions and other property-related reports as directed by the KO. The report will be in accordance with the Federal Acquisition Regulation.

080303. The KO, in coordination with the Management Control Activity (MCA) at Marine Corps Logistics Command, Marine Corps Systems Command, or Marine Corps Installations Command, will investigate the loss and make an independent finding as to liability of the contractor. Once this is complete, the KO will provide a copy of the investigation to the applicable MCA. The KO is the final authority in determining relief or liability in regards to contractors. This is separate from the FLIPL process.

080304. The applicable MCA will process a DD 200 to adjust the accountable records. The MCA will only fill out Blocks 1, 3, 4-9, and 17a-f of the DD 200 to ensure the government property is accurately identified (i.e., NSN, Qty, Serial #). The MCA will use the findings and exhibits from the KO investigation as supporting documentation for audit purposes.

0804 RETAIL BULK PETROLEUM LOSSES

Retail bulk petroleum losses will be resolved per references (h) and (m).

080401. Loss Expectancy. Some losses are unavoidable in the handling and storage of volatile products. These losses can be controlled by management actions to limit the rates of loss for such products so that standards are not exceeded. Reference (m) provides authorized loss allowances for bulk petroleum.

080402. Categories of Losses. Reference (m) categorizes retail bulk petroleum losses as follows:

A. In-Transit Losses. Losses of product received at DoD activities are allowable only when the actual loss is within the authorized allowance. When a loss exceeds the allowance, a portion of the loss is not allowable, and the entire loss will be reported as prescribed in reference (m). Causative research will be performed if there is any suspicion of negligence or abuse on the part of government personnel who contributed to the loss.

B. Operating Losses. Terminal operating loss allowances for various types of petroleum products are prescribed in reference (m). When the loss exceeds the stated allowance, a portion of the loss is not allowable, and the entire loss must be researched and reported.

C. Determinable Losses. Losses which occur from determinable causes (such as tank overflows, spills, pipeline breaks, fire or unrecoverable tank bottom) can normally be precluded or greatly minimized by effective management. These losses will be researched and reported in accordance with reference (h).

D. Any trends, such as a pattern of losses within the allowable percentage, require further research and investigation. These losses shall be researched and reported in accordance with references (m) and (c).

0805 GOVERNMENT HOUSING

Reference (h) Volume 12, Chapter 7 outlines DoD policy pertaining to government housing liability. Portions of reference (h) are included in this paragraph that prescribes the financial liability of military personnel for the loss, damage, or destruction of government housing (family housing, unaccompanied personnel housing or barracks). It also describes minimum requirements for assessing financial liability when government housing, including equipment or furnishings therein, is lost, damaged or destroyed. Government housing within the scope of this paragraph includes both permanent and temporary quarters and barracks either owned by, or controlled by, the U.S. Government.

080501. Determination of Proximate Cause. A member of a military Service shall be held liable to the United States for the loss, damage or destruction of family housing or an unaccompanied personnel housing unit assigned to a member, including equipment and furnishings therein, when a determination is made that the loss, damage or destruction was proximately caused by the abuse or negligence of the member, a dependent of the member, or a guest either of the member or the member's dependent.

080502. Financial Liability of Occupants. Financial liability against personnel involved in the loss, damage or destruction of government housing, including equipment and

furnishings, may be assessed for the full amount of the loss if the loss, damage or destruction was proximately caused by gross negligence or abuse. Liability of occupants for damage to government housing and related equipment and furnishings is prescribed in reference (b).

080503. Determination of Negligence. Determinations must be made on whether the loss or damage to government housing was proximately caused by simple or gross negligence of the member, the member's dependents, or guests of either. Simple negligence is the failure to act as a reasonably prudent person would have acted under similar circumstances. Gross negligence is the extreme departure from the course of action expected of a reasonably prudent person, accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act.

A. Gross Negligence. When the proximate cause of the loss or damage is determined to be gross negligence, the financial liability of the member will be for the total amount of the loss to the government. If a member's dependent or guest causes a loss or damage through gross negligence, the member will be fully liable for the loss or damage if the member was "on notice" of the particular risk involved and failed to exercise reasonable, available opportunities to prevent or limit the loss or damage. In the absence of evidence to the contrary, the member will be presumed to have been "on notice" of any risks attending the activities of family members and guests on the premises.

B. Simple Negligence. Where simple negligence is determined to be the proximate cause of the loss or damage, the financial liability of the member will be limited to an amount equal to basic pay for one month at the rate in effect at the time of the loss, or the amount of the loss, whichever is less.

C. A member is liable for damages to any assigned family housing or unaccompanied personnel housing unit (including loss or damage to equipment and furnishings therein) if an approving authority determines that the loss or damage was caused by the member's negligence or deliberate unauthorized use of such unit.

D. A FLIPL investigation is required for members who damage assigned and non-assigned government quarters. If both assigned and non-assigned quarters are damaged in the same incident, a member may be held liable for damage to assigned quarters, and may also be held liable for damage to non-assigned quarters up to one month's basic pay. Under these circumstances, total liability for all quarters damaged in a single incident may not exceed one month's basic pay, unless gross negligence or willful misconduct is involved.

E. If assigned quarters and personal or organizational equipment are damaged in the same incident, a member may be held liable for damage to quarters, and may also be held liable for damage to the personal or organizational equipment.

080504. Responsibility for Submitting a DD 200

A. Family Housing. Normally, the base housing manager is responsible for initiating a DD 200 for loss, damage or destruction to Marine Corps controlled family housing. The DD 200 will be forwarded to the approving authority of the individual involved for investigative action and determination of financial liability.

B. Unaccompanied Housing and Barracks. The approving authority for the individual involved in the incident must designate a representative (normally the individual involved) to initiate a DD 200 for the loss, damage or destruction of unaccompanied housing or the barracks. The DD 200 will be processed through the individual's chain of command.

080505. Waiver Provisions for Housing Damage. Reference (b) provides for waiver of liability arising under certain conditions. The waiver applies to both family housing, unaccompanied personnel housing, and barracks.

080506. Waiver Consideration for Housing Damage. Liability resulting from damage to assigned family housing or unaccompanied housing and barracks (including equipment and furnishings therein) is subject to waiver by the FLIPL approving authority. Liability may be waived in whole or in part by the approving authority if, based on the unique circumstances of the case, it is determined that the waiver is in the best interest of the government.

A. Factors To Be Considered. In determining whether or not liability should be waived by the approving authority, factors to be considered may include the following:

1. The degree of abuse or negligence involved.
2. Where damage was caused by a dependent or guest, whether or not the member or the member's spouse was on notice of the activities in question and exercised available opportunities for preventing or limiting the damage, or otherwise exercised proper control over dependents or guests.
3. The extent, if any, to which involuntary collection of pay would cause substantial financial hardship, constitute a clear injustice, or adversely impact unit morale and discipline.
4. The relative culpability of other individuals whose actions or omissions may have contributed to the damage or loss.
5. Any prior instances of abusive or negligent conduct toward government property.
6. In overseas areas, the unavailability of private insurance to cover the liability of individuals who would normally be insurable in the United States.

B. Waiver Procedures. A member may specifically request a waiver and provide support for the request in writing. In the absence of such a request, the approving authority must also consider the appropriateness of granting a waiver based on the information in the DD 200.

1. Individual Charged. Once a member has been notified that financial liability is being assessed for damage to government housing, the individual must be advised of available options. One option is to submit a fully substantiated waiver request to the approving authority. The waiver request must be submitted within five calendar days from the date the individual was notified of financial liability.

2. Approving Authority. Upon receipt of the waiver request, the approving authority must decide whether to approve or disapprove the waiver. If the approving authority waives the liability in full, disposition is the same as for relief of liability. The approving authority will advise the member that the debt is canceled. If the approving authority does not waive the liability in full, the member must be notified and must be advised of his or her right to appeal the decision to next higher approving authority.

3. Waiver Appeals. Upon receipt of a disapproved waiver request from the approving authority, the member may appeal the decision to the next higher approving authority. This option must be exercised within 30 days of the date the member is notified that the waiver request is disapproved. The DD 200, appeal, and waiver package must be sent to the next higher approving authority for final decision. Appeal procedures in paragraph 0604 apply.

a. If the next higher approving authority approves the appeal and waives the liability in full, the file will be returned to the original approving authority for action.

b. If the next higher approving authority does not waive the liability in full, the file will be returned to the original approving authority. The approving authority will notify the individual of the decision and will pursue collection via the individual's servicing DO/FO. If part of the liability is waived, the DO/FO will reduce the debt and collect the appropriate amount.

080507. Privatized Housing. The majority of Marine Corps family housing is currently managed, maintained and operated by Private Partners. Private Partners managing family housing have their own corporate procedures for initiating investigations for property loss, damage or destruction and for collecting funds from members who are found liable. These processes and procedures are spelled out in the renter's agreement between the Private Partner and the member. The Private Partner's Community Manager may engage the base housing office or the installation commander if they determine that the loss, damage or destruction is the result of the member's abuse or negligence, or if the member is unresponsive to repayment requests. The FLIPL process does not apply to privatized housing.

VOLUME 17: APPENDIX A

“DD 200 FLIPL INSTRUCTIONS”

SUMMARY OF SUBSTANTIVE CHANGES

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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

APPENDIX A

DD 200 FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL)
INSTRUCTIONS

1. DD 200, Financial Liability Investigation of Property Loss. An electronic version of the DD 200 can be located at: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0200.pdf>. Prepare and complete the DD 200 as follows:

a. The DD 200. The original and one copy will be provided to the Supply Officer/FLIPL Manager.

b. Block 1. The individual directly involved in the loss, damage, destruction, or theft of property will annotate the date the DD 200 is initiated. For losses discovered as part of an inventory that meet the criteria for a DD 200, the DD 200 will normally be initiated by the RO/property custodian or SupO/APO who maintained custody of the item(s).

c. Block 2. The Supply Officer/FLIPL Manager assigns an inquiry/investigation number within the first 5 days of the date the DD 200 is initiated. This provides a control or suspense for completion of the initiation phase. The inquiry/investigation number will be formatted as a standard document number (e.g., DoDAAC, Julian Date, Serial Number). Example: M21460-7120-F001.

d. Block 3. The individual initiating the DD 200 enters the date the loss, damage, destruction, or theft was discovered.

BLOCKS 4-8. Complete Blocks 4-8 ONLY IF one item is being reported as lost, damaged, destroyed, or stolen. If multiple items are being reported, LEAVE BLOCKS 4-8 BLANK, except type "See Continuation Page" in Block 5, and list all items on the Continuation Page. This procedure must be followed due to auto-calculations in the electronic version of the DD 200 (July 2009 version).

e. Block 4. The individual initiating enters either the National Stock Number (NSN) or manufacturer's part number. In the event there is no NSN or part number, enter "N/A." Complete Block 4 only if one item is reported on the DD 200. If multiple items are being reported, leave Block 4 blank and use the Continuation Page. Any number of items can be listed, as long as they pertain to the same incident and the person(s) responsible for the property are the same.

f. Block 5. The individual initiating enters the correct name of the property lost, damaged, destroyed, or stolen, including any serial numbers. If the property is not stock listed, give an accurate description sufficient for identification. If only a portion of a major item is damaged, describe the major item fully, and then describe the damages. If a vehicle is damaged, describe the type of vehicle and vehicle number. Complete Block 5 with specific information only if one item is being reported on the DD 200. If multiple items are being reported, type "See Continuation Page" in Block 5 and use the Continuation Page to list specific information for all items.

g. Block 6. The individual initiating enters the quantity (e.g., quantity (2) Canteen Cases) and if applicable, standard unit measure for the item. Complete Block 6 only if one item is reported

on the DD 200. If multiple items are being reported, leave Block 6 blank and use the Continuation Page.

h. Block 7. The individual initiating enters the actual unit cost or standard price (current replacement cost). A copy of the property records (i.e. CMR) listing that identifies the current replacement cost of the lost, damaged, destroyed, or stolen item will be forwarded with the DD 200. Questions regarding prices should be referred to the SupO or APO. Complete Block 7 only if one item is reported on the DD 200. If multiple items are being reported, leave Block 7 blank and use the Continuation Page.

i. Block 8. No entry is required in the electronic version of the DD 200. Block 8 of the DD 200 will auto-calculate the total cost for a single item reported. If multiple items are being reported, leave Block 8 blank and use the Continuation Page. The Continuation Page will auto-calculate the total cost of all items listed.

j. Block 9. The individual who initiates the DD 200 completes this block. Describe the circumstances leading to the loss, damage, destruction, or theft of property. The information in this block can assist the approving authority in making a determination of whether or not negligence, willful misconduct, or deliberate unauthorized use was the cause of the loss, damage, destruction, or theft. Check the appropriate box to show whether the item was Lost, Damaged, or Destroyed; and whether the item belonged to the Organization (e.g., military equipment assigned to an RO); to the Installation (e.g., garrison property); or if the item is Organizational Clothing and Individual Equipment (OCIE) issued to an individual from a CIF or IIF. If voluntary payment is being offered by the individual, Block 9 should include the following statement: "I volunteer to pay the total cost of lost, damaged, or destroyed property and do so after being advised of my rights."

k. Block 10. If a FLIPL investigation reveals deficiencies in directives, procedures, internal controls, etc., a statement of corrective action is required to document the action that was taken or will be taken to prevent recurrence of the incident. The FLO will normally prepare the corrective action statement.

l. Block 11. This block will include point of contact information for the individual completing Blocks 1-9.

m. Block 12. The SupO or APO completes this block. The SupO or APO provides a recommendation to the approving or appointing authority on whether abuse or negligence was evident/suspected in the loss, damage, destruction, or theft of property, and whether a FLIPL investigation is warranted.

n. Block 13. The appointing authority completes this block. After reviewing comments in Block 9 from the individual, and recommendations from the SupO or APO in Block 12, the appointing authority must decide whether a FLIPL investigation is required. At this point, only Block 13c will be checked "Yes" or "No" to designate whether a FLO will be appointed. If Yes, the appointing authority will appoint a FLO via an appointment letter. No other comments will be made in Block 13 at this time. Once the appointing authority receives the DD 200 with findings and recommendations from the FLO, the appointing authority will complete the remainder of Block 13. Block 13a will be used to approve or disapprove the FLO's recommendations, and Block 13b will

include comments and recommendations to the approving authority. If a FLO is not appointed to conduct an investigation, the appointing authority will use Block 13a to approve or disapprove of the SupO or APO's recommendations, and Block 13b will be used to provide comments to the approving authority. If the approving authority is also acting as the appointing authority, he or she will complete Blocks 13 and 14.

(1) If the appointing authority has been authorized to approve or disapprove DD 200s up to \$100,000 without the consent of the approving authority, the appointing authority will identify all actions and decisions within Block 13. Block 14 will not be used. As an example, if the appointing authority receives a DD 200 from a Marine who is clearly negligent in the loss of an item, and the SupO or APO has recommended that an investigation not be conducted, the following steps would apply:

(a) The appointing authority would mark Block 13a "Approve" to approve of the SupO or APO's recommendation.

(b) Block 13c would be checked "No" that a FLO is not being appointed.

(c) In Block 13b, the appointing authority would state that he is assessing financial liability against the individual for the amount of the loss. He would not sign the DD 200.

(d) The DD 200 would be referred to SJA for review and endorsement.

(e) Once the DD 200 is returned with a positive endorsement from SJA, the appointing authority would make the statement "A legal review has been conducted" in Block 13b, and complete Blocks 13d-h.

(f) A copy of the DD 200 and a Financial Liability Assessment Letter would then be provided to the individual.

o. Block 14. The approving authority completes this block to approve or disapprove of recommendations from the appointing authority, the FLO, the SupO, or APO; to specify the amount of financial liability assessed or relief from liability; and to authorize dropping the lost or destroyed property from the accountable property records (if the approving authority is also the accountable officer for the lost property). If the approving authority approves of recommendations to hold an individual financially liable, Block 14a will be checked "Approve" and comments will be provided in Block 14b describing the amount being assessed. At this point, the DD 200 must be forwarded to the supporting SJA for review and endorsement. Once the legal review is complete, the approving authority will complete the remainder of Block 14 will notify the individual via an assessment letter. If the approving authority is also the accountable officer for the lost property, the following statement should be included in Block 14b: "I hereby direct the item(s) to be dropped from the accountable property records." In this case, the DD 200 should be forwarded to the SupO or APO to adjust the property records while the financial liability process (i.e., notification, request for reconsideration, appeal, debt collection) is completed. If the approving authority is not the accountable officer for the lost property, a copy of the DD 200 should be provided to the accountable officer as a voucher to adjust the property records.

p. Block 15. This block is completed by the FLO to identify findings and recommendations from the investigation, and to define the recommended amount of financial liability to be assessed.

q. Block 16. The individual charged completes this block after receiving official notification that financial liability is being assessed by the approving or appointing authority. After reviewing the DD 200 and all supporting documentation, the individual will check Block 16a as follows:

(1) Check the box “Submit the attached statement of objection” if the individual intends to submit a request for reconsideration letter to the approving authority.

(2) Check the box “Do not intend to make such a statement” if the individual agrees to voluntarily pay the amount assessed by the approving authority.

r. Block 17. Although Block 17 on the DD 200 displays “Accountable Officer” as the person taking action, Marine Corps SupOs or APOs will complete this block. Most importantly, this block should be completed by the SupO, APO, or PPM who manages the APSR for the accountable officer. This is critical for audit purposes since the document number(s) used to adjust the property records must be listed in Block 17a of the DD 200. As an example: If one Marine Corps unit temp loans a TAMCN item to another Marine Corps unit, the supporting commander remains as the accountable officer for the item, and the supported commander will serve as the approving authority to determine financial liability if the item is lost. If the item is lost, the DD 200 will be processed by the supported commander/approving authority. Upon conclusion of the FLIPL investigation (if warranted) and completion of Block 14 by the approving authority, a copy of the DD 200 will be forwarded to the supporting CO/AO to serve as a voucher to adjust the property records. The supporting commander will endorse the DD 200 with comments directing his or her SupO or APO to drop the item from the property records. The SupO or APO of the supporting command would complete Block 17 with the document number (or transaction ID number for GCSS-MC) used to drop the item.

VOLUME 17: APPENDIX B

“FLIPL PROCESS FLOW”

SUMMARY OF SUBSTANTIVE CHANGES

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

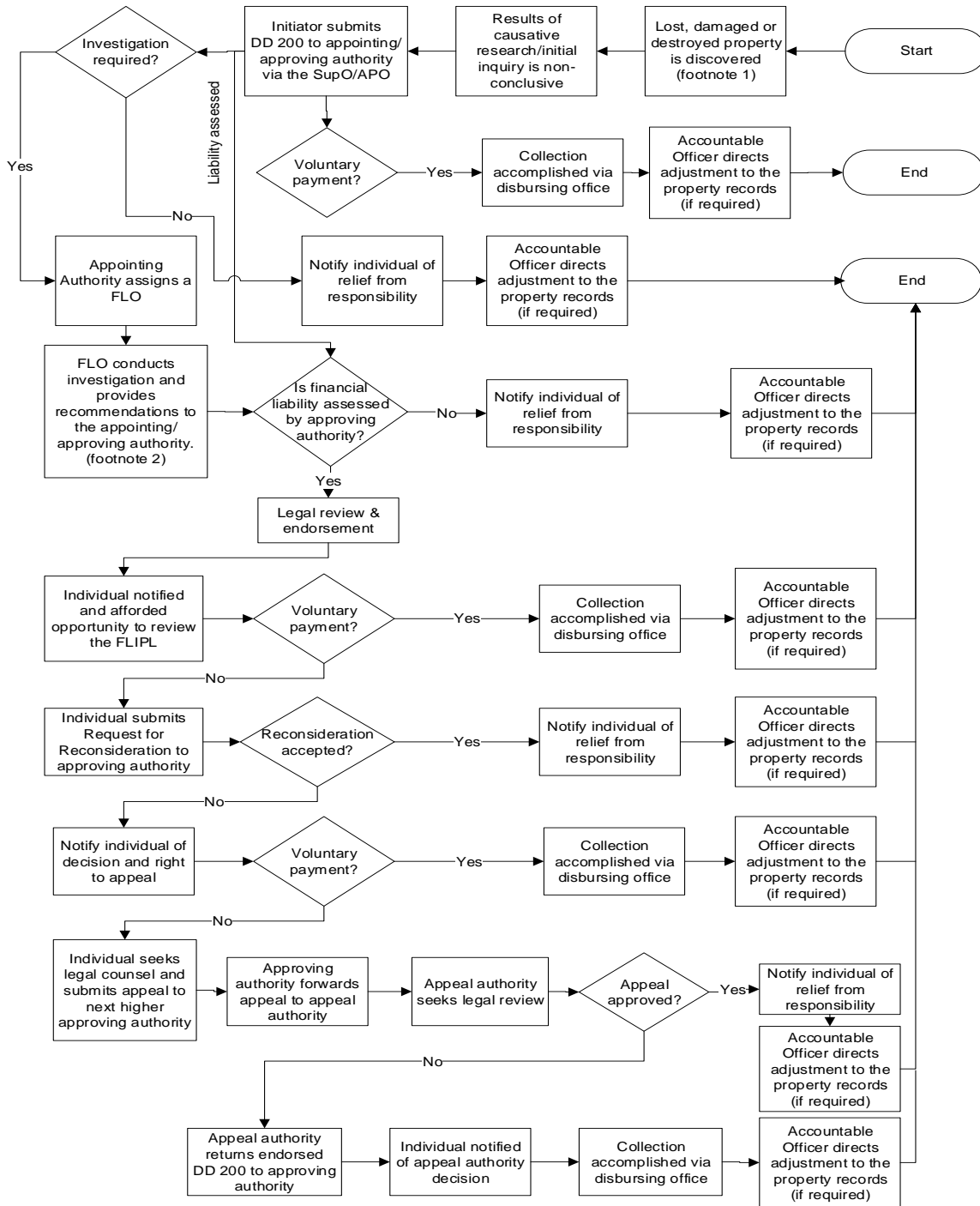
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APPENDIX B

**FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL) PROCESS
 FLOW**



Footnote 1: Inventory adjustments for supply system stocks (e.g., OM&S) may be made at this point.
 Footnote 2: Inventory adjustments for property record items (e.g., TAMCN item) may be made at this point.

VOLUME 17: APPENDIX C

“SAMPLE APPOINTING AUTHORITY APPOINTMENT LETTER”

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX C

SAMPLE APPOINTING AUTHORITY APPOINTMENT LETTER

From: Commanding Officer (Approving Authority)

To: Major Executive X. Officer 1234567890/0302 USMC

Subj: APPOINTMENT AS FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS
(FLIPL) APPOINTING AUTHORITY

Ref: (a) MCO 4400.201, Volume 17

1. Per reference (a), you are hereby appointed as the Appointing Authority to review all DD 200 “Financial Liability Investigation of Property Loss” forms resulting from the loss, damage, destruction, or theft of government property assigned to this command.

2. In cases where the total value of property lost, damaged, destroyed, or stolen is less than **\$100,000**, you are authorized to appoint a Financial Liability Officer (FLO) (if warranted) and approve or disapprove the recommendations of the Supply Officer and FLO to assess or relieve individuals of financial liability. Note: this paragraph can be used to restrict the authority of the appointing authority. There may be cases when the commander/approving authority may chose to have his XO/appointing authority handle all losses of individual equipment from an Individual Issue Facility, while the commander/approving authority handles losses of other property (e.g., TAMCN items assigned to Responsible Officers within the command).

3. You are directed to familiarize yourself with the reference and understand your responsibilities which include the following:

a. Disqualify yourself when a conflict of interest is possible.

b. Ensure that all DD 200s received are accurate and complete. Evaluate each DD 200 and either approve recommendations to assess financial liability or relieve those involved from liability, responsibility or accountability.

c. In cases where you decide to appoint a FLO to conduct a formal investigation, ensure the investigation is conducted promptly and thoroughly in accordance with reference (a).

d. Ensure that DD 200s are initiated, processed, and adjudicated within the time limits established by reference (a).

e. Require a written explanation if delays occur while initiating or processing a DD 200 and take appropriate corrective actions.

f. Ensure that individuals held financially liable are formally notified, informed of their rights, and given the opportunity to inspect and copy DD 200 documents.

- g. Personally evaluate each DD 200 when there is evidence of negligence or abuse.
 - h. In cases where financial liability is assessed, ensure the DD 200 is reviewed by the SJA; that a written opinion is provided on the adequacy of evidence and propriety of the findings and recommendations; and that the legal opinion becomes part of the FLIPL file.
 - i. Ensure that corrections of any attested entries are properly initialed and documented.
 - j. Make determinations on requests for reconsideration of liability and notify the individual involved accordingly.
 - k. Notify and forward all appeals to the next higher approving authority in the chain of command for adjudication.
 - l. In cases where a DD 200 involves a requirement to adjust the property records (AAC-MXXXXX), forward the DD 200 to me as the Accountable Officer, as I must authorize all property record adjustment transactions in accordance with reference (a).
 - m. In cases where property lost by this command is accounted for by a separate commander/accountable officer (e.g., temp loaned equipment, garrison property, individual equipment issued to a Marine from an Individual Issue Facility); upon completion of the FLIPL investigation by the FLO, forward a copy of the DD 200 and supporting documentation to the accountable officer to adjust his or her property records.
4. Inform me of all cases where a FLO is assigned. The below instances require the initiation of a DD 200 to report the loss, damage, destruction, or theft of government property; however, it is your decision whether to appoint a FLO to conduct a formal investigation.
- a. Evidence of abuse, gross negligence, willful misconduct, or deliberate unauthorized use, fraud, theft, or suspicion of negligence.
 - b. Loss of a controlled item as defined in reference (a).
 - c. Initial causative research for lost or missing property is non-conclusive and does not identify the cause of the discrepancy in the supply system or property account.
 - d. Repetitive cases of loss, damage, or destruction occur, even though any one by itself would not warrant the processing of a DD 200.
 - e. Loss of bulk fuel/petroleum greater than \$1,000.
5. The point of contact for additional guidance is the Battalion FLIPL Manager, Captain I. M. SupO, at XXX-XXX-XXXX or via email at ima.suppo@usmc.mil

VOLUME 17: APPENDIX D

“SAMPLE FINANCIAL LIABILITY OFFICER APPOINTMENT LETTER”

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX D

SAMPLE FINANCIAL LIABILITY OFFICER APPOINTMENT LETTER

4400
(code)
(date)

From: Approving or Appointing Authority
To: (Rank First Name MI. Last Name)

Subj: APPOINTMENT AS FINANCIAL LIABILITY OFFICER

Ref: (a) MCO 4400.201, Volume 17

Encl: (1) DD 200, Financial Liability Investigation of Property Loss (FLIPL)

1. Per reference (a), you are hereby appointed as a Financial Liability Officer to conduct a FLIPL investigation into the circumstances surrounding the loss, damage, destruction, or theft of government property assigned to (unit). Your task in conducting an investigation of property loss is to determine whether someone's negligence or willful misconduct was the proximate cause of the loss, damage, destruction, or theft. If an individual was negligent, and that negligence was the cause of the loss, damage, destruction, or theft, it is appropriate to recommend assessment of financial liability against that individual.

2. During your investigation, the following specific issues will be addressed:

a. Verify the type and quantity of government property lost, damaged, destroyed, or stolen.

b. Establish whether correct accountability procedures and policies were followed in this case.

c. Establish the chain of custody for the lost, damaged destroyed, or stolen property. Detail any lapses in the chain of custody or accountability of the government property.

d. Determine whether there were any failures to follow appropriate procedures and policies leading to the loss, damage, destruction, or theft of government property.

3. Before you begin your investigation you should contact XXXXXXXX at XXXXX or XXXXXXXX@usmc.mil, who will serve as your legal advisor. You will receive a mandatory legal briefing prior to beginning your investigation and will consult your cognizant staff judge advocate as you deem necessary during the course of the investigation. In cases where responsibility for lost, damaged, destroyed, or stolen property may lie with a civilian employee of the Marine Corps, you will consult with a civilian personnel law attorney, normally located within the Regional Counsel's Office, prior to initiating the investigation, or as early as practicable after the possibility of civilian

responsibility becomes apparent. Submit your completed DD 200 and report of investigation to your legal advisor for review prior to delivering it to me.

4. You are to conduct this investigation using the procedures outlined in reference (a). You will interview all key witnesses in person when possible.
5. If, in the course of your investigation, you come to suspect that any individual (s) committed a criminal act or misconduct subject to adverse administrative action or punishable under the UCMJ, immediately suspend the FLIPL investigation and notify the Approving/Appointing Authority and cognizant staff judge advocate for further guidance.
6. Submit your findings and recommendations on DD 200, Block 15 to this office by (enter date). In the event you are unable to meet the above suspense date, prepare a written statement explaining the reason for the delay and attach it to the investigation of property loss as an exhibit. Per reference (a), this investigation becomes your primary duty until completion and acceptance by me.
7. The point of contact for additional guidance is XXXXXX.

(Signature)
(FI. MI. LAST Name of Approving or Appointing
Authority)

VOLUME 17: APPENDIX E

“SAMPLE FINANCIAL LIABILITY ASSESSMENT LETTER”

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX E

SAMPLE FINANCIAL LIABILITY ASSESSMENT LETTER

The following is a sample letter notifying an individual that the approving or appointing authority has determined that the individual will be held liable for loss or damage to government property.

4400
(code)
(date)

From: Approving or Appointing Authority

To: (Rank, First Name MI. Last Name)

Subj: ASSESSMENT OF FINANCIAL LIABILITY

Ref: (a) MCO 4400.201, Volume 17

Encl: (1) DD 200 "Financial Liability Investigation of Property Loss (FLIPL)"

1. After considering the facts and circumstances documented in FLIPL (inquiry/investigation number), I have assessed financial liability against you in the amount of \$ ----- for the (loss of/damage to) government property (may be specifically described here). A copy of the completed DD 200 is provided for your review. This assessment was determined under the provisions of reference (a).

2. You must decide what action you want to take in response to this notification. The following options are available to you.

a. Voluntary payment

(1) Pay the amount due by cash or check to the Disbursing Officer/Finance Officer.

(2) Pay the amount due by authorizing a payroll deduction.

(3) Request a written agreement to repay the debt in installments. A request for installment payments must be accompanied by your financial statement submitted under penalty of perjury.

(4) Include comments regarding what adverse impact the assessment of financial liability will have upon you. Submission of supporting documentation is optional.

b. Request reconsideration. If you believe there are errors in the investigation, or have new evidence that may impact my decision to assess financial liability, you may submit a request for

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reconsideration. The request for reconsideration must be in writing and submitted to me within five days of this notification. A sample request for reconsideration letter will be provided.

c. Submit an appeal. If I deny your request for reconsideration, or you do not request reconsideration, you have the right to submit an appeal in writing to the next higher approving authority for final decision. The appeal must be submitted to me within 30 days from the date your request for reconsideration is denied. A sample appeal letter will be provided.

(1) In the event you submit a written appeal, it must include your signature.

(2) Once I receive your written appeal, it will automatically be sent to the next higher approving authority for final decision.

3. In addition to the options listed above, you have the following rights:

a. To inspect and copy Marine Corps records relating to the FLIPL report.

b. To request extension of the collection period.

c. To request waiver or cancellation of the indebtedness for damage to government quarters.

4. If you do not exercise any of the above options within 30 days of this notification, I will initiate involuntary collection action under policies and procedures in accounting and finance directives. The statutory authorities for involuntary collection are 37 U.S.C. Section 1007c for members and 5 U.S.C. Section 5514 for civilian employees. Any portion of the debt uncollected at the time of your employment termination will be collected from your final pay and allowances.

5. This notification is given to allow you every opportunity to respond to this assessment of financial liability. I encourage you to respond promptly. If you need administrative assistance, contact (name, organization, office symbol, and phone number of the FLIPL Manager).

(Signature)
(FI. MI. LAST Name of Approving
Authority)

VOLUME 17: APPENDIX F

“SAMPLE REQUEST FOR RECONSIDERATION LETTER”

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX F

SAMPLE REQUEST FOR RECONSIDERATION LETTER

The following is a sample letter for an individual that is requesting reconsideration of financial liability from the approving or appointing authority based on inaccuracies or erroneous decisions in the FLIPL investigation.

4400
(code)
(date)

From: (Rank First Name MI. Last Name)
To: Approving or Appointing Authority

Subj: REQUEST FOR RECONSIDERATION, FINANCIAL LIABILITY
INVESTIGATION OF PROPERTY LOSS (NUMBER) (\$ AMOUNT)

Ref: (a) MCO 4400.201, Volume 17

1. Per reference (a), I hereby request reconsideration of the assessment of financial liability against me for the (loss, damage, destruction, or theft) of government property investigated under the subject financial liability investigation of property loss.
2. Justification (provide a statement of the reason(s) why you believe the approving or appointing authority's assessment of financial liability is erroneous, including a complete description of the facts, evidence, and summary of testimony of any witnesses that support your change in proximate cause. Attach copies of any pertinent records you wish to have considered if they differ from those records previously provided to you by the approving or appointing authority.)

(Signature)
(FI. MI. LAST Name of Respondent)

VOLUME 17: APPENDIX G

“SAMPLE APPEAL LETTER”

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX G

SAMPLE APPEAL LETTER

The following is a sample letter for an individual that is appealing the assessment of financial liability for the loss, damage, destruction, or theft of government property.

4400
(code)
(date)

From: (Rank First Name MI. Last Name)

To: Appeal Authority

Via: Approving Authority

Subj: APPEAL OF FINANCIAL LIABILITY

Ref: (a) MCO 4400.201, Volume 17

1. Per reference (a), I am appealing the assessment of financial liability against me in Financial Liability Investigation of Property Loss (FLIPL) Number _____. The approving authority has decided that I pay \$ _____ for the loss/damage/destruction/theft of _____.

2. Facts. (Explain what happened).

3. Negligence and Proximate Cause. The Financial Liability Officer (FLO) has not proven that my negligence resulted in the loss. Without proof of these elements, there is no theory of liability upon which I can be held liable.

a. Paragraph 0602 in the reference, states that before a person can be held financially liable, the facts must show that he or she violated a particular duty of care toward the property through negligence or willful misconduct. Further, the facts must show the negligence was the proximate cause of the loss.

b. Paragraph 0602 in the reference, defines simple negligence as the absence of due care, by an act or omission of a person which lacks the degree of care for the property that a reasonably prudent person would have taken under similar circumstances to avoid loss, damage, destruction, or theft of the property. Before I can be found liable, I must be found negligent. My negligence must have also been the proximate cause of the loss or damage.

(1) Responsibility. (Explain why you were not responsible at the time the property was lost, damaged, destroyed, or stolen).

(2) Culpability. (Explain why you were not culpable at the time the property was lost, damaged, destroyed, or stolen).

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(3) Proximate Cause. (Explain why there is no proximate cause at the time the property was lost, damaged, destroyed, or stolen).

4. Conclusion. I am not liable for the (lost, damaged, destroyed, or stolen) government property. The FLO cannot prove that I was responsible at the time of loss, I was culpable, or I proximately caused the loss. Further, the loss was improperly calculated. Absent proof of these essential elements of negligence, I cannot be held liable for the loss.

(Signature)

(FI. MI. LAST Name of Appellant)

VOLUME 17: APPENDIX H

“FLIPL REGISTER TEMPLATE”

SUMMARY OF SUBSTANTIVE CHANGES

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APPENDIX H

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL) REGISTER
TEMPLATE

The FLIPL Manager will maintain a FLIPL Register to track and document unit initiated DD 200s. The FLIPL Register will contain the following information:

1. Inquiry/Investigation Number - Assign an inquiry/investigation number to each DD 200. The inquiry/investigation number will be composed of the Unit DoDAAC to which the lost, damaged, destroyed, or stolen property is maintained, Julian Date and a serial number (e.g., M21260-7120-F001). Include the inquiry/investigation number in Block 2 of the DD 200.
2. Date Assigned - Record the date an inquiry/investigation is assigned.
3. Organizational Point of Contact - Record the name and phone number of the organizational point of contact.
4. Form - Record the type of form used for debt collection (DD 200, NAVMC 6 "Cash Sales/Request for Checkage for Government Property," DD 139 "Pay Adjustment Authorization.")
5. Dollar Amount - Enter the total dollar value of the loss (see Block 8 or the Continuation Page of the DD 200) and (L) for loss or (D) for damage or destruction.
6. Item Description - Enter a brief, general description of the item(s).
7. Responsible Individual - Enter the name of the person mentioned on DD 200 as responsible for losing or damaging the property (see Block 11 on the DD 200).
8. FLO and Date - If a financial liability officer (FLO) is appointed, enter the name and date of appointment.
9. Amount of Financial Liability - Enter the dollar amount of financial liability and insert (A) if assessed or (R) if relieved of liability.
10. Final Action Officer and Date - Enter the name of the final action officer and date.
11. Comments - Explain any unusual circumstances or provide any pertinent comments (for example, appeal approved, separation pending, etc.).

VOLUME 17: APPENDIX I

“FLIPL CHECKLIST AND TRACKING DOCUMENT”

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

APPENDIX I

**FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL) CHECKLIST
 AND TRACKING DOCUMENT**

CHECKLIST AND TRACKING DOCUMENT FOR FINANCIAL LIABILITY INVESTIGATIONS OF PROPERTY LOSS To be used with DD 200			
(A) Initiator. (Blocks 1 and 3 through 11 are completed by the individual initiating the DD 200. This will be the individual directly involved in the loss, damage, destruction, or theft of property. When this individual is not available or not known, the person with the most knowledge of the incident will initiate the DD 200.)			
Block 1.	Has the date the DD 200 was initiated been entered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Block 2.	Has the DD 200 been presented to the supply officer or APO for assignment of an Inquiry/Investigation Number? The individual initiating the DD 200 may also validate the correct information in Blocks 4-8 at this time.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Block 3.	Has the date the loss was discovered been entered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Block 4.	Has the correct stock number(s) been entered? Use a continuation sheet for multiple items.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Block 5.	Has the correct nomenclature(s) been entered to include serial numbers? Use a continuation sheet when the loss to be investigated involves more than one item.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Block 6.	Has the quantity of the item(s) lost, damaged, destroyed, or stolen been entered? Use a continuation sheet when necessary.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Block 7.	Has the unit cost of the item(s) lost, damaged, destroyed, or stolen been entered? Use a continuation sheet when necessary.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Block 8.	Has the total cost of all item(s) lost, damaged, destroyed, or stolen been entered/calculated? Use continuation sheet when necessary.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Block 9.	Has an accurate and concise statement of facts surrounding the incident been entered? The statement should identify what happened, how it happened, where it happened, who was involved, when it happened. If the individual offers voluntary payment, is a statement included as follows, "I volunteer to pay the total cost for lost, damaged, destroyed, or stolen property, and do so after being advised of my rights."	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Block 10.	Has a recommendation been entered to prevent future occurrences? Comments are normally made by the FLO based on findings from an investigations. Recommendations may also be entered by the commander, supply officer, or section head.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Block 11.	Has the individual who completed Blocks 1 and 3 through 9, completed Blocks 11a through 11e?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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(B) Supply Officer or APO. Block 12 is completed by the supply officer/APO prior to forwarding the DD 200 to the appointing authority or approving authority as appropriate.

Block 12.	Has the supply officer/APO completed Blocks 12 through 12g with recommendations concerning whether to conduct a formal investigation? Has the proper box been checked in Block 12a to identify whether negligence or abuse is evident or suspected?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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(C) Appointing Authority. Upon reviewing the comments (Blocks 1-11) from the individual, and recommendations from the supply officer or APO (Block 12), the appointing authority must decide whether to appoint a FLO to conduct a FLIPL investigation. If designated in writing, the appointing authority may also assess financial liability without appointing a FLO. The approving authority may also serve as the appointing authority. If a FLO is appointed, only Block 13c will be completed at this time. The remaining blocks are completed after the investigation is completed to show whether the appointing authority approves of the FLO's findings and recommendations.

Block 13c.	Has the appointing authority completed Block 13c indicating whether a FLO is appointed? When a FLO is appointed, attach the FLO Appointment Letter from the appointing authority in accordance with Appendix D of MCO 4400.201, Volume 17. If a FLO is not appointed, the appointing authority will check Block 13c "No" and make appropriate comments in Blocks 13a and 13b.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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(D) Financial Liability Officer. (Block 15 is completed by the FLO prior to returning the investigation to the appointing authority or approving as appropriate).

Block 15a.	The FLO's findings and recommendations are recorded here. If required, the FLO's report may be provided as a separate document (attached to the DD 200). In conducting the FLIPL investigation, has the FLO:		
	○ Consulted with the SJA prior to the investigation for military personnel, or the Human Resources Organizational Management Branch for DoD civilian employees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	○ Scrutinized all available evidence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	○ Interviewed witnesses and secured statements from individuals concerning: ○ The cause of the loss or damage? ○ The responsibility for the loss or damage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	○ Compiled evidence substantiating or refuting any statement in Block 9 of the DD 200?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	○ Physically examined the damaged property, when available, and released it for repair or disposal? This should be done on the first day of the FLO's appointment.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	○ Consulted with the appointing/approving authority as appropriate for guidance, when needed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	○ Determined the amount of damage, if property was damaged? This value may be the actual cost of repairs or an estimated cost of the repairs obtained from technical	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			N/A <input type="checkbox"/>

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	manuals or other reliable sources. Determine the value of the property immediately before it was damaged if the property is not economically repairable. The supply officer may be asked to assist if he or she has not been directly involved.			
	○ Correctly computed the total loss to the government?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	○ Coordinated this investigation with the claims investigating officer when the investigation covers the loss, damage, destruction, or theft of government property that is being investigated by a claims FLO? This includes cases where military personnel or civilian employees, while driving a privately owned vehicle, damage government property and have insurance to pay for part of the loss.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	Recommend to the appointing or approving authority whether financial liability should be assessed against the individual due to negligence or willful misconduct?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Block 15b.	Has the dollar amount of the loss been entered by the FLO?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Block 15c.	When a charge of financial liability is being recommended, has the monthly basic pay of the respondent been entered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Block 15d.	When a charge of financial liability is being recommended, has the recommended amount of financial liability been entered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Blocks 15e – 15k	Self-explanatory	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
On completion of the investigation, the FLO forwards the completed DD 200 with all exhibits to the approving authority. When the approving authority has designated an appointing authority, the FLO forwards the completed investigation to the appointing authority.				
(E) Appointing Authority. Block 13 is completed by the appointing authority when one has been designated by the approving authority. When an appointing authority has not been designated, Block 13a through b, and d through f are left blank.				
Block 13a.	On completion of the appointing authority's review of the FLIPL investigation, is a decision made to either approve or disapprove the FLO's findings and recommendations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Block 13b.	The appointing authority's rationale for the decision reached in Block 13a is entered in Block 13b. If the appointing authority is authorized to assess financial liability, the decision and dollar amount of the assessment is described here.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Block 13c.	This block was previously completed, as indicated in (D) above.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Blocks 13d – 13h	Self-explanatory	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

<p>On completion of Block 13, the DD 200 is either:</p> <ul style="list-style-type: none"> ○ Returned to the FLO for additional investigation or documentation of findings and recommendations, or ○ Forwarded to the approving authority 				
<p>(F) Approving Authority. This set of blocks is completed by the approving authority to show the approving authority's decision based on recommendations from the supply officer or APO, the FLO, and the appointing authority.</p>				
Block 14a.	<p>On completion of the approving authority's review of the FLIPL file, has the approving authority indicated his or her approval or disapproval of recommendations?</p> <ul style="list-style-type: none"> ○ If the approving authority has decided that all persons be relieved of responsibility and accountability for the loss, damage, destruction, or theft of property, comments will be made in Block 14b, and Block 14c will be check "N/A." A copy of the DD 200 will be provided to the individual involved as notification that they are relieved of responsibility and that the DD 200 has been closed. ○ If the approving authority has decided to assess financial liability against the individual involved in the loss, damage, destruction, or theft of property, comments will be made in Block 14b and the DD 200 will be forwarded to the SJA for legal. ○ When the approving authority makes a decision contrary to the recommendations of the FLO, either to relieve all concerned from financial liability or assess financial liability against a new individual, Block 14a will be marked "Disapprove" and appropriate comments will be made in Block 14b to state the approving authority's decision. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Block 14b.	<p>Has the approving authority entered his or her rationale for the decision shown in Block 14a? When a decision to charge an individual with financial liability has been made, comments should be entered stating who the respondent is and the amount of financial liability to be assessed. If the approving authority is also the accountable officer for the lost or destroyed property, comments should be made directing the supply officer or APO to drop the property from the accountable property records.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Block 14c.	<p>Has the approving authority indicated whether a legal review has been completed? A legal review is required when the approving or appointing authority has decided to assess financial liability against an individual.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Blocks 14d – 14h	Self-explanatory	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

(G) Staff Judge Advocate

When the approving or appointing authority has decided to assess financial liability against an individual, the supporting SJA must review the FLIPL file and provide an opinion on the adequacy of the evidence and its relationship to the findings and recommendations. The results of the legal review will be attached to the DD 200 as an endorsement and returned to the approving or appointing authority.

(H) Approving Authority

Upon receipt of the DD 200 from the SJA, the approving authority will conduct a final review of FLIPL file, and will make a final decision concerning the charge of financial liability. In some cases, the approving authority may change his decision based on input from the SJA.

- When a decision is reached to charge an individual with financial liability, the approving authority will notify the individual via an Assessment Letter (see Appendix E in MCO 4400.201, Volume 17).
- When a decision is reached to relieve all concerned of accountability for the loss, the individual will be notified and the DD 200 will be closed out.

(I) Individual Charged

Upon receipt the Assessment Letter from the approving authority, the individual must complete Block 16a to identify whether he or she will make a statement of objection (i.e., submit a request for reconsideration or an appeal), or make no statement and voluntarily pay the amount assessed. The individual must also complete Blocks b-g before returning the DD 200 to the approving authority.

Block 16	After receiving an Assessment Letter from the approving or appointing authority, has the individual marked the correct box in Block 16a to identify their decision?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
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(J) Supply Officer or APO

The supply officer or APO who maintains the accountable property records for the accountable officer who owns the lost, damaged, destroyed, or stolen property will complete Block 17. This can be accomplished once the approving or appointing authority has made a final decision to relieve the individual of responsibility, or assess financial liability against an individual.

Block 17.	Has the supply officer completed Blocks 17a through 17f showing the document number(s) used to adjust the property records within the APSR? For damaged property, a document number is not assigned.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
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“SAMPLE COMPLETED DD 200”

SUMMARY OF SUBSTANTIVE CHANGES

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


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CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

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APPENDIX J




SAMPLE COMPLETED DD 200

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
1. DATE INITIATED (YYYYMMDD) 20170110		2. INQUIRY/INVESTIGATION NUMBER M21260-7063-F001			3. DATE LOSS DISCOVERED (YYYYMMDD) 20170105		
4. NATIONAL STOCK NO. 5855-01-423-0524	5. ITEM DESCRIPTION Night Vision Goggle AN/PS-14		Add More Items	6. QUANTITY 1	7. UNIT COST 3,607.00	8. TOTAL COST 3,607.00	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)				Add Page	<input checked="" type="checkbox"/> Lost	<input type="checkbox"/> Damaged	<input type="checkbox"/> Destroyed
				<input checked="" type="checkbox"/> Organization	<input type="checkbox"/> Installation	<input type="checkbox"/> OCIE	
<p>On 4 January 2017, I, Sgt Williams, M.J., was returning from training at 29 Palms. The NVGs (serial number 12345) were in the back of my pickup truck with other personal items. I stopped by WalMart for a few items and found the NVGs missing when I returned to my truck.</p>							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)							
<p>(Completed by the FLO after the investigation has been completed) The importance of individual responsibility to properly secure government property has been discussed during unit formations and PME's. Additional guidance has been published in the battalion SOP.</p>							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) A Co, 1st Bn, 1st Marines		b. TYPED NAME (Last, First, Middle Initial) Williams Michael, J. (Sgt USMC)			c. DSN NUMBER 365-2100		
		d. SIGNATURE 			e. DATE SIGNED 20170110		
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS (SupO/APO comments) Due to suspected negligence in the loss of the NVGs, I recommend that a FLIPL investigation be conducted.					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Supply Officer, 1st Bn 1st Marine Regt		d. TYPED NAME (Last, First, Middle Initial) Jones, Steve M. (1stLt, USMC)			e. DSN NUMBER 365-2600		
		f. SIGNATURE 			g. DATE SIGNED 20170111		
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE (Blocks a and b are completed after receiving the FLO's findings) I recommend approval of the FLO's findings to hold Sgt Williams financially liable for failing to properly secure government property.			c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Executive Officer, 1st Bn, 1st Marine Regt		e. TYPED NAME (Last, First, Middle Initial) Smith, William M. (Maj, USMC)			f. DSN NUMBER 365-2514		
		g. SIGNATURE 			h. DATE SIGNED 20170228		
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE Approved to hold Sgt Williams financially liable in the amount entered in Block 15d. Sgt Williams' basic pay at the time of the loss was \$2,146.00. As the Accountable Officer for this equipment, I hereby direct the item to be dropped from the accountable property records.			c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Commanding Officer, 1st Bn, 1st Marine Regt		e. TYPED NAME (Last, First, Middle Initial) Johnson, Ray S. (LtCol, USMC)			f. DSN NUMBER 365-3001		
		g. SIGNATURE 			h. DATE SIGNED 20170303		

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15. FINANCIAL LIABILITY OFFICER			
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>			<input type="button" value="Add Page"/>
<p>The FLO reports the findings and recommendations of the investigation. In this case, he finds Sgt Williams negligent in the loss of the NVGs and recommends that the Approving Authority assess financial liability for a maximum of one month's base pay.</p>			
b. DOLLAR AMOUNT OF LOSS		c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
3,607.00		2,146.00	2,146.00
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i> MMO, 1st Bn, 1st Marines		f. TYPED NAME <i>(Last, First, Middle Initial)</i> Anderson, James R. (1sLt USMC)	g. DSN NUMBER 365-5400
		h. DATE SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i> 20170224	i. DATE APPOINTED <i>(YYYYMMDD)</i> 20170116
		j. SIGNATURE 	k. DATE SIGNED 20170223
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>			
<input type="checkbox"/> Submit the attached statement of objection.		<input checked="" type="checkbox"/> Do not intend to make such a statement.	
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.			
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i> A Co, 1st Bn, 1st Marine Regt		d. TYPED NAME <i>(Last, First, Middle Initial)</i> Williams, Michael J. (Sgt, USMC)	e. DSN NUMBER 365-2100
		f. SIGNATURE 	g. DATE SIGNED 20170305
17. ACCOUNTABLE OFFICER			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD M21260-7063-0001			
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i> Supply Officer, 1st Bn, 1st Marine Regt		c. TYPED NAME <i>(Last, First, Middle Initial)</i> Jones, Steve M. (1stLt, USMC)	d. DSN NUMBER 365-2600
		e. SIGNATURE 	f. DATE SIGNED 20170306

DD FORM 200 (BACK), JUL 2009

ACRONYMS

The Acronyms list is evolving and serves as a consolidated source for this MCO. As changes are made within this MCO, the Acronyms list will also update. Annotation of each update/change/addition to the Acronyms list is not required.

The original publication date of this MCO (right header) will not change unless/until a full revision of the MCO is completed.

The date denoted by **blue font** (left header) will reflect the date these Acronyms were last updated as changes/revisions are made within this MCO.

ACRONYMS

3PL	Third Party Logistics
AA&E	Arms, Ammunition and Explosives
AAC	Activity Address Code
AAFES	Army and Air Force Exchange Service
AAO	Approved Acquisition Objective
ACA	Airlift Clearance Authority
ACE	Aviation Combat Element
ACMC	Assistance Commandant of the Marine Corps
ACSA	Acquisition and Cross-Servicing Agreement
ADA	Anti-Deficiency Act
ADAL	Authorized Dental Allowance List
ADC	Approved DLMS Change
ADP	Automated Data Processing
ADS	Authoritative Data Source
AECA	Arms Export Control Act
AIS	Automated Information System
AIT	Automatic Identification Technologies
AMAL	Authorized Medical Allowance List
AMPS	Account Management and Provisioning System
AMS TAC	Automated Manifest System, Tactical
AN/VRC	Army Navy/Vehicle Radio Communications
AO	Accountable Officer (Vol. 1, 3 & 4) Acquisition Objective Approving Official
AOR	Area of Responsibility
APC	Agency Program Coordinator
APO	Accountable Property Officer
APOD	Aerial Port of Debarkation
APSR	Accountable Property System of Record
ARG	Amphibious Ready Group

ARI	Allotment Recipient Identifier
ASA	Appropriation Stores Account
ASD	Assistant Secretary of Defense
ASL	Aviation Supply Logistics
ASP	Ammunition Supply Point
ASTM	American Society for Testing and Materials
AT	Annual Training
AT&L	Acquisition, Technology and Logistics
AWOL	Absent Without Leave
BAH	Basic Allowance for Housing
BBP	Break Bulk Point
BCRA	Basic Clothing Replacement Allowance
BCN	Bureau Code Number
BEA	Budget Execution Activity
BEQ	Bachelor Enlisted Quarters
BESA	Budget Execution Sub-Activity
BIC	Blount Island Command
BII	Basic Issue Item
BLOC	Bill of Lading Office Code
BOM	Bill of Materials
BOP	Balance of Payments
BOQ	Bachelor Officers Quarters
BOV	Back-Order Validation
BPA	Blanket Purchase Agreement
BPCO	Base Property Control Office
BPN	Business Partner Number
BTA	Business Transformation Agency
BUMED	Bureau of Medicine and Surgery
BUMEDINST	Bureau of Medicine and Surgery Instruction
C4	Command, Control, Communications, and Computers
C&T	Clothing and Textile
CA	Convening Authority

CACO	Casualty Assistance Call Officer
CAD	Contract Award Data
CAGE	Commercial and Government Entity
CAM	Contractor-Acquired Materiel
CAO	Contract Administration Officer
CAP	Contractor-Acquired Property
CAR	Custodian Asset Report (Vol. 3 & 4) Catalog Action Request
CASM	Contingency Acquisition Support Model
CATC	Combined Arms Training Center
CBA	Capabilities Based Assessment
CBRND-E	Chemical Biological Radiological and Nuclear Defense Equipment
CBRNE	Chemical, Biological, Radiological, Nuclear and Enhanced Conventional Weapons
CCB	Consolidation and Containerization Point
CCI	Controlled Cryptographic Item
CCR	Central Contractor Registration
CEC	Combat Essentiality Code
CF	Coalition Force
CG	Commanding General
CH	Cardholder
CIC	Classified Item Code (DoD CIIC) Controlled Item Code (Marine Corps specific)
CID	Commercial Item Description
CIF	Central Issue Facility
CIIC	Controlled Inventory Item Code
CIIP	Clothing Initial Issue Point
CIP	Construction in Progress
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
CLB	Combat Logistics Battalion
CLC	Combat Logistics Company
CLD	Critical Low Density

CLS	Contractor Logistics Support
CM	Collateral Materiel
CMA	Centrally Managed Allotment (Vol. 2) Clothing Monetary Allowance
CMC	Commandant of the Marine Corps
CMOS	Cargo Movement Operations System
CMR	Consolidated Memorandum Receipt
CO	Commanding Officer
COCOM	Combatant Command
COE	Commitment, Obligation and Expense
COEI	Components of End Items
COMMARCORLOGBASES	Commander, Marine Corps Logistics Bases
COMMARCORSYSCOM	Commander, Marine Corps Systems Command
COMMARFOR	Commander, Marine Forces
COMMARFORRES	Commander, Marine Forces Reserve
COMMRI	Communication Routing Identifier
COMSEC	Communication Security
CONUS	Continental United States
COR	Contracting Officer Representative
COSIS	Care of Supplies in Stores
COTS	Commercial Off The Shelf
CRA	Clothing Replacement Allowances
CRIF	Cargo Routing Information File
CSP	Central Service Point (DoDAAD) (Vol. 2) Consolidated Storage Program (Class II) (Vol. 3)
CTEP	Contingency Training Equipment Pool
CWT	Customer Wait Time
DAASC	Defense Automatic Addressing System Center
DAMES	DAASC Automated Message Exchange System
DAO	Departmental Accountable Official
DASN RD&A	Deputy Assistant Secretary of the Navy for Research, Development and Acquisition

DC AVN	Deputy Commandant, Aviation
DC CD&I	Deputy Commandant, Combat Development and Integration
DC I&L	Deputy Commandant, Installations and Logistics
DC M&RA	Deputy Commandant, Manpower and Reserve Affairs
DC P&R	Deputy Commandant, Programs and Resources
DC PP&O	Deputy Commandant, Plans, Policies, & Operations
DCMA	Defense Contract Management Agency
DCP	Directive Control Point
DCPDS	Defense Civilian Personnel Data System
DCPS	Defense Civilian Payroll System
DEMIL	Demilitarization
DFAR	Defense Federal Acquisition Regulations
DFAS	Defense Finance Accounting Service
DIC	Document Identifier Code
DLA	Defense Logistics Agency
DLA-DS	Defense Logistics Agency – Disposition Services
DLA-E	Defense Logistics Agency - Energy
DLA-TS	Defense Logistics Agency – Transaction Services
DLIS	Defense Logistics Information Services
DLM	Defense Logistics Manual
DLMS	Defense Logistics Management System
DLMSO	Defense Logistics Management Standards Office
DLR	Depot Level Repairable
DLSS	Defense Logistics Standard Systems
DM	Due Member
DMCS	Director, Marine Corps Staff
DMFA	Depot Maintenance Float Allowance
DMISA	Depot Maintenance Interservice Support Agreement
DMLSS	Defense Medical Logistics Standard Support
DMO	Distribution Management Office
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code

DoDAAD	Department of Defense Activity Address Directory
DoDAAF	Department of Defense Activity Address File
DoDI	Department of Defense Instruction
DoDM	Department of Defense Manual
DoJ	Department of Justice
DON	Department of the Navy
DONHAMS	Department of the Navy Heritage Asset Management System
DOS	Days of Supply
DP	Data Pattern
DPAS	Defense Property Accounting System
DRRS-MC	Defense Readiness Reporting System – Marine Corps
DSI	Demand Supported Items
DTC	Document Type Code
DTID	Disposal Turn In Document
DTR	Defense Transportation Regulation
DTS	Defense Travel System
DUNS	Data Universal Numbering System
E&C	Existence and Completeness
EA	Executive Agent
EBUSOPSOFFINST	eBusiness Operations Office Instruction
EDA	Electronic Document Access
EDI	Electronic Data Interchange
EDIPI	Electronic Data Interchange Personal Identifier
EDL	Equipment Density List
EDOCS	Electronic Document Management Suite
EDSML	Expendable/Durable Supplies and Materials List
EEAP	Enhance Equipment Allowance Pool
EFDS	Expeditionary Force Development System
EGEM	Enterprise Ground Equipment Manager
EI	End Item
EIS	Enterprise Information Systems
EKMS	Electronic Key Management System

ELMP	Enterprise Level Maintenance Program
EOD	Explosive Ordnance Disposal
EPLS	Excluded Parties List System
ESG	Expeditionary Strike Group
EUID	Enterprise Unique Identification
F/AD	Force/Activity Designator
FAN	Financial Account Number
FAR	Federal Acquisition Regulation
FAS	Fuels Automated System
FCS	Federal Catalog System
FDP&E	Force Deployment Planning and Execution
FEDLOG	Federal Logistics Data
FEDREG	Federal Registry System
FFR	Fleet Freight Routing
FIAR	Financial Improvement and Audit Readiness
FIE	Fly-In-Echelon
FLIPL	Financial Liability Investigation of Property Loss
FLIS	Federal Logistics Information System
FMCR	Fleet Marine Corps Reserve
FMR	Financial Management Regulation
FMS	Foreign Military Sales
	Field Medical School
FOS	Feasibility of Support
FPDS	Federal Procurement Data Systems
FSC	Federal Supply Classification
FSMAO	Field Supply and Maintenance Analysis Office
FSS	Federal Supply System
FY	Fiscal Year
FYDP	Future Years Defense Program
GA	General Account
GAO	Government Accountability Office
GCPC	Government Commercial Purchase Card

GCSS-MC	Global Combat Support System-Marine Corps
GE	General Equipment
GFC	Gaining Force Command
GFE	Government-Furnished Equipment
GFI	Government-Furnished Information
GFM	Government-Furnished Material
GFP	Government-Furnished Property
GME	Garrison Mobile Equipment
GP	Government Property
GPC	Government Purchase Card
GPP	General Property Plant
GPP&E	General Property Plant and Equipment
GRSC	Garrison Retail Supply Chain
GSA	General Services Administration
HCA	Head of Contracting Activity
HHG	Household Goods
HMMS	Hazardous Material Management System
HQMC	Headquarters Marine Corps
I-I	Inspector-Instructor
IAE	Integrated Acquisition Environment
IC	Identifier Code
ICART	Internal Controls and Audit Readiness Team
ICCE	Individual Combat Clothing and Equipment
ICE	Inventory Control Effectiveness
ICP	Inventory Control Point
ID	Item Designator
IDB	Interdepartmental Billing
IIF	Individual Issue Facility
IIP	Initial Issue Provisioning
IMA	Intermediate Maintenance Activity (Vol. 3)
	Individual Mobilization Augmentee
IMM	Integrated Materiel Manager

IMR	Individual Memorandum Receipt
INFADS	Internet Navy Facilities Assets Data Store
INV	Inventory
IPC	International Postal Code
iRAPT	Invoicing, Receipt, Acceptance, and Property Transfer
IRR	Individual Ready Reserves
ISO	International Organization for Standardization
ISSA	Inter-Service Support Agreement
IT	Information Technology
ITPRAS	Information Technology Procurement Request Approval System
IUID	Item Unique Identification
JAG	Judge Advocate General
JAGINST	Judge Advocate General Instruction
JAGMAN	Judge Advocate General Manual
JDRS	Joint Discrepancy Reporting System
JLTI	Joint Limited Technical Inspection
JPED	Joint Personal Effects Depot
JOPEs	Joint Operational Planning and Execution System
JROTC	Junior Reserve Officer-Training Corps
JUONS	Joint Urgent Operational Needs Statement
KCO	Key Control Objective
KSD	Key Supporting Document
KYLOC	Kentucky Logistics Operations Center
LCE	Logistics Combat Element
LMARS	Logistics Metrics Analysis Reporting System
LMARS/CWT	Logistics Metrics Analysis Reporting System/Customer Wait Time
LOA	Line of Accounting
LOC	Logistics Operation Center
LOGAIS	Logistics Automated Information Systems
LOTS	Logistics Online Tracking System
LTI	Limited Technical Inspection
LUP	Letter of Unserviceable Property

M&RA	Manpower and Reserve Affairs
MAC	Major Activity Command
MAGTF	Marine Air-Ground Task Force
MAJCOM	Major Command
MAL	Mechanized Allowance List
MAP	Military Assistance Program
MAPS	Marine Corps Acquisition Procedures Supplement
MARADMIN	Marine Administrative Message
MARCORMAN	Marine Corps Manual
MARFOR	Marine Forces
MARCORLOGCOM	Marine Corps Logistics Command
MARCORSYSCOM	Marine Corps Systems Command
MARFORCOM	Marine Corps Forces Command
MARFORPAC	Marine Corps Forces Pacific
MARFORRES	Marine Forces Reserve
MARFORSOC	Marine Corps Forces Special Operations Command
MAW	Marine Aircraft Wing
MCA	Management Control Activity or Mission Critical Assets
MCAS	Marine Corps Air Station
MCB	Marine Corps Base
MCBUL	Marine Corps Bulletin
MCLB	Marine Corps Logistics Base
MCC	Monitored Command Code
MCCDC	Marine Corps Combat Development Center
MCDN	Marine Corps Data Network
MCEFS	Marine Corps Electronic Forms System
MCF	Medical Contingency File
MCICOM	Marine Corps Installations Command
MCIE	Marine Corps Information Environment
MCJROTC	Marine Corps Junior Reserve Officers Training Corps
MCL	Minimum Combat Load
MCM	Manual for Courts Martial

MCN	Management Control Number
MCO	Marine Corps Order
MCPC	Marine Corps Programming Code
MCPDS	Marine Corps Publications Distribution System
MCPIC	Marine Corps Prepositioning Information Center
MCPP-N	Marine Corps Prepositioning Program – Norway
MCRD	Marine Corps Recruit Depot
MCSN	Marine Corps Stock Number
MCSS	Military Clothing Sales Store
MCTFS	Marine Corps Total Force Structure System
MCUB	Marine Corps Uniform Board
MCX	Marine Corps Exchange
ME	Military Equipment
MEB	Marine Expeditionary Brigade
MEBS	Mapping Enterprise Business System
MEDLOG	Medical Logistics
MEF	Marine Expeditionary Force
MET	Mission Essential Task
MEU	Marine Expeditionary Unit
MEV	Military Equipment Valuation
MFP	Materiel Fielding Plan
MHE	Material Handling Equipment
MIL-PRF	Military Performance Specification
MILPERS	Military Personnel Marine Corps
MILS/MIL-STD	Military Standard
MILSBILLS	Military Standard Billing System
MILSCAP	Military Standard Contract Administration Procedures
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIN/MAX	Minimum / Maximum

MIPR	Military Interdepartmental Purchase Request
MIR	Material Inspection Results
MIRR	Monthly Inventory Review Report
MLG	Marine Logistics Group
MLSR	Missing, Lost, Stolen, or Recovered
MMCT	Maximum Maintenance Cycle Time
MMDC	MAGTF Materiel Distribution Center
MMO	Maintenance Management Officer
MOA	Memorandum of Agreement
MOCAS	Mechanization of Contract Administration Services
MOS	Military Occupational Specialty
MOV	Materiel Obligation Validation
MOWASP	Mechanization of Warehousing and Shipping Procedures
MPF	Maritime Prepositioning Force
MPS	Maritime Prepositioning Ships
MPSRON	Maritime Prepositioning Squadron
MRA	Material Receipt Acknowledgement
MRE	Meals Ready-to-Eat
MRI	Major Command Recipient Identifier
MRL	Minimum Requirements List
MRO	Material Release Order
MROC	Marine Requirements Oversight Council
MRP	Material Returns Program
MRT	Management Reporting Tool
MSC	Major Subordinate Command
MSG BN	Marine Security Guard Battalion
MSI	Monthly Serialized Inventory
MSL	Military Shipping Label
MTF	Medical Treatment Facility
MUMMS	Marine Corps Unified Material Management System
MVGL/N	Money Value Gain/Loss Notice
MWD	Military Working Dog

MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE CORPS
Acronyms

MCO 4400.201
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NAF	Non-Appropriated Fund
NALCOMIS	Naval Aviation Logistics Command Management Information System
NAMP	Naval Aviation Maintenance Program
NAVCOMP	Navy Comptroller
NAVMC	Navy/Marine Corps
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Systems Command
NBCDE	Nuclear, Biological & Chemical Defense Equipment
NCA	National Command Authority
NCO	Non-Commissioned Officer
NCOIC	Non-Commissioned Officer in Charge
NEXCOM	Naval Exchange Command
NGA	National Geospatial-Intelligence Agency
NGO	Non-Government Organization
NHRC	Naval Health Research Center
NIIN	National Item Identification Number
NIS	Not In Stock
NJP	Non-Judicial Punishment
NMCS	Not Mission Capable Supply
NMMC	National Museum of the Marine Corps
NOK	Next of Kin
NOLSC	Naval Operations Logistics Support Center
NROTC	Naval Reserve Officers Training Corps
NS-E	Non-Standard Equipment
NSLC	Naval Sea Logistics Center
NSN	National Stock Number
NSWC	Naval Surface Warfare Center
NULO	Negative Unliquidated Obligation
NWCF	Navy Working Capital Fund
O&M	Operation and Maintenance
O&M, MC	Operation and Maintenance, Marine Corps
O&M, MCR	Operation and Maintenance, Marine Corps Reserve

O&M, N	Operation and Maintenance, Navy
OCONUS	Outside the Continental United States
OCS	Officer Candidates School
OIC	Officer in Charge
OIS-MC	Ordnance Information System – Marine Corps
OL	Operating Level
OLA	Office of Legislative Affairs
OM&S	Operating Materials and Supplies
OMB	Office of Management and Budget
OMPF	Official Military Personnel File
OPBUD	Operational Budget
OPFOR	Operating Force
OPNAVINST	Chief of Naval Operations Instruction
ORCA	Online Representation and Certification Application
OSD	Office of the Secretary of Defense
OST	Order/Ship Time
OTC	Operational Test Code
OTO	Outstanding Travel Orders
OUSD	Office of the Under Secretary of Defense
PBDD	Programming and Budget Documentation Database
PCS	Permanent Change of Station
PD	Priority Designator
PdM	Product Manager
PDREP	Product Data Reporting and Evaluation Program
PDS	Procurement Data Standard
PE	Personal Effects
PEBC	Personal Effects and Baggage Center
PEO	Program Executive Officer
PEO-LS	Program Executive Officer - Land Systems
PERE	Person Eligible to Receive Effects
PICA	Primary Inventory Control Activity
PICP	Physical Inventory Control Program

PIIN	Procurement Instrument Identification Number
PIP	Product Improvement Program
PL	Publication Listing
PLAD	Plan Language Address
PLMS	Publication Library Management System
PM	Program Manager
PMC	Procurement Marine Corps
PMCUB	Permanent Marine Corps Uniform Board
PO	Purchase Order
POAM	Plan of Actions and Milestones
POC	Point of Contact
POL	Petroleum, Oil, and Lubricants
POL-MIL	Political-Military
POM	Program Objective Memorandum
POR	Packaged Operational Ration
POV	Privately Owned Vehicle
PP&E	Property, Plant and Equipment
PP&P	Packing, Packaging, and Preservation
PPBE	Planning, Programming, Budgeting and Execution
PPE	Personal Protective Equipment
PPM	Personal Property Manager
PQDR	Product Quality Deficiency Report
PR	Purchase Request
PR Builder	Purchase Request Builder
PRC	Process Review Committee
pRFID	Passive Radio Frequency Identification
QA	Quality Assurance
QDR	Quality Deficiency Reports
R&D	Research and Development
R&E	Replacement and Evacuation
RAMP	Reportable Asset Management Process
RBE	Remain Behind Equipment

RBPE	Remain Behind Personal Effects
RCO	Regional Contracting Office
RD&A	Research, Development and Acquisition
RDD	Required Delivery Date
RDT&E	Research, Development, Test and Evaluation
RFB	Request for Bid
RFP	Request for Proposal
RGFP	Requisitioned Government Furnished Property
RI	Responsible Individual
RIC	Routing Identifier Code
RIP	Reparable Issue Point
RO	Responsible Officer
ROTC	Reserve Officer Training Corps
RP	Real Property
RPPOB	Replenishment Parts Purchase or Borrow
RPR	Reports of Property Received
RSA	Remote Storage Activity
RSCO	Recruiting Station Commanding Officer
RUC	Reporting Unit Code
SA	Storage Activity
SA/LW	Small Arms Light Weapons
SABRS	Standard Accounting, Budget and Reporting System
SAC	Stores Account Code
SAAR	Supply Authorization Access Request
SASSY	Supported Activities Supply System
SCRA	Standard Clothing Replacement Allowance
SCS	Stock Control System
SDN	Standard Document Number
SDR	Supply Discrepancy Report
SE	Supporting Establishments
SECDEF	Secretary of Defense
SECNAV	Secretary of the Navy

SECNAVINST	Secretary of the Navy Instruction
SECREP	Secondary Reparable
SF	Standard Form
SFA	Stock Fund Account
SGFP	Scheduled Government Furnished Property
SICA	Secondary Inventory Control Activity
SIE	Special Item Equipment
SIM	Serialized Item Management
SISUA	Special Initial Service Uniform Allowance
SIUUA	Special Initial Utility Uniform Allowance
SJA	Staff Judge Advocate
SKOT	Sets, Kits, Outfits, and Tools
SL	Safety Level or Stock List
SLEP	Service Life Extension Program
SMCR	Selected Marine Corps Reserve
SMRC	Source, Maintenance, and Recoverability Code
SMU	Supply Management Unit
SNCO	Staff Non-Commissioned Officer
SNDL	Standard Naval Distribution List
SOP	Standard Operating Procedures
SOW	Statement of Work
SPAWAR	Space and Naval Warfare Systems Command
SPIIN	Supplementary Procurement Instrument Identification
SPMAGTF	Special Purpose MAGTF
SPS	Standard Procurement System
SQCR	Storage Quality Control Report
SR	Service Request
SRB	Service Record Book
SRC	Security Risk Category
SRI	Sub-Allotment Recipient Identifier
SRP	Supply Request Package
SSN	Social Security Number

SSIR	Supply System Inventory Report
SSRI	Supply System Responsibility Item
STAP	Special Training Allowance Pool
STORES	Subsistence Total Order and Receipt Electronic System
STRATIS	Storage Retrieval Automated Tracking Integrated System
SUBOPBUD	Sub-Operating Budget
SUPO	Supply Officer
SWS&CN	Soft-Walled Shelters and Camouflage Netting
T/A	Training Allowance
T/E	Table of Equipment
T/O	Table of Organization
TAC	Transportation Account Code
	Type of Address Code (Vol. 2, 10 & 14)
TACON	Tactical Control
TAD	Temporary Additional Duty
TAMCN	Table of Authorized Materiel Control Number
TAMIS	Total Ammunition Management Information System
TAP	Training Allowance Pool
TAV	Total Asset Visibility
TDD	Time Definite Delivery
TDMS	Technical Data Management System
TDP	Technical Data Package
TECOM	Training and Education Command
TEEP	Training and Exercise Employment Plan
TFMMS	Total Force Manpower Management System
TFSD	Total Force Structure Division
TFSMS	Total Force Structure Management System
TFSP	Total Force Structure Process
TLAMM	Theater Lead Agent for Medical Materiel
TLCM	Total Life Cycle Management
TM	Technical Manual
TML+	Tactical Medical Logistics Planning Tool

TMO	Transportation Management Office
TO&E	Table of Organization and Equipment
TOECR	Table of Organization and Equipment Change Request
TP	Transportation Priority
TPFDD	Time-Phased Force Deployment Data
TPPS	Third Party Payment System
U/I	Unit of Issue
UA	Unauthorized Absence
UCMJ	Uniform Code of Military Justice
UDP	Unit Deployment Program
UIC	Unit Identification Code
UID	Unique Identification
UIF	Unit Issue Facility
UII	Unique Item Identifier
ULO	Unliquidated Order
UM	User's Manual
UMD	Unmatched Disbursement
UMMIPS	Uniform Materiel Management and Issue Priority System
UND	Urgency of Need Designator
UNITAS	US-South American Allied Exercise
UNP	Urgent Needs Process
UNS	Universal Need Statement
U.S.C.	United States Code
USD (AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics
USPS	United States Postal Service
USTRANSCOM	United States Transportation Command
UUAM	Unit User Account Manager
UUNS	Urgent Universal Need Statement
UURI	Using Unit Responsibility item
VA	Veterans Affairs
VCI	Volatile Corrosion Inhibitor
WCI	Work Center Identifier

WEB-SDR	Web Supply Discrepancy Reporting System
WEB VLIPS	Web Visual Logistics Information Processing System
WPOD	Water Port of Debarkation
WRM	War Reserve Materiel
WRMR	War Reserve Materiel Requirements
WRS	War Reserve System
WSMC	Weapon Systems Management Center
XO	Executive Officer

GLOSSARY

The Glossary list is evolving and serves as a consolidated source for this MCO. As changes are made within this MCO, the Glossary list will consistently update. Annotation of each update/change/addition to Glossary list is not required.

The original publication date of this MCO (right header) will not change unless/until a full revision of this MCO is completed.

The date denoted by **blue font** (left header) will reflect the date this Glossary was last updated as changes/revisions are made within this MCO.

GLOSSARY

A

Accountability. The obligation imposed by law, a lawful order, or regulation to an officer or other individual for keeping accurate records of property, documents, or funds. The individual having this obligation may or may not have actual possession of the property, documents, or funds.

Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping. See also "Accountable Officer" and "Responsibility."

Accountable Property. A term used to identify property that is recorded in the Accountable Property System of Record and is controlled by an identification system and supporting records from its acquisition through final disposition.

Accountable Property Record. The record contained within the Accountable Property System of Record (APSR).

Accountable Property System of Record (APSR). An APSR is a government information system used to control and manage accountable property records. It represents the "official" record keeping system for controlling property. To be considered an APSR, the system must be able to perform property management functions capturing all life cycle events affecting the assets. The APSR must be integrated with the core financial system(s) and must maintain an auditable record of all life cycle events. Individual property records must be maintained for each asset managed in the APSR. Examples of Marine Corps APSRs include, but are not limited to, Global Combat Support System – Marine Corps (GCSS-MC), Stock Control System (SCS), and Defense Property Accountability System (DPAS). See also "Information System."

Accountable Officer (AO). Accountability of public resources is inherent to command. In pecuniary and fiduciary terms, this responsibility is a commander's role as an AO. This function is tied to both Title 10 and Title 31 of U.S.C. responsibilities relative to the proper accountability of appropriations or materials and services associated to an activity.

Accountable Property Officer (APO). An APO is an individual who, based on his or her training, knowledge, and experience in property management, accountability and control procedures, is appointed by proper authority to establish and maintain an organization's accountable property records, systems, and/or financial records, in connection with property, irrespective of whether the property is in the individual's possession. Comparable terms include:

- Army – Supply Support Accountable Officer/Property Book Officer
- Navy – Personal Property Manager
- Air Force – Accountable Officer/Chief of Supply/Chief of Material Management
- Marine Corps – Supply Officer
- Joint Commands – Joint Property Book Officer
- Defense Logistics Agency – Accountable Property Officer.

Acquisition. The act of acquiring. Acquiring hardware, supplies, or services through purchase, lease, or other means, including transfer or fabrication, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Also, acquiring by contract with appropriated funds of supplies or services.

Acquisition Objective (AO). Quantity of a new item, broken down by unit (to the UIC level of detail) based on the concept of employment/concept of distribution and documented in Total Force Structure Management System (TFSMS) as unfunded requirements in a pending request. This establishes the total requirement for a TAMCN across the Future Years Defense Plan (FYDP) and is briefed to the Marine Corps Oversight Council (MROC) for approval. Once the AO is approved by the MROC it becomes the Approved Acquisition Objective (AAO).

Administrative Property. A grouping of property that is operationally distinct from military and other equipment and is typically less than mission critical. Examples include: copiers, scanners, cameras, televisions and monitors, furniture, and other non-deployable office equipment (desktop computers, peripherals, etc.). The Marine Corps categorizes administrative property as non-tactical NS-E, a sub-category of general equipment.

Agency Program Coordinator (APC). Establishes and ensures execution of the local DoN Purchase Card program in accordance with DoD and DoN policies and procedures. Ensures program personnel, AOs and purchase cardholders are properly appointed, trained, and are capable of performing their respective duties. In addition, no less than annually, ensures that only personnel who require purchase cards for mission requirements are issued purchase cards and have a continuing need for purchase cards.

Allowance. A quantity of materiel authorized for an activity or unit and validated by MCCDC (CD&I) to accomplish their mission. Allowances are listed in unit T/O&E's in TFSMS.

Allowance Items. Items of supply or equipment prescribed by Marine Corps T/Es and other authorized allowance publications. See also "Allowance."

Appointing Authority. An individual designated in writing by the approving authority. The approving authority may act as the appointing authority. The appointing authority appoints financial liability officers, if required; approves or disapproves the recommendations of the accountable property officer, reviewing authority, or financial liability officer; and recommends actions to the approving authority. The appointing authority is normally senior to the reviewing authority, accountable property officer, and financial liability officer.

Appropriation Stores Account (ASA). Identifies items financed through appropriations other than a revolving working capital fund account. Items include ammunition, small arms, and military equipment. Issues from this account are non-reimbursable at the customer level (free issue).

Approved Acquisition Objective (AAO). The quantity of a given item authorized for peacetime and wartime requirements to equip and sustain U.S. and allied forces. It represents the total approved materiel quantity for each TAMCN required by all units for its wartime mission. AAOs are categorized into the Operating Forces (OPFOR) and Reserves, Supporting Establishment (SE), Depot

Maintenance Float Allowance (DMFA), and War Reserve Materiel Requirement (WRMR) consisting of prepositioned equipment ashore (e.g., Norway, Kuwait, Albany, etc.) and afloat (e.g., Maritime Prepositioning Ships (MPS)). Consumer level supply activities maintain records of their respective portion of the currently established AAOs through the management of T/E allowances.

Approving Authority. The approving authority makes determinations to either relieve involved individuals from responsibility and/or accountability or approve assessment of financial liability. The approving authority's responsibilities may be delegated; however, the delegations must be in writing. The approving authority may act as the appointing authority or designate an appointing authority in writing. DoD Component regulations shall designate who may serve as the approving and appointing authority. The approving authority is normally senior to the appointing authority.

Approving Official (AO). Department of the Navy Purchase Card Program AOs ensure that all purchases accomplished by the purchase cardholders within their cognizance are appropriate and the charges accurate. They serve as a certifying officer, verifying supporting transaction documentation (proper receipt, acceptance, and inspection) on all card accounts prior to certifying the monthly invoice. See also "Certifying Officer."

Assembly. A group of two or more physically connected or related parts which can be disassembled (e.g., carburetor, power pack, amplifier, etc.). A unit which is normally removed and replaced as a single item and consists of accessories and components which perform a specific functional operation.

Automatic Identification Technologies (AIT). AIT is the family of technologies that improves the accuracy, efficiency, and timeliness of materiel identification and data collection. AIT media and devices include, but are not limited to, linear and two-dimensional bar code symbols and their readers; magnetic stripe cards; integrated cards, (i.e., smart cards; optical memory cards); radio frequency identification (active and passive); contact memory-button devices; and magnetic storage media.

B

Bargaining Unit. A bargaining unit is a group of employees found appropriate for representation by Federal Labor Relations Authority (FLRA) and voted upon by employees who are represented by a labor union in their dealings with agency management.

C

Capitalize. To record and carry forward into one or more future periods any expenditure the benefits from which will then be realized.

Capital Lease. Leases that transfer substantially all the benefits and risks of ownership to the lessee. If at its inception, a lease meets one or more of the following criteria, the lease is considered a capital lease:

- (1) The lease transfers ownership of the property to the lessee by the end of the lease term.
- (2) The lease contains an option to purchase the leased property at a bargain price.

(3) The lease term (non-cancelable portion, plus all periods, if any, representing renewals or extensions that can reasonably be expected to be taken) is equal to or greater than 75 percent of the estimated economic life of the leased property.

(4) The present value of rental and other minimum lease payments, excluding that portion of the payments representing executory cost, equals or exceeds 90 percent of the fair value of the leased property.

Cardholder (CH). DoN Purchase Card program CHs ensure proper and adequate funding is available prior to any purchase card action. They screen all requirements for availability from mandatory Government sources of supply, and purchase only mission essential requirements at fair and reasonable prices. They maintain supporting documentation to provide an audit trail of all transactions. In addition, they review for accuracy the monthly purchase card statement prior to forwarding to the AO with the applicable supporting documentation, (e.g., sales slips, documentation of receipt and acceptance, purchase log, etc.) in a timely manner to maximize rebates and minimize prompt payment penalties.

Certifying Officer. An individual appointed in writing as required by 31 USC 3325(a)(1)(B) to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher, and certifying the voucher as correct and proper for payment. In addition, they provide oversight to DAOs to strengthen internal controls.

Classified Items. Materiel that requires protection in the interest of national security and requires serialized management.

Classified Item Code (CIC). A CIIC cataloged code indicating the materiel is a classified item.

Collateral Materiel (CM). Items furnished with SAC 3 end items upon initial issue and normally remain with the using unit during redistribution/rebuild or other change of custody of the end item unless otherwise directed by MARCORLOGCOM.

Command Adjustment. Command adjustments facilitate the management and provide flexibility/visibility in the APSR for task organized units and units with an approved training allowance and assist in providing accurate ground equipment readiness reporting, visibility, and accountability of T/E assets transferred between Marine Air-Ground Task Force (MAGTF) organizations/activities.

Commercial and Government Entity (CAGE). The CAGE code is a five-character data element assigned by DLIS to identify a commercial or government entity. The CAGE code is used to support a variety of mechanized systems throughout the government and provides for a standardized method of identifying a given facility at a specific location. The code may be used for a facility clearance, a pre-award survey engineering rights, automated bidders lists, pay processes, source of supply, etc.

Commitment. A commitment is a firm administrative reservation of funds, based upon firm procurement directives, orders, requisitions, authorizations to issue travel orders, or requests which authorize the recipient to create obligations without further recourse to the official responsible for certifying the availability of funds. The act of entering into a commitment is usually the first step in

the process of spending available funds. The effect of entering into a commitment and the recording of that commitment on the records of the allotment is to reserve funds for future obligations. A commitment is subject to cancellation by the approving authority to the extent that it is not already obligated.

Consumable Item. An item of supply or an individual item (except explosive ordnance and major end items of equipment) that is normally expended or used up beyond recovery in the use for which it is designed or intended.

Consumer-level Inventory. Inventory usually of limited range and depth held only by the final element in an established supply distribution system for the sole purpose of internal consumption within that final element. A consumer-level inventory is independent of echelon of command and can exist at any level whether strategic, operational, or tactical.

Contract. Any enforceable agreement, including rental and lease agreements and purchase orders, between an agency and a business concern for the acquisition of property or services.

Contractor-Acquired Property (CAP). Property acquired by a contractor on behalf of a DoD component for use in the performance of a contract, and to which the government has title. Accountable property records shall not be established for CAP until delivery to the DoD has occurred. CAP that is subsequently delivered and accepted by the government for use on the same or another contract is considered GFP (GFE or GFM).

Controlled Item. Those items designated as having characteristics that require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity. Controlled items normally fall into the category of classified, sensitive, and/or pilferable and thus require more stringent inventory controls.

Controlled Inventory Items. Property with characteristics that require them to be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safekeeping and integrity. Controlled inventory items include (in descending order of the degree of control normally exercised):

- Classified Items. Property requiring protection in the interest of national security.
- Sensitive Items. Property requiring a high degree of protection and control due to statutory requirements or regulations (e.g., narcotics and drugs, precious metals, high value or highly technical assets, hazardous assets, small arms, ammunition, explosives, and demolition material).
- Pilferable Items. Property that has a ready resale value or application to personal possession and that are, therefore, especially subject to theft.

Controlled Inventory Item Code (CIIC). The CIIC is a one-position cataloged code that indicates the security classification and/or pilferage controls required for, or the security risks associated with, storage and/or transportation of assets. When the Marine Corps is registered in DLIS as the PICA, the SICA, or a NIIN registered user, assignment of any of the CIIC codes identified in paragraph 12 of chapter 2 to an item/NIIN will require that item/NIIN to be serially managed.

Custodial Area. A segment of the accountable area (e.g., a ward in a hospital, a division in an organization, within an accountable area). There may be as many custodial areas and responsible officers (RO's) or responsible individuals (RI's) as are required to execute effective property management.

D

Data Universal Numbering System (DUNS). The DUNS is a unique nine-digit identification number to better identify organizations on a location specific basis, which includes the business name, physical and mailing addresses, tradestyles ("doing business as"), principal names, financial, payment experiences, industry classifications, socio-economic status, and government data. The DUNS number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994. It was incorporated into the FAR in April 1998 as the federal government's contractor identification code for all procurement-related activities.

Defense Logistics Management Standards (DLMS). DLMS exists as a DoD enterprise logistics services provider responsible for managing and administering the electronic implementation of DoD-wide logistics materiel management operations through electronic business systems, the business rules that govern logistics business processes in electronic systems, and the standards for electronic data interchange between logistics business systems. DLMS is responsible for managing the structure of electronic business transactions, data interchanges and business rules that enable accurate and interoperable logistics operations to occur between DoD and external logistics activities at any level of the DoD organizational structure. DLMS provides business rules, standard procedures and data formats to link the various component organizational elements of the defense logistics community including: inventory control points, distribution depots, maintenance depots, transportation nodes, and end users in posts, camps, stations, ships, and with deployed units. DLMS also provides standards for electronic interchange of data (exchange of business data in a standard format between entities) across the military services, defense agencies, other federal agencies, foreign military sales customers and non-government participants. MILSTRAP DICs have a corresponding DLMS supplement action code to support this electronic interchange of data and interoperability.

Defense Property Accountability System (DPAS). DPAS is a DoD property management system used by over 20 DoD agencies as their APSR and provides users with accountability and asset management capabilities. Program oversight and management of DPAS is provided by the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics (OUSD (AT&L)), Acquisition Resource and Analysis Directorate, Property, Plant, and Equipment Office.

Demand. An indication of a requirement (requisition, request, issue, generation, etc.) for issue of serviceable materiel. Demands are categorized as either recurring or nonrecurring.

Demand-supported Items. Those quantities of expendable and nonexpendable items which are on hand based on supported or limited stockage criteria and are authorized to support mission requirements. Demand-supported items typically, but not exclusively, consist of class IX repair parts.

Demilitarize. The act of destroying the offensive or defensive characteristics inherent in certain types of equipment and materiel including mutilation, scrapping, burning, washout, steam-out, incineration, or alteration designed to prevent further use for its originally intended military or lethal purpose. Demilitarization of a munitions item may include recycling, reuse, renovation, inserting, destruction, or treatment of munitions items or components.

Departmental Accountable Official (DAO). An individual who provides certifying officers information, data, or services that they rely upon in certifying vouchers for payment.

Department of Defense Activity Address Code (DoDAAC). The DoDAAC is a six-position code that uniquely identifies a unit, activity, or organization. The first position designates the particular service/agency element of ownership. An alpha character in the first position indicates DoD, and a numeric character in the first position indicates non-DoD. The remaining five positions are assigned by the service's central service point (CSP). Two general categories of DoDAACs applicable to the Marine Corps are "M" prefixed codes, identifying Marine Corps units of the functional areas within a Marine Corps activity; and, "L" prefixed codes, identifying contractors with which the Marine Corps conducts business. See volume 2 within this publication for detailed information.

Department of Defense Activity Address Directory (DoDAAD). The DoDAAD is an interactive relational database serving as a single authoritative source of identification, routing and address information for authorized uses, including military components and agencies, participating federal agencies, authorized contractors and authorized special program activities, such as state and local governments. The DoDAAD supports business application systems data and interoperability requirements, including, (but not limited to) supply chain, materiel management, distribution, transportation, maintenance, finance, and acquisition systems. Among other uses, DoDAAD information is used throughout the FSS for identification, requisitioning, shipping and billing.

Depot Maintenance Float Allowance (DMFA). A quantity of mission essential, maintenance significant equipment developed to permit the withdrawal of equipment from organizations for scheduled repair (performed at the depot level) without detracting from a unit's readiness condition).

Depth. The quantity of an item stocked. See also "Range."

Direct Custodian. Any individual required to have personal possession of public property to carry out normal duties when working under the supervision of an RO.

Display Equipment. Old or obsolete military equipment that is not considered to warrant museum-level heritage significance, but is on outside display at military installations. Display equipment is not considered a heritage asset. The Marine Corps classifies display equipment as non-tactical NS-E, a sub-category of garrison property.

Disposal. Process involving the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste or hazardous waste into or on any land or waters so that such solid or hazardous waste or any constituent may enter the environment (e.g. burial).

Disposition of Property. The method by which the Department of Defense or Component is formally relieved of accountability by authorized means, including, but not limited to, consumption, transfer, donation, sale, or destruction; or through a completed evaluation and investigation for lost, damaged or destroyed property.

Document Identifier Code (DIC). The MILSTRAP DIC is a three digit code that provides a means of identifying a given product (e.g., receipt, issue, demand, inventory count, inventory adjustment, etc.) to the logistics system and processing operation(s) to which it pertains and further identifies such data as to the intended purpose, usage, and operation dictated. The DIC enables automatic data processing equipment to select the appropriate program(s) and to mechanically perform operations dictated by the code, and provides a corresponding function for manual processing. The DIC is a mandatory entry on all documents entering and leaving the supply distribution system. DICs will have a corresponding DLMS supplement action code to support DLMS interoperability, see “DLA Logistics Management Standards.”

E

Economic Retention Stock. That portion of the quantity of an item greater than the AAO determined to be more economical to retain for future peacetime issues than to dispose and satisfy/projected future requirements through new procurement and/or repair. To warrant economic retention, an item must have a reasonably predictable demand rate.

Electronic Record. The information recorded in a form that requires a computer or other machine to process it and that satisfies the definition of a record.

End Item. A final combination of end products, component parts, or materials that is ready for its intended use, e.g., ship, tank, mobile machine shop, or aircraft.

Enterprise Temporary Loans. Enterprise temporary loans include the loaning of organic equipment to a third party (i.e., an organization other than an established Marine Corps unit). In these scenarios, the temporary loan will be approved by HQMC; and coordinated with and accounted for by MARCORLOGCOM.

Equipment. Personal property that is functionally complete for its intended purpose, durable, and nonexpendable. Equipment generally has an expected service life of 2 years or more, is not intended for sale, does not ordinarily lose its identity or become a component part of another article when put into use; has been acquired or constructed with the intention of being used

Excess. Materiel at a retail supply activity that is excess to that activity’s requirements and is subject to return to the wholesale materiel manager, redistribution within the DoD supply chain, or to disposal by DLA Disposition Services.

Existence and Completeness. The terms existence and completeness refer to DoD efforts for validating asset accountability on the path to achieving complete financial statement audit readiness. The terms are defined as follows:

- Existence – All accountable property (military and general equipment, real property, inventory, and operating materials and supplies) in DoD systems of record exists and their records match actual physical assets.
- Completeness – All accountable property is identified and accurately recorded in a DoD system of record.

Expendable Supplies. All consumables and repair parts, regardless of price, and other items of supply not defined as nonexpendable property. When issued to end use, expendable supplies and materiel are normally dropped from the accounting records; e.g., balance files. See also "Consumables," "Nonexpendables," "Principal Items," and "Secondary Items."

Expense. An expense occurs when material and services ordered are received and accepted by a designated authorized receiving point. The expense amount creates the accounts payable amount in the accounting system and controls the amount billed for reimbursable transactions.

F

Fault or Negligence. The act or omission which a reasonable person would not commit under similar circumstances and which is the proximate cause of the loss of, damage to, or destruction of government property.

Federal Logistics Information Service (FLIS). FLIS is a component of the FCS and is the primary computer system through which users are able to access, maintain, store and retrieve necessary information related to an item of supply.

Financial Liability. The statutory obligation of an individual to reimburse the government for loss, damage, or destruction of government property arising from that person's negligence.

Fiscal/Budget & Accounting Officer. In the absence of a comptroller, the Fiscal/Budget & Accounting Officer performs the financial management functions for the command.

Force/Activity Designator (F/AD). The F/AD is an integral part of the UMMIPS. The F/AD is a roman numeral (I to V) assigned by the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, or a DoD component to indicate the relative mission essentiality of a unit, organization, installation, project, or program.

Formal Account. A system or procedures, specifically defined and permanently or semi permanently maintained, used by unit COs to account for and control T/E allowances established by the CMC.

Full Cost. A baseline value that includes all (material) costs incurred to acquire and bring the property to a form and location suitable for its intended use and, as applicable, depreciated over its useful life.

Fund Holder (Fiscal). Fund holders are responsible for the proper assignment of funding on an obligation document before the obligation is incurred, and for maintaining a system of positive funds control.

G

Garrison Retail Support Activities. Garrison retail support activities are established at installations to provide material support for low-cost, fast-moving commodity areas and general support items such as office type supplies, cleaning supplies, etc. They consist of a collection of various RSAs, including any combination of the following types of customer outlets: self-service centers, shop stores, subsistence accounts, and ammunition dumps.

Garrison Mobile Equipment (GME). GME is used to perform transportation and automotive maintenance functions at Marine Corps facilities. Commercially available GME includes passenger vehicles, cargo vehicles, non-tactical material handling equipment, engineer equipment, and railway rolling stock. The Marine Corps classifies GME as a sub-category of general equipment.

Garrison Property. Garrison property is used to provide general government services or goods in the support of end item development, maintenance, storage, and/or to support the operations of a Marine Corps installation and its tenant activities. Garrison property includes, but is not limited to, office equipment, automated data processing equipment, industrial plant equipment, training equipment, special tooling, and special test equipment. The Marine Corps classifies garrison property as a sub-category of general equipment.

General Equipment (GE). General equipment is property of any kind (i.e., general PP&E) except real property (land and improvements to facilities). It has an expected useful life of two or more years; is not intended for sale in the ordinary course of business; does not ordinarily lose its identity or become a component part of another article; and is available for the use of the reporting entity for its intended purpose. It may be tangible, having physical existence, or intangible, having no physical existence, such as copyrights, patents, or securities. General equipment consists of, but is not limited to, military equipment, garrison property, and garrison mobile equipment. Synonymous with "Personal Property."

General Property, Plant and Equipment (PP&E). General PP&E is a category of PP&E which is used in providing goods or services, or supports the mission of the entity, and has one or more of the following characteristics: (1) could be used for alternative purposes (e.g., by other DoD or federal programs, state or local governments, or nongovernmental entities), but it is used to produce goods or services, or to support the mission of the entity; (2) is used in business-type activities; and (3) is used by entities in activities whose costs can be compared to those of other entities performing similar activities (e.g., federal hospital services in comparison to commercial hospitals). General PP&E examples include but are not limited to real property, general equipment, construction in progress, assets under capital lease, leasehold improvements, and internal use software. General PP&E excludes OM&S, items in which the department has a reversionary interest, stewardship PP&E, stewardship investments (nonfederal physical property), and items that should be expensed as research, development, test, and evaluation costs, unless they are associated with the development of an end item that is produced for operational use.

Global Combat Support System-Marine Corps. GCSS-MC is a Marine Corps specific logistics chain management system which provides cross-functional information to enhance ground supply and maintenance operations. The Marine Corps utilizes GCSS-MC as a military equipment APSR.

Government Commercial Purchase Card (GCPC). The program is intended to streamline small purchase methods; minimize paperwork; eliminate impress fund transactions; streamline payment processes; and simplify the administrative effort associated with traditional and emergent purchase of supplies and services below an established micro-purchase threshold. Note: this is synonymous with the government purchase card (GPC).

Government-Furnished Property (GFP). GFP is property in the possession of, or directly acquired by, the government and subsequently furnished to the contractor (includes sub-contractors and alternate locations) for performance of a contract. DoD components shall establish and maintain records and accountability for property (of any value) furnished to contractors as GFP. Categories of GFP include: GFE and GFM.

Government-Furnished Equipment (GFE). A sub-category of GFP defined as property (i.e., PP&E) furnished to a contractor by DoD, which is used in producing an end product. It is not consumed, but is returned in the same form at the end of the contract.

Government-Furnished Information (GFI). GFI is data and information in the possession of or acquired by the Government and made available to the contractor. For training development contracts, proponents will most commonly provide the contractor with GFI in the form of outputs from the in-house performance of previous SAT phases. For example, if a proponent decides to contract out the development of a training course, the proponent would provide the contractor with the analysis and design data as critical inputs to the development phase.

Government-Furnished Material (GFM). A sub-category of GFP defined as inventory or OM&S furnished to a contractor as government property. GFM may be incorporated into or attached to a deliverable end item or may be consumed or expended in performing a contract. GFM does not include material sold by the government to a contractor, equipment, special tooling, special test equipment or real property.

Government Property (GP). GP is all property (e.g., real and personal, including facilities, materiel, special tooling, special test equipment, and agency-peculiar property) owned by or leased to the government, acquired by the government under the terms of the contract, or property acquired by the contractor for performing a contract and to which the Government has title. It includes Operating Materials and Supplies (OM&S); Inventory; and Property, Plant and Equipment (PP&E). Unless specified, all references to property refer to these three categories.

Government Purchase Card (GPC). The program is intended to streamline small purchase methods; minimize paperwork; eliminate impress fund transactions; streamline payment processes; and simplify the administrative effort associated with traditional and emergent purchase of supplies and services below an established micro-purchase threshold. Note: this is synonymous with the government commercial purchase card (GCPC).

H

Heritage Asset. A category of stewardship PP&E recognized to be assets of historical or natural significance; cultural, educational, or artistic importance; or possess significant architectural characteristics. They are expected to be preserved in museums or registered with the Naval Historical Center or the NMMC. Display equipment is not considered a heritage asset.

I

Inert. Formally reactive munitions that have had the reactive characteristic removed.

Information System. The organized collection, processing, transmission, and dissemination of information in accordance with defined procedures, whether automated or manual. Information systems include non-financial, financial, and mixed systems. See also “Accountable Property System of Record.”

Initial Issue Provisioning (IIP). The process that establishes the range and quantity of initial support items, to include principal and secondary items, required to support military equipment for that period of time which extends from placing the military equipment in service until full responsibility for support can be assumed by the supply system through routine replenishment.

Intermediate-level Inventory. An inventory required between the consumer and wholesale levels of inventory for support of a defined geographic area or for tailored support of specific consumer organizations or activities.

Internal Controls. Relates to an organization’s system of internal control that is designed to provide reasonable assurance of achieving effective and efficient operations, reliable financial and performance reporting, and compliance with applicable laws and regulations. Internal controls comprise the plans, policies, methods, and procedures used to meet the organization’s mission, goals, and objectives. Internal controls include the processes and procedures for planning, organizing, directing, and controlling program operations, and management’s system for measuring, reporting, and monitoring program performance.

Internal Temporary Loans. Internal temporary loans include the loaning of organic equipment from an owning Marine Corps unit to another Marine Corps unit within the same MARFOR and will be tracked using the APSR.

Investigation. Means of determining the facts related to loss, damage, or destruction of property; determining the present condition of such property; receiving recommendations as to disposition, retention, and further accountability for such property; and/or determining the responsibility for loss, damage, or destruction of property.

Inventory. Materiel, titled to the U.S. Government, held for sale or issue, held for repair, or held pending transfer to disposal. This definition covers the same population of items as the definition for inventory in chapter 4 “Inventory and Related Property,” of DoD 7000.14-R, Volume 4. Inventory

does not include tangible personal property to be consumed in normal operations, or operating materials and supplies.

Inventory Adjustments. Changes made to the accountable property record when the record and the physical count do not agree. All such changes require specific approval and documentation to support the adjustment, normally to include the results of reconciliation efforts to determine and resolve the cause of such disagreement, or a completed evaluation and investigation for lost, damaged, destroyed, or stolen property.

Inventory Control Point (ICP). An organizational unit or activity within the DoD supply system that is assigned the primary responsibility for the materiel management of a group of items either for a particular Military Service or for the Department of Defense as a whole. In addition to materiel management functions, an ICP may perform other logistics functions in support of a particular Military Service or for a particular end item (e.g., centralized computation of retail requirements and engineering tasks associated with weapon system components). Marine Corps Logistics Command serves as the ICP for the Marine Corps.

J

Joint Urgent Operational Needs Statement (JUONS). An urgent operational need identified by a COCOM involved in an ongoing named operation. A JUON's main purpose is to identify and subsequently gain Joint Staff validation and resourcing of a materiel solution, usually within days or weeks, to meet a specific high-priority combatant commander need.

K

L

Liability. The state of being responsible or answerable for the loss, damage, or destruction of government property.

Lifecycle Management. A management process, applied throughout the life of a system, which bases all programmatic decisions on the anticipated mission-related economic benefits derived over the life of the system. This encompasses the acquisition program, in-service support and sustainment, modernization, and final disposal.

Limited Technical Inspection (LTI). A maintenance inspection directed to determine the current condition of equipment, or the level and extent of maintenance required to restore equipment to a specified condition.

Liquidation. A liquidation is the payment for goods or services that were ordered and received. Liquidations or payments are made after the finance officer receives an invoice from a vendor or government agency requesting payment.

M

Management Control Activity (MCA). Each DoD Component authorizing the use of DoD materiel by contractors shall establish one or more MCAs to maintain control over all requisitions submitted to the DoD wholesale supply system by contractors and by DoD Component activities when requisitions indicate shipment to a contractor. In addition, the CMC has designated and charged the MCA with the property accountability function for all Marine Corps property in the possession of a third party (i.e., GFP or external Marine Corps agencies). CMC has designated MARCORLOGCOM and MARCORSYSCOM as MCAs for the Marine Corps.

Manual for Courts Martial (MCM). The MCM is the official guide to the conduct of courts-martial in the United States military.

Marine Corps Controlled Item Code (CIC). A Marine Corps specific single digit/alpha numeric code used in SASSY and SCS to identify items which require specific control.

Marine Corps Manual (MARCORMAN). The MARCORMAN is the basic publication of the United States Marine Corps issued by the CMC and approved by the SSECNAV. It is a regulatory publication for the DoN as defined in U.S. Navy Regulations. The MARCORMAN is binding upon all persons in the DoN in matters concerning marines and the Marine Corps.

Marine Corps Prepositioning Program - Norway (MCPN). The MCPN includes selected items of equipment prepositioned for training and MAGTF contingency use.

Marine Corps Property. Property is defined as “anything that may be owned.” Marine Corps property includes Operating Materials and Supplies (OM&S); Inventory; and Property, Plant and Equipment (PP&E). Unless specified, all references to property refer to these three categories.

Marine Corps Stock Number (MCSN). A MCSN is a 13-digit designator assigned by MARCORLOGCOM to support numerous non-traditional support methodologies, such as CLS, just-in-time inventory and out-of-stores initial issue. The MCSN provides a capability that uniformly records item information in all DoD supply chain systems. A MCSN will only be assigned when it is neither possible nor practical to assign a NSN or the item is considered to be excluded from FCS as indicated in DoD 4100.39-M, “Federal Logistics Information System (FLIS) Procedures Manual”.

Maritime Prepositioning Ships (MPS). Government-owned and government/contractor-operated ships, loaded with prepositioned Marine Corps and Navy combat equipment and supplies; organized into Maritime Prepositioning Squadrons (MPSRONs).

Maritime Prepositioning Ships Squadron (MPSRON). A squadron comprised of 6 of the 12 government-owned and government/contractor-operated ships, loaded with prepositioned Marine Corps and Navy combat equipment and supplies.

Material. Property that may be consumed or expended during the performance of a contract, component parts of a higher assembly, or items that lose their individual identity through incorporation into an end-item. Material does not include equipment, special tooling, special test equipment, or real property.

Materiel. Materiel includes all items necessary to equip, operate, maintain, and support military activities without distinction as to its application for administrative or combat purposes, excluding real property, installations, and utilities. Materiel is either serviceable (i.e., in an issuable condition) or unserviceable (i.e., in need of repair to make it serviceable).

Materiel Management. Continuing actions relating to planning, organizing, directing, coordinating, controlling, and evaluating the application of resources to ensure the effective and economical support of military forces. It includes provisioning, cataloging, requirements determination, acquisition, distribution, maintenance, and disposal. The terms “materiel management,” “materiel control,” “inventory management,” “inventory control,” and “supply management” are synonymous.

Materiel Obligation. That unfilled portion of a requisition (for a stocked or non-stocked item) that is not immediately available for issue but is recorded as a commitment for a future issue, either by direct delivery from a vendor or back-ordered from stock.

Materiel Obligation Validation (MOV). A DoD-mandated program which requires reconciliation/validation of supply source materiel obligation records with the due-in records of requisitioning activities. The MOV assists in highlighting the continuing need for overage requisitions eligible for cancellation.

Military Equipment (ME). A type of general equipment and includes weapon systems that can be used directly by the Armed Forces to carry out battlefield missions. The Marine Corps will assign a Table of Authorized Materiel Control Number (TAMCN) to all ME. Marine Corps examples include: combat vehicles, tanks, artillery and crew serve weapons. ME also includes Marine Corps procured research and development equipment (e.g. prototypes, test gear, Engineering Development Models).

Mission Critical Assets (MCA). Mission Critical Assets are accountable property broadly defined as Military Equipment (ME), Real Property (RP), General Equipment (GE), Inventory (INV), and Operating Materials and Supplies (OM&S).

N

National Item Identification Number (NIIN). The NIIN is the last nine digits of the NSN that differentiates each individual supply item from all other supply items. The first two digits signify the National Codification Bureau that assigned the NIIN, while the last seven digits are non-significant and are sequentially assigned by the FLIS.

National Stock Number (NSN). The NSN is a 13-digit number that is used to identify items, and is assigned by FLIS to convey specific information about an item of supply. It is comprised of the FSC, which is four digits, and the NIIN, which is nine digits. NSN/NIINs will be assigned to items of supply in the FSS that are recurrently used, bought, stocked, managed, or distributed. These items will be named, described, classified, and numbered through the cataloging process so that only one distinctive combination of numerals (an NSN/NIIN) identifies the same item throughout the FSS. This includes, but is not limited to, items selected for central management, procurement, and

stockage, including both centrally and locally procured items, and items stocked in the main or consumer, retail, or wholesale installation to provide supply support to local requisitions.

Nonexpendable Supplies. Materiel which, after issue, is not chemically or physically altered with use to such an extent that would preclude economical reuse of its original purpose and/or which is normally returned to a storage or industrial activity for repair. Nonexpendable supplies do not lose their identity in the process of work or in the rendering of services, this includes weapons, vehicles, machines, tools, furniture, instruments, etc. Nonexpendable property requires formal supply accounting down to the user level throughout the life of the asset.

Non-Standard Equipment (NS-E). NS-E is non-expendable general equipment that is rapidly acquired and fielded to bridge mission capability gaps to meet urgent warfighter or garrison requirements. It can be assigned any TAMCN commodity designator and will always have a MCSN assigned rather than a NSN/NIIN catalogued within FLIS. If an item has an NSN catalogued in FLIS, it is not considered NS-E. NS-E can be categorized as military equipment (tactical NS-E) or garrison property (non-tactical NS-E).

Non-Tactical Non-Standard Equipment (NS-E). General equipment commercially purchased to support administration, base operations functions, and garrison support services. This includes government owned NS-E used by service support contractors provided as GFP. Non-tactical NS-E is not considered for program of record candidacy and will be accounted for as garrison property. The following items are considered non-tactical NS-E: garrison use only administrative property, display equipment, band equipment, and ceremonial weapons.

O

Obligation. A definite commitment that creates a legal liability of the government for the payment of goods and services ordered or received, or a legal duty on the part of the United States that could mature into a legal liability by virtue of actions on the part of the other party beyond the control of the United States. Payment may be made immediately or in the future. An agency incurs an obligation, for example, when it places an order, signs a contract, awards a grant, purchases a service, or takes other actions that require the government to make payments to the public or from one government account to another. Once funds are obligated, the official unobligated available balance of the fund manager's account is decreased. An obligation may be de-obligated when both parties agree and supporting documentation is provided to update the accounting system.

Operating Force (OPFOR). OPFORs include all elements of the MAGTF except for the SE.

Operating Materials and Supplies (OM&S). OM&S consists of tangible property to be consumed in normal operations. OM&S shall be categorized as: held for use; held in reserve for future use; held for repair; or excess, unserviceable and obsolete. Excluded are (a) goods that have been acquired for use in constructing real property, (b) stockpile materials, and (c) inventory held for sale. Repairables and consumables that are not for sale are considered OM&S.

Operating Level (OL). The quantity of materiel required to sustain operations during the interval between the initiation of replenishment action and the arrival of successive replenishment shipments.

Operating Stock. Those quantities of expendables and nonexpendables which are not allowance items but are authorized to support mission requirements based on usage or authorized protected levels.

P

Personal Property. Personal property is property of any kind (i.e., general PP&E) except real property (land and improvements to facilities). It has an expected useful life of two or more years; is not intended for sale in the ordinary course of business; does not ordinarily lose its identity or become a component part of another article; and is available for the use of the reporting entity for its intended purpose. It may be tangible, having physical existence, or intangible, having no physical existence, such as copyrights, patents, or securities. Personal property consists of, but is not limited to, military equipment, garrison property, and garrison mobile equipment. Synonymous with “general equipment.”

Physical Inventory. The verification of property existence, accountable property record completion, location, and quantity. The process may also involve verifying additional information, performing reconciliations, and modifying APSR.

Pilferable Items. Items which are easily transportable or concealable; have a ready resale value or application to personal possession; and are subject to theft. These items include television sets, monitors, computers, electrical devices with data input and output on a flat information display tablet (tablet pc, personal digital assistant), video communication systems, desktop appliances and pc video conferencing systems (e.g., Tandberg, etc.), mobile telephones, projectors, global positioning navigation equipment, commercial tents or shelters. Pilferable property requires formal supply accounting down to the user level throughout the life of the asset. See "Regulated Item" and "Controlled Item."

Pilferage Code. A CIIC cataloged code indicating the materiel is a pilferable item. Refer to paragraph 12 of chapter 2 for more information on the pilferage code.

Principal Item. An end item or a replacement assembly of such importance to operational readiness that management techniques require centralized individual item management throughout the supply system to include items stocked at depot level, base level, and using unit level. Principal items do not include complete aircraft, ships, tanks, helicopters, other combat and tactical vehicles, intercontinental ballistic missiles, intermediate range ballistic missiles, or space vehicles.

Priority Designator (PD). A two-digit numerical value derived from combining the appropriate F/AD and the appropriate urgency of need. Each force/activity can choose normally from only three priority designators.

Probable Cause. Reasonable ground for belief, especially on justifying legal procedures against a person.

Property. Property is defined as anything that may be owned. As used in the military establishment, this term is usually confined to “tangible property,” including real estate and material. For special

purposes and as used in certain statutes, this term may exclude such items as the public domain, certain lands, certain categories of naval vessels and records of the Federal Government.

Property Accountability. The responsibility to ensure security and conscientious inventory management of actual property. This obligation, imposed by public law, requires the maintenance of accurate records of personal property assets, and the conduct of physical inventories to reconcile property records. It also includes maintaining an audit trail for applicable physical property and financial transactions.

Property Control. The physical and administrative protection of property assets to include security, location, identity, and recordation of property transactions. It also includes the care and protection of property, physical inventory, and processing of property transactions.

Property Custodian. An individual appointed in writing, who accepts custodial responsibility for property, typically by signing a hand-receipt. The property custodian is directly responsible for the physical custody of accountable property under their control.

Property, Plant and Equipment (PP&E). PP&E is defined as tangible assets that (1) have an estimated useful life of two or more years, (2) are not intended for sale in the ordinary course of business, and (3) are intended to be used or available for use by the entity. PP&E consists of two categories: General PP&E and Stewardship PP&E.

Protected Levels. That portion of authorized on hand stocks not authorized for issue unless certain criteria, specified in current directives, are met. In certain instances, items designated as protected stock are exempt from being excess.

Provisional Unit. A service or combatant commander-directed temporary assembly of personnel and equipment organized for a limited period of time for accomplishment of a specific mission. Provisional units are identified by PP&O-provided UICs. Examples are a Special Purpose MAGTF or a named organization approved by HQMC.

Purchase Request Builder (PR Builder). PR Builder is the Marine Corps' web-based enterprise-wide electronic procurement generator system for in-garrison requirements. PR Builder automates the process of generating, tracking, and submitting PR from anywhere in the world where internet access is available through a web browser and shall be used in non-contingency environments. It is available to anyone in the purchase request process and allows for fast and easy access to purchasing data. PR Builder interfaces real-time with the Marine Corps accounting system, SABRS, to automate the commitment process for all goods and services that are purchased.

Q

R

Range. In determining stock levels, the number of different types of items stocked, regardless of quantity. See "Depth."

Real Property. A type of general PP&E which includes fixed assets that are comprised of land and the rights to land; buildings to include capitalized additions, alterations, improvements, and rehabilitations; and other structures and facilities. Real property does not include personal property (general and military equipment).

Receipt. A transmission or other acknowledgment made by a receiving entity to indicate that a good, or service has been satisfactorily received. Receipt is often denoted by signing a situation specific form, such as DD Form 250, "Material Inspection and Receiving Report," DD Form 1149, "Requisition and Invoice/Shipping Document," or DD Form 1348-1, "Issue Release/Receipt Document."

Receipt & Acceptor. A departmental accountable official (DAO) which provides timely and accurate receipt data to the Supply Resource Manager/Fund Holder, Fiscal/Budget & Accounting Officer, and/or the Certifying Officer (i.e., quantity and receipt date).

Record. The information, regardless of medium, that details business transactions. Records include all books, papers, maps, photographs, machine-readable materials, and other documentary materials, regardless of physical form or characteristics. Records are made or received by an agency of the United States Government under federal law or in connection with the transaction of public business. Records are preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government or because of the value of data in the record.

Recoverable Item. An item which normally is not consumed in use and is subject to return for repair or disposal.

Reconciliation. The process of aligning the physical count with the quantity posted to the accountable property records, researching discrepancies, and determining inventory accuracy, i.e., calculation of loss or overage rates.

Regulated Item. Any item over which proper authority exercises close supervision of distribution to individual units or commands because the item is scarce, costly, or of a highly technical or hazardous nature. In the Marine Corps, "controlled item" is a term frequently used to describe regulated items.

Repair Part. Any part, subassembly, assembly, or component required for installation in the maintenance or repair of a principal/secondary item, subassembly, or component.

Reparable Inventory. A type of OM&S or inventory which consists of items that can be repaired economically and for which repair (at either field or depot level) is considered in meeting computed inventory requirements. DoD authorizes supply management activity groups to finance reparable items, including their transportation, acquisition, overhaul, progressive maintenance, renovation, rework, repair, manufacture, reclamation, alteration, and/or software support. Reparables can also be in an unserviceable condition when furnished to the contractor for repair, modification, or overhaul. Unserviceable reparables are often referred to as carcasses.

Reparable Issue Point (RIP). A RIP is an issue point established as a point of exchange for secondary depot reparable and field level reparable, as defined by the SMRC. Formerly known as maintenance floats, RIPs may preposition assets as required to support geographically separated/deployed units.

Reparable Item. An item which can be reconditioned or economically repaired for reuse when it becomes unserviceable.

Requisition Authority. The lawful authority to obligate appropriated funds whereby accountability and liability for such obligation can be attached to an individual delegated by the CMC to perform such obligations.

Requisition. The process in which a request is validated and entered into a process or system to facilitate its fulfillment (e.g., MILSTRIP, garrison retail support activities, purchase requests, purchase card, etc.) by the Supply Resource Manager and/or their delegated Fund Holder. The requisition action generates an obligation in the fiscal cycle.

Responsibility. The obligation of an individual for proper management, custody, care, and safeguarding of property entrusted to an individual's possession or under their supervision.

Responsible Individual (RI). Sub-custody holders of accountable supplies, originally signed for by the RO/property custodian.

Responsible Officer (RO). An individual appointed by the accountable officer (AO), who accepts custodial responsibility for property, typically by signing a hand-receipt. The RO is directly responsible for the physical custody of accountable property under their control. Synonymous with "property custodian."

Retail Inventory. Supplies/materiel held below the wholesale level (the intermediate and consumer levels of inventory).

S

Safety Level (SL). The quantity required to be on hand to permit continuous operations in the event of minor interruption of normal replenishment or unpredictable fluctuations in demand.

Scrap. Property that has no reasonable prospect of being sold except for the value of its basic materiel content.

Secondary Item. An item of supply that is not defined as a principal item and includes reparable components, subsystems, and assemblies, consumable repair parts, bulk items and material, subsistence, and expendable end items, including clothing and other personal gear.

Sensitive Items. Materiel which requires serialized management due to a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items;

precious metals; items which are of high value, highly technical or of a hazardous nature; and AA&E.

Sensitive Item Code. A CIIC cataloged code indicating the materiel is a sensitive item. Refer to paragraph 12 of chapter 2 for a listing of Sensitive Item Codes.

Serialized Item Management (SIM). The serialized management of materiel in the Marine Corps property control systems. MARCORLOGCOM, Program Executive Officers, Product Group Directors, and PMs will ensure that items/NIINs requiring serialized management are registered using the applicable FLIS codes.

Sets, Kits, Outfits and Tools (SKOT). SKOTs are assemblages of components, support items, or mission specific and common tools in a container (bag, pouch, box, chest, van, trailer or shelter) that are used in association. SKOTs are primarily designed to accomplish a specific mission or maintenance function. They are identified, cataloged, authorized and issued as a single unit. They may be made up of components, support items and tools included in more than one class of supply; may include end items; and may include nonexpendable, durable, and expendable components. A SKOT is an item of supply, configuration controlled by a TAMCN or NIIN.

Source, Maintenance, and Recoverability Codes (SMRC). Codes used by all services to indicate maintenance and supply instructions to the various logistics support levels and using commands for the logistics support system, equipment, and end items. These uniform codes will promote interservice and integrated materiel support within and among the military services. SMRCs are assigned to each support item based on the logistics support planned for the end item and its components.

Special Allowance. Temporary allowances granted that authorizes the issue of equipment from MARCORLOGCOM inventory stores to fill a temporary Marine Corps unit requirement.

Special Item Equipment (SIE). Non-expendable assets provided to support Marine Corps commands/activities conducting special operation missions at the COCOM or national security levels. They will be assigned a "Q" TAMCN commodity designator and a MCSN if the NSN is not currently registered in FLIS, regardless if those assets were provided to the Marine Corps on a permanent or temporary basis.

Stewardship Land. A category of stewardship PP&E which is land and land rights owned by the federal government but not acquired for or in connection with general PP&E. "Acquired for or in connection with" is defined as including land acquired with the intent to construct general PP&E and land acquired in combination with general PP&E. Without exception, all land provided to DoD from the public domain, or at no cost, shall be classified as stewardship land, regardless of its use. Therefore, public domain or no-cost land used in a general PP&E context shall be reported as stewardship land and not reported as general PP&E.

Stewardship Property, Plant and Equipment (PP&E). A category of PP&E which consists of tangible assets classified as either heritage assets or stewardship land.

Stewardship Responsibility. The requirement placed on an organization or individual who acts as the custodian of another individual's property by controlling, supervising, and managing the property in their care.

Stock Fund Account (SFA). Items financed through the stock fund which are normally low cost, high demand items. The costs are chargeable, when issued, to a customer.

Stockpile Materials. Strategic and critical materials held due to statutory requirements for use in national defense, conservation or national emergencies. They are not held with the intent of selling in the ordinary course of business. The following items are specifically excluded from stockpile materials: (a) items that are held by an agency for sale for use in normal operations and (b) items that are held for use in the event of an agency's operating emergency or contingency.

Storage Activity (SA). The organization element of a distribution system that is assigned responsibility for the physical handling of materiel incident to its check-in and inspection (receipt), its keeping and surveillance in a warehouse, shed, tank, or open area (storage), and its selection and shipment (issue).

Stores Account Code (SAC). A code employed by the Marine Corps to differentiate between items financed through the Department of Navy stock fund account (SFA) or the appropriation stores account (ASA). Generally, SAC 1 identifies Marine Corps SFA items, SAC 2 identifies Marine Corps ASA principal or secondary items, and SAC 3 identifies Marine Corps ASA military equipment (i.e., end items).

Supply Active File. The storage of supply records (hard-copy or electronic) used in the daily operations of an organization (less than 2 years old). The active file will be maintained to allow for immediate record recovery to support daily operations and auditability.

Supply Archive File. The storage of supply records (hard-copy or electronic) which contain the historical documentation (between 2 and 7 years old) of an organizations supply activities. The supply archive file is maintained to meet federal law requirements and to meet potential future audit requests. Unlike the supply active file, the supply archive file will be maintained to allow for the ease of record recovery vice immediate record recovery.

Supply Automated Information System (AIS) Administrators. Supply AIS administrators are responsible for the command's access control to the purchase request, requisitioning, receipt and acceptance, equipment accountability systems, financial management and other supply chain management systems.

Supply Discrepancy Report (SDR). A SDR is prepared by the receiving activity to report a variation between physical goods received and the data shown on the corresponding shipping document(s) which is not the result of a transportation discrepancy or product quality deficiency.

Supply Officer. The Supply Officer performs the supply administrative and property accounting functions for the command. As a special staff officer to the CO, they are responsible for ensuring the CO is made fully aware of the unit's current supply and fiscal postures; and recommend corrective

procedural changes so detrimental supply situations may be prevented or corrected. In most cases, the roles of Fiscal/Budget & Accounting Officer, Supply Resource Manager, Certifying Officer, and Supply AIS administrator is inherent to the Supply Officer billet, in addition to supply administration and property accounting functions. Synonymous with “Accountable Property Officer.”

Supply Resource Manager. Supply Resource Managers receive authorized funds, on behalf of the CO, as a resource to accomplish and execute their assigned missions.

Supply System Inventory Report (SSIR). The SSIR is annual report provided to the Assistant Deputy Under Secretary of Defense (Supply Chain Integration) (ADUSD(SCI)) to report the value of wholesale and retail inventories. It includes materiel held for sale or issue, and materiel in the process of repair for future sale.

Supply System Responsibility Items (SSRI). Items furnished by the supply system when an end item is issued and will be transferred with the end item during redistribution or other changes of custody unless otherwise specifically directed by appropriate authority. These items are required to be maintained on hand, on order, or identified as an unfunded deficiency unless otherwise specifically directed within the SL-3. May be listed using the Army terminology of COEI.

Supply System Stock. Wholesale and retail stock in the distribution system under control of Marine Corps components for ultimate sale or issue to users.

Supported Command. A supported command receives equipment from a supporting command. The supported command will increase their allowance quantity on the supply accountability APSR using the command adjustment column on the property records by the approved sourcing quantity.

Supporting Command. A supporting command redistributes equipment to a supported command. The supporting command will not reduce the allowance quantity on the supply accountability APSR using the command adjustment column on the property records.

Supporting Establishment (SE). The Marine Corps element which includes bases, stations, joint billets, external billets, civilian, and military billets that are not organized under the OPFORs. The SE provides the development, procurement, training, administration, and logistics required to perform the Marine Corps mission.

T

Table of Authorized Materiel Control Number (TAMCN). The TAMCN is the chief method of identifying allowance items, and is assigned by HQMC. The TAMCN consists of three elements: the commodity designator, the item number, and the class (and subclass of supply). TAMCNs typically fall under one of five commodities (communications/electronics, engineer, general supply, motor transport, and ordnance), and three types of property. For additional information refer to chapter 2. For a detailed listing, see Appendix P.

Table of Organization and Equipment (T/O&E). A report which contains the organizational mission statement, manpower, and equipment requirements and authorizations for the organization to perform its mission.

Tactical Non-Standard Equipment. Tactical NS-E is military equipment obtained to support assigned mission capabilities or force protection through the UNS, U-UNS, JUONS, other commercial purchases authorized by this headquarters, or via a loan agreement with another DoD agency. Tactical NS-E will be accounted for in the military equipment APSR.

Tangible Assets. Per reference (k), depreciable general PP&E and software developed, manufactured, transferred or acquired for a determinable cost meeting or exceeding the established capitalization threshold; are used over a period (useful life) estimated to be 2 years or greater; and generally become economically worthless (except for residual value) at the end of their estimated useful lives.

Task Organized Unit. A temporary grouping of forces designed to accomplish a particular mission. These organizations are generally formed using a designated unit as the core element with augmentation of temporary reassigned personnel and equipment from other organizations based on the requirements to accomplish its assigned mission. The core unit's table of organization and equipment (TO&E), resident in the Total Force Structure Management System (TFSMS) and identified by a unit identification code (UIC), serves as the baseline for logistics planning (e.g., personnel and equipment sourcing).

Time-Event Disposition. Time-event disposition specifies that a record shall be disposed of at a fixed period of time after a specified event. Once the specified event has occurred, then the retention period is applied (e.g., induction of a transfer transaction, appointment revocation, etc.). Supply record retention is based on time-event disposition.

Total Asset Visibility (TAV). The capability to provide timely and accurate information on the location, movement, status, and identify of equipment and supplies. It also includes the capability to act on that information to improve the overall performance of DoD logistics practices.

Total Force Structure Management System (TFSMS). Information technology (IT) application that supports the Marine Corps TFSP and provides integrated, accurate, synchronized, and timely force structure information (T/O&E) to include AAOs, equipment pedigree data, billet identification codes, etc.

Total Item Property Record. The record or record set maintained by the materiel manager that identifies the quantity, condition, and value of the items for each organizational entity having physical custody of those items. The total item property record includes materiel that is due in, in transit, in organic wholesale and retail repair facilities, in a contractor's custody, on loan, on hand in wholesale distribution centers, on-hand at retail activities, and for reported assets in the custody of users.

Training Allowances (T/As). T/As are unique to the reserve component and are defined as the minimal amount of T/E assets required to conduct unit training based on METs in consideration of

facility, manpower, fiscal and maintenance constraints. T/As are established only for Type 1 TAMCN items necessary to maintain training to core METs.

U

Unique Identification (UID). The DoD UID is a system of marking items delivered to the DoD with unique item identifiers that have machine-readable data elements to distinguish an item from all other like and unlike items.

Unique Item Identifier (UII). A set of data elements marked on an item that is globally unique and unambiguous. Standardized use of the UII for serialized management within Automated Information Systems (AIS) improves data discovery and interoperability across acquisition and operational logistics domains, providing greater visibility throughout the logistics chain, and improved insight into the health of serialized items throughout their lifecycle.

Unit Table of Equipment Allowance. AAOs for equipment are represented in TFSMS as T/E allowances. This quantity represents the unit's full wartime requirement for the allowance item, at the UIC level, against which readiness is to be reported. The T/E allowance quantity is a critical number since it is the AAO quantity that is transferred from TFSMS to the APSR for supply, and reported at the unit AAC level for centrally managed UNS items.

Unit User Account Manager (UUAM). A senior logistician within a using unit that assigns, revokes, and manages the GCSS-MC system roles and responsibilities for users within their command and/or assigned units.

United States Code (U.S.C.). The U.S.C. is a consolidation and codification by subject matter of the general and permanent laws of the United States. It is prepared and published by a unit of the United States House of Representatives.

United States Navy Regulations. The United States Navy Regulations is the principal regulatory document of the DoN, endowed with the sanction of law, as to duty, responsibility, authority, distinctions and relationships of various commands, officials and individuals. Other directives issued within the DoN may not conflict with, alter or amend any provision of Navy Regulations. Navy Regulations are issued by the SECNAV and are permanent regulations of general applicability, as opposed to other regulations that he or she may issue in accordance with law.

Universal Needs Statement (UNS). The UNS is designed to act as a "work request" for current and future desired capabilities. It identifies operational enhancements, opportunities, and deficiencies in terms of a stated capability set. Opportunities may include new capabilities, improvements to existing capabilities, and elimination of redundant or unneeded capabilities. Refer to reference (aw) for additional information.

Unserviceable. An item in a condition unfit for use but which can be restored to a serviceable condition after repair, rework, or overhaul. This definition does not apply to clothing items.

Urgent Universal Needs Statement (U-UNS). The U-UNS is an exceptional request from a COCOM-level Marine component commander for an additional warfighting capability critically needed by OPFORs conducting combat or contingency operations. Failure to deliver the capability requested by the U-UNS is likely to result in the inability of units to accomplish their missions or risks increased probability of casualties and loss of life.

Using Unit Account. A consumer-level supply activity holding a consumer level of inventory (supply account, organic account, and consumer-level account are synonymous terms.)

Using Unit Responsibility Items (UURI). Items that are not issued with an end item during initial provisioning and subsequent fielding. Items in this category must be requisitioned by the using unit, not to exceed the stated quantity. Additionally, where "AR" (as required) is the stated quantity, the CO must establish in writing the authorized quantity to be held by the command. These quantities will be reviewed and updated at least annually. May be listed using the Army terminology as AAL.

V

Voucher Files. Voucher files include all records relating to the gain, loss, return, disposal, transfer, and any other supporting documentation affecting the on hand balance of property. Other supporting documentation includes, but is not limited to: recoverable items reports, letters of unserviceable property, MVGL/N, cash collection vouchers, investigations, inventory result/certification letters, MLSRs, and SDRs. In addition, voucher files include financial account records that directly or indirectly result in a recordable accounting transaction (i.e., initiation, commitment, obligation, expense, and liquidation).

W

War Reserve Materiel Requirements (WRMR). Equipment items needed to replace mission essential/critical assets expected to be destroyed as a direct result of combat operations. These losses typically cannot be readily replenished through normal supply means.

Wholesale stock. Stock, regardless of funding sources, over which the materiel manager has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities. Synonymous with national inventory.

Wide Area Workflow (WAWF). DoD has identified WAWF as the system to implement Section 1008 of the National Defense Authorization Act (PL 106-398) which requires the electronic submission and processing of claims for payments under DoD contracts. WAWF creates a virtual folder to combine the three documents required to pay a vendor – the contract, the invoice and the receiving report. WAWF helps to mitigate interest penalty payments due to lost or misplaced documents and highlights vendor offered discounts so that the Marine Corps benefits on both fronts, in addition to streamlining the whole process from weeks to days or minutes.

X

Y

Z