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

NAVMC 3500.64D
PSD
18 Oct 22

NAVMC 3500.64D

From: Commandant of the Marine Corps
To: Distribution List

Subj: SUPPLY CHAIN MANAGEMENT TRAINING AND READINESS MANUAL

Ref: (a) MCO P3500.72A
       (b) NAVMC 3500.106A

Encl: (1) Supply Chain Management T&R Manual

1. <u>Purpose</u>. Per the reference, this Training and Readiness (T&R) Manual, contained in enclosure (1), establishes training standards, regulations, and policies regarding the training of Marines in the Supply Chain Management occupational field.

2. <u>Cancellation</u>. NAVMC 3500.64C.

3. <u>Scope</u>. Highlights of the major changes included in this Manual are:

   a. Chapter 1, adjusted the name of occupational field to Supply Chain Management to reflect the official title within NAVMC 1200.1G, Military Occupational Specialties Manual.

   b. Chapter 2, revised to reflect the communities' approved and published Marine Corps Tasks.

   c. Chapter 3, reviewed and adjusted the collective events, ensuring they fulfilled the requirements outlined on unit Mission Essential Task Lists (METL) detailed within Chapter 2.

   d. Chapters 4 through 9, adjusted the individual training events to accomplish requirements outlined in the collective training events and the unit METLs within Chapter 2. Additionally, adjusted the structure of the individual training events as prescribed by reference b. Lastly, incorporated information from the Training and Education Command (TECOM) Mishap Library pertaining to Material Handling Equipment operations in an effort to reduce repeated mishaps and increase safety awareness.

4. <u>Information</u>. The Commanding General (CG), TECOM will update this T&R Manual as necessary to provide current and relevant training standards to commanders. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: CG, TECOM, Policy and Standards Division, 2007 Elliot Road, Quantico, Virginia 22134.

5. <u>Command</u>. This Manual is applicable to the Marine Corps Total Force.

6. <u>Certification</u>. Reviewed and approved this date.

K. M. IIAMS
Commanding General
Training and Education Command
By direction

DISTRIBUTION: PCN 10031978500

LOCATOR SHEET

Subj: SUPPLY CHAIN MANAGEMENT TRAINING AND READINESS MANUAL

Location: _____
          (Indicate location(s) of copy(ies) of this manual)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

SCM T&R MANUAL

TABLE OF CONTENTS

SCM T&R MANUAL

CHAPTER 1

OVERVIEW

Enclosure (1)

SCM T&R MANUAL

CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The training and readiness (T&R) program is the Corps' primary tool for planning, conducting and evaluating training, and assessing training readiness. Subject matter experts (SME) from the Fleet Marine Force (FMF) developed core capability mission essential task lists (METL) for ground communities derived from the Marine Corps task list. This T&R Manual is built around these METLs and other related Marine Corps tasks (MCT). All events contained in this Manual relate directly to these METLs and MCTs. This comprehensive T&R program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

2. This T&R Manual contains the collective and individual training requirements to prepare units to accomplish their combat mission. This T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to accomplish training. Instead, it identifies the minimum standards that Marines must be able to perform in combat. This T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, leaders can construct and execute an effective training plan that supports the unit's METL. More detailed information on the Marine Corps ground T&R program is found in reference (a).

3. This T&R Manual is designed for use by unit commanders to determine pre-deployment training requirements in preparation for training and for formal schools and training detachments to create programs of instruction. This manual focuses on individual and collective tasks performed by FMF units and supervised by personnel in the performance of unit mission essential task(s) (MET).

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential.

2. Commanders will ensure that all training is focused on their combat mission. Unit training should focus on achieving proficiency in the unit METL. This T&R Manual is a tool to help develop the unit's training plan based on the unit METL, as approved by their higher commander and reported in the Defense Readiness Reporting System (DRRS). Training will support the unit METL and be designed to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of standards based training consistent with Marine Corps T&R standards cannot be over emphasized.

1002. UNIT TRAINING MANAGEMENT

1. Effective unit training management (UTM) focuses the overall organization on development of training plans based on the unit METL and standards-based community T&R events. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its mission.

2. Unit training management techniques, described in reference MCO 1553.3_, MCTP 8-10A, and MCTP 8-10B provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM.

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. Marines are expected to maintain proficiency in the training events for their military occupational specialty (MOS) at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. For collective or individual training events not executed and evaluated as part of the daily routine, leaders must ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval.

2. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation). The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events.

3. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

1004. ORGANIZATION. This Supply Chain Management T&R Manual is comprised of 9 chapters and 2 appendices. Chapter 1 is an overview of the ground T&R program. Chapter 2 lists the core METs/MCTs supported by the Community, which are used as part of DRRS. Chapter 3 contains collective events. Chapters 4 through 9 contain individual events specific to a particular MOS and/or billet, as noted. Appendix A contains acronyms; Appendix B contains terms and definitions.

1005. T&R EVENT CODING

1. Event Code. The event code is an up to 4-4-4 alphanumeric character set:

    a. First up to 4 characters indicate MOS or community (e.g., 0321, 1812 or INTL)

    b. Second up to 4 characters indicate functional or duty area (e.g. DEF, FSPT, MVMT, etc.)

    c. Third 4 characters indicate the unit size and supported unit, if applicable (1000 through 9000), and sequence. Figure 1-1 shows the relationship of unit size to event code. NOTE: The titles for the various echelons are for example only, and are not exclusive. For example: 4000-level events are appropriate for section-level events as noted, but also for squad-level events.

Collective Training Command Element	Collective Training Regiment/Group	Collective Training Battalion/Squadron
9000-level	8000-level	7000-level
Collective Training Company	Collective Training Platoon	Collective Training Squad
6000-level	5000-level	4000-level
Collective Training Team/Section/Crew	Individual Training Skills Progression MOJT, Advanced Level Schools (Core Plus Skills)	Individual Training Entry-Level Formal School Training (Core Skills)
3000-level	2000-level	1000-level

Figure. 1-1 T&R Event Levels

2. Grouping. Categorizing events with the use of a recognizable code makes the type of skill or capability being referenced fairly obvious. Examples include: PAT for patrolling events, DEF for events in the defense, FSPT for events related to fire support, etc. There is no special significance to the functional areas, but they should be intuitive to make it as easy as possible for the T&R user to find events. When organizing this T&R Manual, functional areas are alphabetized then the associated events are numbered. The events will be numbered based upon the introduction of each new functional area, allowing up to "999" events. For example: if there are seven administrative events 4431 occupational field (OccFld), then the events should start 4431-ADMN-1001 and run through 1007. Next, the bulk fuel events, BUFL should start at 4431-BUFL-1001.

3. Sequencing. A numerical code is assigned to each collective (3000-9000 level) or individual (1000-2000 level) training event. The first number identifies the size of the unit performing the event, as depicted in figure 1-1. Exception: Events that relate to staff planning, to conduct of a command operations center, or to staff level decision making processes will be numbered according to the level of the unit to which the staff belongs. For example: an infantry battalion staff conducting planning for an offensive attack would be labeled as INF-PLAN-7001 even though the entire battalion is not actively involved in the planning of the operation. T&R

event sequence numbers that begin with "9" are reserved for Marine air-ground task force (MAGTF) command element events. An example of event coding is displayed in figure 1-2.
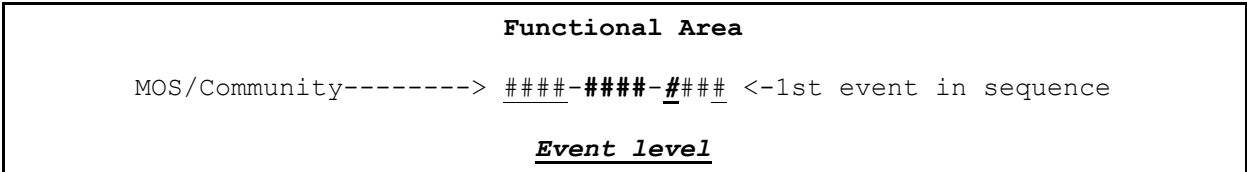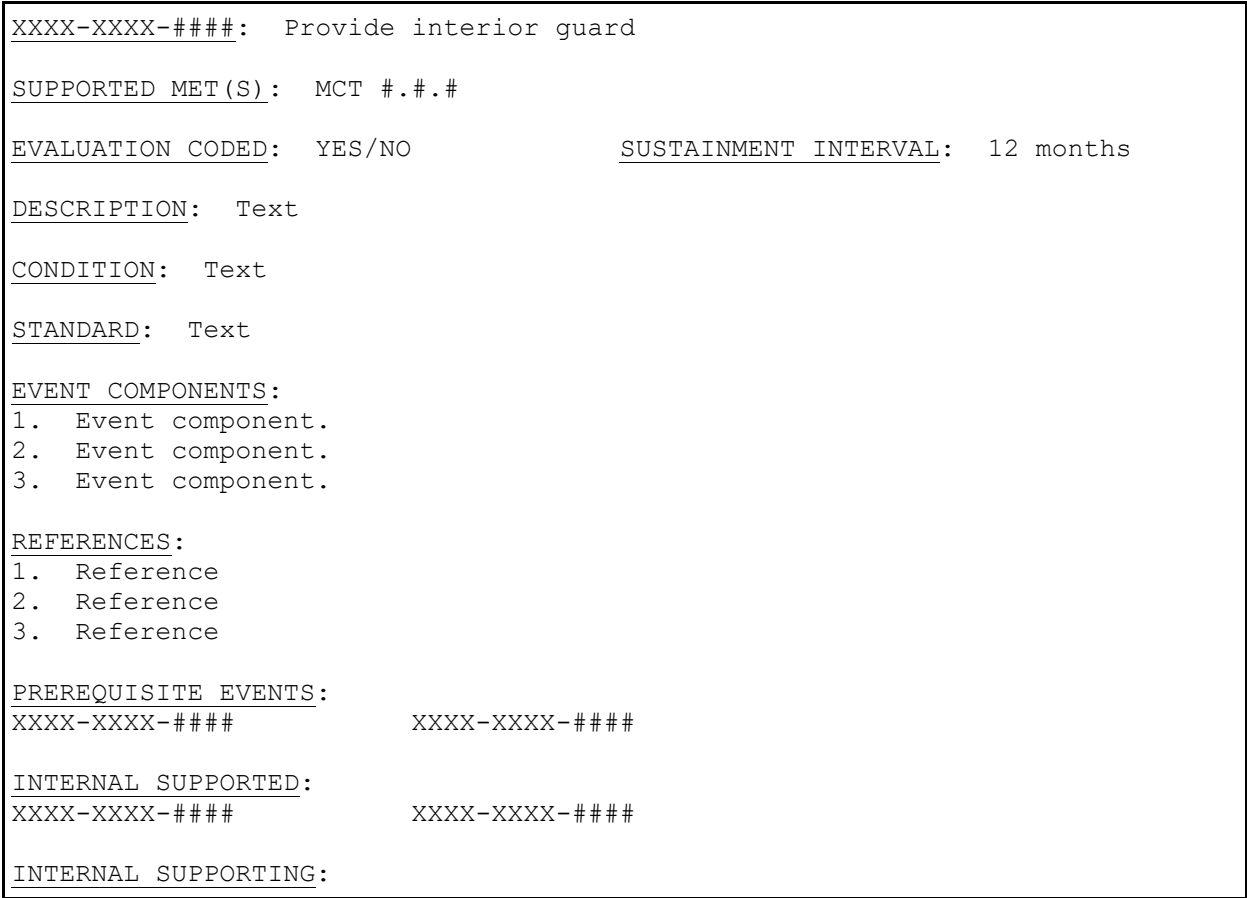

Functional Area

MOS/Community---------> <u>####</u>-**####**-**#**<u>###</u> <-1st event in sequence

Event level

Figure 1-2. T&R Event Coding

1006. T&R EVENT COMPOSITION

1. An event contained within a T&R manual is a collective or individual training standard. This section explains each of the components that make up the T&R event. These items will be included in all of the events in each T&R manual. Community-based T&R manuals may have several additional components not found in unit-based T&R manuals. The event condition, event title (behavior) and event standard should be read together as a grammatical sentence.

2. An example of a collective T&R event is provided in figure 1-3 and an example of an individual T&R event is provided in figure 1-4. Events shown in figures are for illustrative purposes only and are not actual T&R events.

<u>XXXX-XXXX-####</u>: Provide interior guard

<u>SUPPORTED MET(S)</u>: MCT #.#.#

<u>EVALUATION CODED</u>: YES/NO   <u>SUSTAINMENT INTERVAL</u>: 12 months

<u>DESCRIPTION</u>: Text

<u>CONDITION</u>: Text

<u>STANDARD</u>: Text

<u>EVENT COMPONENTS</u>:
1. Event component.
2. Event component.
3. Event component.

<u>REFERENCES</u>:
1. Reference
2. Reference
3. Reference

<u>PREREQUISITE EVENTS</u>:
XXXX-XXXX-####   XXXX-XXXX-####

<u>INTERNAL SUPPORTED</u>:
XXXX-XXXX-####   XXXX-XXXX-####

<u>INTERNAL SUPPORTING</u>:

```
XXXX-XXXX-####              XXXX-XXXX-####

SUPPORT REQUIREMENTS:

  EQUIPMENT:  XXX

MISCELLANEOUS:  XXX

  ADMINISTRATIVE INSTRUCTIONS:  XXX
```
Figure 1-3. Example of a Collective T&R Event

```
XXXX-XXXX-####:  Stand a sentry post

EVALUATION CODED:  NO              SUSTAINMENT INTERVAL:  12 months

DESCRIPTION:  Text

MOS PERFORMING:  ####, ####

INITIAL TRAINING SETTING:  XXX

CONDITION:  Text

STANDARD:  Text

PERFORMANCE STEPS:
1.  Event component.
2.  Event component.
3.  Event component.

REFERENCES:
1.  Reference
2.  Reference
3.  Reference

PREREQUISITE EVENTS:
XXXX-XXXX-####              XXXX-XXXX-####

INTERNAL SUPPORTED:
XXXX-XXXX-####              XXXX-XXXX-####

INTERNAL SUPPORTING:
XXXX-XXXX-####              XXXX-XXXX-####

SUPPORT REQUIREMENTS:

  EQUIPMENT:  XXX

MISCELLANEOUS:  XXX

  ADMINISTRATIVE INSTRUCTIONS:  XXX
```
Figure 1-4. Example of an Individual Event

1. Event Code. The event code is explained in paragraph 1005.

2. <u>Title</u>. The name of the event. The event title contains one action verb and one object.

3. <u>Evaluation-Coded (E-Coded)</u>. Collective events categorize the capabilities that a given unit may be expected to perform. There are some collective events that the Marine Corps has determined that a unit MUST be able to perform, if that unit is to be considered fully ready for operations. These E-Coded events represent the irreducible minimum or the floor of readiness for a unit. These E-Coded events are derived from the training measures of effectiveness (MOE) for the METs for units that must report readiness in DRRS. It would seem intuitive that most E-Coded events would be for battalion sized units and higher since those are the units that report in DRRS. However, if the Marine Corps has determined that the readiness of a subordinate, supporting unit to accomplish a particular collective event is vital to the accomplishment of the supported unit's MET, then that lower echelon collective event is E-Coded.

4. <u>Supported MET(s)</u>. List all METs that are supported by the training event in the judgment of the OccFld drafting the T&R manual, even if those events are not listed as MOE in a MET.

5. <u>Sustainment Interval</u>. It is critical to understand the intent of the sustainment interval so training time is not wasted with duplicated training. Sustainment interval is expressed in number of months. Most individual T&R events and many lower level collective events are never out of sustainment because they are either part of a Marine's daily routine, or are frequently executed within the sustainment interval. Sustainment interval is relevant when an individual or collective event is not observed and evaluated within the sustainment period, has atrophied, and therefore retraining and evaluation is required.

6. <u>Billet/MOS</u>. Each individual training event will contain a billet code and/or MOS that designates who is responsible for performing that event and any corresponding formal course required for that billet. Each commander has the flexibility to shift responsibilities based on the organization of his command. These codes are based on recommendations from the collective subject matter expertise that developed this manual and are listed for each event.

7. <u>Grade</u>. The grade field indicates the rank at which Marines are required to complete the event.

8. <u>Description</u>. This field allows T&R developers to include an explanation of event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge, i.e., engage fixed target with crew-served weapons. This is an optional field for individual events but is required for collective events. This field can be of great value guiding a formal school or FMF unit trying to discern the intent behind an event that might not be readily apparent.

9. <u>Condition</u>. Condition refers to the constraints that may affect event performance in a real-world environment. It indicates what is provided (equipment, tools, materials, manuals, aids, etc.), environmental constraints or conditions under which the task is to be performed, and any specific cues or indicators to which the performer must respond. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment;

etc.). When resources or safety requirements limit the conditions, this should be stated. The content of the condition should be included in the event on a "by exception" basis. If there exists an assumption regarding the conditions under which all or most of the events in the manual will be performed, then only those additional or exceptional items required should be listed in the condition. The common conditions under which all the events in a chapter will be executed will be listed as a separate paragraph at the beginning of the chapter.

10. Standard. The performance standard indicates the basis for judging the effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and must be strictly adhered to. The standard for collective events will likely be general, describing the desired end-state or purpose of the event. The standard for individual events will be objective, quantifiable, and readily observable. Standards will more specifically describe to what proficiency level, specified in terms of accuracy, completeness, time required, and sequencing the event is to be accomplished. These guidelines can be summarized in the acronym "ACTS" (Accuracy Completeness Time Sequence). In no cases will "per the reference" or "per/in accordance with commander's intent" be used as a stand-alone standard.

11. Event Components/Performance Steps. Description of the actions that the event is composed of, or a list of subordinate, included T&R event and event descriptions. The event components help the user determine what must be accomplished and the proper sequence of execution of subordinate events. Event components are used for collective events; performance steps are used for individual events.

    a. The event components and performance steps will be consciously written so that they may be employed as performance evaluation check lists by the FMF. They must be sequenced to demonstrate the building block approach to training.

    b. Event components may be events one individual in the unit performs, events that small groups in the unit perform, or events involving the entire unit.

12. Chained Events. Enables unit leaders to effectively identify prerequisite, supporting, and supported events that ultimately support MCTs/METs. Supported events are chained to supporting events to enable the accomplishment of the supported event to standard and therefore are considered "chained". The completion of identified supported events can be utilized to update sustainment interval credit for supporting events, based on the assessment of the commander.

13. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the task. They are lower-level events or tasks that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

14. Supported Event. An event whose performance is inherently supported by the performance of one or more supporting events. A supported event will be

classified as internal supported if it has been developed specifically for the community. A supported event that has been chained to an event from an external community T&R will be classified as external supported.

15. <u>Supporting Event</u>. An event whose performance inherently supports the performance of a supported event. A supporting event will be classified as internal supporting if it has been developed specifically for the community. A supporting event that has been chained to a community event from an external community T&R will be classified as external supporting.

16. <u>Initial Training Setting</u>. All individual events will designate the setting at which the skill is first taught, either formally, managed on the job training (MOJT) within the FMF, or via a distance learning product (DL).

17. <u>References</u>. The training references shall be utilized to determine task performance steps. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. T&R manuals are designed to be a training outline, not to replicate or replace doctrinal publications, reference publications or technical manuals. References are key to developing detailed lesson plans, determining grading criteria, and ensuring standardization of training. For individual events only one authoritative reference is required.

18. <u>Distance Learning Products</u>. Distance learning products include: Individual multimedia instruction, computer-based training, MarineNet, etc. This notation is included when, in the opinion of the T&R manual group charter in consultation with the MAGTF T&R Standards Division representative, the event can be taught via one of these media vice attending a formal course of instruction or receiving MOJT.

19. <u>Support Requirements</u>. This is a list of the external and internal support the unit and Marines will need to complete the event. This is a key section in the overall T&R effort, as resources will eventually be tied directly to the training towards METS. Future efforts to attain and allocate resources will be based on the requirements outlined in the T&R manual. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel

The ordnance requirements for one year of training for the events in the T&R will be aggregated into a table contained in an appendix to the T&R. The task analyst and the OccFld representatives will be careful not to "double count" ammunition that might be employed in the performance of collective and individual events that are chained.

20. <u>Suitability of Simulation/Simulators/DL products</u>. The following "Suitability and Sequence" codes listed in figure 1-5 have been developed to communicate characteristics for employing simulations during training. Units of measure have been assigned based on the amount of time it takes a Marine or unit to train to task utilizing a particular simulator. Suitability and sequence codes are captured in the event title in a parenthetical remark, as well as within the simulation field of the T&R event. The simulation field

also identifies the type of simulation, units of measure, and any other pertinent information.

Code	Requirement
L	The event can only be trained to standard in a Live environment. Any event assessed as "NO" for Simulatable was coded "L."
P	The event must be performed to standard in simulator as a PREREQUISITE to live fire qualification as per current doctrine, policy, or T&R manual.
S/L	Event must be trained to standard in simulation then live unless simulation capacity is not available, then live only training is appropriate.
L/S	Event must be trained to standard in a live environment then simulation unless simulation capacity is not available, then live only training is appropriate.
S	Event can ONLY be conducted to standard and qualification in simulator.

Figure 1-5. Suitability and sequence codes

a. Training simulation capabilities offer an opportunity to build and sustain proficiency while achieving and/or maintaining certain economies. Commanders should take into consideration simulation tools as a matter of course when designing training.

b. Simulation Terms:

(1) Simulation: A model of a system animated discretely or continuously over a period of time. A simulation may be closed-loop (i.e., it executes based in initial inputs without human intervention), or it may be open-loop (i.e., human input to alter the variables in the system during execution is allowed). A simulation is an approximation of how the modeled system will behave over time. Simulations are constructed based on verified and validated mathematical models of actual systems. Simulations can be very simple or complex depending on the degree of fidelity and resolution needed to understand the behavior of a system.

(2) Simulator: A simulator is the physical apparatus employed as the interface for humans to interact with a model or observe its output. A simulator has input controls and outputs in the form of human sensory stimuli (visual, auditory, olfactory, tactile/haptic, and taste). For instance, some of the features of the vehicle cab (the seat, steering wheel, turn signals, accelerator pedal, brakes, and windshield) and projection screen. Both the vehicle cab and projection screen are the interface by which a human being interacts with the simulated environment of a driving a vehicle and observe the outputs of the mathematical models of vehicle dynamics.

(3) Model: A mathematical representation of the behavior (i.e., shows the behavior of projectiles, combat simulations, etc.) of a system at a distinct point in time.

(4) Live: Real people operates real systems to include both live people operating real platforms or systems on a training range and battle staffs from joint, component or service tactical headquarters using real world command and control systems.

(5) Virtual: Real people operating simulated systems. Virtual simulations inject humans-in-the-loop in a central role by exercising motor control skills (e.g., flying an air platform simulator, engaging targets in indoor simulated marksmanship trainer), decision skills, and/or communication skills.

(6) Constructive: Models and simulations that involve simulated people operating simulated systems (i.e., MAGTF Tactical Warfare Simulation). Real people make inputs to such simulations, but are not involved in determining the outcomes.

(7) Live, Virtual and Constructive (LVC) Training Environment: Defined by combining any of the three training domains LVC to create a common operational environment, by which units can interact across LVC domains as though they are physically located in the same operational environment.

(8) Distance Learning: Any instruction and evaluation provided through a variety of DL delivery systems (i.e., MarineNet) where the students and instructors are separated by time and/or location.

c. Figure 1-6 depicts an event title with simulation code and simulation and/or simulators that can be used, as displayed within a T&R event.

XXXX-XXX-XXXX: Call for indirect fire using the grid method (L/S)

SUPPORT REQUIREMENTS:

SIMULATION EVALUATION:

SIMULATED	**SUITABILITY**	**SIMULATOR**	**UNIT OF MEASURE**	**HOURS**	**PM**
Yes	L/S	ODS	Marine Hours	12	Y

Figure 1-6. Example of simulation/simulators displayed within a T&R event

---

21. Miscellaneous

a. This field provides space for any additional information that will assist in the planning and execution of the event. Units and formal learning centers are cautioned not to disregard this information or to consider the information of lesser importance than what is contained in other parts of the T&R event. Miscellaneous fields provide an opportunity for the drafters of the T&R event to communicate vital information that might not fit neatly into any other available field. The list may include, but is not limited to:

- Admin Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

1007. COMBAT READINESS PERCENTAGE (CRP)

1. The Marine Corps ground T&R program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of

the Marines in the unit. Even units that never trained together are capable of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but uses a "Combat Readiness Percentage" as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

2. Combat readiness percentage is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

3. Unit combat readiness is assessed as a percentage of the successfully completed and current (within sustainment interval) key training events called E-Coded Events. E-Coded events and unit CRP calculation are described in follow-on paragraphs. The CRP achieved through the completion of E-Coded Events is directly relevant to readiness assessment in DRRS.

1008. CRP CALCULATION

1. Collective training begins at the 3000-level (team, crew, or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. E-Coded collective events are the only events that contribute to unit CRP. This is done to assist commanders in prioritizing the training toward the METL, taking into account resource, time, and personnel constraints.

2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event. For example, if there are 4 E-Coded events for a MET, each is worth 25% of MET CRP. The MET CRP is calculated by adding the percentage of each completed and current (within sustainment interval) E-Coded training event. The percentage for each MET is calculated the same way and all are added together and divided by the number of METS to determine unit CRP. For ease of calculation, we will say that each MET has four E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET, then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

    MET 1: 75% complete (3 of 4 E-Coded events trained)
    MET 2: 100% complete (6 of 6 E-Coded events trained)
    MET 3: 25% complete (1 of 4 E-Coded events trained)
    MET 4: 50% complete (2 of 4 E-Coded events trained)
    MET 5: 75% complete (3 of 4 E-Coded events trained)

To get unit CRP, simply add the CRP for each MET and divide by the number of METS:

    MET CRP: 75 + 100 + 25 + 50 + 75 = 325

    Unit CRP: 325 (total MET CRP)/5 (total number of METS) = 65%

3. Combat readiness percentage is a valuable tool to assist commanders in readiness reporting by providing objective data to support and inform their subjective assessment.

1009. CHEMICAL BIOLOGICAL RADIOLOGICAL NUCLEAR TRAINING

1. All personnel assigned to the FMF must be trained in chemical, biological, radiological, and nuclear (CBRN) defense in order to survive and continue their mission in this environment. Individual proficiency standards are defined as survival and basic operating standards. Survival standards are those that the individual must master in order to survive CBRN attacks. Basic operating standards are those that the individual, and collectively the unit, must perform to continue operations in a CBRN environment.

2. In order to develop and maintain the ability to operate in a CBRN environment, CBRN training is an integral part of the training plan and events in this T&R Manual. Units should train under CBRN conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

1010. NIGHT TRAINING

1. While it is understood that all personnel and units of the FMF are capable of performing their assigned mission in "every clime and place, "current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited.

2. To ensure units are capable of accomplishing their mission they must train under the conditions of limited visibility. Units should strive to conduct all events in this T&R Manual during both day and night/limited visibility conditions. When there is limited training time available, night training should take precedence over daylight training, contingent on the availability of equipment and personnel.

1011. RISK MANAGEMENT (RM)

1. Risk management is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a tool to aid decision making used by Marines at all levels to increase effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of success. Risk management minimizes risks to acceptable levels, commensurate with mission accomplishment.

2. All leaders and Marines will integrate RM in the planning process and implement hazard controls to reduce risk to acceptable levels. Applying the RM process will reduce mishaps, injuries, and damage they cause, thereby increasing both individual performance and unit readiness. Risk management assists the commander in avoiding unnecessary risk, determining the balance between training realism and unnecessary risks in training, making an informed decision to implement a course of action, identifying feasible and effective control measures, adjusting training plans to fit the level of

proficiency and experience of Marines/Sailors, and providing reasonable alternatives for mission accomplishment.

3. Specifically, commanders are required to implement and document deliberate RM in the planning and execution of all training evolutions and activities. Furthermore, the authority to approve or accept risk assessment code (RAC) 1 or 2 hazards will not be delegated below lieutenant colonel (O5). Further guidance for RM is found in Marine Corps Order 3500.27_.

1012. IMPROVISED EXPLOSIVE TRAINING

1. Improvised explosive device (IED) threat impacts all elements of the MAGTF and all Marines regardless of MOS, location, or operational environment. The ability to effectively operate and survive in environments with an IED threat is critical to force protection, maintaining combat effectiveness, and mission accomplishment.

2. Per Marine Corps policy on organizing, training, and equipping for operations in an IED environment (MCO 3502.9), Marines must be capable of not only accomplishing their assigned mission, but also accomplishing their mission in environments with an IED threat. Counter-improvised explosive device (C-IED) training must be integrated into the unit training plan in order-to ensure personnel assigned to the FMF train and maintain proficiency in C-IED tactics, techniques, and procedures.

SCM T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

SCM T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

2000. SUPPLY CHAIN MANAGEMENT CORE MISSION ESSENTIAL TASK LIST. The Supply
Chain Management METL Table lists the Standardized Core Mission Essential
Tasks (MET), derived from the Marine Corps Task List (MCTL), for the Supply
Chain Management Occupational Field. This METL is used for readiness
reporting in the Defense Readiness Reporting System (DRRS).

MCT 1.1.2	Provide Task-Organized Forces
MCT 1.1.2.2.1	Provide Headquarters for a Logistics Combat Element (LCE)
MCT 1.12.2	Support Amphibious Operations
MCT 4.1.2	Conduct Ground Supply Operations
MCT 4.2.2	Conduct Ground Equipment Maintenance
MCT 4.13	Conduct Operational Contract Support (OCS)
MCT 4.13.1	Perform Contract Support Integration
MCT 4.13.2	Perform Contractor Management
MCT 4.13.3	Organize Contracting Support
MCT 4.13.4	Perform Contracting Support

2001. SUPPLY CHAIN MANAGEMENT MISSION ESSENTIAL TASKS MATRIX.. The Supply
Chain Management Mission Essential Task Matrix contains the E-Coded T&R
events and the units reporting on them within DRRS-MC.

SUPP-CSS-7801   Conduct ground supply operations
CLB 23/25 (Core)
CLB 3 (Core)
CLB 451/453 (Core)
CLB 7 (Core)
MEU LCE (Core)
MRF-D LCE
MSB (Core)
SPMAGTF-CR-AF LCE
SPMAGTF-SC LCE
Supply Bn (1st 2d Bn) (Core)
Supply Bn (3dBn)(Core)

OCS-CSPT-5901   Conduct contracting support
CLR X7 (Core)

SUPP-CSS-5001   Plan ground supply operations
MRF-D LCE
SPMAGTF-CR-CC LCE
Supply Bn (1st 2d Bn) (Core)

Supply Bn (3dBn)(Core)

SUPP-CSS-5002 Prepare for deployment

SPMAGTF-CR-CC LCE

SUPP-FMGT-4701 Conduct unit financial management

MRF-D LCE

SUPP-PRAC-4701 Account for government property

CLB 3 (Core)

CLB 451/453 (Core)

MRF-D LCE

SUPP-STDR-5001 Establish a storage facility

SPMAGTF-CR-CC LCE

Supply Bn (1st 2d Bn) (Core)

Supply Bn (3dBn)(Core)

SUPP-STDR-5701 Conduct storage operations

CLB 3 (Core)

MRF-D LCE

Supply Bn (1st 2d Bn) (Core)

Supply Bn (3dBn)(Core)

OCS-CSPT-3901 Conduct contracting support

Supply Bn (1st 2d Bn) (Core)

SCM T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

SCM T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. Chapter 3 contains collective training events for the Supply Chain Management community.

3001. EVENT CODING

Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

   a. Field one. This field represents the community. This chapter contains the following community codes:

Code   Description
SUPP   Supply
OCS   Operational Contracting Support

   b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code   Description
CSPT   Contracting Support
CSS   Combat Service Support
FMGT   Financial Management
PRAC   Property Accounting
RIPT   Repairable Issue Point
STDR   Storage and Distribution

   c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code   Description
7000   Battalion Level
6000   Company Level
5000   Platoon Level
4000   Section Level
3000   Team Level

3002. INDEX OF COLLECTIVE EVENTS

Event Code	E-Coded	Event	Page
7000 Level Events			
SUPP-CSS-7801	YES	Conduct ground supply operations	3-5
6000 Level Events			
SUPP-CSS-6001	NO	Support Theater Level Sustainment	3-6

5000 Level Events			
OCS-CSPT-5901	YES	Conduct contracting Support	3-7
OCS-CSS-5901	NO	Establish an expeditionary contracting platoon (ECP)	3-9
OCS-CSS-5902	NO	Plan contracting support operations	3-10
SUPP-CSS-5001	YES	Plan ground supply operations	3-12
SUPP-CSS-5002	YES	Prepare for deployment	3-13
SUPP-STDR-5001	YES	Establish a storage facility	3-14
SUPP-STDR-5002	NO	Manage War Reserve materiel	3-15
SUPP-STDR-5701	YES	Conduct storage operations	3-16
4000 Level Events			
SUPP-FMGT-4701	YES	Conduct unit financial management	3-18
SUPP-PRAC-4701	YES	Account for government property	3-19
3000 Level Events			
OCS-CSPT-3901	YES	Conduct contracting Support	3-20
OCS-CSS-3901	NO	Establish an expeditionary contracting detachment (ECD)	3-21
SUPP- RIPT-3001	NO	Maintain the Reparable Issue Point (RIP) assets and records	3-23

3003. COLLECTIVE EVENTS LIST

SUPP-CSS-7801: Conduct ground supply operations

SUPPORTED MET(S): MCT 4.1.2 Conduct Ground Supply Operations

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

CONDITION: Provided personnel, equipment, and a mission.

STANDARD: Provide uninterrupted supply support IAW commanders intent and mission requirements.

EVENT COMPONENTS:
 1.   Provide command and control for supply operations.
 2.   Conduct determination of requirements.
 3.   Conduct procurement.
 4.   Conduct storage operations.
 5.   Conduct preservation, packaging, and packing (P3).
 6.   Conduct distribution operations.
 7.   Conduct salvage.
 8.   Conduct disposal.
 9.   Conduct financial management.
 10. Account for government property.
 11. Deploy a supply activity.

REFERENCES:
 1. MCO 4400.150 Consumer-Level Supply Policy
 2. MCO 4400.201 Management of Property in the Possession of the Marine Corps

3. MCO P4400.151_ Intermediate-Level Supply Management Policy Manual
4. MCTP 3-40B Tactical-Level Logistics
5. MCTP 3-40H MAGTF Supply Operations
6. UM 4000-125 Retail Supply and Maintenance Execution Procedures

CHAINED EVENTS:

    INTERNAL SUPPORTING EVENTS:
    SUPP-CSS-6001: Support Theater Level Sustainment
    SUPP-CSS-5001: Plan ground supply operations
    SUPP-CSS-5002: Prepare for deployment
    SUPP-STDR-5001: Establish a storage facility
    SUPP-STDR-5002: Manage War Reserve materiel
    SUPP-STDR-5701: Conduct storage operations
    SUPP-FMGT-4701: Conduct unit financial management
    SUPP-PRAC-4701: Account for government property

SUPP-CSS-6001: Support Theater Level Sustainment

SUPPORTED MET(S):
MCT 4.1 Conduct Supply Operations
MCT 4.1.1.6 Conduct Supply Chain Material Management
MCT 4.1.2 Conduct Ground Supply Operations
MCT 4.1.2.1 Determine Requirements
MCT 4.1.6 Conduct Material Management

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: As a naval expeditionary force in readiness the Fleet Marine Force will be the first on scene operating in a contested maritime space, facilitating sea control, or executing distributed maritime operations. In order to do so joint logistics integration is paramount. This event will assist the supply or sustainment element in providing support for the Fleet Marine Force and Joint Force. (MCTP-3-40H)

CONDITION: Given a defined operational area, known area of interest, commander's intent, a mission, unit requirements, and access to joint logistic enablers.

STANDARD: Enable sustainment operations to support combat operations. (MCTP-3-40H)

EVENT COMPONENTS:
1. Conduct METT-TC.
2. Determine inventory requirements.
3. Calculate duration requirements by class of supply.
4. Plan for integration into joint logistics functions and logistics planning. (NLI, NOBLE, GCSS-ARMY, TCPT, R-Supply, etc.)
5. Integrate into joint logistics functions and logistics planning. (NLI, NOBLE, GCSS-ARMY, TCPT, etc.)
6. Plan for global logistics support capabilities from Defense Logistics Agency (DLA).
    a. Customer Interaction Center (CIC)

    b. Marine Military Service Support Team
    c. Rapid Deployment Teams (RDTs)
    d. DLA Support Teams (DSTs)
    e. Warfighter Support Representatives (WSRs)
    f. Liaison officers
7. Participate in the planning of distribution pipeline. (POD, POE, CCP, BBP, Nodes, etc)
8. Plan sustainment/distribution methods. (push, pull, unit point, field issue point, field warehouse, service station, tailgate, etc)
9. Coordinate anticipated support requirements with appropriate DLA regional command and DC I&L LPO.
10. Establish internal and external sourcing logic for the area of interest.
11. Leverage operational contracting support.
12. Leverage sustainment capabilities resident within joint area of operations. (e.g. Theater Provided Equipment, CSR/FSR support, etc)
13. Leverage support provided by Combatant/Functional Commands (Sealift Command, LogCom, BIC, AMC, MPF, MAP-K, MCPP-N, etc).
14. Oversee sustainment/distribution points.
15. Oversee Sustainment/Distribution operations.
16. Plan Retrograde.

PRIMARY REFERENCES:
1. MCTP 3-40H MAGTF Supply Operations

SUPPLEMENTAL REFERENCES:
1. MSTP 4-0.2 Logistics Planners Guide
2. NAVMC 4000.4A Naval Logistics Integration Playbook
3. MCO 4400.201 Management of Property in possession of the Marine Corps
4. DODM 4140.01
5. JP 4-09 Distribution Operations
6. FM 4-40 Quartermaster Operations
7. DTR 4500.9-R Defense Transportation Regulation
8. MCTP 3-40C Operational Level Logistics
9. Naval Warfighting Publication 4-0M

CHAINED EVENTS:

  INTERNAL SUPPORTING EVENTS:

OCS-CSPT-5901: Conduct contracting support

EVALUATION-CODED: YES **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

SUPPORTED MET(S):
MCT 1.1.2 Provide Task-Organized Forces
MCT 1.1.2.2.1 Provide Headquarters for a Logistics Combat Element (LCE)
MCT 4.13 Conduct Operational Contract Support (OCS)
MCT 4.13.1 Perform Contract Support Integration
MCT 4.13.2 Perform Contractor Management
MCT 4.13.3 Organize Contracting Support
MCT 4.13.4 Perform Contracting Support

DESCRIPTION: This is to be performed by Expeditionary Contracting Platoon (ECP), in coordination with MEF OCS Advisors, and deployed Contracting

Officers (Warranted) and Contracting Specialists in support of the Marine Air Ground Task Force (MAGTF), Supporting Establishment (SE), Special Operations Forces, and Joint and Supported Coalition Forces by planning and obtaining supplies and services from non-organic sources through associated contract support integration, contracting support and contractor management functions. (REF: MCO 4200.34)

CONDITION: Given an Operations order, commander's guidance, COCOM theater campaign plan, access to AIS, and access to HHQ OCS (LOG) COP.

STANDARD: Obtaining supplies and services from commercial sources in support of MAGTF and Joint operations. MCO 4200.34

EVENT COMPONENTS:
1. Inform the commander, staff and components of alternative acquisition strategies and non-organic support as a means to mitigate potential gaps and meet operational requirements and goals/objectives.
2. Integrate contracting capability with higher, adjacent and supported units.
3. Participate in Boards, Bureaus, Centers, Cells, and Working Groups (B2C2WG's) in order to assist in planning and screening requirements for non-organic support needs.
4. Advise the higher, adjacent and supported unit(s) requirement review boards.
5. Align contracting support execution with commander's concept of operations.
6. Provide internal management controls for facilitating contract execution and closeout oversight.
7. Provide internal management controls for facilitating Field Ordering Officer Program, when applicable.
8. Manage and process unauthorized commitment packages.
9. Develop vendor base of local commercial vendors
10. Coordinate common contracting actions with designated contracting activities

PRIMARY REFERENCES:
1. MCRP 3-40B.6 MTTP FOR OCS
2. MCO 4200.34 Contingency Contracting Force Program

SUPPLEMENTAL REFERENCES:
1. JP 4-10 Operational Contract Support
2. MCRP 3-40B.3 Contingency Contracting
3. CJCSM 3130.03 Adaptive Planning and Execution (Apex) Planning Formats and Guidance
4. CJCSM 4301.01A Planning Operational Contract Support
5. DoD 7000.14-R Financial Management Regulation (DODFMR)
6. DODI 3020.41 Operational Contract Support
7. MCTP 3-40B Tactical-Level Logistics
8. MCWP 3-40 Logistics Operations
9. MCTP 3-40C Operational-Level Logistics

INTERNAL SUPPORTING:

EXTERNAL SUPPORTED EVENTS:
CE-LOG-9003 Plan and Direct Supply Operations (L/S)
CE-LOG-9007 Plan and Direct Services (L/S)

TRAINING SUPPORT MATERIAL
1. Pages - Contingency Contracting and Operational Contract Support (OCS) Community Homepage
2. https://www.acq.osd.mil/dpap/ccap/cc/jcchb/HTML/additional_text.html

---

OCS-CSS-5901: Establish an expeditionary contracting platoon (ECP)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

SUPPORTED MET(S):
MCT 1.1.2 Provide Task-Organized Forces
MCT 4.13 Conduct Operational Contract Support (OCS)
MCT 4.13.1 Perform Contract Support Integration
MCT 4.13.2 Perform Contractor Management
MCT 4.13.3 Organize Contracting Support
MCT 4.13.4 Perform Contracting Support

DESCRIPTION: This is to be performed by the Expeditionary Contracting Platoon(s), in coordination with MEF OCS Advisors, in support of MAGTF a sized element and/or Joint element. To prepare and establish the appropriate expeditionary contracting capability to execute contractual actions IAW statutory, regulatory, and procedural compliance. (REF: MCO 4200.34)

CONDITION: Given an operational mission to provide contracting support in contested and/or uncontested operational environments, and in a C2DE, an operations order, and an OCS analysis supporting distributed operations.

STANDARD: To provide immediate contracting support upon arrival in area of operations. (REF: MCO 4200.34)

EVENT COMPONENTS:
1. Determine ECP support requirements.
2. Determine processes and procedures for interoperability with USMC, Service component commands, and Joint contracting systems.
3. Identify initial contracting support to be provided, based on mission requirements.
        a. Identify non-organic supplies requirements
        b. Identify non-organic services requirements
        c. Identify non-organic minor construction requirements
        d. Identify warrant authority and contracting authorities in the AO.
        e. Leverage existing contracts for non-organic support requirements.
4. Determine vendor base in the respective AOR and methods for identifying additional vendors.
5. Determine and publish processes and procedures for immediate offline and online purchase request submissions, funding for contract requirements, pre-solicitation and post solicitation actions, contract writing/award, and cash/electronic funds transfer (EFT) payments.
6. Determine processes and procedures for support to contract requirements involving controlled unclassified information, classified information, and NATO Secret information.
7. Determine processes and procedures to obtain intelligence support to contracting requirements.
        a. Vendor vetting.
        b. Combat trafficking in person (CTIP).

      c. Contractors Authorize to Accompany the Force (CAAF) and Non-CAAF.

8. Determine processes and procedures to obtain administration (contractor accountability) support to contracting requirements.

      a. Synchronized Pre-deployment and Operational Tracker (SPOT).

      b. Joint Asset Movement Management System (JAMMS).

      c. Contracting Officer Representative Tracking (CORT) Tool.

      d. Automated 3-in-1 Field Ordering Officer (FOO) tool.

      e. Validation of contractor Letter of Authorization (LOA).

      f. Facilitate training for contracting officer representatives (CORs) and field ordering officers (FOOs).

9. Determine processes and procedures to maintain situational awareness of common contracting requirements.

10. Task organize detachments to support operations throughout the operational area, as required.

11. Maintain a functionally independent contracting reporting chain.

12. Integrate joint contracting capability, as required.

PRIMARY REFERENCES:
1. MCRP 3-40B.6 MTTP for OCS

SUPPLEMENTAL REFERENCES:
1. MCO 4200.34 Contingency Contracting Force Program
2. JP 4-10 Operational Contract Support
3. MCRP 3-40B.3 Contingency Contracting
4. CJCSM 3130.03 ADAPTIVE PLANNING AND EXECUTION (APEX) PLANNING FORMATS AND GUIDANCE
5. CJCSM 4301.01A Planning Operational Contract Support
6. DoD 7000.14-R Financial Management Regulation (DODFMR)
7. DODI 3020.41 Operational Contract Support
8. MCTP 3-40B Tactical-Level Logistics
9. MCWP 3-32 MAGTF Information Operations
10. MCWP 3-40 Logistics Operations
11. MCWP 4-12 Operational-Level Logistics

INTERNAL SUPPORTING:

INTERNAL SUPPORTED:

TRAINING SUPPORT MATERIAL:
1. [Pages - Contingency Contracting and Operational Contract Support (OCS) Community Homepage](#)

OCS-CSS-5902: Plan contracting support operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

SUPPORTED MET(S):
MCT 1.1.2 Provide Task-Organized Forces
MCT 1.1.2.2.1 Provide Headquarters for a Logistics Combat Element (LCE)
MCT 4.13 Conduct Operational Contract Support (OCS)
MCT 4.13.1 Perform Contract Support Integration
MCT 4.13.2 Perform Contractor Management
MCT 4.13.3 Organize Contracting Support

MCT 4.13.4 Perform Contracting Support

DESCRIPTION: This is to be performed by the MEF and MARFOR OCS Advisors in coordination with their combatant command(s). Planning for contracting support is part of the overall support plan for any operation. Consider support factors that constrain combat operations and priorities that integrate across all combat functions and operational phases. Planning requires careful coordination at the MEF & MARFOR levels with concerned parties including but not limited to operations, logistics, personnel, intelligence, and financial management. JP 4-10 Operational Contract Support

CONDITION: Given an initiating directive, commander's guidance, COCOM theater campaign plan, CONPLANs, OPORDERs, and Power projection plans.

STANDARD: Developing OCS concepts of support for non-organic support requirements, in support of operations. MCRP 3-40B.6

EVENT COMPONENTS:
1. Develop feasibility of support estimate based on mission requirements.
2. Develop contracting support courses of action (COA).
3. Integrate contracting support into logistics support plan.
4. Synchronize contracting support into COA development and wargame.
5. Determine contracting support operations to accomplish mission requirements.
6. Follow MCPP and/or APEX planning format and processes as required.
7. Utilize the Annex W and applicable appendices as the starting point,
8. Convert information from Annex W format to MCPP format, when applicable.
9. Identify available commercial supplies, services and equipment in the mission area.
10. Identify contracting support gaps, commercial resources, and risk to mission requirements.
11. Identify and leverage theater, external, and system contracts for non-organic support.
12. Coordinate and filter OCS concept of support information to executing ECDs and/or ECPs.

PRIMARY REFERENCES:
1. MCRP 3-40B.6 MTTP FOR OCS
2. MCO 4200.34 Contingency Contracting Force Program
3. JP 4-10 Operational Contract Support

SUPPLEMENTAL REFERENCES:
1. MCRP 3-40B.3 Contingency Contracting
2. CJCSM 3130.03 ADAPTIVE PLANNING AND EXECUTION (APEX) PLANNING FORMATS AND GUIDANCE
3. CJCSM 4301.01A Planning Operational Contract Support
4. DoD 7000.14-R Financial Management Regulation (DODFMR)
5. DODI 3020.41 Operational Contract Support
6. MCTP 3-40B Tactical-Level Logistics
7. MCWP 3-32 MAGTF Information Operations
8. MCWP 3-40 Logistics Operations
9. MCWP 4-12 Operational-Level Logistics

INTERNAL SUPPORTING:

EXTERNAL SUPPORTED EVENTS:
CE-LOG-9003 Plan and Direct Supply Operations (L/S)

TRAINING SUPPORT MATERIAL:
1. Pages - Contingency Contracting and Operational Contract Support (OCS) Community Homepage
2. https://www.acq.osd.mil/dpap/ccap/cc/jcchb/HTML/additional_text.html

---

SUPP-CSS-5001: Plan ground supply operations

SUPPORTED MET(S): MCT 4.1.2 Conduct Ground Supply Operations

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

CONDITION: Given an initiating directive, commander's guidance, and the references.

STANDARD: Fulfilling requirements, and integrating all sub-functions and classes of supply IAW MCWP 5-1 MCPP.

EVENT COMPONENTS:
1. Frame the ground supply support problem.
2. Develop ground supply support courses of action.
3. Conduct COA war game.
4. Compare COAs.
5. Choose COA.
6. Develop ground supply support order.
7. Transition.

REFERENCES:
1.   ADP 1-02 Terms and Military Symbols
2.   DoD 4145.19-R-1 Storage and Material Handling
3.   FM 101-5 Staff Organization and Operations
4.   JOINT PUB 5-03.1 Joint Operational and Execution System
5.   JP 3-0 Joint Operations
6.   JP 4-0 Joint Logistics
7.   Local SOP Local Standard Operating Procedures
8.   MCO 4400.150 Consumer-Level Supply Policy
9.   MCO 4400.16_ Uniform Material Movement and Issue Priority System (UMMIPS)
10. MCO 4400.201 Management of Property in the Possession of the Marine Corps
11. MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling
12. MCO P4030.21_ Packaging of Materiel-Packing
13. MCO P4030.31_ Packing of Material, Preservation
14. MCO P4450.12 Storage and Handling of Hazardous Materials
15. MCO P4790.6 MIMMS Depot Users Manual
16. MCRP 1-10.1 Organization of the United States Marine Corps
17. MCRP 4-11.8A Marine Corps Field Feeding Program
18. MCTP 13-10D Maritime Prepositioning Force Operations
19. MCTP 3-40A Health Service Support Operations
20. MCTP 3-40B Tactical-Level Logistics
21. MCTP 3-40H MAGTF Supply Operations
22. MCWP 4-12 Operational-Level Logistics

23. MIL-STD 2073.1_ Standard Practice for Military Packaging
24. MIL-STD-129_ Department of Defense Standard Practice - Military Marking for Shipment and Storage
25. OH 4-1 Combat Service Support Operations
26. UM 4000-125 Retail Supply and Maintenance Execution Procedures
27. UM 4400-123 FMF SASSY Management Unit Procedures
28. UM 4400-124 FMF SASSY Using Unit Procedures

CHAINED EVENTS:

    INTERNAL SUPPORTING EVENTS:
    SUPP-FMGT-4701   SUPP-PRAC-4701

SUPP-CSS-5002: Prepare for deployment

SUPPORTED MET(S): MCT 4.1.2 Conduct Ground Supply Operations

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

CONDITION: Given an initiating directive, TPFDD, embarkation guidance, equipment density list (EDL), unit equipment report (e.g., MAL, CMR, etc.), readiness report(s), AIS, and the references.

STANDARD: Meeting deployment requirements while providing uninterrupted supply support as the unit transitions from the garrison environment.

EVENT COMPONENTS:
1. Review the initiating directive.
2. Establish mission objectives.
3. Review embarkation plan.
4. Verify EDL.
5. Verify manning documents.
6. Identify shortfalls.
7. Establish internal controls for funding requirements.
8. Determine and obtain special individual equipment.
9. Determine and obtain special organizational equipment.
10. Obtain sustainment requirements for deploying forces.
11. Contact PP&P for embarkation component requirements.
12. Identify RBE and coordinate storage as required.
13. Perform custody transfer of active personal effects cases.
14. Facilitate storage of personal effects for deploying Marines.
15. Create storage operations plan.
16. Determine MHE requirements.
17. Prepare for embarkation.
18. Request TAC Address change, as required.
19. Conduct property transfers from garrison to deployed accounts as required.
20. Review reception, staging, onward movement and integration (RSO&I).

REFERENCES:
1. SABRS User Manual
2. ADP 1-02 Terms and Military Symbols
3. BUMEDINST 6700.16 Controlled Medical and Dental Material

4.   DLA Customer Assistance Handbook
5.   DoD 4145.19-R-1 Storage and Material Handling
6.   DOD 4500.9-R (Part II) Defense Transportation Regulation Part II (Cargo Movement)
7.   DoD. 7000.14-R Financial Management Regulation (DODFMR)
8.   JP 3-0 Joint Operations
9.   Local SOP Local Standard Operating Procedures
10. MCBUL 10120 Individual Clothing Allowances
11. MCBul 3000 Marine Corps Readiness Reportable Ground Equipment
12. MCO 10110.40B Policy for Requisition, Issue, and Control of PORs
13. MCO 1553.3_ Unit Training Management (UTM) Program
14. MCO 1610.12 United States Marine Corps Counseling Program
15. MCO 3000.11_ Ground Equipment Condition and Supply Materiel Readiness Reporting (MRR) Policy
16. MCO 4400.150 Consumer-Level Supply Policy
17. MCO 4400.16_ Uniform Material Movement and Issue Priority System (UMMIPS)
18. MCO 5530.14 Marine Corps Physical Security Program Manual
19. MCO 5600.31_ Marine Corps Printing, Publishing and Reprographics Equipment Regulations
20. MCO 7100.8_ Field Budget Guidance Manual
21. MCO P3040.4 Marine Corps Casualty Procedures Manual
22. MCO P4030.21_ Packaging of Materiel - Packing
23. MCO P4030.23F Guide for Basic Military Preservation and Packing (Dec 99)
24. MCO P4030.31_ Packing of Material, Preservation
25. MCO P4450.12 Storage and Handling of Hazardous Materials
26. MCO P4790.6 MIMMS Depot Users Manual
27. MCRP 1-10.1 Organization of the United States Marine Corps
28. MCRP 4-11.8A Marine Corps Field Feeding Program
29. MCTP 13-10D Maritime Prepositioning Force Operations
30. MCTP 3-40A Health Service Support Operations
31. MCTP 3-40B Tactical-Level Logistics
32. MCTP 3-40H MAGTF Supply Operations
33. MCTP 8-10B How to Conduct Training
34. MCWP 4-12 Operational-Level Logistics
35. MIL-STD 2073.1_ Standard Practice for Military Packaging
36. MIL-STD-129_ Department of Defense Standard Practice - Military Marking for Shipment and Storage
37. NAVMC 1553.1_ Marine Corps Instructional Systems Design/Systems Approach to Training and Education Handbook
38. OPNAV 5530.14 Physical Security and Loss Prevention
39. UM 4000-125 Retail Supply and Maintenance Execution Procedures

CHAINED EVENTS:

   INTERNAL SUPPORTING EVENTS:
   SUPP-FMGT-4701   SUPP-PRAC-4701

SUPP-STDR-5001: Establish a storage facility

SUPPORTED MET(S): MCT 4.1.2 Conduct Ground Supply Operations

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

CONDITION: Given a requirement, location, supplies and equipment, personnel, AIS, access to required MHE, and the references.

STANDARD: Providing safekeeping of supplies and equipment in a ready-for-issue state IAW the references.

EVENT COMPONENTS:
1. Validate requirements.
2. Compute net storage space area.
3. Prepare warehouse plan-o-graph.
4. Monitor the construction/establishment of the field warehouse.

REFERENCES:
1. ADP 1-02 Terms and Military Symbols
2. ASTM D4727 ASTM D4727
3. ASTM D5118/D5118M Fabrication of Fiberboard Shipping Boxes
4. ASTM D5168 Fabrication and Closure of Triple-Wall Corrugated Fiberboard Containers
5. CFR 49 Parts 100-185 Code of Federal Regulations - Transportation
6. CFR Title 10 Title 10 Code of Federal Regulations
7. DoD 4145.19-R-1 Storage and Material Handling
8. DoDI 6055.1 DoD Safety and Occupational Health (SOH) Program
9. FM 101-5 Staff Organization and Operations
10. Local SOP Local Standard Operating Procedures
11. MCO 2410.2_ Electromagnetic Environmental Effects (E3) Control Program
12. MCO 4400.150 Consumer-Level Supply Policy
13. MCO 4400.201 Management of Property in the Possession of the Marine Corps
14. MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling
15. MCO 5104.3_ Marine Corps Radiation Safety Program
16. MCO P4030.21_ Packaging of Materiel - Packing
17. MCO P4030.31_ Packing of Material, Preservation
18. MCO P4400.105E Radioactive Commodities in the Department of Defense Supply System (Mar 04)
19. MCO P4450.7_ Marine Corps Warehousing Manual
20. MCRP 1-10.1 Organization of the United States Marine Corps
21. MCRP 4-11.8A Marine Corps Field Feeding Program
22. MCTP 3-40A Health Service Support Operations
23. MCTP 3-40H MAGTF Supply Operations
24. MCWP 4-12 Operational-Level Logistics
25. NAVMC DIR 5100.8_ Marine Corps Occupational Safety and Health (OSH) Program Manual
26. PPP-B-601 Federal Specifications for Boxes, Wood, Cleated-Plywood
27. PPP-B-621 Federal Specifications for Box, Wood, Nailed and Lock-Corner
28. TI 4400-15/1_ Packaging, Handling, Storage, and Transportation of Electrostatic Discharge Sensitive Items
29. TI-5104-15/2 Special Handling of Tritium Fire Control Instruments
30. TM 9999-15/1_ Electro-Static Discharge (ESD) Awareness
31. TM 9999-15/2_ Electro-static Discharge (ESD) Management
32. UM 4000-125 Retail Supply and Maintenance Execution Procedures

33. UM 4400-124 FMF SASSY Using Unit Procedures

SUPP-STDR-5002: Manage War Reserve materiel

SUPPORTED MET(S): MCT 4.1.2 Conduct Ground Supply Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Support Marine Corps Logistics Bases (MCLBs). MCLB Albany controls the actions required in the acquisition, availability and disposition of material assets in the supply system. The War Reserve Material (WRM) Functions are the means by the which the Marine Corps provides for sufficient material, within the limits of acceptable risk, to sustain operating forces from inception to the establishment of the theater support capability.

CONDITION: Given subordinate elements, commander's intent, a MAGTF operation and requirements, the AIS and the references.

STANDARD: Supporting the FMF operation and providing replacement assets in order to enable commander's to integrate essential elements of firepower, mobility and sustainability. (DODI 3110.06 War Reserve Material)

EVENT COMPONENTS:
1.   Review Initiating Directive to determine mission statement.
2.   Support implementation of war reserve policies/procedures.
3.   Support the FMF computation and validation of war reserve requirements in the stores system.
4.   Review Operation Plan (OPLAN) for additional Type III and clothing requirements.
5.   Coordinate with other staff officers as necessary (i.e., Health Services Support (HSS) for determining Class VIII requirements).
6.   Monitor the operational requirements requested by the MEFs.
7.   Register additional requirements for deployments with the LOGCOM via next HHQs.
8.   Monitor the automatic data processing system and requisitioning supplies.
9.   Develop plans to identify and store Remain Behind Equipment (RBE) that will not be embarked with the deploying unit.
10.   Identify equipment that will be registered as Remain Behind Equipment (RBE) to LOGCOM as required by the references.
11. Develop plans to distribute required prepositioned equipment.
12. Exercise management control over storage, maintenance, and Care of Supplies in Storage (COSIS).
13. Support integrated material management.
14. Support maintenance of depot level repairs.
15. Coordinate distribution and transportation for war reserve material.

PRIMARY REFERENCE:
1.   DODI 3110.06 War Reserve Material

SUPPLEMENTAL REFERENCES:
1.   MCO 4400.39_ War Reserve Material Policy
2.   MCTP 3-40H MAGTF Supply Operations

3.   MCO 4400.201 Management of Property in the Possession of the Marine Corps
4.   DOD 4145.19-R-1 Storage and Material Handling
5.   MCO 4450.14_ Joint Service Manual for Storage and Material Handling
6.   MCWP 4-12 Operational-Level Logistics
7.   NAVMC 4000.1 War Reserve Material (WRM) Program Handbook
8.   Local SOP Standard Operating Procedures

SUPP-STDR-5701: Conduct storage operations

SUPPORTED MET(S): MCT 4.1.2 Conduct Ground Supply Operations

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

CONDITION: Given a storage facility, supply-related files/records, storage aids, MHE support, applicable classes of supply, access to warehouse management systems with applicable software and internet connectivity, and the references.

STANDARD: Ensuring assets are maintained in a ready-for-issue condition to support unit mission IAW the references.

EVENT COMPONENTS:
 1. Validate plan-o-graph.
 2. Manage receiving functions.
 3. Manage shipping functions.
 4. Maintain a safety, physical security, drainage, ventilation and pest control program.
 5. Manage Care of Supplies in Storage (COSIS).
 6. Manage reports.
 7. Monitor warehouse management systems.
 8. Maintain proper segregation of hazardous material.
 9. Conduct salvage and disposal of unserviceable and/or degraded assets.

REFERENCES:
 1.   ADP 1-02 Terms and Military Symbols
 2.   ASTM D5118/D5118M Fabrication of Fiberboard Shipping Boxes
 3.   ASTM D5168 Fabrication and Closure of Triple-Wall Corrugated Fiberboard Containers
 4.   BUMEDINST 6700.16 Controlled Medical and Dental Material
 5.   CFR 49 Parts 100-185 Code of Federal Regulations - Transportation
 6.   CFR Title 10 Title 10 Code of Federal Regulations
 7.   CFR Title 29 Occupational Safety and Health Standards for General Industry (1910)
 8.   DOD 4140.26-M Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)
 9.   DoD 4145.19-R-1 Storage and Material Handling
 10. DoD. 7000.14-R Financial Management Regulation (DODFMR)
 11. FM 101-5 Staff Organization and Operations
 12. Local SOP Local Standard Operating Procedures
 13. MARADMIN 009/06 PERSONAL EFFECTS HANDLING POLICY CHANGES FOR DEPLOYED FORCES
 14. MCBUL 10110 Annual Meal Rates Bulletin
 15. MCBul 3000 Marine Corps Readiness Reportable Ground Equipment

16. MCO 10110.40B Policy for Requisition, Issue, and Control of PORs
17. MCO 10110.47_ Basic Allowance for Subsistence (BAS) and Meal Card Program
18. MCO 1553.3_ Unit Training Management (UTM) Program
19. MCO 1610.12 United States Marine Corps Counseling Program
20. MCO 2410.2_ Electromagnetic Environmental Effects (E3) Control Program
21. MCO 4400.150 Consumer-Level Supply Policy
22. MCO 4400.201 Management of Property in the Possession of the Marine Corps
23. MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling (Apr 94)
24. MCO 5104.3_ Marine Corps Radiation Safety Program
25. MCO 5530.14 Marine Corps Physical Security Program Manual
26. MCO 8011.4 USMC T/A CLASS V (W) MATERIAL (PEACETIME)
27. MCO P3040.4 Marine Corps Casualty Procedures Manual
28. MCO P4030.21_ Packaging of Materiel - Packing
29. MCO P4030.31_ Packing of Material, Preservation
30. MCO P4400.105E Radioactive Commodities in the Department of Defense Supply System (Mar 04)
31. MCO P4400.151_ Intermediate-Level Supply Management Policy Manual
32. MCO P4400.79 Provisioning Manual
33. MCO P4450.7_ Marine Corps Warehousing Manual
34. MCTP 3-40H MAGTF Supply Operations
35. MCWP 4-12 Operational-Level Logistics
36. MIL-STD-129_ Department of Defense Standard Practice - Military Marking for Shipment and Storage
37. NAVMC DIR 5100.8_ Marine Corps Occupational Safety and Health (OSH) Program Manual
38. OPNAV 5530.14 Physical Security and Loss Prevention
39. PPP-B-601 Federal Specifications for Boxes, Wood, Cleated-Plywood
40. PPP-B-621 Federal Specifications for Box, Wood, Nailed and Lock-Corner
41. SECNAVINST M-5215.1 Secretary of the Navy Directives Policy
42. TI 4400-15/1_ Packaging, Handling, Storage, and Transportation of Electrostatic Discharge Sensitive Items
43. TI-5104-15/2 Special Handling of Tritium Fire Control Instruments
44. TM 9999-15/1_ Electro-Static Discharge (ESD) Awareness
45. TM 9999-15/2_ Electro-static Discharge (ESD) Management
46. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

SUPP-FMGT-4701: Conduct unit financial management

SUPPORTED MET(S): MCT 4.1.2 Conduct Ground Supply Operations

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

CONDITION: Provided a budget, spending plan, associated fiscal files/records, requisition management reports, financial management reports and local guidance from comptroller, AIS, and the references.

STANDARD: Ensuring financial transactions are initiated by proper requisition authority and committed, obligated, expensed and liquidated in the accounting system IAW the references.

EVENT COMPONENTS:
1. Provide budget requirements.
2. Execute spending plan.
3. Monitor spending plan.
4. Validate all pending requisitions/cancellations and receipts.
5. Manage reimbursable funding.
6. Validate source documents.
7. Maintain source documents, as required.
8. Reconcile financial management reports.
9. Adjust budget plan, as required.
10. Conduct mid-year review.
11. Conduct other reviews, as required.
12. Conduct fiscal year closeout.

REFERENCES:
1. SABRS User Manual
2. DLA DLA Customer Assistance Handbook
3. DoD. 7000.14-R Financial Management Regulation (DODFMR)
4. FAR Federal Acquisition Regulation
5. Local SOP Local Standard Operating Procedures
6. MCBul 3000 Marine Corps Readiness Reportable Ground Equipment
7. MCBUL 4420 DODAAD Management
8. MCO 1553.3_ Unit Training Management (UTM) Program
9. MCO 4400.16_ Uniform Material Movement and Issue Priority System (UMMIPS)
10. MCO 4400.201 Management of Property in the Possession of the Marine Corps
11. MCO 5212.5_ Records Disposition Manual
12. MCO 7100.8_ Field Budget Guidance Manual
13. MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"
14. NAVMC 2664 Financial Guidebook for Commanders
15. SECNAVINST 4355.18_ Reporting of Supply Discrepancies
16. SECNAVINST M-5215.1 Secretary of the Navy Directives Policy
17. UM 4400-60 Materiel Returns Program

CHAINED EVENTS:

    INTERNAL SUPPORTING EVENTS:

3002-FMGT-1001	3002-FMGT-1002	3002-MISC-1001
3010-FMGT-2002	3043-FMGT-2001	3043-FMGT-2002
3043-FMGT-2003	3043-FMGT-2004	3043-MISC-2005

SUPP-PRAC-4701: Account for government property

SUPPORTED MET(S): MCT 4.1.2 Conduct Ground Supply Operations

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

CONDITION: Given property accounting documents, requisition management reports, command support, APSR, accountable assets and the references.

STANDARD: Ensuring the activity's accountable assets are 100% reflected on the property records.

EVENT COMPONENTS:
1. Validate property accounting/sub-custody records.
2. Verify inventory results.
3. Execute adjustment transactions as required.
4. Maintain documentation, as required.

REFERENCES:
1. DOD 4000.25-1-M Military Standard Requisitioning Issue Procedures (MILSTRIP)
2. DOD 4140.26-M Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)
3. DoD 4145.19-R-1 Storage and Material Handling
4. DoD Inst 4000.19 DoDInst 4000.19 - Interservice and Intragovernmental Support
5. DoD. 7000.14-R Financial Management Regulation (DODFMR)
6. FM 101-5 Staff Organization and Operations
7. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
8. Local SOP Local Standard Operating Procedures
9. MCBUL 10120 Individual Clothing Allowances
10. MCBul 3000 Marine Corps Readiness Reportable Ground Equipment
11. MCO 10110.40B Policy for Requisition, Issue, and Control of PORs
12. MCO 1553.3_ Unit Training Management (UTM) Program
13. MCO 1610.12 United States Marine Corps Counseling Program
14. MCO 3000.11_ Ground Equipment Condition and Supply Materiel Readiness Reporting (MRR) Policy
15. MCO 4400.170 Control and Accounting for Petroleum and Related Products
16. MCO 4400.201 Management of Property in the Possession of the Marine Corps
17. MCO 5750.1_ Manual for the Marine Corps Historical Program
18. MCO 8373.2 Auth Alw Maint & Acct Rifle/Pistol
19. MCO P4400.79 Provisioning Manual
20. MCO P5530.14_ Marine Corps Physical Security Program Manual
21. MCRP 4-11.8A Marine Corps Field Feeding Program

CHAINED EVENTS:

    INTERNAL SUPPORTING EVENTS:

3002-PRAC-1001	3002-PRAC-1001	3002-PRAC-1002
3002-PRAC-1002	3002-PRAC-1003	3010-PRAC-2001
3010-PRAC-2002	3010-PRAC-2004	3010-PRAC-2005
3043-PRAC-1001	3043-PRAC-1003	3043-PRAC-1004
3043-PRAC-2001	3043-PRAC-2004	3043-PRAC-2005
3043-PRAC-2013		

OCS-CSPT-3901: Conduct contracting Support

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

SUPPORTED MET(S):
MCT 1.1.2 Provide Task-Organized Forces

MCT 1.1.2.2.1 Provide Headquarters for a Logistics Combat Element (LCE)
MCT 4.13 Conduct Operational Contract Support (OCS)
MCT 4.13.1 Perform Contract Support Integration
MCT 4.13.2 Perform Contractor Management
MCT 4.13.3 Organize Contracting Support
MCT 4.13.4 Perform Contracting Support

DESCRIPTION: This is to be performed by Expeditionary Contracting Detachment (ECD), in coordination with MEF OCS Advisors, and deployed Contracting Officers (Warranted) and Contracting Specialists in support of the Marine Air Ground Task Force (MAGTF), Supporting Establishment (SE), Special Operations Forces, and Joint and Supported Coalition Forces by planning and obtaining supplies and services from non-organic sources through associated contract support integration, contracting support and contractor management functions. (REF: MCO 4200.34)

CONDITION: Given an Operations order, commander's guidance, COCOM theater campaign plan, access to AIS, and access to HHQ OCS (LOG) COP.

STANDARD: Obtaining supplies and services from commercial sources in support of MAGTF and Joint operations. MCO 4200.34

EVENT COMPONENTS:
1. Inform the commander, staff and components of alternative acquisition strategies and non-organic support as a means to mitigate potential gaps and meet operational requirements and goals/objectives.
2. Integrate contracting capability with higher, adjacent and supported units.
3. Participate in Boards, Bureaus, Centers, Cells, and Working Groups (B2C2WG's) in order to assist in planning and screening requirements for non-organic support needs.
4. Advise the higher, adjacent and supported unit(s) requirement review boards.
5. Align contracting support execution with commander's concept of operations.
6. Provide internal management controls for facilitating contract execution and closeout oversight.
7. Provide internal management controls for facilitating Field Ordering Officer (FOO) Program, when applicable.
8. Manage and process unauthorized commitment packages.
9. Develop vendor base of local commercial vendors.
10. Coordinate common contracting actions with designated contracting activities.

PRIMARY REFERENCES:
1. MCRP 3-40B.6 MTTP FOR OCS
2. MCO 4200.34 Contingency Contracting Force Program

SUPPLEMENTAL REFERENCES:
1. JP 4-10 Operational Contract Support
2. MCRP 3-40B.3 Contingency Contracting
3. CJCSM 3130.03 Adaptive Planning and Execution (Apex) Planning Formats and Guidance
4. CJCSM 4301.01A Planning Operational Contract Support
5. DoD 7000.14-R Financial Management Regulation (DODFMR)
6. DODI 3020.41 Operational Contract Support
7. MCTP 3-40B Tactical-Level Logistics

8. MCWP 3-40 Logistics Operations
9. MCTP 3-40C Operational-Level Logistics

INTERNAL SUPPORTING:

EXTERNAL SUPPORTED EVENTS:
CE-LOG-9003 Plan and Direct Supply Operations (L/S)

TRAINING SUPPORT MATERIAL:
1. Pages - Contingency Contracting and Operational Contract Support (OCS) Community Homepage
2. https://www.acq.osd.mil/dpap/ccap/cc/jcchb/HTML/additional_text.html

---

OCS-CSS-3901: Establish an expeditionary contracting detachment (ECD)

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

SUPPORTED MET(S):
MCT 1.1.2 Provide Task-Organized Forces
MCT 4.13 Conduct Operational Contract Support (OCS)
MCT 4.13.1 Perform Contract Support Integration
MCT 4.13.2 Perform Contractor Management
MCT 4.13.3 Organize Contracting Support
MCT 4.13.4 Perform Contracting Support

DESCRIPTION: This is to be performed by the Expeditionary Contracting Detachment(s), in coordination with MEF OCS Advisors, in support of MAGTF a sized element and/or Joint element. To prepare and establish the appropriate expeditionary contracting capability to execute contractual actions IAW statutory, regulatory, and procedural compliance. (REF: MCO 4200.34)

CONDITION: Given an operational mission to provide contracting support in contested and/or uncontested operational environments, and in a C2DE, an operations order, and an OCS analysis supporting distributed operations.

STANDARD: To provide immediate contracting support upon arrival in area of operations. (REF: MCO 4200.34)

EVENT COMPONENTS:
1. Determine ECD support requirements.
2. Determine processes and procedures for interoperability with USMC, Service component commands, and Joint contracting systems.
3. Identify initial contracting support to be provided, based on estimates
        a. Identify non-organic supplies requirements
        b. Identify non-organic services requirements
        c. Identify non-organic minor construction requirements
        d. Identify warrant authority and contracting authorities in the AO.
4. Determine and publish processes and procedures for immediate offline and online purchase request submissions, funding for contract requirements, pre-solicitation and post solicitation actions, contract writing/award, and cash/electronic funds transfer (EFT) payments.

5. Determine processes and procedures for support to contract requirements involving controlled unclassified information, classified information, and NATO Secret information.
6. Determine processes and procedures to obtain intelligence support to contracting requirements.
        a. Vendor vetting.
        b. Combat trafficking in person (CTIP).
        c. Contractors Authorize to Accompany the Force (CAAF) and Non-CAAF.
7. Determine processes and procedures to obtain administration (contractor accountability) support to contracting requirements.
        a. Synchronized Pre-deployment and Operational Tracker (SPOT).
        b. Joint Asset Movement Management System (JAMMS).
        c. Contracting Officer Representative Tracking (CORT) Tool.
        d. Automated 3-in-1 Field Ordering Officer (FOO) tool.
        e. Validation of contractor Letter of Authorization (LOA).
        f. Facilitate training for contracting officer representatives (CORs) and field ordering officers (FOOs).
8. Determine processes and procedures to maintain situational awareness of common contracting requirements.
9. Maintain a functionally independent contracting reporting chain.

PRIMARY REFERENCES:
1. MCRP 3-40B.6 MTTP for OCS

SUPPLEMENTAL REFERENCES:
1. MCO 4200.34 Contingency Contracting Force Program
2. JP 4-10 Operational Contract Support
3. MCRP 3-40B.3 Contingency Contracting
4. CJCSM 3130.03 ADAPTIVE PLANNING AND EXECUTION (APEX) PLANNING FORMATS AND GUIDANCE
5. CJCSM 4301.01A Planning Operational Contract Support
6. DoD 7000.14-R Financial Management Regulation (DODFMR)
7. DODI 3020.41 Operational Contract Support
8. MCTP 3-40B Tactical-Level Logistics
9. MCWP 3-32 MAGTF Information Operations
10. MCWP 3-40 Logistics Operations
11. MCWP 4-12 Operational-Level Logistics

INTERNAL SUPPORTING:
OCS-CSPT-3901: Conduct contracting support
OCS-CSPT-5901: Conduct contracting support

TRAINING SUPPORT MATERIAL:
1. [Pages - Contingency Contracting and Operational Contract Support (OCS) Community Homepage](#)

SUPP-RIPT-3001: **Maintain the Reparable Issue Point (RIP) assets and records**

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Provide Secondary Reparables to the supported unit in order to support increased equipment readiness and operational availability. MCO 4400.200_

CONDITION: Given authorized allowances, current on hand inventory, RIP customer DASF, RIP Organic DASF, access to an AIS, and internet connectivity.

STANDARD: Ensuring reparable issue point assets and records are validated to increase equipment readiness and operational availability. MCO 4400.200_

EVENT COMPONENTS:
1.   Accurately plan and budget for all secondary reparables as required.
2.   Reconcile the authorized secondary reparables on-hand/due in from maintenance with the total allowance quantities reflected on the Consolidated Asset Listing (CAL).
3   Identify discrepancies (excess/deficiencies)
4.   Generate recommended buy list from deficiencies.
5.   Induct requisitions for secondary reparables as required.
6.   Process disposition requests for excesses material returns.
7.   Review the customer demands list.
8.   Establish sub-float accounts as required.
     a. Obtain approval from appropriate authority.
     b. Coordinate with LSCO for establishment of DODAAC, as required.
     c. Establish authorized allowances.
     d. Coordinate with RIP OIC for the appointment of the identified Responsible Officer.
     e. Transfer material from main RIP to sub-float to fill authorized allowances.
9.   Conduct annual recomputation of allowances for secondary reparables.
10. Validate all existing due-in/due-out.
11. Monitor repair cycle time.
12. Process receipts of secondary reparables from all sources.
13. Fill customer demands as required.

PRIMARY REFERENCES:
1.   MCO 4400.200_ Marine Corps Coordinated Secondary Reparable Management (CSM) Program

SUPPLEMENTAL REFERENCES:
1.   MCO 4790.2 Field Level Maintenance Management Policy (FLMMP)
2.   MCO 4400.201 Management of Property in the Possession of the Marine Corps
3.   MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
4.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

CHAINED EVENTS:

INTERNAL SUPPORTING EVENTS:
30XX-RIPT-2001   Process commercial vendor reparables
30XX-RIPT-2002   Maintain the Reparable Issue Point (RIP) Consolidated Asset Listing (CAL)
30XX-RIPT-2003   Conduct customer backorder reconciliations
30XX-RIPT-2009   Process customer backorders
30XX-RIPT-2012   Process unserviceable assets
30XX-RIPT-2014   Manage identified excess RIP assets

SCM T&R MANUAL

CHAPTER 4

MOS 30XX INDIVIDUAL EVENTS

SCM T&R MANUAL

CHAPTER 4

MOS 30XX INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to multiple Supply Chain Management MOSs. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. EVENT CODING

Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

    a. Field one. This field represents the community. This chapter contains the following community codes:

Code	Description
3002	Supply Chain Management Officer
3010	Supply Chain Management Operations Officer
3043	Supply Chain Management Specialists
3051	Inventory Management Specialists

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code	Description
C2	Command and Control
CSS	Combat Service Support
ISTR	Intermediate Storage
ISS	Intermediate Supply
OPFN	Operations Function
RATS	Rations
RIPT	Repairable Issue Point

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code	Description
1000	Core Skills
2000	Core Plus Skills

4002. INDEX OF EVENTS

Event Code	Event	Page
2000 Level Events		
30XX-CSS-2001	Manage internal supply sustainment throughout all phases of deployment	4-3

30XX-CSS-2002	Manage external supply support operations throughout all phases of deployment	4-4
30XX-CSS-2004	Manage MAGTF Log AIS	4-5
30XX-ISTR-2001	Direct intermediate storage operations	4-6
30XX-ISTR-2004	Manage intermediate shipping	4-7
30XX-ISTR-2005	Manage intermediate storage inventory program	4-8
30XX-C2-2003	Enable Distribution Operations	4-9
30XX-ISS-2001	Manage Initial Issue Provisioning (IIP) program	4-10
30XX-ISS-2002	Conduct release of Initial Issue Provisioning (IIP) project item distribution	4-11
30XX-ISS-2003	Determine deployment support block requirements	4-12
30XX-ISTC-2002	Direct intermediate Stock Control operations	4-12
30XX-ISTC-2005	Manage Materials Return Program	4-13
30XX-OPFN-2001	Manage key supporting documentation	4-14
30XX-RATS-2001	Manage Packaged Operational Rations (POR)	4-15
30XX-RIPT-2001	Process commercial vendor reparables	4-16
30XX-RIPT-2002	Maintain the Reparable Issue Point (RIP) Consolidated Asset Listing (CAL)	4-17
30XX-RIPT-2003	Conduct customer backorder reconciliations	4-18
30XX-RIPT-2009	Process customer backorders	4-19
30XX-RIPT-2012	Process unserviceable assets	4-19
30XX-RIPT-2014	Manage identified excess RIP assets	4-20

4003. LIST OF 30XX EVENTS

30XX-CSS-2001: Manage internal supply sustainment throughout all phases of deployment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The typical CSS element has a unique mission in that it has to support itself, is supported by another element, and provides support. This event covers the requirements for an CSS element to support itself. MCO 4400.201

MOS PERFORMING: 3002, 3010, 3043, 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, WO-1, CWO-2, CWO-3, 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a concept of supply support, and access to AIS.

STANDARD: Ensure timely and appropriate supply support, sustaining the effectiveness of other CSS functions, in order to enable the commander to integrate essential elements of combat power, mobility, and sustainability. MCO 4400.201

PERFORMANCE STEPS:
1.   Determine AIS and system requirements
2.   Identify Cargo Routing Matrix information
3.   Determine requirement for all classes of supply.
4.   Coordinate across appropriate staff sections.

5.   Identify and request external support, as required.
6.   Identify remain behind equipment (RBE), fly-in echelon (FIE), and deployed materiel.
7.   Validate that materiel is prepared to support the concept of support plan.
8.   Account for materiel in transition from garrison to a deployed environment.
9.   Execute supply sustainment plan while deployed.
10. Validate materiel for retrograde.
11. Account for materiel throughout redeployment.
12. Redistribute materiel, as required.
13. Reconstitute, as required.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   MCTP 3-40H MAGTF Supply Operations
2.   MCDP 4 Operational-Level Logistics

30XX-CSS-2002: Manage external supply support operations throughout all phases of deployment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the external supply sustainment requirements, to sustain all elements of an operating force in an area of operations. Although all CSS functions are important, supply support has the greatest potential impact on the FMF commander's ability to integrate essential elements of firepower, mobility, and sustainment. MCTP 3.40H

MOS PERFORMING: 3002, 3010, 3043, 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, WO-1, CWO-2, CWO-3, 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, operation order, manning document, EDL, and AIS.

STANDARD: Ensure supply support ISO of the FMF mission. MCO 4400.201

PERFORMANCE STEPS:
1.   Conduct METT-TC
2.   Review the supported and supporting unit's responsibilities.
3.   Review the assigned support missions.
4.   Review applicable manning document and Equipment Density Lists (EDL).
5.   Calculate stocking objectives for applicable classes of supply.
6.   Establish supply support plan e.g.: requisition support, issuance procedures, storage procedures, and transportation procedures.
7.   Coordinate supply support plan with appropriate entities and available resources.
8.   Establish and review replenishment procedures.

9.   Calculate duration requirements by class of supply.
10. Plan for integration into joint logistics functions and logistics planning. (NLI, NOBLE, GCSS-ARMY, TCPT, etc.)
11. Integrate into joint logistics functions and logistics planning. (NLI, NOBLE, GCSS-ARMY, TCPT, etc.)
12. Plan for global logistics support capabilities from Defense Logistics Agency (DLA). (e.g. Customer Interaction Center (CIC), Marine Military Service Support Team, Rapid Deployment Teams (RDTs), DLA Support Teams (DSTs), Warfighter Support Representatives (WSRs), and liaison officers.)
13. Validate DODAACs support the Cargo Routing Matrix/Plan.
14. Participate in the planning of distribution pipeline. (POD, POE, CCP, BBP, Nodes, etc)
15. Coordinate anticipated support requirements with appropriate DLA regional command.
16. Establish internal and external sourcing logic for the area of interest.
17. Leverage sustainment capabilities resident within joint area of operations. (e.g. Theater Provided Equipment, CSR/FSR support, etc)
18. Leverage support provided by Combatant/Functional Commands (Sealift Command, LogCom, BIC, AMC, MPF, MAP-K, MCPP-N, etc).
19. Plan Retrograde.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in possession of the Marine Corps
2.   DODM 4140.01 DoD Supply Chain Materiel Management Procedures

SUPPLEMENTAL REFERENCES:
1.   MCTP 3-40H MAGTF Supply Operations
2.   MCDP 4 Operational-Level Logistics
3.   NAVMC 4000.2A Naval Logistics Integration Playbook

30XX-CSS-2004: Manage MAGTF Log AIS

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers LSCO/UUAM actions and tasks required to properly manage our various logistics automated information systems. Marines performing this event will provide technical and functional AIS administration functions to support the Fleet Marine Force and Supporting Establishment. Additionally, the LSCO/UUAM will provide support/help-desk actions to set up and manage AIS resources (users, groups, etc) for units in their area of responsibility.

MOS PERFORMING: 3010, 3043

GRADES: SGT, SSGT, GYSGT, MSGT, WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, operations order, access to an AIS, and the references.

STANDARD: Properly manage all personnel, resource groups, roles, and DoDAAC alignments in coordination with applicable supply, maintenance, subordinate and joint units.

PERFORMANCE STEPS:
1. Validate user requirements.
    a. Review Annex I, K, and local logistics appendices for major subordinate element set up requirements, as required.
    b. Perform additions/deletions for user accounts, as required.
2. Provide updated software setting to users, as required.
3. Assist users with self-registration for the logistics AIS.
4. Identify and register additional requirements for deployment accounts with MARCORLOGCOM.
5. Coordinate with other staff offices as necessary (e.g. G-6 and/or IMO for network configuration)
6. Coordinate with DC I&L, LP, LPS-1 for establishment of additional DoDAACs, as required.
7. Conduct periodic checks/semi-annual reviews.
8. Validate unit's resource groups.
9. Conduct trouble shooting, as necessary.
10. Perform resource management actions for all FMF/SE elements.
11. Attend UUAM training, as required.

PRIMARY REFERENCES:
1. MCO 4400.201

SUPPLEMENTAL REFERENCE:
1. Local SOP Local Standard Operating Procedures
2. UM 4000-125

30XX-ISTR-2001: **Direct intermediate storage operations**

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event is the management of the programs and processes used to manage and direct an intermediate retail-level supply storage section.

MOS PERFORMING: 3002, 3010, 3043, 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, WO-1, CWO-2, CWO-3, 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an intermediate retail-level supply storage facility, relevant files/records, material handling equipment (MHE), divergent classes of supply, and access to a LOG AIS

STANDARD: Ensuring materiel is accounted for and maintained in a serviceable and ready for issue condition. MCO 4450.14 Joint Service Manual for Storage and Material Handling

PERFORMANCE STEPS:
1. Create and validate planograph.
2. Establish and manage location system.

3. Establish and maintain a physical security program.
4. Establish a record reconciliation program.
5. Conduct necessary physical inventories (i.e. spot, cyclic, annual, etc.).
6. Manage the logistic AIS.
        a. Reconcile physical inventories with logistics AIS inventory balances.
        b. Conduct necessary logistics AIS transactions to correct inventory balances.
7. Establish a care-of-supplies-in-storage (COSIS) program.
8. Establish a shelf-life program.
9. Manage the electronic static discharge program.
10. Manage radiological control program, as required.
11. Manage the AA&E storage program.
12. Support the KMI program as required.
12. Establish a warehouse safety program.
13. Establish a quality control program.
14. Supervise Material Handling Equipment.

PRIMARY REFERENCE:
1.   MCO 4450.14 Joint Service Manual for Storage and Material Handling

SUPPLEMENTAL REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps
2.   UM 4000-125 Retail Supply and Maintenance Execution Procedures
3.   DoD 4145.19-R-1 Storage and Material Handling
4.   TI-5104-15/2 Special Handling of Tritium Fire Control Instruments
5.   MCO 5140.3 MARINE CORPS RADIATION SAFETY PROGRAM

30XX-ISTR-2004: **Manage intermediate shipping**

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: 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 and/or material redistribution to the DLA-DS. This is not dependent on the existence of a MMDC. MCO 4400.201 Volume 3, Chapter 3, pg. 3-6

MOS PERFORMING: 3002, 3010, 3043, 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, WO-1, CWO-2, CWO-3, 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an intermediate storage facility, relevant files/records, logistics AIS, divergent classes of supply, various types of material Handling Equipment (MHE), and document control functions.

STANDARD: Ensure required supplies are provided to sustain operations.

PERFORMANCE STEPS:
1. Direct DODAAC distribution line management.

2. Ensure adequate floor locations are available for staging of materiel prior to shipping.
3. Ensure transfer of materiel from warehouse section to shipping section.
4. Ensure that unique shipping requirements for the materiel is considered prior to shipment.
5. Ensure materiel is safeguarded prior to shipment, as required.
6. Obtain necessary shipping documentation.
7. Validate shipping address.
8. Coordinate the necessary shipping transportation, as required.
9. Ensure all required shipping transactions are inducted into the logistics AIS.
10. Ensure tracking information is provided, as required.
11. Ensure the filing of KSDs, as required.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. UM 4000-125 Retail Supply and Maintenance Execution Procedures
2. DLM 4000.25 Defense Logistics Management Standards

30XX-ISTR-2005: **Manage intermediate storage inventory program**

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Intermediate-Level Inventory is inventory, regardless of funding source that is required between the consumer and wholesale levels of inventory for support of a defined geographic area or tailored support of specific organizations or activities. Effective management of this inventory is required to ensure supply support satisfies users' requirement when and where needed. Supply management is conducted according to the uniform policies published by Headquarters Marine Corps. MCO P4450.151B

MOS PERFORMING: 3002, 3010, 3043, 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT, WO-1, CWO-2, CWO-3, 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an intermediate storage facility, relevant files/records, automated warehouse support system, divergent classes of supply, various types of material handling equipment (MHE), and inventory control functions.

STANDARD: Ensuring supply support satisfies users' requirement when and where needed. MCO P4450.151B

PERFORMANCE STEPS:
1. Monitor inventory determination for supply support.
2. Monitor inventory scheduling.
3. Oversee inventory preparation.
4. Direct inventory control point management.
5. Codify shelf-life requirements of materiel.
6. Manage physical security of stored materiel.
7. Monitor controlled item adjustments.

8.   Manage spot inventories.
9.   Monitor post inventory statistical sampling.
10. Validate Key Supporting Documentation is managed.
11. Reconcile cyclic inventory results to ensure proper annual inventory requirements has been conducted in accordance with the physical inventory control program.

PRIMARY REFERENCES:
1.   MCO P4450.151B Intermediate-Level Supply Management Policy Manual
2.   MCO 4400.201 Management of Property in the Possession of the Marine Corps
3.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

SUPPLEMENTAL REFERENCES:
1.   MCO 4140.5 Marine Corps Shelf Life Program

30XX-C2-2003: Enable Distribution Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Distribution is the process of synchronizing system to deliver the right sustainment to the right place at the right time to support commander's priorities with significant distribution velocity and in-transit visibility; reduced lost shipments, transportation costs, and shipping delays. Distribution capabilities support the movement of equipment, as well as leverages available DoD and commercial resources for materiel throughput during the sustainment phase of operations. MCO 4400.201

MOS PERFORMING: 3002, 3051, 3043, 3010

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT, W-1, CWO-2, CWO-3, 2ndLT, 1stLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given commander's priorities, an approved annex D, unit requirements, distribution support plan, physical network analysis (PNA) map overlay, HHQ operations order, and access to the required AIS.

STANDARD: Ensuring overall equipment readiness by delivering the right sustainment to the right place at the right time to support commander's priorities for material throughput. MCO 4400.201

PERFORMANCE STEPS:
1. Analyze concept of operations and logistics concept of support.
2. Load routing information is loaded to Appropriate AIS
    a. Naval CRIF, ARMY CRM, DODDAC TAC II, DODDAC TAC I
    b. Identify distribution methods
    c. Identify distribution nodes (aerial/sea, POD, POE)
    d. Update Shipping Addresses in supporting logistics systems (i.e. BR 100, TCPT, CLC2S, FFR)
3. Coordinate routing information with Supporting Establishments (i.e. LOGCOM, SYSCOM, NAVSUP, PP&O, DLA)
4. Support material prioritization of the distribution pipeline

5. Coordinate throughput with adjacent entities in area of responsibility (DLC, ship supply departments, beach detachments, and MSE supply sections.)
6. Identify special shipping considerations (HAZMAT, Weapons, SECREPs, Controlled Item Identification Code, Personal Effects).
7. Maintain in-transit visibility for sustainment cargo transiting the distribution pipeline.
8. Coordinate with Air Clearance Authority (ACA) for approval of applicable shipments.
9. Manage supply point/unit distribution.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. NAVMC 4000.4A Naval Logistics Integration Playbook
2. DTR 4500.9-R-Part II, Defense Transportation Regulations, Cargo Movement
3. MSTP 4-0.2 A logistics planners guide
4. MCTP 3-40H MAGTF Supply Operations

30XX-ISS-2001: **Manage Initial Issue Provisioning (IIP) program**

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 24 months

READINESS-CODED: NO

DESCRIPTION: The IIP section of the Supply Battalion's serve as the initial entry point for newly field equipment and project coded repair parts/consumables to the Fleet Marine Force. This event covers the overall aspects of coordinating the initial fielding and stocking of the SMU and RIP with this equipment and associated repair parts. MCO P4400.151

MOS PERFORMING: 3002, 3010, 3043, 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT, WO-1, CWO-2, CWO-3, 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given pertinent draft planning data Materiel Fielding Plans (MFP), information from item project officer, appropriate program support data, Program Objective Memorandum (POM), Provision Program Documentation (PPD), AIS, and the references.

STANDARD: Support equipment fielding timeframes and distributing IIP assets as directed by higher HQ. MCO P4400.151

PERFORMANCE STEPS:
1.   Review all relevant program support data, POM, PPD, and MFPs.
2.   Coordinate with ERDT and MARCORSYSCOM Item Managers for fielding priorities.
3.   Monitor provisioning schedule established by Marine Corps Systems Command (MARCORSYSCOM).
4.   Verify appropriate asset data is loaded into the APSR.
5.   Obtain appropriate release authority.
6.   Maintain current file of personnel authorized to receipt/turn-in materiel.

7.   Execute IIP issues.

PRIMARY REFERENCE:
1.   MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL

SUPPLEMENTAL REFERENCES:
1.   MCBul 3000 Marine Corps Readiness Reportable Ground Equipment
2.   MCO 4400.201 Management of Property in the Possession of the Marine Corps
3.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

30XX-ISS-2002: Conduct release of Initial Issue Provisioning (IIP) project item distribution

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event is strictly for the Class IX items that pass through the IIP. It is the IIPs responsibility to ensure that projects are filled to the prescribed level before releasing to the Supply Management Unit or Reparable Issue Point. (MCO P4400.151B)

MOS PERFORMING: 3002, 3010, 3043, 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, WO-1, CWO-2, 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to provide support for a new item, IIP stocks, AIS, and the references.

STANDARD: Ensure all necessary initial support items will be positioned in the appropriate segments of the supply system. (MCO P4400.151B).

PERFORMANCE STEPS:
1.   Review item attributes for items with tailored listings and secondary consumables and secondary reparables for distribution.
    a. Verify SMCR
    b. Verify SAC
    c. Verify Purpose Code
    d. Verify TAMCN
    e. Verify Item type
    f. Verify exchange price
2.   Receipt for secondary consumables and reparables.
3.   Segregate IIP items by project, pending release by the appropriate authority.
4.   Establish procedures to track the attainment of IIP project.
5.   Report provision status report to appropriate authority as applicable.
6.   Execute issuance of projects.

PRIMARY REFERENCE:
1.   MCO P4400.151B

SUPPLEMENTAL REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

2.   UM 4400-125 Retail Supply and Maintenance Execution Procedures

---

30XX-ISS-2003: **Determine deployment support block requirements**

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the basic functions of providing and sustain deployed Fleet Marine Force units. MCO P4400.151

MOS PERFORMING: 3002, 3010, 3043, 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, WO-1, CWO-2, CWO-3, 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to provide deployed unit support of Class IX (repair parts) and secondary reparable blocks, and access to AIS.

STANDARD: Ensuring deployed units possess the capability to support the sustainment of mission essential equipment IAW the commander's concept of operations. MCO P4400.151

PERFORMANCE STEPS:
1. Liaison with deploying unit.
2. Train identified deploying personnel to conduct CSS operations.
3. Verify Equipment Density Listing for Class IX requirements.
4. Verify Equipment Density Listing for secondary reparable requirements.
5. Determine embarkation plan for EDL.
6. Assist in inventory management procedures.
7. Determine stock availability.
8. Verify issuance of stock.

PRIMARY REFERENCES:
1.   MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL

SUPPLEMENTAL REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps
2.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

30XX-ISTC-2002: **Direct intermediate Stock Control operations**

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the basic functions of stock control at a intermediate level supply activity.

MOS PERFORMING: 3002, 3010, 3043, 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT, WO-1, CWO-2, CWO-3, 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commanders guidance, theater level support plan, list of supported units, equipment density list, applicable data, AIS, and the references.

STANDARD: Ensure support in the right quantity, right condition, and right documentation to satisfy customer requirements. (MCO 4400.201)

PERFORMANCE STEPS:
1.   Monitor customer demand requirements.
2.   Review management files and records.
3.   Establish initial stock list.
4.   Determine stockage levels and control functions.
5.   Identify operating stock replenishment requirements.
6.   Review fiscal records to determine if funds are available.
7.   Conduct stock replenishment actions.
8.   Periodically review stock list to satisfy recomputation requirement.
9.   Review the stocking management policies and processes.
10. Monitor Money Value Gain/Loss (MVGL) Notices.
11. Monitor exception, recycle, and edit error processing.
12. Review data required to determine stockage criteria.
13. Manage reconciliation between LOG AIS and APSR.
14. Manage requisitioning walk-thru management policies and procedures.
15. Execute Materials Return Program (MRP) as required.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   UM 4000-125 Retail Supply and Maintenance Execution Procedures
2.   DODI 4140.01 Department of Defense Supply Chain Management
3.   Local SOP Local Standard Operating Procedures
4.   MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
5.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

30XX-ISTC-2005: **Manage Materials Return Program**

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: The purpose of the MRP is to provide a standard automated system which will facilitate the reporting of materiel excesses, process excess responses from item managers, and provide output to parent inventory subsystems causing the generation of issue transactions and financial data. Utilization of the MRP is the primary means for intermediate-level activities to declare excess and obtain disposition instructions. Therefore, effective management of the MRP is essential to minimize excess on hand inventory and the costs associated with maintaining such excess, and the recoupment of funds for additional investment.   MCO P4400.151B

MOS PERFORMING: 3002, 3010, 3043, 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT, WO-1, CWO-2, CWO-3, 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a secondary consumable or reparable item, requirement, and access to AIS.

STANDARD: Minimizing excess on hand inventory and the costs associated with maintaining such excess, and the recoupment of funds for additional investment. MCO P4400.151B

PERFORMANCE STEPS:
1.   Manage excess determination processes.
2.   Identify materials that would be subject to the MRP.
3.   Review existing requirements prior to return of excess material.
4.   Validate condition of the equipment.
5.   Validate demilitarization of equipment, as required.
6.   Validate special instructions, as required.
7.   Manage transaction input.
8.   Verify transactions are processed.
9.   Reconcile funding with comptroller.
10. Monitor status/exception process sequence.
11. Track and validate source of supply material returns credits.
12. Validate property accounting document has been updated.
13. Maintain KSD.

PRIMARY REFERENCES:
1.   MCO P4400.151B INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL

SUPPLEMENTAL REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps
2.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

30XX-OPFN-2001: **Manage key supporting documentation**

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the management of all documentation related to the gain, loss, return, disposal, or transfer of property, to include financial account records that directly or indirectly result in a recordable accounting transaction. The Marine performing this task is expected to establish time frames for key supporting document file inspections, oversee the conduct of causative research for any missing/discrepant documentation, and control the movement and destruction of all documentation IAW all retention period time frames.

MOS PERFORMING: 3002, 3010, 3043, 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT, WO-1, CWO-2, CWO-3, 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an audit or policy requirement, access to an automated information system, and the references

STANDARD: To ensure auditability and accountability of the units financial and property records MCO 4400.201

PERFORMANCE STEPS:
1. Supervise the identification of key supporting documentation.
2. Supervise that all required information and signatures are present on KSD.
3. Supervise file maintenance of KSD(s).
4. Supervise the conduct of all causative research for missing KSD(s), as required
5. Ensure completion of all corrective action(s)
6. Supervise reconciliation of KSD(s) for retention timeframes, as required.
7. Supervise disposal of KSD(s), as required.
8. Direct the use of the appropriate AIS for historical file download, as required

PRIMARY REFERENCE:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. DLM 4000.25 Volume Two Chapter 17 Defense Logistics Management System (DLMS), Supply Discrepancy Reporting
2. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

30XX-RATS-2001: **Manage Packaged Operational Rations (POR)**

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Expeditionary feeding consists of three main elements: a family of rations; equipment to support storage, distribution, and preparation of rations; and food service and support personnel to operate the program. This event covers the requirements of the intermediate supply activity to support the expeditionary feeding program. MCO 10110.14 chapter 21

MOS PERFORMING: 3002, 3010, 3043, 3051

GRADES: SSGT, GYSGT, MSGT, WO-1, CWO-2, CWO-3, 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an intermediate level supply section, packaged operational rations (PORs), internet connectivity, and access to an AIS.

STANDARD: Ensuring proper accountability and storage of packaged operational rations to support expeditionary / training exercises. MCO 10110.14 chapter 21 paragraph 9b

PERFORMANCE STEPS:
1. Validate inventory requirements for rations.

2. Validate budget requirements for procurement of rations.
3. Supervise procurement of Class I.
4. Establish stock control requirements for rations.
5. Reconcile ration requirements from Approving Authority in AIS.
6. Establish procedures with issuance to supported units (First In First Out (FIFO)).
7. Maintain source documentation.
8. Validate VETMO Surveys are completed by Using Units prior to turn-in.
9. Coordinate stored POR veterinary inspections as required.
10. Manage pest control requirements.
11. Conduct periodic internal reviews.

PRIMARY REFERENCES:
1.   MCO 10110.14_ Marine Corps Food Service and Subsistence Program

SUPPLEMENTAL REFERENCES:
1.   MCO 10110.47_ Basic Allowance for Subsistence (BAS) and Meal Card Program
2.   MCO 4400.150_ Consumer Level Supply Policy
3.   MCO 4400.201 Management of Property in the Possession of the Marine Corps
4.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

30XX-RIPT-2001: Process commercial vendor reparables

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Repair is the primary source of replenishment for SECREPs and shall be accomplished at the lowest echelon of maintenance authorized to complete the required repairs. When unserviceable items require repair, serviceable items are made available by exchange or rapid repair. An active repair program at all echelons is vital to the effectiveness of the RIP program. Upon analysis, if deemed more appropriate commercial vendor repair will be used. MCO 4400.201

MOS PERFORMING: 3002, 3010, 3043, 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, WO-1, CWO-2, CWO-3, 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, appropriate SMR code, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensure secondary reparables repaired by a commercial vendor are processed, monitored and received. MCO 4400.200_.

PERFORMANCE STEPS:
1.   Create system requirement (SR) for repair to 3PL.
2.   Direct the preparation of unserviceable assets for shipment to 3PL.
3.   Redistribute and process unserviceable SECREP to 3PLas directed.
4.   Monitor status reports from 3PL to ensure contract compliance for due-in assets.
5.   Receipt for serviceable assets.

PRIMARY REFERENCES:
1. MCO 4400.200_ Marine Corps Coordinated Secondary Reparable Management (CSM) Program

SUPPLEMENTAL REFERENCES:
1. MCO 4790.2 Field Level Maintenance Management Policy (FLMMP)
2. MCO 4400.201 Management of Property in the Possession of the Marine Corps
3. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
4. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

30XX-RIPT-2002: **Maintain the Reparable Issue Point (RIP) Consolidated Asset Listing (CAL)**

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The CAL serves as the primary management tool/report for day-to-day operations at the RIP and provides a view of asset posture by NSN and AAC with On Hand, Due-In, and Due-Out quantities. Maintaining accuracy of the CAL is critical to all management decisions in the RIP to include but not limited to management of allowances, disposition of assets, IIP management, and Annual Item Reviews (Annual Re-Computations). MCO 4400.201

MOS PERFORMING: 3002, 3010, 3043, 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, WO-1, CWO-2, CWO-3, 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to AIS(s), historical demand data, and internet connectivity.

STANDARD: Ensure appropriate allowances and accountability of secondary reparable assets. MCO 4400.200

PERFORMANCE STEPS:
1. Conduct annual allowance re-computation.
2. Reconcile on-hand/(due in/out) assets with authorized allowance.
3. Identify allowance overages and shortages.
4. Liaise with LOGCOM/SYSCOM on status/extension of IIP projects, as required.
5. Take appropriate action on asset allowance disparities.
6. Initiate action to correct excesses/deficiencies.

PRIMARY REFERENCES:
1. MCO 4400.200_ Marine Corps Coordinated Secondary Reparable Management (CSM) Program

SUPPLEMENTAL REFERENCES:
1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. MCO 4400.201 Management of Property in the Possession of the Marine Corps
3. UM 4000-125 Retail Supply and Maintenance Execution Procedures

30XX-RIPT-2003: **Conduct customer backorder reconciliations**

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: One of the primary function of the Reparable Issue Point is to receive and distribute assets from supply sources, 3PL, and intermediate maintenance activities (IMAs) to fill customer backorders and RIP stockage replenishment. RIPs will need to regularly reconcile these customer backorder to ensure validity and timely processing. MCO 4400.201

MOS PERFORMING: 3002, 3010, 3043, 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, WO-1, CWO-2, CWO-3, 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a customer backorder, the unit's MPR, the customers and RIPs Due and Status Files (DASF), Consolidated Asset Listing (CAL), AIS, and internet connectivity.

STANDARD: Ensure customer requirements are validated. MCO 4400.200_

PERFORMANCE STEPS:
1.   Reconcile pending backorder on the units DASF, unit's Maintenance Production Report (MPR), Consolidated Asset Listing (CAL), and RIP customer DASF.
2.   Provide customer with updated status.
3.   Identify disparities.
4.   Initiate corrective action.

PRIMARY REFERENCES:
1.   MCO 4400.200_ Marine Corps Coordinated Secondary Reparable Management (CSM) Program

SUPPLEMENTAL REFERENCES:
1.   MCO 4790.2 Field Level Maintenance Management Policy (FLMMP)
2.   MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3.   MCO 4400.201 Management of Property in the Possession of the Marine Corps
4.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

30XX-RIPT-2009: **Process customer backorders**

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: One of the primary function of the Reparable Issue Point is to receive and distribute assets from supply sources, 3PL, and intermediate maintenance activities (IMAs) to fill customer backorders. RIPs will need to

regularly process these customer requirements. MCO 4400.201

MOS PERFORMING: 3002, 3010, 3043, 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, WO-1, CWO-2, CWO-3, 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a customer requirement, a maintenance records status file, access to an AIS, and the references.

STANDARD: Ensuring customer backorders are filled in accordance with priority, age and known requirements. MCO 4400.200

PERFORMANCE STEPS:
1.   Validate customer backorders.
2.   Validate on hand inventory posture.
3.   Direct the release of assets by priority.
4.   Seek alternate source (if applicable). (Lateral Support, IMA, 3PL/LIS, SOS)
5.   Direct corrective action as required. (i.e. turn in code F asset)

PRIMARY REFERENCES:
1.   MCO 4400.200_ Marine Corps Coordinated Secondary Reparable Management (CSM) Program

SUPPLEMENTAL REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps
2.   MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

30XX-RIPT-2012: **Process unserviceable assets**

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: One of the primary function of the Reparable Issue Point is to receive unserviceable assets from using units and return them to a serviceable condition. Once returned to a serviceable condition, items will be processed accordingly. MCO 4400.200

MOS PERFORMING: 3002, 3010, 3043, 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, WO-1, CWO-2, CWO-3, 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given unserviceable Secondary Reparable Assets, access to an AIS, maintenance order inspection tag, CAL, and applicable configuration management documentation.

STANDARD: Ensuring unserviceable assets are repaired in the most timely and economic means available to meet operational requirements. MCO 4400.200_

PERFORMANCE STEPS:
1.   Manage the turn-in of unserviceable reparables to the RIP.

2. Validate configuration management, if applicable
3. Reconcile unserviceable assets on inventory records.
4. Review transaction processing.
    a. Initiate customer backorder as required.
    b. Issue condition code "A" from on hand inventory (if applicable).
5. Direct the movement of the reparable asset to the appropriate maintenance facility.
6. Review asset status while in the repair cycle. (3PL status report and/or MPR)
    a. Continuously review on hand inventory, issue condition code "A" from on hand inventory (if applicable).
    b. Continuously review repair service request to ensure repair parts on order, are equal to the customer backorder priority.

PRIMARY REFERENCES:
1. MCO 4400.200_ Marine Corps Coordinated Secondary Reparable Management (CSM) Program

SUPPLEMENTAL REFERENCES:
1. MCO 4790.2 Field Level Maintenance Management Policy (FLMMP)
2. MCO 4400.201 Management of Property in the Possession of the Marine Corps
3. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
4. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

30XX-RIPT-2014: **Manage identified excess RIP assets**

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the return, redistribution, retention, or disposition of secondary reparables that have been identified as excess. MCO 4400.200

MOS PERFORMING: 3002, 3010, 3043

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, WO-1, CWO-2, CWO-3, 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the Reparable Issue Point (RIP) annual recomputation documentation, RIP's Due and Status File , Consolidated Assets Listing (CAL), supported changes of on hand and allowance quantities, and access to AIS.

STANDARD: Ensure identified excess on hand assets are processed. MCO 4400.200_

PERFORMANCE STEPS:
1. Analyze the CAL.
2. Identify excesses.
3. Direct the review of the pending requisitions, due in to the RIP.
4. Take corrective action as necessary for excess assets identified.
    a. Direct the disposition of excess assets.
    b. Direct the submission of excess equipment rollbacks via the Material Returns Program.

    c.   Direct the redistribution of excesses.

    d.   Direct the retention of assets when economically viable based off of cost benefit analysis.

5.   Monitor transaction history from corrective actions.

6.   Manage adjustment of records.

PRIMARY REFERENCES:

1.   MCO 4400.200_ Marine Corps Coordinated Secondary Reparable Management (CSM) Program

SUPPLEMENTAL REFERENCES:

1.   MCO 4790.2 Field Level Maintenance Management Policy (FLMMP)

2.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

3.   MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL

4.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

SCM T&R MANUAL

CHAPTER 5

MOS 3002 INDIVIDUAL EVENTS

SCM T&R MANUAL

CHAPTER 5

MOS 3002 INDIVIDUAL EVENTS

5000. PURPOSE. This chapter details the individual events that pertain to Ground Supply Officer. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

5001. EVENT CODING

Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

    a. Field one. This field represents the community. This chapter contains the following community codes:

Code   Description
3002   Supply Chain Management Officer

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code   Description
C2   Command and Control
CSS   Combat Service Support
DEPL   Deployment Support
FMGT   Financial Management
INVG   Investigations
MISC   Miscellaneous Procedures
OCS   Operational Contracting Support
OPS   Operations
PRAC   Property Accounting
PSEF   Personal Effects
REQM   Requisition Management
TRNG   Training

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code   Description
1000   Core Skills
2000   Core Plus Skills

5002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
1000 Level Events		
3002-C2-1001	Develop a supply support plan	5-4

3002-C2-1002	Manage Procurement Requirements	5-5
3002-C2-1004	Supervise Expeditionary Storage Operations	5-6
3002-FMGT-1001	Develop fiscal year budget	5-7
3002-FMGT-1002	Manage fiscal year spending plan	5-8
3002-FMGT-1003	Supervise financial management procedures	5-9
3002-FMGT-1004	Manage the dormant transactions report(s)	5-10
3002-FMGT-1005	Supervise the reconciliation of the Daily Transaction Report (DTR)	5-11
3002-FMGT-1007	Supervise Key Performance Indicator Reconciliation	5-12
3002-FMGT-1008	Manage Status of Funds	5-13
3002-FMGT-1009	Apply Financial Data Elements (FDE)	5-14
3002-FMGT-1010	Ensure the Proper Execution of Appropriation Law	5-15
3002-INVG-1001	Manage Financial Liability Investigations of Property Loss (FLIPL)	5-16
3002-OPS-1001	Execute formal account turnover	5-17
3002-PRAC-1001	Manage organizational property	5-18
3002-PRAC-1002	Manage small arms/light weapons accountability	5-19
3002-PRAC-1003	Manage consumable items	5-19
3002-PSEF-1001	Manage personal effects	5-20
3002-REQM-1001	Manage the unit's requisition process	5-21
3002-REQM-1002	Manage a unit-level GCPC program	5-23
3002-REQM-1003	Manage Supply Military Standard Requisitioning and Issue Procedures MILSTRIP Requisitions	5-24
2000 Level Events		
3002-C2-2001	Assist in Force Deployment Planning & Execution (FDP&E) Process	5-25
3002-C2-2005	Determine Sustainment Requirements	5-26
3002-CSS-2002	Execute Support for Distributed Operations	5-27
3002-DEPL-2001	Support secondary reparable (SECREP) shipment and retrograde	5-28
3002-DEPL-2002	Expedite Priority Material Sourcing	5-29
3002-DEPL-2004	Coordinate NLI Contracting Support	5-30
3002-FMGT-2001	Support Unit Travel Administration Program	5-31
3002-MISC-2001	Support user account management	5-32
3002-OCS-2001	Coordinate Contract Support Integration	5-33
3002-OPS-2001	Provide sustainment for austere or temporary locations	5-34
3002-PRAC-2001	Obtain individual combat clothing and equipment	5-35
3002-PRAC-2002	Manage non-standard Property, Plant, & Equipment (PP&E)	5-36
3002-REQM-2001	Supervise Unique GCPC Functions	5-37
3002-REQM-2002	Manage AIS(s) Deployment Preparation	5-38
3002-TRNG-2001	Develop a Unit Training Plan	5-39

5003. LIST OF 3002 EVENTS

3002-C2-1001: Develop a supply support plan

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Supply officers at the using unit (e.g., infantry battalion) will develop supply support plans for organic requirements, to include planning for utilization of prepositioning capabilities, NLI, contracting, ACSA support, etc. At increased echelons of command, planning requirements will increase in scope to include joint and coalition planning and may include cultural considerations. Supply support plans will cover all required classes of supply, all required sub-functions of supply, and must consider the other functions of logistics and the other warfighting functions across the full spectrum of operations. The end result may be a supply order or simply advising the commander or an OPT of supply support considerations. MCTP 3-40H

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, commander's intent, higher's operation order, and access to AIS.

STANDARD: Ensure integration of supply support with the other functions of logistics to support mission accomplishment. MCTP 3-40H

PERFORMANCE STEPS:
1.   Review higher's commander's intent and concept of operations.
2.   Review Annex D and Annex W of higher's operations order.
3.   Identify supply-related CSS requirements.
4.   Identify organic capabilities.
5.   Identify shortfalls.
6.   Coordinate with higher, adjacent, supporting, and supported units.
7.   Provide input to establish the Tactical Logistics Organization (e.g. TACLOG, LOC, Etc) as required.
8.   Identify support requirements for materiel that will not be embarked with the deploying unit (e.g., RBE), as required.
9.   Develop supply support concept, as required.
10. Develop supply support appendix, as required.

PRIMARY REFERENCES:
1.   MCTP 3-40H MAGTF Supply Operations

SUPPLEMENTAL REFERENCES:
1.   FM 101-5 Staff Organization and Operations
2.   FMFM 4-1 Combat Service Support Operations
3.   MCRP 1-10.1 Organization of the United States Marine Corps
4.   MCRP 4-11.8A Marine Corps Field Feeding Program
5.   MCTP 3-40A Health Service Support Operations
6.   MCWP 4-12 Operational-Level Logistics
7.   NAVMC 4000.4A Naval Logistics Integration (NLI) Playbook, Edition 4

TRAINING AND EDUCATION MATERIAL:
1. https://www.intellipedia.intelink.gov/wiki/ACSA
2. https://www.acq.osd.mil/ic/ACSA.html

Prerequisite JKO courses in order to utilize ACSA:
1. J3O P-US1293 ACQUISITION AND CROSS-SERVICING AGREEMENTS (ACSA) OVERVIEW
2. J3O P-US1295 AGATRS ESSENTIALS

3. J3O P-US 1294 FOGO ACSA PROGRAM ESSENTIALS

3002-C2-1002: Manage Procurement Requirements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Procure assets/services based on the determination of requirements to sustain the supported unit. This event includes integrating overall end users and SMEs, following-through with contracting requirements until support is received, and understanding the flow of the contracting process and general responsibilities therein. JP 4-10 Operational Contract Support

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, HHQ operations order, a defined operational area, unit requirements, access to AIS, and access to a warranted contracting entity.

STANDARD: Ensuring unit receives commercial support at the right place, time, and price while compliance with laws, regulations, and policies. DFARS Defense Federal Acquisition Regulation Supplement

PERFORMANCE STEPS:
1. Validate the requirement.
2. Conduct initial market research.
3. Participate in commercial procurement method selection:
    a. GCPC
    b. Contracting
    c. Field Ordering Officer (FOO)/Unit Pay Agent (UPA) via SF 44.
4. Supervise generation of requirement documents from originator (SOW, Salient Characteristics, waivers etc).
5. Determine purchase threshold based on procurement method.
6. Conduct thorough market research.
7. Gain approval/concurrence from requirement review boards when required.
8. Supervise submission of purchase request via appropriate AIS.
9. Liaise with contracting organization for duration of process
    a. pre-solicitation
    b. solicitation
    c. post-solicitation
    d. pre-award
    e. award
    f. post-award actions.
10. Supervise purchase modification, as required.
11. Supervise invoicing, receipt and acceptance electronically in WAWF.
12. Supervise KSD retention.

PRIMARY REFERENCES:
1. DFARS Defense Federal Acquisition Regulation Supplement

SUPLLEMENTAL REFERENCES:
1. MCTP 3-40H MAGTF Supply Operations
2. JP 4-10 Operational Contract Support
3. MCRP 4-11H Multi-Service Tactics, Techniques, and Procedures for Operational Contract Support
4. NAVMC 4000.4A Naval Logistics Integration
5. MCO 4200.34 Contingency Contracting Force (CCF) Program
6. MAPP Marine Corps Acquisition Policy and Procedures

ADMINISTRATIVE NOTE: This event can be augmented through the use of the following enablers: Distance learning via DAU, Joint Knowledge Online OCS Essentials for Commanders and Staff (J4O P-US380A & P-US380B), and Army's OCS Course available through the Army Logistics University website.

3002-C2-1004: Supervise Expeditionary Storage Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Storage involves the safekeeping of supplies and equipment in a ready-for-issue condition. The storage function includes the process of receipting for supplies and equipment from a source and the responsibility for maintaining accurate inventory controls.   This event is focused on deployed/expeditionary storage operations. MCTP 3-40H MAGTF Supply Operations

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a defined area of operations, commander's intent, HHQ operations order, Physical Network Analysis (PNA) map overlay, unit requirements, material, equipment, and access to AIS.

STANDARD: Ensuring supplies necessary to maintain constant combat operations are protected and are readily available to sustain the warfighter. MCTP 3-40H MAGTF Supply Operations

PERFORMANCE STEPS:
1. Participate in METT-TC analysis.
2. Determine storage method
    a. Plan sea-based storage operations, as required.
    b. Plan establishment of tailgate and service station supply points ashore, as required.
3. Supervise storage layout
    a. Approve planograph
    b. Validate stock locators are established.
    c. Validate applicable container markings for storage and embarkation.
    d. Supervise storage container(s) serviceability, quantity and type, as required.
4. Supervise COSIS.
    a. Supervise packing and preservation
    b. Supervise management of shelf life (FIFO)

   c. Supervise hazardous materials.
5. Plan transition of sea to shore or shore to sea storage operations.
6. Provide LOGSTATs, as required
7. Integrate storage plan into survivability effort

PRIMARY REFERNCE:
1. MCTP 3-40H MAGTF Supply Operations

SUPPLEMENTAL REFERENCES:
1. NAVMC 4000.4 Naval Logistics Integration
2. MCO 4400.201 Management of Property in Possession of the Marine Corps
3. MSTP 4-0.2A Logistics Planners Guide
4. MCWP 3-17.6 Survivability Operations
5. MCDP-4 Logistics
6. MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling

---

3002-FMGT-1001: Develop fiscal year budget

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Supply officers at lower echelons (e.g, battalion) will annually generate, brief to commander, obtain commander approval, and submit to HHQ budget submissions for upcoming FYs. At increased echelons of command, requirements will increase in scope to include joint, coalition, and other appropriation funding. Additionally, higher echelons of command will serve as lower echelons connection to the Planning, Programming, Budgeting and Execution (PPBE) process and Program Objective Memorandum (POM) cycles. Budget submissions will include data-driven funding forecasts to cover all requirements as well as unfunded deficiencies carried over from the previous FY, identification of programmatic changes that increase/decrease funding requirements, and a monthly Obligation Phasing Plan. Budget submissions must illustrate the why behind requested spending; therefore, overlaying the Training Exercise and Employment Plan (TEEP) is critical to the formulation of a budget. The end result will be a HHQ approved budget for execution, prioritized funding requirements, justified deficiencies, and increased readiness. DoD. 7000.14-R

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given budgetary guidance from the comptroller, commander's intent, TEEPs (historical, current, future), resource requirements, previous year's annual budget and execution, key supporting documentation, and AIS.

STANDARD: To ensure Mission Essential Tasks and assigned missions are funded by proper authority. DoD. 7000.14-R

PERFORMANCE STEPS:
1. Identify operational requirements
2. Review historical budget and execution

3. Identify budget formulation process (Zero Based Budgeting or Budget Ceiling)
4. Validate funding source(s)
5. Identify Commander's priorities
6. Draft initial budget
7. Staff the budget (Staff Primaries, Commodity and company leadership)
8. Make adjustments, as required
9. Obtain Commanding Officer's Approval
10. Submit budget to Comptroller

PRIMARY REFERENCES:
1.   DoD. 7000.14-R Financial Management Regulation (DODFMR)

SUPPLEMENTAL REFERENCES:
1.   MCO 7300.21B Marine Corps Financial Management Standard Operating Procedure Manual
2.   NAVMC 2664 Financial Guidebook for Commanders
3.   OMB Circular A-11 Preparation, Submission and Execution of the Budget
4.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3002-FMGT-1002: Manage fiscal year spending plan

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Supply officers at lower echelons (e.g. battalions) will ensure authorized funds are executed in accordance with the financial plan, commander's discretion, and legal/ethical limitations. In coordination with Financial Management Officers, they will also manage unfunded deficiencies and obligation rates. At increased echelons of command, requirements will increase in scope to include liaising with Resource Evaluation Analysis (REA) entities, management of civilian labor pay and official representation funds (ORF), and advising senior commander's in the re-allocation of funds within Work Center Identifiers (WCIs)/Budget Execution Activities (BEAs)/Budget Execution Sub-Activities (BESAs). Management will include timely identification, prioritization, and execution of fiscal requirements while maintaining auditable compliance with laws and policies. End result may be simply advising the commander, or a standing working group, or a formal requirements review board. DoD. 7000.14-R

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a budget, commander's guidance, funding authorization, source documents, financial management reports, and AIS.

STANDARD: To support mission essential task execution, accomplishment of assigned missions, and fulfill material readiness and audit requirements IAW appropriation law. DoD. 7000.14-R

PERFORMANCE STEPS:
1. Receive finalized budget authorization from comptroller

a. Identify budgetary shortfalls, as required
b. Validate Commander's priorities, as required
c. Prioritize budgetary shortfalls, as required
2. Brief Commanders and Staff on Fiscal Year Budget
3. Refine spend plan.
4. Develop an expenditure tracking mechanism.
5. Allocate resources.
6. Validate status of funds.
7. Maintain unfunded priority list (resource shortfalls).
8. Advise the Commanding Officer on budget execution.
9. Conduct Mid-Year Review (MYR).
10. Conduct Fiscal Year (FY) closeout procedures.
11. Adjust budget execution based on emerging requirements.

PRIMARY REFERENCES:
1. DoD. 7000.14-R Financial Management Regulation (DODFMR)

SUPPLEMENTAL REFERENCES:
1. MCO 7300.21B Marine Corps Financial Management Standard Operating Procedure Manual
2. NAVMC 2664 Financial Guidebook for Commanders
3. OMB Circular A-11 Preparation, Submission and Execution of the Budget

---

3002-FMGT-1003: Supervise financial management procedures

DESCRIPTION: Financial readiness is vital to the success of the unit. Supervision of financial management covers the execution of financials from requesting supplies or services to tracking and reporting of available funds. MCO 7300.21_

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents, commander's guidance, financial management reports, local guidance from the comptroller, and access to AIS.

STANDARD: To support mission essential task execution, accomplishment of assigned missions, and fulfill material readiness and audit requirements IAW appropriation law. MCO 7300.21_

PERFORMANCE STEPS:
1. Validate Daily Transaction Report (DTR) and source reports/documents.
2. Validate Financial Data Elements (FDEs).
3. Apply FDEs.
4. Reconcile DTR and financial management reports.
5. Initiate corrective action for discrepant transactions for all available FYs.
6. Identify transactions requiring manual input into the financial AIS.
7. Supervise manual inputs into the financial AIS

     a. expenses
     b. bulk obligations
     c. re-allocation between LOAs within the same BEA.
8.   Monitor adjustments for all available FYs.
9.   Maintain fiscal accountability for all available FYs.
10.   Monitor funding documents.
11.   Locate Support Agreements, if required.
12.   Maintain current authorization file of personnel authorized to receipt/turn-in materiel.
13.   Reconcile Transportation Account Code (TAC) authorization and usage.
14.   Implement internal controls for financial requirements.
15.   Conduct Fiscal Year (FY) closeout procedures.
16.   Supervise delegation and training of subordinate fund holders.

PRIMARY REFERENCES:
1.   MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCES:
1.   DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
2.   MCO 4400.150_ Consumer Level Supply Policy
3.   NAVMC 2664 Financial Guidebook for Commanders
4.   OMB Circular A-11 Preparation, Submission and Execution of the Budget
5.   OMB Circular A-123 Managements' Responsibility for Internal Control
6.   MCO 4400.201 Management of Property in Possession of the Marine Corps.

3002-FMGT-1004: Manage the dormant transactions report(s)

DESCRIPTION: The management of dormant transactions is an internal controls practice used to assess whether commitments and obligations recorded are bona fide needs of the appropriations charged. Fund holders, with assistance from supporting accounting offices, shall review all transactions for timeliness, accuracy, and completeness. The purpose of the managing dormant transactions is to ensure valid commitments and obligations are properly recorded in the accounting records and ultimately result in receiving the goods and services commands ordered to meet mission requirements. MCO 7300.21_

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a sample, source documentation, access to financial AIS, access to Audit system, and access to applicable feeder systems.

STANDARD: To ensure dormant transactions are timely, accurate, complete and have a bona fide need. MCO 7300.21_

PERFORMANCE STEPS:

1. Verify report/sample is retrieved.
2. Validate research is conducted on dormant transactions.
3. Ensure transaction status is identified.
4. Collect supporting documentation.
5. Coordinate with external agencies, as required.
6. Ensure adjustments are processed in feeder systems.
7. Validate adjustments are reflected in the accounting system.
8. Identify applicable validation codes.
9. Verify reports are updated.
10. Complete certification statement, as required.
11. Submit report to HHQ.

PRIMARY REFERENCE:
1. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCES:
1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
2. MCO 4400.201

3002-FMGT-1005: Supervise the reconciliation of the Daily Transaction Report (DTR)

DESCRIPTION: The Daily Transaction Report contains transactions that posted in the previous days SABRS cycle to ensure that amounts, financial codes, quantities, etc. are correct. If in error, a correction may be required in either the source business feeder system, a correction notice processing for a payment, or an adjustment in SABRS. MCO 7300.21_

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documentation, access to a financial AIS, and access to applicable feeder systems.

STANDARD: To ensure transactions are processed in the accounting system in a timely manner enabling the command's fiscal resources to be devoted to achieve accomplishment of unit's assigned missions, and sustain audit readiness goals IAW current directives. MCO 7300.21_

PERFORMANCE STEPS:
1. Ensure financial filing system is established.
    a. Reconcile files with financial management reports.
    b. Assess segregation of duties.
2. Verify report is retrieved.
3. Manage pending/posted file across COEL transaction lifecycle.

4.   Coordinate adjustments, as necessary.
5.   Ensure files are updated, as appropriate.
6.   Validate report is annotated.
7.   Ensure DTR is retained.

PRIMARY REFERENCE:
1.   MCO 7300.21_ Marine Corps Financial Management Standard Operating
Procedure Manual

SUPPLEMENTAL REFERENCES:
1.   DoD 7000.14-R Department of Defense Financial Management Regulations
(DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
2.   OMB Circular A-123 Managements' Responsibility for Internal Control
3.   UM 4000-125 Retail Maintenance and Supply Execution Procedures
4.   MCO 4400.201 Management of Property in Possession of the Marine Corps
5.   NAVMC 4000.5_ Supply Officer's Internal Controls Handbook.

3002-FMGT-1007: Supervise Key Performance Indicator Reconciliation

DESCRIPTION: Fund holders should review key accounting performance indicator
reports, take appropriate action, and implement process improvements. MCO
7300.21_

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, HHQ/comptroller guidance, access to
financial AIS, access to applicable feeder systems, and source documents.

STANDARD: To ensure appropriate corrective action on is taken, on all
transactions, in a timely manner enabling the command's financial resources
to be devoted to achieve and maintain maximum operational readiness in order
to support Mission Essential Tasks, accomplishment of unit's assigned
missions, and sustain audit readiness goals. MCO 7300.21_

PERFORMANCE STEPS:
1.   Verify all required reports are retrieved.
2.   Analyze performance indicator reports for abnormal conditions and aged
transactions.
     a.   Identify unmatched disbursements and negative unliquidated
obligations.
     b.   Supervise transaction reconciliation with source documents.
     c.   Conduct unliquidated orders and outstanding travel orders
validations.
3.   Conduct causative research to identify root cause issues.
4.   Supervise corrective action.
5.   Verify accurate corrective action taken against the correct SDN.
6.   Analyze trends.
7.   Implement process improvements.

PRIMARY REFERENCES:
1.   MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCES:
1.   DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
2.   SABRS Abnormal and Aged Reports Manual "7 Deadly Sins"
3.   SABRS Customer Assistance Handbook
4.   OMB A-123 Managements' Responsibility for Internal Control

---

3002-FMGT-1008: Manage Status of Funds

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3002

DESCRIPTION: Commander's need to maintain awareness through weekly Status of Funds review. This includes all requirements in the financial cycle (Committed/obligated/expensed/liquidated) and pending requirements. Supply officers at the lowest echelon will update commanders on the unit's fiscal status including status of funds, authorized funds, execution goals, fixed and recurring costs. At increasing echelons of command, this will increase in scope to include managing budget execution variances for subordinate units. The endstate is that commands execute within their allocations avoiding severe under or over-execution. MCO 7300.21_

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, Comptroller/HHQ guidance, access to financial AIS, access to applicable feeder systems, and source documents.

STANDARD: Provide commander with updated budget information enabling the command to plan for use of funds, retain flexibility to meet unplanned requirements, achieve and maintain maximum operational readiness in order to support Mission Essential Tasks and accomplishment of unit's assigned missions. MCO 7300.21_

PERFORMANCE STEPS:
1.   Ensure financial management reports are generated. (SOF, active file, etc.)
2.   Separate SOF by fiscal data, if required.
     a. Appropriation
     b. Funding Function (OCO/baseline)
     c. HQMC mandated SICs and Cost Account Codes.
     d. BEA/BESA
3.   Supervise reconciliation of pending files.
4.   Supervise reconciliation of Abnormal Conditions and Aged Transactions.
     a. Error transactions
     b. Unmatched Disbursements (UMDs)
     c. Negative Unliquidated Obligations (NULOS)

     d. Outstanding Travel Orders (OTOs)
     e. Unliquidated Obligations (ULOs)
     f. Other Abnormal Conditions and Aged Transactions
5.   Ensure pending and error transactions are applied to SOF report.
6.   Incorporate future operational requirements (planned or unplanned).
7.   Determine true available balance.
8.   Brief the status of funds updating the commander

PRIMARY REFERENCES:
1.   MCO 7300.21_ Marine Corps Financial Management Standard Operating
Procedure Manual

SUPPLEMENTAL REFERENCES:
1.   DoD 7000.14-R Department of Defense Financial Management Regulations
(DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
2.   MCO 4400.150_ Consumer Level Supply Policy
3.   NAVMC 2664 Financial Guidebook for Commanders
4.   OMB Circular A-11 Preparation, Submission and Execution of the Budget
5.   OMB Circular A-123 Managements' Responsibility for Internal Control
6.   MCO 4400.201 Management of Property in Possession of the Marine Corps
7.   MARADMIN 514/17 OVERSEAS CONTINGENCY OPERATIONS (OCO) FISCAL EXECUTION
GUIDANCE
8.   UM 4000-125 Vol 6 FISCAL DATA MANAGER USERS MANUAL

3002-FMGT-1009: Apply Financial Data Elements (FDE)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

READINESS-CODED: NO

MOS PERFORMING: 3002

DESCRIPTION: Financial Data Elements (FDEs) are used to uniquely identify a specific order and provide meaning to the type of funds executed, identify what command executed them, and the purpose for executed funds. FDEs are critical to the Marine Corps' ability to articulate why we spend money on a requirement. Supply officers at all echelons of command will employ FDEs to enhance financial accuracy and increase business efficiency. FDEs include but are not limited to funding functions, Object Class Codes (OCC), Cost Account codes (CAC), Special Interest Codes (SIC), Job Order Number/Local Use (JNLU), and Reimbursable Order Numbers (RONs). Feeder systems including but not limited to GCSS-MC, PRBuilder, DTS, GCPC, Fuel (keys, cards, etc.), Servmart, and WAWF. MCO 7300.21_

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given HHQ guidance, commander's guidance, unit requirements, source documents, applicable data elements, access to applicable feeder systems, and access to the AIS.

STANDARD: to ensure timely posting of auditable financial data in accordance with MCO 7300.21_.

PERFORMANCE STEPS:

1.   Coordinate construction of Financial Data Elements (FDE) (i.e Job Order Number Local Use, etc.).
2.   Direct the construction of a Line of Accounting (LOA) or equivalent for respective feeder system.
3.   Verify FDEs in an LOA.
4.   Direct the construction of a document number, as required.
5.   Apply FDEs to requirements (Object Class Code / Sub-Object Class Code, etc.)
6.   Validate business feeder systems' FDEs via analysis and reconciliation.
7.   Supervise financial data input and output.

PRIMARY REFERENCES:
1.   MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCES:
1.   SABRS User Manual
2.   SABRS Customer Assistance Handbook
3.   MARADMIN 514/17 OVERSEAS CONTINGENCY OPERATIONS (OCO) FISCAL EXECUTION GUIDANCE

3002-FMGT-1010: Ensure the Proper Execution of Appropriation Law

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: As the unit's Supply Officer you are inherently responsible for ensuring the proper execution of appropriated funds. In order to ensure that all purchases are made in accordance with purpose, time, and amount. Utilizing the various tests and tools required to validate the requests of your unit you will be able to ensure all funds are done so without an Anti Deficiency Act (ADA) violation or an unauthorized commitment. (DoD FMR Vol 14)

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request for supplies or services.

STANDARD: To ensure that all purchases are made in accordance with purpose, time, and amount. (DoD FMR Vol 14)

PERFORMANCE STEPS:
1. Identify if the requests meets the bona fide need standard.
2. Ensure requirements are assigned to the correct appropriation.
3. Identify if the appropriation being used has sufficient funding.
4. Determine if the request is a special interest item or part of Emergency and Extraordinary Expenses (EEE) funding.
5. Advise the Commanding Officer on Appropriations Law.
6. Conduct Unauthorized commitment violation ratification process, as required.

PRIMARY REFERENCES:
1. DoD FMR Vol 14 Administrative Control of Funds and Anti-deficiency Act Violations

SUPPLEMENTAL REFERENCES:
1. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
2. USC Title 31 Subtitle II The Budget Process
3. SECNAVINST 7000.27_. Financial Management Policy Manual

3002-INVG-1001: Manage Financial Liability Investigations of Property Loss (FLIPL)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The purpose of this event is to ensure that financial liability is assessed when gear is damaged and/or lost and decrement adjustments to the property records are provided within the DD Form 200, when applicable. In that regard, the current method of initiating, tracking, and finalizing property loss investigation is the FLIPL manager. The supply shop, particularly, supply officers, are expected to be the focal point for FLIPL guidance, procedures, and tracking for a unit. (MCO 4400.201) This procedure replaces previous policy of submitting a Request for Investigation Letter to the CO/AO.

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given identified damaged or lost equipment, and access to the AIS.

STANDARD: To ensure the documentation, investigation, and assessment of financial liability for government property damage and/or loss, enables the commander to take corrective action to prevent recurrence of the incident. MCO 4400.201.

PERFORMANCE STEPS:
1. Supervise receipt of DD-200 in instance of loss or damage of gear.
   a. Assist in loss determination
   b. Ensure initiators include required information.
2. Supervise submission/routing of DD-200.
   a. Make recommendations regarding investigation.
   b. Advise the appointing/approving authority.
   c. Ensure Financial Liability Officers (FLOs) address all required elements in their findings, as required.
   d. Assist appointing/approving authority in obtaining legal sufficiency review, as required.
   e. Assist appointing/approving authority in incorporating required elements, as required.
3. Support command in financial liability notification.
4. Supervise appeals/request for reconsideration process, as required.

   a. Supervise receipt of appeal/reconsideration request.
   b. Advise appeal authority.
   c. Supervise receipt of appeal determination.
   d. Supervise debt collection process.
   e. Supervise notification of relief from financial liability.
5. Supervise debt collection process, as required.
6. Adjust Property Records, as required.
7. Track FLIPLs via a register.
8. Retain completed DD 200 forms and FLIPL packages IAW MCO 4400.201.
9. Ensure service members are aware of their rights throughout the process.

REFERENCES:
1. MCO 4400.201 Management of Property in Possession of the Marine Corps

---

3002-OPS-1001: Execute formal account turnover

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

Description: The purpose of this event is to outline the steps and procedures of outgoing and incoming supply officer, and / or commanding officer / accountable officer. The Certificate of Relief letter will indicate the status of supply operations within the command. MCO 4400.201

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, key performance indicators, and APSR.

STANDARD: To ensure incoming/outgoing officers have complete situational awareness of the status of readiness and supply operations with all required elements addressed. MCO 4400.201

PERFORMANCE STEPS:
1.   Compile the necessary information required (Key Performance Indicators).
2.   Schedule annual physical inventory.
3.   Complete annual physical inventory.
4.   Provide annual physical inventory certification.
5.   Prepare the Certificate of Relief.
6.   Provide Certificate of Relief
7.   Conduct appropriate acceptance of account actions.
      a.   Inspect the condition of the records, inventory results, supplies, personnel, and all other supply related matters.
      b.   Verify the accuracy of the outgoing Supply Officer's or Commanding / Accountable Officer's Certificate of Relief.
      c.   Prepare an endorsement addressing the outgoing Supply Officer's Certificate of Relief.
      d.   Provide the endorsement with the Certificate of Relief to the Commanding Officer.
8.   Ensure disposition of files.

PRIMARY REFERENCES:
1. [MCO 4400.201](#) Management of Property in Possession of the Marine Corps

SUPPLEMENTARY REFERENCES:
1. [NAVMC 2664](#) Financial Guidebook for Commanders

3002-PRAC-1001: Manage organizational property

DESCRIPTION: 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. [MCO 4400.201](#)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, unit requirements, property control documents, and AIS.

STANDARD: Maintain accurate accountability of organizational property to ensure effective control and support to the warfighter. [MCO 4400.201](#)

PERFORMANCE STEPS:
1.   Conduct wall-to-wall inventory.
2.   Supervise CMR reconciliations.
      a. Supervise causative research, as required.
      b. Recommend investigation actions, as required.
      c. Submit Missing Lost Stolen Recovered (MLSR) report, as required.
      d. Conduct property adjustments, as required.
      e. Ensure Money Value Gain/Loss (MVGL) notices are completed and filed.
3.   Monitor official message traffic for any applicable taskings or requests.
4.   Supervise commodity management of parent/child configurations.
5.   Supervise coordination of joint limited technical inspections (JLTIs)
6.   Manage receipts, issues, and temp-loans.
7.   Manage materiel redistributions.
8.   Supervise accountability of supply managed equipment (e.g. organizational property).
      a. Supervise maintenance of supply publications (SL-3, and SI) library
      b. Ensure access to publications AIS.
      c. Establish inventory control procedures.
9.   Manage sub-custody.
10. Supervise appointment of responsible officers.
11. Maintain key supporting documentation.

PRIMARY REFERENCES:
1.   [MCO 4400.201](#) Management of Property in Possession of the Marine Corps

SUPPLEMENTARY REFERENCES:

1. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3002-PRAC-1002: Manage small arms/light weapons accountability

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Supply officers will ensure property records maintain 100% accuracy of all small arms/light weapons. At higher echelons of command, requirements may include, but are not limited to, directing redistribution of small arms/light weapons via naval message, liaising with NSWC Crane / LOGCOM Small Arms Executive Agent, ensuring small arms/light weapon table of equipment allowances are registered in TFSMS, monitoring reporting of MLSRs to NCIS, and reconciling the DODAAD against NSWC Registry DODAAC directory. Due to the sensitive nature of this requirement, all adjustments/inventory results will be reported to the commander in writing. MCO 4400.201

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, unit requirements, property control documents, source documents, and AIS.

STANDARD: Ensure 100% inventory accuracy, accountability, and reporting of all small arms. MCO 4400.201

PERFORMANCE STEPS:
1. Manage the Annual Asset Verification Listing
2. Manage monthly serialized inventory (MSI).
   a. Conduct causative research, as required
   b. Execute corrective action, as required.
3. Manage dispositions of small arms/light weapons.
4. Obtain approval to retain all heritage assets and/or display equipment.
5. Account for heritage assets and/or display equipment.
6. Report transfer of weapons in appropriate time frame.
7. Maintain key supporting documentation.

PRIMARY REFERENCES:
1. MCO 4400.201 Volume 3 Management of Property in Possession of the Marine Corps

SUPPLEMENTARY REFERENCES:
1. MCO 5530.14_ MARINE CORPS PHYSICAL SECURITY PROGRAM MANUAL
2. MCO 5750.1_ Manual for the Marine Corps Historical Program
3. UM 4000-125 Retail Supply and Maintenance Execution Procedures
4. MCO 8300.1D Marine Corps Serialized Small Arms/Light Weapons Accountability Program (MCSSAAP)

3002-PRAC-1003: Manage consumable items

DESCRIPTION: A consumable 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). The Supply Officer must manage consumable items in such a way that promotes efficiency and mission accomplishment. MCO 4400.201

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, unit requirements, AIS, source documents, and on hand stocks.

STANDARD: Ensure that supplies, in proper quality and quantity are available to support mission requirements and that material is accounted for accurately. MCO 4400.201

PERFORMANCE STEPS:
1.   Identify consumable items.
       a. Identify classified, sensitive, and/or pilferable items
       b. Secure classified, sensitive, and/or pilferable items appropriately.
2.   Validate condition of items received.
3.   Manage receipts and issues.
4.   Manage the issue point.
5.   Support establishment and audit of Demand Supported Items (DSI), as required.
6.   Support establishment and sustainment of other blocks of supply, as required.
7.   Maintain key supporting documentation.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   DOD 4140.1-R DOD Supply Chain Materiel Management Regulation
2.   DOD 4140.26-M Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)
3.   DoD 4145.19-R-1 Storage and Material Handling
4.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3002-PSEF-1001: Manage personal effects

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Personal effects is a Commander's responsibility. Coordination between all levels of the command is essential to ensure the success of the

personal effects program. Specific actions pertaining to individual personal effects cases can vary based on a variety of factors (geographic location, deployment status, independent duty etc.); therefore, it is critical for the Supply Officer to directly advise the commander on personal effects operations.   (MCO 4400.201)

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, unit requirements, and morning reports.

STANDARD: Ensure timely inventory, chain of custody, storage, and disposition of personal effects. (MCO 4400.201)

PERFORMANCE STEPS:
1.   Coordinate with section leaders for potential personal effects cases.
2.   Ensure daily reports published by the unit admin section are reviewed.
3.   Ensure secure storage space is allocated.
4.   Ensure inventory boards are appointed in writing.
5.   Supervise update of inventory boards to maintain currency.
6.   Supervise training of inventory board member, as required.
7.   Ensure packing/packaging material and forms are available.
8.   Ensure that inventories are conducted within the established time frames.
9.   Supervise recovery of uniforms and individual issue items as required.
10.   Ensure disposition is executed.
11.   Establish procedures to support combat operations and deployments.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in Possession of the Marine Corps

SECONDARY REFERENCES:
1.   MCO 3040.4 Marine Corps Casualty Assistance Program
2.   SECNAV M-5210.1 Records Management Chapter 1 and 4

TRAINING AND EDUCATION MATERIAL:
Understanding the Personal Effects Process, This video was produced by FSMAO-East and describes the Personal Effects Process. (Available at: MarineNetVideoServices)

3002-REQM-1001: Manage the unit's requisition process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The requisition process includes the supply system purchases, garrison support activities, reimbursable funding activities, miscellaneous payments, replacement-in-kind, and subsistence in kind. Corrective actions may be required in either financial or supply AIS. MCO 4400.201

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's intent, a mission, unit requirements, AIS, and the references. While considering situation and time available and operating in a joint, coalition, inter-agency environment, as part of a MAGTF, across the range of military operations (ROMO).

STANDARD: To ensure requisite supplies, services, equipment, and repair parts are on hand to sustain the mission at the correct place and time IAW commander's intent. MCWP 4-11.7 Chapter 1

PERFORMANCE STEPS:
1.   Ensure supply personnel are delegated appropriate authorities.
2.   Adjudicate requests.
     a. Ensure request is submitted by authorized originator.
     b. Identify and determine salient details are provided for the requirement.
     c. Determine procurement method.
3.   As required, obtain authorization to procure items via nonstandard procurement methods (e.g. Item Manager, GSA Contracting, DLA Troop Support, War Reserve).
4.   Procure supplies or services.
5.   Verify transaction has posted in the financial AIS.
6.   Manage requisition tracking.
7.   Manage requisition reconciliation.
8.   Supervise corrective actions, as required.
9.   Manage receipt/acceptance.
10. Ensure Supply Discrepancy Reports (SDRs) are submitted, as required.
11. Manage issues.
12. Manage requisition close out.
13. Supervise maintenance of key supporting documentation.

PRIMARY REFERENCES:
1.   MCWP 4-11.7
2.   MCO 4400.150_ Consumer Level Supply Policy
3.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTARY REFERENCES:
1.   DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
2.   MCO 5200.24_ Marine Corps Managers' Internal Control Program
3.   MCO 7100.8_ Field Budget Guidance Manual
4.   NAVMC 2664 Financial Guidebook for Commanders
5.   NAVSUPINST 4200.99 Department of the Navy Government-Wide Commercial Purchase Card Program Policy
6.   OMB Circular A-11 Preparation, Submission and Execution of the Budget
7.   OMB Circular A-123 Managements' Responsibility for Internal Control
8.   UM 4000-125 Retail Supply and Maintenance Execution Procedures
9.   NAVMC 4000.4A Naval Logistics Integration Playbook.
10. MCO 4400.16H UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)

3002-REQM-1002: Manage a unit-level GCPC program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The DON GCPC Program expedites the acquisition of mission critical supplies and services by simplifying the procurement process for purchases that are less than or equal to the micro-purchase threshold. Proper use of the GCPC eliminates procurement acquisition lead-time and results in substantial transaction cost savings. Doing so, requires managing the appropriate number of cardholders and alternate approving capabilities to support the mission and mitigate risk of fraud. NAVSUPINST 4200.99C

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, a defined area of operations, HHQ operations order, unit requirements, access to AIS, and access to a warranted contracting entity.

STANDARD: To eliminate procurement lead-time and acquire mission critical supplies and services to support Mission Essential Task execution, accomplishment of unit's assigned missions, and fulfill material readiness and audit requirements. NAVSUPINST 4200.99C

PERFORMANCE STEPS:
1. Manage nomination of card holders (CH) and alternate approving officials (AO).
2. Supervise CH/AO refresher training.
3. Request modifications for higher thresholds via APCs (e.g. contingency operations, OCONUS, or per local policy).
4. Supervise open market purchases with the GCPC.
    a. Identify special attention items.
    b. Obtain waivers (IT/ITPRAS, HAZMAT, etc...).
    C. Screen mandatory sources) FEDMALL, GSA...)
5. Support CH in calculating daily exchange rate for foreign currency (congressional budget exchange rate) as required.
6. Supervise purchase of nonstandard requirements.
    a. Commercial-off-the-shelf (COTS) training using a SF-182.
    b. Supervise DLA Document Services purchases with the GCPC.
    c. Supervise purchase of AbilityOne Program/Unicor products with the GCPC.
7. Manage Line of Accounting (LOA) assignment to transactions.
8. Approve transactions within required time frame.
9. Certify accounts, electronically or manually, as required.
10. Resolve unauthorized commitments, as required.
11. Support cardholders in dispute resolution, as required.
12. Supervise close-out procedures (CH, AO, and accounts).
13. Supervise KSD retention.
14. Support audit requirements

PRIMARY REFERENCES:

1. NAVSUPINST 4200.99C Department of the Navy Government-Wide Commercial Purchase Card Program Policy

SUPPLEMENTAL REFERENCES:
1. DFARS- Defense Federal Acquisition Regulation Supplement
2. NAVMC 4000.4A Naval Logistics Integration Playbook
3. Marine Corps Acquisition Procedures Supplement (MAPS)
4. MCO 5271.1B Information Resources Management
5. MCO 7300.21B Marine Corps Financial Management Standard Operating Procedures

---

3002-REQM-1003: Manage Supply Military Standard Requisitioning and Issue Procedures MILSTRIP Requisitions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the working of any MILSTRIP requisition, regardless of AIS or system used. The Marine performing this step will be expected to understand what procurement vessel was utilized to initiate the request for supplies. MCO 4400.201

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, a mission, unit requirements, a existing requisition, and access to an AIS.

STANDARD: Ensure requirements are fulfilled to sustain the mission at the correct place and time IAW MCO 4400.201.

PERFORMANCE STEPS:
1. Review outstanding requisitions in appropriate AIS (DLA, Joint AIS, GSA, Interagency).
2. Supervise validation of priority designators, and requisition data.
   a. Validate shipping data
   b. Validate signal code for direct support.
3. Determine customer wait time.
   a. Employ AIS to identify critical item and logistics data.
4. Assess feasibility of support.
5. Identify problem documents (i.e. elongated lead times, lonesome, aged, etc...)
6. Supervise resolution of problem documents.
   a. Initiate alternate procurement methods
   b. Update requisition data
   c. Seek lateral support
   d. Submit Supply Assistance Request
   e. Reutilize items from DLA Disposition Services
   f. Liaise with appropriate program office.
   g. Coordinate advanced manufacturing solution, if available.
7. Maintain in-transit visibility of mission critical material.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. UM 4000-125
2. MCTP 3-40H MAGTF Supply Operations
3. DODM 4100.39 Federal Logistics Information System (FLIS) Procedures
4. DLM 4000.25-1 Military Standard Requisitioning and Issue Procedures (MILSTRIP)
5. MCO 4700.4 Additive Manufacturing Policy

3002-C2-2001: Assist in Force Deployment Planning & Execution (FDP&E) Process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Includes long-term planning and distribution of all classes of supply and sustainment in support of the MAGTF exceeding the initial 90 days of War Reserve Materiel (WRM) (Non-WRM long-term sustainment support begins after 61 days). Supply/sustainment is directly involved with the FDP&E process in order to ensure that requirements are synchronized with the Concept of Operations (CONOPS) and registered within the TPFDD when needed. MCO 3000.18

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: As part of a battle staff, given a warning order, commander's guidance, unit manning document, Equipment Density List (EDL), and access to AIS.

STANDARD: Ensuring support to the operational plan by preparing unit to arrive at the correct location, properly equipped, and prepared for operations in support of assigned tasks. MCO 3000.18

PERFORMANCE STEPS:
1. Identify Supply Responsibilities (internal/external support relationships).
2. Participate in planning.
   a. Assess supply related planning factors.
   b. Submit for creation/modification of TAC-1 and TAC-2 addresses.
3. Task organize to support FDP&E requirements.
   a. Participate in creation of manning documents
   b. Participate in the creation of the Unit Equipment Density Lists (EDLs)
4. Participate in embarkation plan development.
   a. Ensure supplies are tactically distributed
   b. Supervise PP&P and embark preparation
   c. Supervise embarkation/movement to staging area
5. Recommend prioritization of movement of supplies.
6. Participate in determining Time Phased Force Deployment Data (TPFDD) supply section priorities.
7. Supervise conduct of inspections.

8. Supervise embarkation/movement to staging area, as required. (confirm embarkation plan)
9. Support Reception Staging Onward Movement and Integration (RSO&I) Planning.
10. Support the force flow plan.

PRIMARY REFERENCES:
1. MCO 3000.18_ Marine Corps Force Deployment Planning and Execution (FDP&E) Manual
2. MCO 4400.39 WAR RESERVE MATERIEL (WRM) POLICY

SUPPLEMENTAL REFERENCES:
1. JP 3-35 Deployment and Redeployment Operations
2. MCWP 5-1 Marine Corps Planning Process
3. MCTP 3-10A Marine Infantry Battalion
4. MCRP 3-10A.1 Infantry Company Operations
5. MCTP 3-40H MAGTF Supply Operations
6. MCTP 3-40B Tactical-Level Logistics
7. MCWP 4-12 Operational-Level Logistics
8. UM 4000-125 Retail Supply and Maintenance Execution Procedures
9. MCO 4400.201 Management of Property in Possession of the Marine Corps
10. DOD 4500.9-R (Part II) Defense Transportation Regulation Part II (Cargo Movement)
11. DoD 4145.19-R-1 Storage and Material Handling

3002-C2-2005: Determine Sustainment Requirements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: No

DESCRIPTION: The purpose of this event is to train Marines to plan support for the commander with initial supplies and resupply when required. Ensuring the consideration for Detainee Operations, humanitarian assistance/disaster relief, high altitude, Maritime, Jungle, cold weather… are considered.

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given commander's guidance, Operation Order, applicable TO&E (Table of organization and equipment) or Task Organized Equipment Density List (EDL), and access to AIS.

STANDARD: Ensuring timely and appropriate supply support, to enable the initiation, and sustainment of operations. MCTP 3-40H MAGTF Supply Operations

PERFORMANCE STEPS:
1. Determine requirement for each class of supply.
2. Establish minimum essential supplies and services to begin operations.
3. Determine sustainment requirements.
4. Identify resource shortfalls
5. Plan for operational requirements
6. Identify external support requirements.

7. Determine availability of external support.
8. Develop sustainment priorities.
9. Determine distribution requirements.
10.Task organize supply support elements

PRIMARY REFERENCES:
1. MCTP 3-40H MAGTF Supply Operations

SUPPLEMENTAL REFERENCES:
1. FM 101-5 Staff organizations and operations
2. FMFM 4-1 Combat Service Support Operations
3. MSTP PAM 4-0.2, A Logistics Planners' Guide
4. MCWP 4-12 Operational-level logistics
5. MCWP 4-11 Tactical-level logistics
6. MSTP PAM 5-0.3, MAGTF Planners' Reference Manual

3002-CSS-2002: Execute Support for Distributed Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Following the development of the concept of logistics support, execution of distributed operations requires continuous refinement to ensure mission accomplishment. Superficial knowledge of distributed operations and ignorance or underestimation of hazards and environmental effects may result in mission failure and the unnecessary loss of life. MCTP 3-40H

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an Operations Order, concept of sustainment support, commander's intent while operating in complex and distributed environments.

STANDARD: Enabling forces to operate IAW the concept of sustainment support that facilitates mission accomplishment in a distributed environment. MCTP 3-40H

PERFORMANCE STEPS:
1. Continuously conduct METT-TC
2. Establish distributed supply points
3. Supervise cross-functional Logistics Support Elements, as required.
4. Coordinate support from external agencies (Intermediary Staging Bases, Supply Management Elements, etc.)
5. Serve as a supported unit Liaison Officer to the Logistics Operations Center, as required
6. Supervise support of traditional distribution/redistribution operations
7. Supervise Operational Contract Support integration.
8. Supervise support of non-standard distribution/redistribution operations (pack animals, porters, UAS, etc.)
9. Supervise the salvaging/reutilization of captured enemy supplies and equipment
10. Coordinate sustainment support of non-military equipment

11. Employ contingency supply locations (i.e. hidden supply caches)
12. Lead re-supply patrols, as required
13. Manage salvage/reutilization operations of military equipment

PRIMARY REFERENCES:
1. MCTP 3-40H MAGTF Supply Operations

SUPPLEMENTAL REFERENCES:
1. MCO 4450.14 Joint Service Manual for storage and materials
2. MSTP 4-0.2 Logistics Planners Guide
3. MCDP-4 Logistics
4. MCTP 3-40 Logistics Operations
5. MCO 4400.201

3002-DEPL-2001: Support secondary reparable (SECREP) shipment and retrograde

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: While forward deployed USMC code "F" SECREPs returned to the home RIP. USMC-owned code "A" SECREPs shipped from the home RIP to a deployed unit employing naval logistics integration capabilities. In unique situations 3002s (such as a deployed FMF elements) are the action officer for the supervision of SECREP shipments. NAVMC 4000.4A

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a defined area of operation, commander's intent, a mission, unit requirements, access to AIS, while in a deployed environment, and knowledge of the references.

STANDARD: To Optimize SECREP exchange process while reducing storage requirements for pending shipments. NAVMC 4000.4A

PERFORMANCE STEPS:
1. Supervise the obtaining of access to SECREP AIS (ATAC/eRMS).
2. Coordinate secondary repairable (SECREP) support via respective reparable issue point (RIP).
3. Coordinate with NAVSUP WSS ATAC/eRMS Program Manager to identify TARP representative and establish support timelines.
4. Coordinate assistance and training from the Technical Assistance for Repairables Processing (TARP) Program.
5. Establish a Using Unit Reparable Issue Point.
6. Coordinate the establishment of a supporting ATAC node for processing and shipping of repairables, as required.
7. Supervise packaging, handling, storage and transportation of SECREPs.
   a. Ensure designated personnel have proper authorities for shipment certification (HAZMAT, KMI, etc)
8. Employ SECREP AIS (ATAC/eRMS) to execute a SECREP exchange.

PRIMARY REFERENCES:

1. NAVMC 4000.4A Naval Logistics Integration Playbook

SUPPLEMENTAL REFERENCES:
1. MCO 4400.201 Management of Property in Possession of the Marine Corps.
2. MCO 4400.200 Marine Corps Coordinated Secondary Reparable Management (CSM) Program
3. MCTP 3-40H MAGTF Supply Operations

3002-DEPL-2002: Expedite Priority Material Sourcing

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Navy's Priority Material Office (PMO) sources, expedites and tracks Urgency of Need Designator "A" (UND A)(the navy calls this IPG-1) requisitions for select Marine Corps, Navy, and Coast Guard units while maintaining in-transit visibility for customers and higher commander elements. Units are authorized to use PMO and their system as a point of entry for IPG-1 requisitions. NAVMC 4000.4A

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Force Activity Designator (F/AD) 1 or 2, commander's intent, a mission, unit requirements, access to AIS.

STANDARD: To ensure customer wait time is minimized for mission essential items and critical material IAW the references. NAVMC 4000.4A

PERFORMANCE STEPS:
1. Validate F/AD 1 or 2 status.
2. Obtain Priority Material Office (PMO) contacts in the relevant Area of Responsibility.
3. Obtain access to PMO AIS accounts (e.g. Prime).
4. Conduct pre-deployment coordination with PMO, LOGCOM (SID), supporting SMU, and comptroller.
5. Provide funding authorization to the PMO (via fund code, line of accounting, funding document, and transportation account code (TAC))
6. Establish User Account Controls.
7. Determine applicable requisitions.
    a. Have the correct priority
    b. Verify that items are not resident in on hand stock.
    c. Verify MC supply system cannot provide fulfilment of items in timely manner.
8. Source priority UND A (IPG-1) requisitions.
9. Track requisitions via PMO AIS (Prime).
10. Supervise receipt validation with PMO.

PRIMARY REFERENCES:
1. NAVMC 4000.4A Naval Logistics Integration Playbook

SUPPLEMENTAL REFERENCES:

1. MCO 4400.201 Management of Property in Possession of the Marine Corps
2. DOD 4140.1-R DOD Supply Chain Material Management Regulation
3. DOD 4140.26-M Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)
4. MCO 4400.16H Uniform Materiel Movement and Issue Priority System (UMMIPS)

3002-DEPL-2004: Coordinate NLI Contracting Support

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Naval Logistics Integration (NLI) has a clear end state: an integrated naval logistics capability that can operate seamlessly, afloat or ashore, successfully supporting and sustaining operations in a joint warfighting environment. Contracting authority discussed in the NLI concept includes NAVSUP, NAVFAC (Navy Facilities Engineering Command), Coast Guard Director of Contracting and Procurement (CG-91). NAVMC 4000.4A

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given commander's intent, HHQ operations order, a defined operational area, unit requirements, access to AIS, access to a warranted contracting entity, and the references

STANDARD: To optimize logistics performance by leveraging economies of scale while avoiding unnecessary duplication of effort and market competition; and facilitating fulfillment of commercial support requirements IAW the references. NAVMC 4000.4A

PERFORMANCE STEPS:
1. Request NLI agreement for contracting authority.
2. Review Annexes D and W of higher's operations order.
3. Identify Geographic Combatant Commander's (GCC) designated lead service for contracting / contracting coordination, as required.
4. Assist in request for contracting authority as required (during pre-deployment planning).
5. Coordinate support requirements from husbanding service contracts while serving as the designated ordering officer.
6. Coordinate support from NAVSUP Fleet Logistics Center (FLC) Field contracting cell, as required.
7. Coordinate with MEF/MARFOR G4 Operational Contract Support (OCS) section, as required.
8. Submit requirements for commercial support to a requirements review board, as required.
9. Assist in maintaining oversight of Contractors Authorized to Accompany the Force (CAAF) i.e. paying equipping, accountability of contractors, as required.
10. Coordinate support from Naval Facilities Engineering Command (NAVFAC), as required.
    a. Contingency Engineering Business Line (CEBL)
    b. Global Contingency Construction Contracts (GCCC)

    c. Global Contingency Services Multi-Award Contracts.

PRIMARY REFERENCES:
1. NAVMC 4000.4A Naval Logistics Integration Playbook

SUPPLEMENTAL REFERENCES:
1. MCTP 3-40H MAGTF Supply Operations
2. DFARS Defense Federal Acquisition Regulation Supplement
3. JP 4-10 Operational Contract Support
4. MCRP 4-11H Multi-Service Tactics, Techniques, and Procedures for Operational Contract Support
5. Naval Warfighting Publication 4-0M

3002-FMGT-2001: Support Unit Travel Administration Program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Units must authorize travel necessary to accomplish the mission effectively and economically while establishing internal controls to ensure that only authorized travel is approved. Although, oversight of the Temporary Additional Duty (TAD) process is often assigned to the unit administration section, this T&R event serves as checklist for the supply officer who will be required to provide significant financial oversight of this program. (JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employee)

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to current Travel Management System (TMS), Financial Data Elements, and a budget.

STANDARD: To ensure travel budgets are executed to support mission essential requirements. (JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employee)

PERFORMANCE STEPS:
1. Validate Lines of Accounting are accurately loaded in system.
2. Validate funding is loaded into the lines of accounting.
3. Supervise Finance Defense Travel Administrators.
4. Supervise Cross Organization Funding (X-org funding).
5. Manage Fiscal Year Crossover documents.
6. Review authorizations and amendments.
7. Apply Financial Data Elements.
8. Review vouchers.
9. Supervise correction of accounting system rejects, abnormal conditions, and aged transactions (OTO, OTA, etc.).

PRIMARY REFERENCE:
1. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employee

SUPPLEMENTAL REFERENCE:
1.   MCO 4650.39 Defense Travel System
2.   MCO 7300.21 Marine Corps Financial Management SOP

3002-MISC-2001: Support user account management

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

DESCRIPTION: Responsibility for overall supply administrative functions and funding execution includes maintenance controls for access to systems that are used to obligate the activity's appropriations, alter custodial records/balances, support purchase requests/requisitioning/receipt and acceptance/equipment accountability/financial management and other supply chain management functions. This includes recommending appointment of additional administrators. Pseudonyms for this function include group administrator, Group Account Manager, unit user account manager (UUAM), user administrator, workflow manager etc. MCBUL 4000

CONDITION: Given commander's intent, unit requirements, and AIS access.

STANDARD: Ensure access to workstations, applications, and networks in order to enable sustainment activities. MCBUL 4000

PERFORMANCE STEPS:
1.   Supervise processing of DD 2875 System Access Authorization Request (SAAR).
2.   Identify requirements for high risk roles with financial approval ability.
3.   Support the Unit Account Manager to ensure users have appropriate access to required system.
    a.   Determine access required by user
    b.   Determine appropriate roles, responsibilities, and resource groups.
    c.   Support account reconciliation, as required.
4.   Supervise account control for DOD systems via DLA accounts management AIS.
5.   Supervise account control for joint systems, as required (GSA, OTS, GCSS-Army, Etc).

PRIMARY REFERENCES:
1.   MCBUL 4000 Access Management and Internal Controls for Electronic Commerce Systems

SUPPLEMENTAL REFERENCES:
1.   MCO 4400.201 Management of Property in Possession of the Marine Corps
2.   DODI 8500.2 Information Assurance Implementation
3.   MCO 7300.21B Marine Corps Financial Management Standard Operating Procedures

4. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3002-OCS-2001: Coordinate Contract Support Integration

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Post contract award oversight is the function of monitoring and reporting contract execution as it relates to unit-mission readiness. This function is a requiring activity function but it relates to overall joint force readiness. This process is directly related to, and in support of, the acquisition policy-directed contract administration function. This contract administration support is through the unit-provided contracting officer's representatives (CORs) and receiving officials. Contractor management is the oversight and integration of contractor personnel and associated equipment in support to military operations. Employing commercial services requires oversight and management from the supported unit. MCRP 4-11H

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given adjudicated requirements, administrative supplies, appointed personnel, and access to AIS.

STANDARD: Ensure the supported unit receives requested services and supplies IAW terms and conditions of the contract ISO the Mission. JP 4-10

PERFORMANCE STEPS:
1. Liaise with local contracting unit
    a. Receive applicable training, as required.
    b. Identify contract management plan in Annex D/W of higher's operations order. (i.e. GFE, contract thresholds, etc)
2. Coordinate with supported unit to support contract management plan.
3. Submit completed purchase request package (PR) in AIS (in Joint Environment AIS may differ)
4. Support contracting officer (KO) communication with supported unit, as required.
5. Modify PR, as required
6. Track period of performance for all service contracts.
7. Verify receipt of supplies/services, as required.
8. Certify receipt of supplies/services, as required.
9. Maintain Key Supporting Documentation.
10. Plan and implement contract renewal request actions to meet anticipated procurement acquisition lead time.
11. Establish standard operating procedures.

PRIMARY REFERENCES:
1. MCRP 4-11H Multi-Service Tactics, Techniques, and Procedures for Operational Contract Support

SUPPLEMENTARY REFERENCES:
1. FAR- Federal Acquisition Regulations

2. DFARS- Defense Federal Acquisition Regulation Supplement
3. NMCARS- Navy/Marine Corps Acquisition Regulation Supplement
4. MAPP- Marine Corps Acquisitions Policy and Procedures
5. MCO 4200.34
6. MCO 4400.201
7. JP 4-10 Operational Contract Support
8. MCTP 3-40H MAGTF Supply Operations

SUPPORT REQUIREMENTS: These requirements are the minimum standards published by DPAP for nomination and appointment as a Contracting Officer Representative to a low performance risk firm-fixed price contract. Contracting offices typically require an in-person training conducted in addition to the listed DPAP requirements. Additional training requirements may be necessary based on the complexity of the acquisition. The level of performance risk and subsequent level of training necessary to be appointed as a Contracting Officer Representative (COR) will be designated by the Contracting Officer (KO) for each contract. Reference DPAP memo USA003259-11 for additional guidance.
https://www.acq.osd.mil/dpap/policy/policyvault/USA003259-11-DPAP.pdf
CLC 106 Contracting Officer's Representative with a Mission Focus
CLM 003 Overview of Acquisition Ethics
COR 206 Contracting Officer's Representatives in a Contingency Environment

---

3002-OPS-2001: Provide sustainment for austere or temporary locations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Providing sustainment to austere or temporary locations requires additional flexibility and scalable provisions of support. Logistics planners and specialists should understand the types, sequence, and level of support required to manage and integrate the sustainment requirements across the six functions of logistics to these elements. This level of support requires balancing the appropriate levels of logistical support with the anticipated requirements, while maintaining supply lines to isolated elements through heavily contested areas of operation. Due to these constraints, clandestine sustainment to austere or temporary locations will present unusual support challenges, requiring imaginative and unorthodox logistical solutions. JP 3-05.1

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a supported element, in an austere or temporary location, unit requirements, access to joint AIS, and the references.

STANDARD: Ensuring support at the right time, location, and in the correct quantities, in a permissive or denied environment. MCTP 3-40H

PERFORMANCE STEPS:
1. Conduct theater logistics analysis.
2. Manage clandestine sustainment network.

3. Supervise intermediate storage and bundling of shipments into the operational area.
4. Manage support for battlefield recovery.
5. Manage standard and non-standard distribution methods.
    a. Manage RECONDO Combat Service Support Patrols (CSSP), as required.
    b. Manage use of unmanned resupply systems, as required.
    c. Manage employment of aerial resupply methods, as required.
    d. Manage use of sub-surface resupply, as required.
    e. Incorporate a military deception plan with resupply methods, as required.
6. Manage procurement from local and outside sources (i.e 21st Century Foraging).
7. Support production and fabrication of unobtainable items.
8. Support reuse of captured enemy supplies and materiel.
9. Manage supporting financial networks.
10. Manage employment of additive manufacturing for flexible and responsive resupply.
11. Manage renewable energy production methods.
12. Monitor dependence on external support by class of supply.
13. Consult with supporting SJA (funding types, sources of supply, recipient of supplies...).

PRIMARY REFERENCE:
1. JP 3-05.1 Unconventional Warfare

SUPPLEMENTARY REFERENCES:
1. MCWP 3-36.1 MTTPs for Conventional Forces and Special Operations Forces Integration and Interoperability
2. JP 4-0 Joint Logistics
3. JP 3-13.4 Military Deception
4. JP 3-26 Counterterrorism
5. SI 11718B/12197A/12426A-35/1 JOINT PRECISION AIRDROP SYS 2K-M (JPADs)
6. MCTP 3-40H
7. NAVMC 4000.4A Naval Logistics Integration
8. MCO 4700.4 Additive Manufacturing Policy
9. MCTP 12-10B Urban Operations

3002-PRAC-2001: Obtain individual combat clothing and equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: 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.

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to draw equipment, commander's intent, designated area of operations, and a task organization.

STANDARD: To ensure the timely requisition and receipt of the required items to sustain the mission in accordance MCO 4400.201.

PERFORMANCE STEPS:
1. Supervise collection of updated unit personnel roster.
2. Coordinate/Calculate requirements (items required, tariff sizes, associated SL-3, RDD, etc).
3. Coordinate/Liaise with HHQ, CSP, etc.
    a. Request Individual Combat Clothing and Equipment (ICCE)
    b. Request Chemical, Biological, Radiological, and Nuclear Equipment (CBRN-E)
    c. Request Soft-Walled-Shelters and Camouflage Netting (SWS/CN)
    d. Request Special Training Allowance Pool (STAP)
4. Supervise assignment of responsible officer/individuals.
5. Establish standardized operating procedures (issue, accountability, recovery procedures and account reconciliation).
6. Coordinate/Supervise equipment draw.
7. Coordinate/Supervise equipment issue.
8. Coordinate/Supervise unserviceable equipment exchange, as required.
9. Coordinate/Supervise equipment return.
10. Coordinate/Supervise account closeout.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. MARADMIN 368/20 INDIVIDUAL COMBAT CLOTHING AND EQUIPMENT IN SUPPORT OF INDIVIDUAL AUGMENTS, PERMANENT CHANGE OF STATION, AND GLOBAL FORCE MANAGEMENT MISSIONS
2. UM 4000-125 Retail Supply and Maintenance Execution Procedures
3. MCTP 3-40H MAGTF Supply Operations
4. TM 10580-14/1 Rigid wall shelters, soft wall shelters, field feeding systems and family of containers equipment listing
5. TM 4451-20/1 Consolidated Storage Program Serviceability Standard for Infantry Combat Equipment

---

3002-PRAC-2002: Manage non-standard Property, Plant, & Equipment (PP&E)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event will enable supply personnel to manage and account for non-standard equipment (NS-E).

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given commander's guidance unit requirements, property control documents, AIS, and the references.

STANDARD: Maintaining accurate accountability of property promoting more effective control of resources and logistics support to the warfighter. MCO 4400.201

PERFORMANCE STEPS:
1. Identify non-standard equipment requiring tracking (non-USMC TAMCN items)
2. Determine appropriate AIS for property (DPAS).
3. Account for Marine Corps procured research and development equipment.
4. Account for garrison property.
5. Manage garrison mobile equipment (GME).
6. Manage Heritage assets.
7. Manage depreciation and accountability of capital assets.
8. Manage joint property.
9. Manage donated property.
10. Manage foreign government provided equipment.
11. Manage seized and forfeited property.
12. Account for leased property.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. MCO 5800.16 Legal Support and Administration Manual
2. SECNAVINST 4001.2K Acceptance of Gifts
3. SECNAVINST 1659.1H Navy and Marine Corps Award Manual
4. SECNAVINST 7320.10A DON Personal Property Policies and Procedures

---

3002-REQM-2001: Supervise Unique GCPC Functions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: In certain limited circumstances, the GCPC may also be authorized for purchases at higher limits. The Program allows administrative and operational personnel to make micro-purchases without going to the procurement office. The USMC GCPC Program expedites the acquisition of mission critical supplies and services by simplifying the procurement process for purchases that are less than or equal to the micro-purchase threshold. NAVSUPINST 4200.99C and the Marine Acquisition Procedures Supplement outline the approval authorities and methods through which to execute the below. These enhance a unit's operational readiness by providing commanders with additional procurement flexibility when properly employed.

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given commander's guidance, HHQ operations order, a defined operational area, unit requirements, access to AIS, and access to a warranted

contracting entity.

STANDARD: To eliminate procurement lead-time and acquire mission critical supplies and services to support Mission Essential Task execution, accomplishment of unit's assigned missions, and fulfill material readiness and audit requirements. (Installation and Logistics Marine Corps Acquisition Procedures Supplement)

PERFORMANCE STEPS:
1. Obtain approval of span of control/separation of duties/MCC template waivers from APC/DONCPMD as required.
2. Procure wireless services via NAVSUP Nationwide contract.
3. Procure furniture via NAVSUP strategically sourced BPAs.
4. Establish and employ a convenience check account.
5. Employ a cardholder (CH) delegated on a SF1402/HCA delegation of authority as required.
6. Supervise Blanket Purchase Agreement (BPA) Calls with the GCPC.
7. Supervise issuing and placing orders against a Letter of Agreement when CH delegated on SF1402
8. Supervise placing delivery orders against a Federal Supply Schedule (FSS) with GCPC.
9. Supervise orders against Indefinite Delivery Type Contracts (IDTC) with GCPC.
10. Obtain Contingency Contracting Cardholder support up to the Simplified Acquisition Threshold (SAT) pursuant to authorities defined in 10 USC 101(a)(13) and humanitarian/peacekeeping operations defined in 10 USC 2320(8).
11. Support requirements generation for SAT increased thresholds under Special Emergency Procurement Authority.
12. Support reporting procurements to the Federal Procurement Data System-Next Generation (FPDS-NG) on a Contract Action Report (CAR) as required IAW FAR Subpart 4.6, DFARS PGI 204.670-2 and DFARS 253.204-70.
13. Obtain approval from appropriate authority to use the GCPC as a method of payment for a contractual vehicle above the MPT.
14. Obtain a WAWF waiver from HQMC I&L (Contracting) when using a GCPC as a method of payment.
15. Maintain electronic KSD IAW the references.

PRIMARY REFERENCES:
1. Installation and Logistics Marine Corps Acquisition Procedures Supplement

SUPPLEMENTAL REFERENCES:
1. FAR Federal Acquisition References
2. DFARS Defense Federal Acquisition Regulation Supplement
3. NAVMC 4000.4A Naval Logistics Integration Playbook
4. NAVSUPINST 4200.99C
5. NAVSUPINST 4200.85D
6. MCO 7300.21B Marine Corps Financial Management Standard Operating Procedures
7. MCO 4400.201 Management of Property in Possession of the Marine Corps.

3002-REQM-2002: Manage AIS(s) Deployment Preparation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Manage AIS Deployment Preparation: Automated Information Systems (AIS) provide Navy and Marine Corps personnel the tools and functions necessary to perform their day-to-day business: ordering, receiving, and issuing of services and materials; maintaining financial records; and reconciling supply, inventory, and financial records. This event provides the steps necessary to manage most AIS in a system agnostic way. This event does not imply or recommend that the unit supply officer should be the primary Using Unit Account Manager (UUAM) for GCSS-MC. MCTP 3-40H

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a warning order, unit requirements, and access to AIS(s).

STANDARD: Ensure the appropriate configurations are in place to efficiently optimize supporting sustainment systems in order to provide the right support at the right time and place. NAVMC 4000.4A

PERFORMANCE STEPS:
1. Identify required AIS(s) (i.e. GCSS-MC, GCSS-Army, Navy ERP, etc).
2. Organize sustainment sourcing logic.
     a. Submit requirement documentation to reorganize sustainment sourcing logic (i.e. Abbreviated BR-100).
     b. Update TAC addresses as required.
     c. Update AAC(s) in AIS(s) as required.
     d. Update cargo routing network (i.e. CRIF, Cargo Routing Matrix, etc).
3. Ensure AIS(s) account managers configure work flows to support all elements.
4. Support AIS(s) account managers in 100% user account validation.
5. Ensure financial data manager creates approval flow to support all elements.
6. Obtain standard budget account data (LOAs) to support orders/requisitions.
7. Coordinate with internal/external communications agencies to ensure functional access to AIS(s).

PRIMARY REFERENCES:
1. NAVMC 4000.4A Naval Logistics Integration

SUPPLEMENTAL REFERENCES:
1. TM 2800-QRG/B Quick Reference Guide for GCSS-MC Wide Area Network Optimization (WAN-OPT)
2. MCTP 3-40H MAGTF Supply Operations
3. UM 4000-125 Retail Supply and Maintenance Execution Procedures
4. MCO 4400.201 Management of Property in Possession of the Marine Corps

---

3002-TRNG-2001: **Develop a Unit Training Plan**

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Supply officers will develop deliberate tailored training plans to ensure personnel sustain proficiency to effectively support unit mission accomplishment. Higher echelons of command will assist lower echelons in identifying and utilizing training resources, with evaluation and remediation support, and with relating individual standards to collective standards/METs. Training plans will establish training priorities, maintain a consistent combat focus, address future proficiency, focus on real-world lead times, allocate resources efficiently and include clear training objectives/guidance. The end result will be the publication and execution of a challenging standards-based, performance and mission oriented, mid and short range training plan to include evaluation.

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given Commander's Training Guidance (CTG), training records, TEEP, and access to an AIS.

STANDARD: To create a short and mid-range training plan to sustain appropriate skill levels in order to support unit's execution of Mission Essential Tasks and accomplishment of assigned missions.

PERFORMANCE STEPS:
1. Review analysis, inspection, and audit results.
2. Evaluate technical knowledge of unit supply personnel.
3. Analyze unit's mission, mission essential tasks, and TEEP to determine support requirements.
4. Determine sustainment training requirements
5. Define training objectives/endstate,
6. Prioritize requirements based on analysis of training requirements.
7. Develop a training plan (i.e. including scheduling prime time, training cycles and planning for remediation training).
8. Conduct backward planning
9. Align available training resources with training priorities.
10. Execute training, evaluation, and remediation.
11. Ensure training is recorded.
12. Integrate standard operating procedures into training.

PRIMARY REFERENCES:
1. MCO 1553.3_ Unit Training Management (UTM) Program

SUPPLEMENTAL REFERENCES:
1. MCTP 8-10A Unit Training Management Guide
2. MCTP 8-10B How to Conduct Training
3. NAVMC 1553.1_ Marine Corps Instructional Systems Design/Systems Approach to Training and Education Handbook
4. MCDP 7 Learning
5. MCO 11240.118 Licensing Program for tactical wheeled motor transport equipment operators.
6. NAVMC 3500.19 Marine Corps Common Skills
7. Local SOP Local Standard Operating Procedures

SCM T&R MANUAL

CHAPTER 6

MOS 3010 INDIVIDUAL EVENTS

SCM T&R MANUAL

CHAPTER 6

MOS 3010 INDIVIDUAL EVENTS

6000. PURPOSE. This chapter details the individual events that pertain to Supply Chain Management Operations Officer. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

6001. EVENT CODING

Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

    a. Field one. This field represents the community. This chapter contains the following community codes:

Code	Description
3010	Supply Chain Management Operations Officer

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code	Description
C2	Command and Control
CSS	Combat Service Support
DEPL	Deployment Support
FMGT	Financial Management
INVG	Investigations
MISC	Miscellaneous Procedures
OCS	Operational Contracting Support
OPS	Operations
PRAC	Property Accounting
PSEF	Personal Effects
REQM	Requisition Management
TRNG	Training

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code	Description
2000	Core Plus Skills

6002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
2000 Level Events		
3010-C2-2001	Develop a supply support plan	6-4

3010-C2-2002	Manage Procurement Requirements	6-5
3010-C2-2003	Assist in Force Deployment Planning & Execution (FDP&E) Process	6-6
3010-C2-2004	Supervise Expeditionary Storage Operations	6-7
3010-C2-2005	Determine Sustainment Requirements	6-8
3010-CSS-2002	Execute Support for Distributed Operations	6-9
3010-DEPL-2001	Support secondary reparable (SECREP) shipment and retrograde	6-10
3010-DEPL-2002	Expedite Priority Material Sourcing	6-11
3010-DEPL-2004	Coordinate NLI Contracting Support	6-12
3010-FMGT-2001	Develop fiscal year budget	6-13
3010-FMGT-2002	Manage fiscal year spending plan	6-14
3010-FMGT-2003	Supervise financial management procedures	6-15
3010-FMGT-2004	Manage the dormant transactions report(s)	6-16
3010-FMGT-2005	Supervise the reconciliation of the Daily Transaction Report (DTR)	6-17
3010-FMGT-2006	Support Unit Travel Administration Program	6-18
3010-FMGT-2007	Supervise Key Performance Indicator Reconciliation	6-19
3010-FMGT-2008	Manage Status of Funds	6-20
3010-FMGT-2009	Apply Financial Data Elements (FDE)	6-21
3010-FMGT-2010	Ensure the Proper Execution of Appropriation Law	6-22
3010-INVG-2001	Manage Financial Liability Investigations of Property Loss (FLIPL)	6-23
3010-MISC-2001	Support user account management	6-24
3010-OCS-2001	Coordinate Contract Support Integration	6-25
3010-OPS-2001	Execute formal account turnover	6-26
3010-OPS-2002	Provide sustainment for austere or temporary locations	6-27
3010-PRAC-2001	Manage organizational property	6-28
3010-PRAC-2002	Manage small arms/light weapons accountability	6-29
3010-PRAC-2003	Manage consumable items	6-30
3010-PRAC-2004	Obtain individual combat clothing and equipment	6-31
3010-PRAC-2005	Manage non-standard Property, Plant, & Equipment (PP&E)	6-32
3010-PSEF-2001	Manage personal effects	6-33
3010-REQM-2001	Manage the unit's requisition process	6-34
3010-REQM-2002	Manage a unit-level GCPC program	6-35
3010-REQM-2003	Manage Supply Military Standard Requisitioning and Issue Procedures MILSTRIP Requisitions	6-36
3010-REQM-2004	Supervise Unique GCPC Functions	6-37
3010-REQM-2005	Manage AIS(s) Deployment Preparation	6-39
3010-TRNG-2001	Develop a Unit Training Plan	6-40

6003. LIST OF 3010 EVENTS

3010-C2-2001: Develop a supply support plan

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Supply officers at the using unit (e.g., infantry battalion) will develop supply support plans for organic requirements, to include

planning for utilization of prepositioning capabilities, NLI, contracting, ACSA support, etc. At increased echelons of command, planning requirements will increase in scope to include joint and coalition planning and may include cultural considerations. Supply support plans will cover all required classes of supply, all required sub-functions of supply, and must consider the other functions of logistics and the other warfighting functions across the full spectrum of operations. The end result may be a supply order or simply advising the commander or an OPT of supply support considerations. MCTP 3-40H

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, commander's intent, higher's operation order, and access to AIS.

STANDARD: Ensure integration of supply support with the other functions of logistics to support mission accomplishment. MCTP 3-40H

PERFORMANCE STEPS:
1.   Review higher's commander's intent and concept of operations.
2.   Review Annex D and Annex W of higher's operations order.
3.   Identify supply-related CSS requirements.
4.   Identify organic capabilities.
5.   Identify shortfalls.
6.   Coordinate with higher, adjacent, supporting, and supported units.
7.   Provide input to establish the Tactical Logistics Organization (e.g. TACLOG, LOC, Etc) as required.
8.   Identify support requirements for materiel that will not be embarked with the deploying unit (e.g., RBE), as required.
9.   Develop supply support concept, as required.
10.   Develop supply support appendix, as required.

PRIMARY REFERENCES:
1.   MCTP 3-40H MAGTF Supply Operations

SUPPLEMENTAL REFERENCES:
1.   FM 101-5 Staff Organization and Operations
2.   FMFM 4-1 Combat Service Support Operations
3.   MCRP 1-10.1 Organization of the United States Marine Corps
4.   MCRP 4-11.8A Marine Corps Field Feeding Program
5.   MCTP 3-40A Health Service Support Operations
6.   MCWP 4-12 Operational-Level Logistics
7.   NAVMC 4000.4A Naval Logistics Integration (NLI) Playbook, Edition 4

TRAINING AND EDUCATION MATERIAL:
1. https://www.intellipedia.intelink.gov/wiki/ACSA
2. https://www.acq.osd.mil/ic/ACSA.html

Prerequisite JKO courses in order to utilize ACSA:
1. J3O P-US1293 ACQUISITION AND CROSS-SERVICING AGREEMENTS (ACSA) OVERVIEW
2. J3O P-US1295 AGATRS ESSENTIALS
3. J3O P-US 1294 FOGO ACSA PROGRAM ESSENTIALS

3010-C2-2002: Manage Procurement Requirements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Procure assets/services based on the determination of requirements to sustain the supported unit. This event includes integrating overall end users and SMEs, following-through with contracting requirements until support is received, and understanding the flow of the contracting process and general responsibilities therein. JP 4-10 Operational Contract Support

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, HHQ operations order, a defined operational area, unit requirements, access to AIS, and access to a warranted contracting entity.

STANDARD: Ensuring unit receives commercial support at the right place, time, and price while compliance with laws, regulations, and policies. DFARS Defense Federal Acquisition Regulation Supplement

PERFORMANCE STEPS:
1. Validate the requirement.
2. Conduct initial market research.
3. Participate in commercial procurement method selection:
    a. GCPC
    b. Contracting
    c. Field Ordering Officer (FOO)/Unit Pay Agent (UPA) via SF 44.
4. Supervise generation of requirement documents from originator (SOW, Salient Characteristics, waivers etc).
5. Determine purchase threshold based on procurement method.
6. Conduct thorough market research.
7. Gain approval/concurrence from requirement review boards when required.
8. Supervise submission of purchase request via appropriate AIS.
9. Liaise with contracting organization for duration of process
    a. pre-solicitation
    b. solicitation
    c. post-solicitation
    d. pre-award
    e. award
    f. post-award actions.
10. Supervise purchase modification, as required.
11. Supervise invoicing, receipt and acceptance electronically in WAWF.
12. Supervise KSD retention.

PRIMARY REFERENCES:
1. DFARS Defense Federal Acquisition Regulation Supplement

SUPPLEMENTAL REFERENCES:
1. MCTP 3-40H MAGTF Supply Operations

2. JP 4-10 Operational Contract Support
3. MCRP 4-11H Multi-Service Tactics, Techniques, and Procedures for Operational Contract Support
4. NAVMC 4000.4A Naval Logistics Integration
5. MCO 4200.34 Contingency Contracting Force (CCF) Program
6. MAPP Marine Corps Acquisition Policy and Procedures

ADMINISTRATIVE NOTE: This event can be augmented through the use of the following enablers: Distance learning via DAU, Joint Knowledge Online OCS Essentials for Commanders and Staff (J4O P-US380A & P-US380B), and Army's OCS Course available through the Army Logistics University website.

3010-C2-2003: Assist in Force Deployment Planning & Execution (FDP&E) Process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Includes long-term planning and distribution of all classes of supply and sustainment in support of the MAGTF exceeding the initial 90 days of War Reserve Materiel (WRM) (Non-WRM long-term sustainment support begins after 61 days). Supply/sustainment is directly involved with the FDP&E process in order to ensure that requirements are synchronized with the Concept of Operations (CONOPS) and registered within the TPFDD when needed. MCO 3000.18

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: MOJT

CONDITION: As part of a battle staff, given a warning order, commander's guidance, unit manning document, Equipment Density List (EDL), and access to AIS.

STANDARD: Ensuring support to the operational plan by preparing unit to arrive at the correct location, properly equipped, and prepared for operations in support of assigned tasks.   MCO 3000.18

PERFORMANCE STEPS:
1. Identify Supply Responsibilities (internal/external support relationships).
2. Participate in planning.
   a. Assess supply related planning factors.
   b. Submit for creation/modification of TAC-1 and TAC-2 addresses.
3. Task organize to support FDP&E requirements.
   a. Participate in creation of manning documents
   b. Participate in the creation of the Unit Equipment Density Lists (EDLs)
4. Participate in embarkation plan development.
   a. Ensure supplies are tactically distributed
   b. Supervise PP&P and embark preparation
   c. Supervise embarkation/movement to staging area
5. Recommend prioritization of movement of supplies.
6. Participate in determining Time Phased Force Deployment Data (TPFDD) supply section priorities.

7. Supervise conduct of inspections.
8. Supervise embarkation/movement to staging area, as required. (confirm embarkation plan)
9. Support Reception Staging Onward Movement and Integration (RSO&I) Planning.
10. Support the force flow plan.

PRIMARY REFERENCES:
1. MCO 3000.18_ Marine Corps Force Deployment Planning and Execution (FDP&E) Manual
2. MCO 4400.39 WAR RESERVE MATERIEL (WRM) POLICY

SUPPLEMENTAL REFERENCES:
1. JP 3-35 Deployment and Redeployment Operations
2. MCWP 5-1 Marine Corps Planning Process
3. MCTP 3-10A Marine Infantry Battalion
4. MCRP 3-10A.1 Infantry Company Operations
5. MCTP 3-40H MAGTF Supply Operations
6. MCTP 3-40B Tactical-Level Logistics
7. MCWP 4-12 Operational-Level Logistics
8. UM 4000-125 Retail Supply and Maintenance Execution Procedures
9. MCO 4400.201 Management of Property in Possession of the Marine Corps
10. DOD 4500.9-R (Part II) Defense Transportation Regulation Part II (Cargo Movement)
11. DoD 4145.19-R-1 Storage and Material Handling

3010-C2-2004: Supervise Expeditionary Storage Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Storage involves the safekeeping of supplies and equipment in a ready-for-issue condition. The storage function includes the process of receipting for supplies and equipment from a source and the responsibility for maintaining accurate inventory controls.   This event is focused on deployed/expeditionary storage operations. MCTP 3-40H MAGTF Supply Operations

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a defined area of operations, commander's intent, HHQ operations order, Physical Network Analysis (PNA) map overlay, unit requirements, material, equipment, and access to AIS.

STANDARD: Ensuring supplies necessary to maintain constant combat operations are protected and are readily available to sustain the warfighter. MCTP 3-40H MAGTF Supply Operations

PERFORMANCE STEPS:
1. Participate in METT-TC analysis.
2. Determine storage method

   a. Plan sea-based storage operations, as required.
   b. Plan establishment of tailgate and service station supply points
ashore, as required.
3. Supervise storage layout
   a. Approve planograph
   b. Validate stock locators are established.
   c. Validate applicable container markings for storage and embarkation.
   d. Supervise storage container(s) serviceability, quantity and type, as
required.
4. Supervise COSIS.
   a. Supervise packing and preservation
   b. Supervise management of shelf life (FIFO)
   c. Supervise hazardous materials.
5. Plan transition of sea to shore or shore to sea storage operations.
6. Provide LOGSTATs, as required
7. Integrate storage plan into survivability effort

PRIMARY REFERNCE:
1. MCTP 3-40H MAGTF Supply Operations

SUPPLEMENTAL REFERENCES:
1. NAVMC 4000.4 Naval Logistics Integration
2. MCO 4400.201 Management of Property in Possession of the Marine Corps
3. MSTP 4-0.2A Logistics Planners Guide
4. MCWP 3-17.6 Survivability Operations
5. MCDP-4 Logistics
6. MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling

---

3010-C2-2005: Determine Sustainment Requirements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: No

DESCRIPTION: The purpose of this event is to train Marines to plan support
for the commander with initial supplies and resupply when required. Ensuring
the consideration for Detainee Operations, humanitarian assistance/disaster
relief, high altitude, Maritime, Jungle, cold weather… are considered.

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given commander's guidance, Operation Order, applicable TO&E
(Table of organization and equipment) or Task Organized Equipment Density
List (EDL), and access to AIS.

STANDARD: Ensuring timely and appropriate supply support, to enable the
initiation, and sustainment of operations. MCTP 3-40H MAGTF Supply Operations

PERFORMANCE STEPS:
1. Determine requirement for each class of supply.
2. Establish minimum essential supplies and services to begin operations.
3. Determine sustainment requirements.

4. Identify resource shortfalls
5. Plan for operational requirements
6. Identify external support requirements.
7. Determine availability of external support.
8. Develop sustainment priorities.
9. Determine distribution requirements.
10. Task organize supply support elements

PRIMARY REFERENCES:
1. MCTP 3-40H MAGTF Supply Operations

SUPPLEMENTAL REFERENCES:
1. FM 101-5 Staff organizations and operations
2. FMFM 4-1 Combat Service Support Operations
3. MSTP PAM 4-0.2, A Logistics Planners' Guide
4. MCWP 4-12 Operational-level logistics
5. MCWP 4-11 Tactical-level logistics
6. MSTP PAM 5-0.3, MAGTF Planners' Reference Manual

3010-CSS-2002: Execute Support for Distributed Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Following the development of the concept of logistics support, execution of distributed operations requires continuous refinement to ensure mission accomplishment. Superficial knowledge of distributed operations and ignorance or underestimation of hazards and environmental effects may result in mission failure and the unnecessary loss of life. MCTP 3-40H

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an Operations Order, concept of sustainment support, commander's intent while operating in complex and distributed environments.

STANDARD: Enabling forces to operate IAW the concept of sustainment support that facilitates mission accomplishment in a distributed environment. MCTP 3-40H

PERFORMANCE STEPS:
1. Continuously conduct METT-TC
2. Establish distributed supply points
3. Supervise cross-functional Logistics Support Elements, as required.
4. Coordinate support from external agencies (Intermediary Staging Bases, Supply Management Elements, etc.)
5. Serve as a supported unit Liaison Officer to the Logistics Operations Center, as required
6. Supervise support of traditional distribution/redistribution operations
7. Supervise Operational Contract Support integration.
8. Supervise support of non-standard distribution/redistribution operations (pack animals, porters, UAS, etc.)

9. Supervise the salvaging/reutilization of captured enemy supplies and equipment
10. Coordinate sustainment support of non-military equipment
11. Employ contingency supply locations (i.e. hidden supply caches)
12. Lead re-supply patrols, as required
13. Manage salvage/reutilization operations of military equipment

PRIMARY REFERENCES:

1. MCTP 3-40H MAGTF Supply Operations

SUPPLEMENTAL REFERENCES:
1. MCO 4450.14 Joint Service Manual for storage and materials
2. MSTP 4-0.2 Logistics Planners Guide
3. MCDP-4 Logistics
4. MCTP 3-40 Logistics Operations
5. MCO 4400.201

3010-DEPL-2001: Support secondary reparable (SECREP) shipment and retrograde

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: While forward deployed USMC code "F" SECREPs returned to the home RIP. USMC-owned code "A" SECREPs shipped from the home RIP to a deployed unit employing naval logistics integration capabilities. In unique situations 3002s (such as a deployed FMF elements) are the action officer for the supervision of SECREP shipments. NAVMC 4000.4A

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a defined area of operation, commander's intent, a mission, unit requirements, access to AIS, while in a deployed environment, and knowledge of the references.

STANDARD: To Optimize SECREP exchange process while reducing storage requirements for pending shipments. NAVMC 4000.4A

PERFORMANCE STEPS:
1. Supervise the obtaining of access to SECREP AIS (ATAC/eRMS).
2. Coordinate secondary repairable (SECREP) support via respective reparable issue point (RIP).
3. Coordinate with NAVSUP WSS ATAC/eRMS Program Manager to identify TARP representative and establish support timelines.
4. Coordinate assistance and training from the Technical Assistance for Repairables Processing (TARP) Program.
5. Establish a Using Unit Reparable Issue Point.
6. Coordinate the establishment of a supporting ATAC node for processing and shipping of repairables, as required.
7. Supervise packaging, handling, storage and transportation of SECREPs.

a. Ensure designated personnel have proper authorities for shipment certification (HAZMAT, KMI, etc)
8. Employ SECREP AIS (ATAC/eRMS) to execute a SECREP exchange.

PRIMARY REFERENCES:
1. NAVMC 4000.4A Naval Logistics Integration Playbook

SUPPLEMENTAL REFERENCES:
1. MCO 4400.201 Management of Property in Possession of the Marine Corps.
2. MCO 4400.200 Marine Corps Coordinated Secondary Reparable Management (CSM) Program
3. MCTP 3-40H MAGTF Supply Operations

3010-DEPL-2002: Expedite Priority Material Sourcing

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

READINESS-CODED: NO

DESCRIPTION: The Navy's Priority Material Office (PMO) sources, expedites and tracks Urgency of Need Designator "A" (UND A)(the navy calls this IPG-1) requisitions for select Marine Corps, Navy, and Coast Guard units while maintaining in-transit visibility for customers and higher commander elements. Units are authorized to use PMO and their system as a point of entry for IPG-1 requisitions. NAVMC 4000.4A

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Force Activity Designator (F/AD) 1 or 2, commander's intent, a mission, unit requirements, access to AIS.

STANDARD: To ensure customer wait time is minimized for mission essential items and critical material IAW the references. NAVMC 4000.4A

PERFORMANCE STEPS:
1. Validate F/AD 1 or 2 status.
2. Obtain Priority Material Office (PMO) contacts in the relevant Area of Responsibility.
3. Obtain access to PMO AIS accounts (e.g. Prime).
4. Conduct pre-deployment coordination with PMO, LOGCOM (SID), supporting SMU, and comptroller.
5. Provide funding authorization to the PMO (via fund code, line of accounting, funding document, and transportation account code (TAC))
6. Establish User Account Controls.
7. Determine applicable requisitions.
    a. Have the correct priority
    b. Verify that items are not resident in on hand stock.
    c. Verify MC supply system cannot provide fulfilment of items in timely manner.
8. Source priority UND A (IPG-1) requisitions.

9. Track requisitions via PMO AIS (Prime).
10. Supervise receipt validation with PMO.

PRIMARY REFERENCES:
1. NAVMC 4000.4A Naval Logistics Integration Playbook

SUPPLEMENTAL REFERENCES:
1. MCO 4400.201 Management of Property in Possession of the Marine Corps
2. DOD 4140.1-R DOD Supply Chain Material Management Regulation
3. DOD 4140.26-M Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)
4. MCO 4400.16H Uniform Materiel Movement and Issue Priority System (UMMIPS)

3010-DEPL-2004: Coordinate NLI Contracting Support

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Naval Logistics Integration (NLI) has a clear end state: an integrated naval logistics capability that can operate seamlessly, afloat or ashore, successfully supporting and sustaining operations in a joint warfighting environment. Contracting authority discussed in the NLI concept includes NAVSUP, NAVFAC (Navy Facilities Engineering Command), Coast Guard Director of Contracting and Procurement (CG-91). NAVMC 4000.4A

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given commander's intent, HHQ operations order, a defined operational area, unit requirements, access to AIS, access to a warranted contracting entity, and the references

STANDARD: To optimize logistics performance by leveraging economies of scale while avoiding unnecessary duplication of effort and market competition; and facilitating fulfillment of commercial support requirements IAW the references. NAVMC 4000.4A

PERFORMANCE STEPS:
1. Request NLI agreement for contracting authority.
2. Review Annexes D and W of higher's operations order.
3. Identify Geographic Combatant Commander's (GCC) designated lead service for contracting / contracting coordination, as required.
4. Assist in request for contracting authority as required (during pre-deployment planning).
5. Coordinate support requirements from husbanding service contracts while serving as the designated ordering officer.
6. Coordinate support from NAVSUP Fleet Logistics Center (FLC) Field contracting cell, as required.
7. Coordinate with MEF/MARFOR G4 Operational Contract Support (OCS) section, as required.
8. Submit requirements for commercial support to a requirements review board, as required.

9. Assist in maintaining oversight of Contractors Authorized to Accompany the Force (CAAF) i.e. paying equipping, accountability of contractors, as required.
10. Coordinate support from Naval Facilities Engineering Command (NAVFAC), as required.
     a. Contingency Engineering Business Line (CEBL)
     b. Global Contingency Construction Contracts (GCCC)
     c. Global Contingency Services Multi-Award Contracts.

PRIMARY REFERENCES:
1. NAVMC 4000.4A Naval Logistics Integration Playbook

SUPPLEMENTAL REFERENCES:
1. MCTP 3-40H MAGTF Supply Operations
2. DFARS Defense Federal Acquisition Regulation Supplement
3. JP 4-10 Operational Contract Support
4. MCRP 4-11H Multi-Service Tactics, Techniques, and Procedures for Operational Contract Support
5. Naval Warfighting Publication 4-0M

3010-FMGT-2001: Develop fiscal year budget

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Supply officers at lower echelons (e.g, battalion) will annually generate, brief to commander, obtain commander approval, and submit to HHQ budget submissions for upcoming FYs. At increased echelons of command, requirements will increase in scope to include joint, coalition, and other appropriation funding. Additionally, higher echelons of command will serve as lower echelons connection to the Planning, Programming, Budgeting and Execution (PPBE) process and Program Objective Memorandum (POM) cycles. Budget submissions will include data-driven funding forecasts to cover all requirements as well as unfunded deficiencies carried over from the previous FY, identification of programmatic changes that increase/decrease funding requirements, and a monthly Obligation Phasing Plan. Budget submissions must illustrate the why behind requested spending; therefore, overlaying the Training Exercise and Employment Plan (TEEP) is critical to the formulation of a budget. The end result will be a HHQ approved budget for execution, prioritized funding requirements, justified deficiencies, and increased readiness. DoD. 7000.14-R

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given budgetary guidance from the comptroller, commander's intent, TEEPs (historical, current, future), resource requirements, previous year's annual budget and execution, key supporting documentation, and AIS.

STANDARD: To ensure Mission Essential Tasks and assigned missions are funded by proper authority. DoD. 7000.14-R

PERFORMANCE STEPS:
1. Identify operational requirements
2. Review historical budget and execution
3. Identify budget formulation process (Zero Based Budgeting or Budget Ceiling)
4. Validate funding source(s)
5. Identify Commander's priorities
6. Draft initial budget
7. Staff the budget (Staff Primaries, Commodity and company leadership)
8. Make adjustments, as required
9. Obtain Commanding Officer's Approval
10. Submit budget to Comptroller

PRIMARY REFERENCES:
1. DoD. 7000.14-R Financial Management Regulation (DODFMR)

SUPPLEMENTAL REFERENCES:
1. MCO 7300.21B Marine Corps Financial Management Standard Operating Procedure Manual
2. NAVMC 2664 Financial Guidebook for Commanders
3. OMB Circular A-11 Preparation, Submission and Execution of the Budget
4. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3010-FMGT-2002: Manage fiscal year spending plan

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Supply officers at lower echelons (e.g. battalions) will ensure authorized funds are executed in accordance with the financial plan, commander's discretion, and legal/ethical limitations. In coordination with Financial Management Officers, they will also manage unfunded deficiencies and obligation rates. At increased echelons of command, requirements will increase in scope to include liaising with Resource Evaluation Analysis (REA) entities, management of civilian labor pay and official representation funds (ORF), and advising senior commander's in the re-allocation of funds within Work Center Identifiers (WCIs)/Budget Execution Activities (BEAs)/Budget Execution Sub-Activities (BESAs). Management will include timely identification, prioritization, and execution of fiscal requirements while maintaining auditable compliance with laws and policies. End result may be simply advising the commander, or a standing working group, or a formal requirements review board. DoD. 7000.14-R

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a budget, commander's guidance, funding authorization, source documents, financial management reports, and AIS.

STANDARD: To support mission essential task execution, accomplishment of assigned missions, and fulfill material readiness and audit requirements IAW

appropriation law. DoD. 7000.14-R

PERFORMANCE STEPS:
1. Receive finalized budget authorization from comptroller
    a. Identify budgetary shortfalls, as required
    b. Validate Commander's priorities, as required
    c. Prioritize budgetary shortfalls, as required
2. Brief Commanders and Staff on Fiscal Year Budget
3. Refine spend plan.
4. Develop an expenditure tracking mechanism.
5. Allocate resources.
6. Validate status of funds.
7. Maintain unfunded priority list (resource shortfalls).
8. Advise the Commanding Officer on budget execution.
9. Conduct Mid-Year Review (MYR).
10. Conduct Fiscal Year (FY) closeout procedures.
11. Adjust budget execution based on emerging requirements.

PRIMARY REFERENCES:
1.   DoD. 7000.14-R Financial Management Regulation (DODFMR)

SUPPLEMENTAL REFERENCES:
1.   MCO 7300.21B Marine Corps Financial Management Standard Operating Procedure Manual
2.   NAVMC 2664 Financial Guidebook for Commanders
3.   OMB Circular A-11 Preparation, Submission and Execution of the Budget

---

3010-FMGT-2003: Supervise financial management procedures

DESCRIPTION: Financial readiness is vital to the success of the unit. Supervision of financial management covers the execution of financials from requesting supplies or services to tracking and reporting of available funds. MCO 7300.21_

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents, commander's guidance, financial management reports, local guidance from the comptroller, and access to AIS.

STANDARD: To support mission essential task execution, accomplishment of assigned missions, and fulfill material readiness and audit requirements IAW appropriation law. MCO 7300.21_

PERFORMANCE STEPS:
1.   Validate Daily Transaction Report (DTR) and source reports/documents.
2.   Validate Financial Data Elements (FDEs).
3.   Apply FDEs.
4.   Reconcile DTR and financial management reports.

5.   Initiate corrective action for discrepant transactions for all available FYs.
6.   Identify transactions requiring manual input into the financial AIS.
7.   Supervise manual inputs into the financial AIS
     a. expenses
     b. bulk obligations
     c. re-allocation between LOAs within the same BEA.
8.   Monitor adjustments for all available FYs.
9.   Maintain fiscal accountability for all available FYs.
10.   Monitor funding documents.
11.   Locate Support Agreements, if required.
12.   Maintain current authorization file of personnel authorized to receipt/turn-in materiel.
13.   Reconcile Transportation Account Code (TAC) authorization and usage.
14.   Implement internal controls for financial requirements.
15.   Conduct Fiscal Year (FY) closeout procedures.
16.   Supervise delegation and training of subordinate fund holders.

PRIMARY REFERENCES:
1.   MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCES:
1.   DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
2.   MCO 4400.150_ Consumer Level Supply Policy
3.   NAVMC 2664 Financial Guidebook for Commanders
4.   OMB Circular A-11 Preparation, Submission and Execution of the Budget
5.   OMB Circular A-123 Managements' Responsibility for Internal Control
6.   MCO 4400.201 Management of Property in Possession of the Marine Corps.

3010-FMGT-2004: Manage the dormant transactions report(s)

DESCRIPTION: The management of dormant transactions is an internal controls practice used to assess whether commitments and obligations recorded are bona fide needs of the appropriations charged. Fund holders, with assistance from supporting accounting offices, shall review all transactions for timeliness, accuracy, and completeness. The purpose of the managing dormant transactions is to ensure valid commitments and obligations are properly recorded in the accounting records and ultimately result in receiving the goods and services commands ordered to meet mission requirements. MCO 7300.21_

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5
\
INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a sample, source documentation, access to financial AIS, access to Audit system, and access to applicable feeder systems.

STANDARD: To ensure dormant transactions are timely, accurate, complete and have a bona fide need. MCO 7300.21_

PERFORMANCE STEPS:
1. Verify report/sample is retrieved.
2. Validate research is conducted on dormant transactions.
3. Ensure transaction status is identified.
4. Collect supporting documentation.
5. Coordinate with external agencies, as required.
6. Ensure adjustments are processed in feeder systems.
7. Validate adjustments are reflected in the accounting system.
8. Identify applicable validation codes.
9. Verify reports are updated.
10. Complete certification statement, as required.
11. Submit report to HHQ.

PRIMARY REFERENCE:
1. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCES:
1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
2. MCO 4400.201

3010-FMGT-2005: Supervise the reconciliation of the Daily Transaction Report (DTR)

DESCRIPTION: The Daily Transaction Report contains transactions that posted in the previous days SABRS cycle to ensure that amounts, financial codes, quantities, etc. are correct. If in error, a correction may be required in either the source business feeder system, a correction notice processing for a payment, or an adjustment in SABRS. MCO 7300.21_

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documentation, access to a financial AIS, and access to applicable feeder systems.

STANDARD: To ensure transactions are processed in the accounting system in a timely manner enabling the command's fiscal resources to be devoted to achieve accomplishment of unit's assigned missions, and sustain audit readiness goals IAW current directives. MCO 7300.21_

PERFORMANCE STEPS:
1. Ensure financial filing system is established.
   a. Reconcile files with financial management reports.

b. Assess segregation of duties.
2. Verify report is retrieved.
3. Manage pending/posted file across COEL transaction lifecycle.
4. Coordinate adjustments, as necessary.
5. Ensure files are updated, as appropriate.
6. Validate report is annotated.
7. Ensure DTR is retained.

PRIMARY REFERENCE:
1. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCES:
1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
2. OMB Circular A-123 Managements' Responsibility for Internal Control
3. UM 4000-125 Retail Maintenance and Supply Execution Procedures
4. MCO 4400.201 Management of Property in Possession of the Marine Corps
5. NAVMC 4000.5_ Supply Officer's Internal Controls Handbook.

3010-FMGT-2006: Support Unit Travel Administration Program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Units must authorize travel necessary to accomplish the mission effectively and economically while establishing internal controls to ensure that only authorized travel is approved. Although, oversight of the Temporary Additional Duty (TAD) process is often assigned to the unit administration section, this T&R event serves as checklist for the supply officer who will be required to provide significant financial oversight of this program. (JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employee)

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to current Travel Management System (TMS), Financial Data Elements, and a budget.

STANDARD: To ensure travel budgets are executed to support mission essential requirements. (JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employee)

PERFORMANCE STEPS:
1. Validate Lines of Accounting are accurately loaded in system.
2. Validate funding is loaded into the lines of accounting.
3. Supervise Finance Defense Travel Administrators.
4. Supervise Cross Organization Funding (X-org funding).
5. Manage Fiscal Year Crossover documents.
6. Review authorizations and amendments.
7. Apply Financial Data Elements.

8.   Review vouchers.
9.   Supervise correction of accounting system rejects, abnormal conditions, and aged transactions (OTO, OTA, etc.).

PRIMARY REFERENCE:
1. JTR The Joint Travel Regulations Uniformed Service Members and DOD Civilian Employee

SUPPLEMENTAL REFERENCE:
1.   MCO 4650.39 Defense Travel System
2.   MCO 7300.21 Marine Corps Financial Management SOP

3010-FMGT-2007: Supervise Key Performance Indicator Reconciliation

DESCRIPTION: Fund holders should review key accounting performance indicator reports, take appropriate action, and implement process improvements. MCO 7300.21_

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, HHQ/comptroller guidance, access to financial AIS, access to applicable feeder systems, and source documents.

STANDARD: To ensure appropriate corrective action on is taken, on all transactions, in a timely manner enabling the command's financial resources to be devoted to achieve and maintain maximum operational readiness in order to support Mission Essential Tasks, accomplishment of unit's assigned missions, and sustain audit readiness goals. MCO 7300.21_

PERFORMANCE STEPS:
1.   Verify all required reports are retrieved.
2.   Analyze performance indicator reports for abnormal conditions and aged transactions.
     a.   Identify unmatched disbursements and negative unliquidated obligations.
     b.   Supervise transaction reconciliation with source documents.
     c.   Conduct unliquidated orders and outstanding travel orders validations.
3.   Conduct causative research to identify root cause issues.
4.   Supervise corrective action.
5.   Verify accurate corrective action taken against the correct SDN.
6.   Analyze trends.
7.   Implement process improvements.

PRIMARY REFERENCES:
1.   MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCES:
1.   DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
2.   SABRS Abnormal and Aged Reports Manual "7 Deadly Sins"
3.   SABRS Customer Assistance Handbook
4.   OMB A-123 Managements' Responsibility for Internal Control

---

3010-FMGT-2008: Manage Status of Funds

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3002

DESCRIPTION: Commander's need to maintain awareness through weekly Status of Funds review. This includes all requirements in the financial cycle (Committed/obligated/expensed/liquidated) and pending requirements. Supply officers at the lowest echelon will update commanders on the unit's fiscal status including status of funds, authorized funds, execution goals, fixed and recurring costs. At increasing echelons of command, this will increase in scope to include managing budget execution variances for subordinate units. The endstate is that commands execute within their allocations avoiding severe under or over-execution. MCO 7300.21_

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

CONDITION: Given commander's guidance, Comptroller/HHQ guidance, access to financial AIS, access to applicable feeder systems, and source documents.

STANDARD: Provide commander with updated budget information enabling the command to plan for use of funds, retain flexibility to meet unplanned requirements, achieve and maintain maximum operational readiness in order to support Mission Essential Tasks and accomplishment of unit's assigned missions. MCO 7300.21_

PERFORMANCE STEPS:
1.   Ensure financial management reports are generated. (SOF, active file, etc.)
2.   Separate SOF by fiscal data, if required.
     a. Appropriation
     b. Funding Function (OCO/baseline)
     c. HQMC mandated SICs and Cost Account Codes.
     d. BEA/BESA
3.   Supervise reconciliation of pending files.
4.   Supervise reconciliation of Abnormal Conditions and Aged Transactions.
     a. Error transactions
     b. Unmatched Disbursements (UMDs)
     c. Negative Unliquidated Obligations (NULOS)
     d. Outstanding Travel Orders (OTOs)
     e. Unliquidated Obligations (ULOs)
     f. Other Abnormal Conditions and Aged Transactions
5.   Ensure pending and error transactions are applied to SOF report.
6.   Incorporate future operational requirements (planned or unplanned).

NAVMC 3500.64D

7. Determine true available balance.
8. Brief the status of funds updating the commander

PRIMARY REFERENCES:
1. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCES:
1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
2. MCO 4400.150_ Consumer Level Supply Policy
3. NAVMC 2664 Financial Guidebook for Commanders
4. OMB Circular A-11 Preparation, Submission and Execution of the Budget
5. OMB Circular A-123 Managements' Responsibility for Internal Control
6. MCO 4400.201 Management of Property in Possession of the Marine Corps
7. MARADMIN 514/17 OVERSEAS CONTINGENCY OPERATIONS (OCO) FISCAL EXECUTION GUIDANCE
8. UM 4000-125 Vol 6 FISCAL DATA MANAGER USERS MANUAL

3010-FMGT-2009: Apply Financial Data Elements (FDE)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

READINESS-CODED: NO

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

DESCRIPTION: Financial Data Elements (FDEs) are used to uniquely identify a specific order and provide meaning to the type of funds executed, identify what command executed them, and the purpose for executed funds. FDEs are critical to the Marine Corps' ability to articulate why we spend money on a requirement. Supply officers at all echelons of command will employ FDEs to enhance financial accuracy and increase business efficiency. FDEs include but are not limited to funding functions, Object Class Codes (OCC), Cost Account codes (CAC), Special Interest Codes (SIC), Job Order Number/Local Use (JNLU), and Reimbursable Order Numbers (RONs). Feeder systems including but not limited to GCSS-MC, PRBuilder, DTS, GCPC, Fuel (keys, cards, etc.), Servmart, and WAWF. MCO 7300.21_

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given HHQ guidance, commander's guidance, unit requirements, source documents, applicable data elements, access to applicable feeder systems, and access to the AIS.

STANDARD: to ensure timely posting of auditable financial data in accordance with MCO 7300.21_.

PERFORMANCE STEPS:
1. Coordinate construction of Financial Data Elements (FDE) (i.e Job Order Number Local Use, etc.).

6-21   Enclosure (1)

2. Direct the construction of a Line of Accounting (LOA) or equivalent for respective feeder system.
3. Verify FDEs in an LOA.
4. Direct the construction of a document number, as required.
5. Apply FDEs to requirements (Object Class Code / Sub-Object Class Code, etc.)
6. Validate business feeder systems' FDEs via analysis and reconciliation.
7. Supervise financial data input and output.

PRIMARY REFERENCES:
1. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCES:
1. SABRS User Manual
2. SABRS Customer Assistance Handbook
3. MARADMIN 514/17 OVERSEAS CONTINGENCY OPERATIONS (OCO) FISCAL EXECUTION GUIDANCE

3010-FMGT-2010: Ensure the Proper Execution of Appropriation Law

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: As the unit's Supply Officer you are inherently responsible for ensuring the proper execution of appropriated funds. In order to ensure that all purchases are made in accordance with purpose, time, and amount. Utilizing the various tests and tools required to validate the requests of your unit you will be able to ensure all funds are done so without an Anti-Deficiency Act (ADA) violation or an unauthorized commitment. (DoD FMR Vol 14)

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request for supplies or services.

STANDARD: To ensure that all purchases are made in accordance with purpose, time, and amount. (DoD FMR Vol 14)

PERFORMANCE STEPS:
1. Identify if the requests meets the bona fide need standard.
2. Ensure requirements are assigned to the correct appropriation.
3. Identify if the appropriation being used has sufficient funding.
4. Determine if the request is a special interest item or part of Emergency and Extraordinary Expenses (EEE) funding.
5. Advise the Commanding Officer on Appropriations Law.
6. Conduct Unauthorized commitment violation ratification process, as required.

PRIMARY REFERENCES:

1. DoD FMR Vol 14 Administrative Control of Funds and Anti-deficiency Act Violations

SUPPLEMENTAL REFERENCES:
1. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
2. USC Title 31 Subtitle II The Budget Process
3. SECNAVINST 7000.27_. Financial Management Policy Manual

3010-INVG-2001: Manage Financial Liability Investigations of Property Loss (FLIPL)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The purpose of this event is to ensure that financial liability is assessed when gear is damaged and/or lost and decrement adjustments to the property records are provided within the DD Form 200, when applicable. In that regard, the current method of initiating, tracking, and finalizing property loss investigation is the FLIPL manager. The supply shop, particularly, supply officers, are expected to be the focal point for FLIPL guidance, procedures, and tracking for a unit. (MCO 4400.201) This procedure replaces previous policy of submitting a Request for Investigation Letter to the CO/AO.

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given identified damaged or lost equipment, and access to the AIS.

STANDARD: To ensure the documentation, investigation, and assessment of financial liability for government property damage and/or loss, enables the commander to take corrective action to prevent recurrence of the incident. MCO 4400.201.

PERFORMANCE STEPS:
1. Supervise receipt of DD-200 in instance of loss or damage of gear.
   a. Assist in loss determination
   b. Ensure initiators include required information.
2. Supervise submission/routing of DD-200.
   a. Make recommendations regarding investigation.
   b. Advise the appointing/approving authority.
   c. Ensure Financial Liability Officers (FLOs) address all required elements in their findings, as required.
   d. Assist appointing/approving authority in obtaining legal sufficiency review, as required.
   e. Assist appointing/approving authority in incorporating required elements, as required.
3. Support command in financial liability notification.
4. Supervise appeals/request for reconsideration process, as required.
   a. Supervise receipt of appeal/reconsideration request.

b. Advise appeal authority.
c. Supervise receipt of appeal determination.
d. Supervise debt collection process.
e. Supervise notification of relief from financial liability.
5. Supervise debt collection process, as required.
6. Adjust Property Records, as required.
7. Track FLIPLs via a register.
8. Retain completed DD 200 forms and FLIPL packages IAW MCO 4400.201.
9. Ensure service members are aware of their rights throughout the process.

REFERENCES:
1. MCO 4400.201 Management of Property in Possession of the Marine Corps

---

3010-MISC-2001: Support user account management

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: MOJT

DESCRIPTION: Responsibility for overall supply administrative functions and funding execution includes maintenance controls for access to systems that are used to obligate the activity's appropriations, alter custodial records/balances, support purchase requests/requisitioning/receipt and acceptance/equipment accountability/financial management and other supply chain management functions. This includes recommending appointment of additional administrators. Pseudonyms for this function include group administrator, Group Account Manager, unit user account manager (UUAM), user administrator, workflow manager etc. MCBUL 4000

CONDITION: Given commander's intent, unit requirements, and AIS access.

STANDARD: Ensure access to workstations, applications, and networks in order to enable sustainment activities. MCBUL 4000

PERFORMANCE STEPS:
1. Supervise processing of DD 2875 System Access Authorization Request (SAAR).
2. Identify requirements for high risk roles with financial approval ability.
3. Support the Unit Account Manager to ensure users have appropriate access to required system.
    a. Determine access required by user
    b. Determine appropriate roles, responsibilities, and resource groups.
    c. Support account reconciliation, as required.
4. Supervise account control for DOD systems via DLA accounts management AIS.
5. Supervise account control for joint systems, as required (GSA, OTS, GCSS-Army, Etc).

PRIMARY REFERENCES:

1. MCBUL 4000 Access Management and Internal Controls for Electronic Commerce Systems

SUPPLEMENTAL REFERENCES:
1. MCO 4400.201 Management of Property in Possession of the Marine Corps
2. DODI 8500.2 Information Assurance Implementation
3. MCO 7300.21B Marine Corps Financial Management Standard Operating Procedures
4. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3010-OCS-2001: Coordinate Contract Support Integration

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Post contract award oversight is the function of monitoring and reporting contract execution as it relates to unit-mission readiness. This function is a requiring activity function but it relates to overall joint force readiness. This process is directly related to, and in support of, the acquisition policy-directed contract administration function. This contract administration support is through the unit-provided contracting officer's representatives (CORs) and receiving officials. Contractor management is the oversight and integration of contractor personnel and associated equipment in support to military operations. Employing commercial services requires oversight and management from the supported unit. MCRP 4-11H

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given adjudicated requirements, administrative supplies, appointed personnel, and access to AIS.

STANDARD: Ensure the supported unit receives requested services and supplies IAW terms and conditions of the contract ISO the Mission. JP 4-10

PERFORMANCE STEPS:
1. Liaise with local contracting unit
    a. Receive applicable training, as required.
    b. Identify contract management plan in Annex D/W of higher's operations order. (i.e. GFE, contract thresholds, etc)
2. Coordinate with supported unit to support contract management plan.
3. Submit completed purchase request package (PR) in AIS (in Joint Environment AIS may differ)
4. Support contracting officer (KO) communication with supported unit, as required.
5. Modify PR, as required
6. Track period of performance for all service contracts.
7. Verify receipt of supplies/services, as required.
8. Certify receipt of supplies/services, as required.
9. Maintain Key Supporting Documentation.
10. Plan and implement contract renewal request actions to meet anticipated procurement acquisition lead time.

11. Establish standard operating procedures.

PRIMARY REFERENCES:
1. MCRP 4-11H Multi-Service Tactics, Techniques, and Procedures for Operational Contract Support

SUPPLEMENTARY REFERENCES:
1. FAR- Federal Acquisition Regulations
2. DFARS- Defense Federal Acquisition Regulation Supplement
3. NMCARS- Navy/Marine Corps Acquisition Regulation Supplement
4. MAPP- Marine Corps Acquisitions Policy and Procedures
5. MCO 4200.34
6. MCO 4400.201
7. JP 4-10 Operational Contract Support
8. MCTP 3-40H MAGTF Supply Operations

SUPPORT REQUIREMENTS: These requirements are the minimum standards published by DPAP for nomination and appointment as a Contracting Officer Representative to a low performance risk firm-fixed price contract. Contracting offices typically require an in-person training conducted in addition to the listed DPAP requirements. Additional training requirements may be necessary based on the complexity of the acquisition. The level of performance risk and subsequent level of training necessary to be appointed as a Contracting Officer Representative (COR) will be designated by the Contracting Officer (KO) for each contract. Reference DPAP memo USA003259-11 for additional guidance.
https://www.acq.osd.mil/dpap/policy/policyvault/USA003259-11-DPAP.pdf
CLC 106 Contracting Officer's Representative with a Mission Focus
CLM 003 Overview of Acquisition Ethics
COR 206 Contracting Officer's Representatives in a Contingency Environment

---

3010-OPS-2001: Execute formal account turnover

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

Description: The purpose of this event is to outline the steps and procedures of outgoing and incoming supply officer, and / or commanding officer / accountable officer. The Certificate of Relief letter will indicate the status of supply operations within the command. MCO 4400.201

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, key performance indicators, and APSR.

STANDARD: To ensure incoming/outgoing officers have complete situational awareness of the status of readiness and supply operations with all required elements addressed. MCO 4400.201

PERFORMANCE STEPS:
1. Compile the necessary information required (Key Performance Indicators).

2. Schedule annual physical inventory.
3. Complete annual physical inventory.
4. Provide annual physical inventory certification.
5. Prepare the Certificate of Relief.
6. Provide Certificate of Relief
7. Conduct appropriate acceptance of account actions.
    a. Inspect the condition of the records, inventory results, supplies, personnel, and all other supply related matters.
    b. Verify the accuracy of the outgoing Supply Officer's or Commanding / Accountable Officer's Certificate of Relief.
    c. Prepare an endorsement addressing the outgoing Supply Officer's Certificate of Relief.
    d. Provide the endorsement with the Certificate of Relief to the Commanding Officer.
8. Ensure disposition of files.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in Possession of the Marine Corps

SUPPLEMENTARY REFERENCES:
1. NAVMC 2664 Financial Guidebook for Commanders

3010-OPS-2002: Provide sustainment for austere or temporary locations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Providing sustainment to austere or temporary locations requires additional flexibility and scalable provisions of support. Logistics planners and specialists should understand the types, sequence, and level of support required to manage and integrate the sustainment requirements across the six functions of logistics to these elements. This level of support requires balancing the appropriate levels of logistical support with the anticipated requirements, while maintaining supply lines to isolated elements through heavily contested areas of operation. Due to these constraints, clandestine sustainment to austere or temporary locations will present unusual support challenges, requiring imaginative and unorthodox logistical solutions. JP 3-05.1

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a supported element, in an austere or temporary location, unit requirements, access to joint AIS, and the references.

STANDARD: Ensuring support at the right time, location, and in the correct quantities, in a permissive or denied environment. MCTP 3-40H

PERFORMANCE STEPS:
1. Conduct theater logistics analysis.
2. Manage clandestine sustainment network.

3. Supervise intermediate storage and bundling of shipments into the operational area.
4. Manage support for battlefield recovery.
5. Manage standard and non-standard distribution methods.
      a. Manage RECONDO Combat Service Support Patrols (CSSP), as required.
      b. Manage use of unmanned resupply systems, as required.
      c. Manage employment of aerial resupply methods, as required.
      d. Manage use of sub-surface resupply, as required.
      e. Incorporate a military deception plan with resupply methods, as required.
6. Manage procurement from local and outside sources (i.e 21st Century Foraging).
7. Support production and fabrication of unobtainable items.
8. Support reuse of captured enemy supplies and materiel.
9. Manage supporting financial networks.
10. Manage employment of additive manufacturing for flexible and responsive resupply.
11. Manage renewable energy production methods.
12. Monitor dependence on external support by class of supply.
13. Consult with supporting SJA (funding types, sources of supply, recipient of supplies...).

PRIMARY REFERENCE:
1. JP 3-05.1 Unconventional Warfare

SUPPLEMENTARY REFERENCES:
1. MCWP 3-36.1 MTTPs for Conventional Forces and Special Operations Forces Integration and Interoperability
2. JP 4-0 Joint Logistics
3. JP 3-13.4 Military Deception
4. JP 3-26 Counterterrorism
5. SI 11718B/12197A/12426A-35/1 JOINT PRECISION AIRDROP SYS 2K-M (JPADs)
6. MCTP 3-40H
7. NAVMC 4000.4A Naval Logistics Integration
8. MCO 4700.4 Additive Manufacturing Policy
9. MCTP 12-10B Urban Operations

3010-PRAC-2001: Manage organizational property

DESCRIPTION: 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. MCO 4400.201

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, unit requirements, property control documents, and AIS.

STANDARD: Maintain accurate accountability of organizational property to ensure effective control and support to the warfighter. MCO 4400.201

PERFORMANCE STEPS:
1. Conduct wall-to-wall inventory.
2. Supervise CMR reconciliations.
 a. Supervise causative research, as required.
 b. Recommend investigation actions, as required.
 c. Submit Missing Lost Stolen Recovered (MLSR) report, as required.
 d. Conduct property adjustments, as required.
 e. Ensure Money Value Gain/Loss (MVGL) notices are completed and filed.
3. Monitor official message traffic for any applicable taskings or requests.
4. Supervise commodity management of parent/child configurations.
5. Supervise coordination of joint limited technical inspections (JLTIs)
6. Manage receipts, issues, and temp-loans.
7. Manage materiel redistributions.
8. Supervise accountability of supply managed equipment (e.g. organizational property).
 a. Supervise maintenance of supply publications (SL-3, and SI) library
 b. Ensure access to publications AIS.
 c. Establish inventory control procedures.
9. Manage sub-custody.
10. Supervise appointment of responsible officers.
11. Maintain key supporting documentation.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in Possession of the Marine Corps

SUPPLEMENTARY REFERENCES:
1. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3010-PRAC-2002: Manage small arms/light weapons accountability

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Supply officers will ensure property records maintain 100% accuracy of all small arms/light weapons. At higher echelons of command, requirements may include, but are not limited to, directing redistribution of small arms/light weapons via naval message, liaising with NSWC Crane / LOGCOM Small Arms Executive Agent, ensuring small arms/light weapon table of equipment allowances are registered in TFSMS, monitoring reporting of MLSRs to NCIS, and reconciling the DODAAD against NSWC Registry DODAAC directory. Due to the sensitive nature of this requirement, all adjustments/inventory results will be reported to the commander in writing. MCO 4400.201

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, unit requirements, property control documents, source documents, and AIS.

STANDARD: Ensure 100% inventory accuracy, accountability, and reporting of all small arms. MCO 4400.201

PERFORMANCE STEPS:
1. Manage the Annual Asset Verification Listing
2. Manage monthly serialized inventory (MSI).
   a. Conduct causative research, as required
   b. Execute corrective action, as required.
3. Manage dispositions of small arms/light weapons.
4. Obtain approval to retain all heritage assets and/or display equipment.
5. Account for heritage assets and/or display equipment.
6. Report transfer of weapons in appropriate time frame.
7. Maintain key supporting documentation.

PRIMARY REFERENCES:
1. MCO 4400.201 Volume 3 Management of Property in Possession of the Marine Corps

SUPPLEMENTARY REFERENCES:
1. MCO 5530.14_ MARINE CORPS PHYSICAL SECURITY PROGRAM MANUAL
2. MCO 5750.1_ Manual for the Marine Corps Historical Program
3. UM 4000-125 Retail Supply and Maintenance Execution Procedures
4. MCO 8300.1D Marine Corps Serialized Small Arms/Light Weapons Accountability Program (MCSSAAP)

3010-PRAC-2003: Manage consumable items

DESCRIPTION: A consumable 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). The Supply Officer must manage consumable items in such a way that promotes efficiency and mission accomplishment. MCO 4400.201

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, unit requirements, AIS, source documents, and on hand stocks.

STANDARD: Ensure that supplies, in proper quality and quantity are available to support mission requirements and that material is accounted for

accurately. MCO 4400.201

PERFORMANCE STEPS:
1.   Identify consumable items.
       a. Identify classified, sensitive, and/or pilferable items
       b. Secure classified, sensitive, and/or pilferable items appropriately.
2.   Validate condition of items received.
3.   Manage receipts and issues.
4.   Manage the issue point.
5.   Support establishment and audit of Demand Supported Items (DSI), as required.
6.   Support establishment and sustainment of other blocks of supply, as required.
7.   Maintain key supporting documentation.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   DOD 4140.1-R DOD Supply Chain Materiel Management Regulation
2.   DOD 4140.26-M Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)
3.   DoD 4145.19-R-1 Storage and Material Handling
4.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3010-PRAC-2004: Obtain individual combat clothing and equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: 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.

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to draw equipment, commander's intent, designated area of operations, and a task organization.

STANDARD: To ensure the timely requisition and receipt of the required items to sustain the mission in accordance MCO 4400.201.

PERFORMANCE STEPS:
1.   Supervise collection of updated unit personnel roster.
2.   Coordinate/Calculate requirements (items required, tariff sizes, associated SL-3, RDD, etc).
3.   Coordinate/Liaise with HHQ, CSP, etc.
       a. Request Individual Combat Clothing and Equipment (ICCE)

   b. Request Chemical, Biological, Radiological, and Nuclear Equipment
(CBRN-E)
   c. Request Soft-Walled-Shelters and Camouflage Netting (SWS/CN)
   d. Request Special Training Allowance Pool (STAP)
4. Supervise assignment of responsible officer/individuals.
5. Establish standardized operating procedures (issue, accountability,
recovery procedures and account reconciliation).
6. Coordinate/Supervise equipment draw.
7. Coordinate/Supervise equipment issue.
8. Coordinate/Supervise unserviceable equipment exchange, as required.
9. Coordinate/Supervise equipment return.
10. Coordinate/Supervise account closeout.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. MARADMIN 368/20 INDIVIDUAL COMBAT CLOTHING AND EQUIPMENT IN SUPPORT OF
INDIVIDUAL AUGMENTS, PERMANENT CHANGE OF STATION, AND GLOBAL FORCE MANAGEMENT
MISSIONS
2. UM 4000-125 Retail Supply and Maintenance Execution Procedures
3. MCTP 3-40H MAGTF Supply Operations
4. TM 10580-14/1 Rigid wall shelters, soft wall shelters, field feeding
systems and family of containers equipment listing
5. TM 4451-20/1 Consolidated Storage Program Serviceability Standard for
Infantry Combat Equipment

3010-PRAC-2005: Manage non-standard Property, Plant, & Equipment (PP&E)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event will enable supply personnel to manage and account
for non-standard equipment (NS-E).

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given commander's guidance unit requirements, property control
documents, AIS, and the references.

STANDARD: Maintaining accurate accountability of property promoting more
effective control of resources and logistics support to the warfighter. MCO
4400.201

PERFORMANCE STEPS:
1. Identify non-standard equipment requiring tracking (non-USMC TAMCN items)
2. Determine appropriate AIS for property (DPAS).
3. Account for Marine Corps procured research and development equipment.
4. Account for garrison property.
5. Manage garrison mobile equipment (GME).
6. Manage Heritage assets.

7. Manage depreciation and accountability of capital assets.
8. Manage joint property.
9. Manage donated property.
10. Manage foreign government provided equipment.
11. Manage seized and forfeited property.
12. Account for leased property.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. MCO 5800.16 Legal Support and Administration Manual
2. SECNAVINST 4001.2K Acceptance of Gifts
3. SECNAVINST 1659.1H Navy and Marine Corps Award Manual
4. SECNAVINST 7320.10A DON Personal Property Policies and Procedures

---

3010-PSEF-2001: Manage personal effects

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Personal effects is a Commander's responsibility. Coordination between all levels of the command is essential to ensure the success of the personal effects program. Specific actions pertaining to individual personal effects cases can vary based on a variety of factors (geographic location, deployment status, independent duty etc.); therefore, it is critical for the Supply Officer to directly advise the commander on personal effects operations.   (MCO 4400.201)

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, unit requirements, and morning reports.

STANDARD: Ensure timely inventory, chain of custody, storage, and disposition of personal effects. (MCO 4400.201)

PERFORMANCE STEPS:
1.   Coordinate with section leaders for potential personal effects cases.
2.   Ensure daily reports published by the unit admin section are reviewed.
3.   Ensure secure storage space is allocated.
4.   Ensure inventory boards are appointed in writing.
5.   Supervise update of inventory boards to maintain currency.
6.   Supervise training of inventory board member, as required.
7.   Ensure packing/packaging material and forms are available.
8.   Ensure that inventories are conducted within the established time frames.
9.   Supervise recovery of uniforms and individual issue items as required.
10.   Ensure disposition is executed.
11. Establish procedures to support combat operations and deployments.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in Possession of the Marine Corps

SECONDARY REFERENCES:
1.   MCO 3040.4 Marine Corps Casualty Assistance Program
2.   SECNAV M-5210.1 Records Management Chapter 1 and 4

TRAINING AND EDUCATION MATERIAL:
Understanding the Personal Effects Process, This video was produced by FSMAO-East and describes the Personal Effects Process. (Available at: MarineNetVideoServices)

3010-REQM-2001: Manage the unit's requisition process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The requisition process includes the supply system purchases, garrison support activities, reimbursable funding activities, miscellaneous payments, replacement-in-kind, and subsistence in kind. Corrective actions may be required in either financial or supply AIS. MCO 4400.201

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's intent, a mission, unit requirements, AIS, and the references. While considering situation and time available and operating in a joint, coalition, inter-agency environment, as part of a MAGTF, across the range of military operations (ROMO).

STANDARD: To ensure requisite supplies, services, equipment, and repair parts are on hand to sustain the mission at the correct place and time IAW commander's intent. MCWP 4-11.7 Chapter 1

PERFORMANCE STEPS:
1.   Ensure supply personnel are delegated appropriate authorities.
2.   Adjudicate requests.
    a. Ensure request is submitted by authorized originator.
    b. Identify and determine salient details are provided for the requirement.
    c. Determine procurement method.
3.   As required, obtain authorization to procure items via nonstandard procurement methods (e.g. Item Manager, GSA Contracting, DLA Troop Support, War Reserve).
4.   Procure supplies or services.
5.   Verify transaction has posted in the financial AIS.
6.   Manage requisition tracking.
7.   Manage requisition reconciliation.
8.   Supervise corrective actions, as required.
9.   Manage receipt/acceptance.
10. Ensure Supply Discrepancy Reports (SDRs) are submitted, as required.
11. Manage issues.

12. Manage requisition close out.
13. Supervise maintenance of key supporting documentation.

PRIMARY REFERENCES:
1. MCWP 4-11.7
2. MCO 4400.150_ Consumer Level Supply Policy
3. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTARY REFERENCES:
1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR), Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"
2. MCO 5200.24_ Marine Corps Managers' Internal Control Program
3. MCO 7100.8_ Field Budget Guidance Manual
4. NAVMC 2664 Financial Guidebook for Commanders
5. NAVSUPINST 4200.99 Department of the Navy Government-Wide Commercial Purchase Card Program Policy
6. OMB Circular A-11 Preparation, Submission and Execution of the Budget
7. OMB Circular A-123 Managements' Responsibility for Internal Control
8. UM 4000-125 Retail Supply and Maintenance Execution Procedures
9. NAVMC 4000.4A Naval Logistics Integration Playbook.
10. MCO 4400.16H UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)

3010-REQM-2002: Manage a unit-level GCPC program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The DON GCPC Program expedites the acquisition of mission critical supplies and services by simplifying the procurement process for purchases that are less than or equal to the micro-purchase threshold. Proper use of the GCPC eliminates procurement acquisition lead-time and results in substantial transaction cost savings. Doing so, requires managing the appropriate number of cardholders and alternate approving capabilities to support the mission and mitigate risk of fraud. NAVSUPINST 4200.99C

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, a defined area of operations, HHQ operations order, unit requirements, access to AIS, and access to a warranted contracting entity.

STANDARD: To eliminate procurement lead-time and acquire mission critical supplies and services to support Mission Essential Task execution, accomplishment of unit's assigned missions, and fulfill material readiness and audit requirements. NAVSUPINST 4200.99C

PERFORMANCE STEPS:
1. Manage nomination of card holders (CH) and alternate approving officials (AO).

2. Supervise CH/AO refresher training.
3. Request modifications for higher thresholds via APCs (e.g. contingency operations, OCONUS, or per local policy).
4. Supervise open market purchases with the GCPC.
    a. Identify special attention items.
    b. Obtain waivers (IT/ITPRAS, HAZMAT, etc...).
    C. Screen mandatory sources)FEDMALL, GSA...)
5. Support CH in calculating daily exchange rate for foreign currency (congressional budget exchange rate) as required.
6. Supervise purchase of nonstandard requirements.
    a. Commercial-off-the-shelf (COTS) training using a SF-182.
    b. Supervise DLA Document Services purchases with the GCPC.
    c. Supervise purchase of AbilityOne Program/Unicor products with the GCPC.
7. Manage Line of Accounting (LOA) assignment to transactions.
8. Approve transactions within required time frame.
9. Certify accounts, electronically or manually, as required.
10. Resolve unauthorized commitments, as required.
11. Support cardholders in dispute resolution, as required.
12. Supervise close-out procedures (CH, AO, and accounts).
13. Supervise KSD retention.
14. Support audit requirements

PRIMARY REFERENCES:
1. NAVSUPINST 4200.99C Department of the Navy Government-Wide Commercial Purchase Card Program Policy

SUPPLEMENTAL REFERENCES:
1. DFARS- Defense Federal Acquisition Regulation Supplement
2. NAVMC 4000.4A Naval Logistics Integration Playbook
3. Marine Corps Acquisition Procedures Supplement (MAPS)
4. MCO 5271.1B Information Resources Management
5. MCO 7300.21B Marine Corps Financial Management Standard Operating Procedures

---

3010-REQM-2003: Manage Supply Military Standard Requisitioning and Issue Procedures MILSTRIP Requisitions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the working of any MILSTRIP requisition, regardless of AIS or system used. The Marine performing this step will be expected to understand what procurement vessel was utilized to initiate the request for supplies. MCO 4400.201

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's guidance, a mission, unit requirements, a existing requisition, and access to an AIS.

STANDARD: Ensure requirements are fulfilled to sustain the mission at the correct place and time IAW MCO 4400.201.

PERFORMANCE STEPS:
1. Review outstanding requisitions in appropriate AIS (DLA, Joint AIS, GSA, Interagency).
2. Supervise validation of priority designators, and requisition data.
   a. Validate shipping data
   b. Validate signal code for direct support.
3. Determine customer wait time.
  a. Employ AIS to identify critical item and logistics data.
4. Assess feasibility of support.
5. Identify problem documents (i.e. elongated lead times, lonesome, aged, etc...)
6. Supervise resolution of problem documents.
   a. Initiate alternate procurement methods
   b. Update requisition data
   c. Seek lateral support
   d. Submit Supply Assistance Request
   e. Reutilize items from DLA Disposition Services
   f. Liaise with appropriate program office.
   g. Coordinate advanced manufacturing solution, if available.
7. Maintain in-transit visibility of mission critical material.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. UM 4000-125
2. MCTP 3-40H MAGTF Supply Operations
3. DODM 4100.39 Federal Logistics Information System (FLIS) Procedures
4. DLM 4000.25-1 Military Standard Requisitioning and Issue Procedures (MILSTRIP)
5. MCO 4700.4 Additive Manufacturing Policy

3010-REQM-2004: Supervise Unique GCPC Functions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: In certain limited circumstances, the GCPC may also be authorized for purchases at higher limits. The Program allows administrative and operational personnel to make micro-purchases without going to the procurement office. The USMC GCPC Program expedites the acquisition of mission critical supplies and services by simplifying the procurement process for purchases that are less than or equal to the micro-purchase threshold. NAVSUPINST 4200.99C and the Marine Acquisition Procedures Supplement outline the approval authorities and methods through which to execute the below. These enhance a unit's operational readiness by providing commanders with additional procurement flexibility when properly employed.

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given commander's guidance, HHQ operations order, a defined operational area, unit requirements, access to AIS, and access to a warranted contracting entity.

STANDARD: To eliminate procurement lead-time and acquire mission critical supplies and services to support Mission Essential Task execution, accomplishment of unit's assigned missions, and fulfill material readiness and audit requirements. (Installation and Logistics Marine Corps Acquisition Procedures Supplement)

PERFORMANCE STEPS:
1. Obtain approval of span of control/separation of duties/MCC template waivers from APC/DONCPMD as required.
2. Procure wireless services via NAVSUP Nationwide contract.
3. Procure furniture via NAVSUP strategically sourced BPAs.
4. Establish and employ a convenience check account.
5. Employ a cardholder (CH) delegated on a SF1402/HCA delegation of authority as required.
6. Supervise Blanket Purchase Agreement (BPA) Calls with the GCPC.
7. Supervise issuing and placing orders against a Letter of Agreement when CH delegated on SF1402
8. Supervise placing delivery orders against a Federal Supply Schedule (FSS) with GCPC.
9. Supervise orders against Indefinite Delivery Type Contracts (IDTC) with GCPC.
10. Obtain Contingency Contracting Cardholder support up to the Simplified Acquisition Threshold (SAT) pursuant to authorities defined in 10 USC 101(a)(13) and humanitarian/peacekeeping operations defined in 10 USC 2320(8).
11. Support requirements generation for SAT increased thresholds under Special Emergency Procurement Authority.
12. Support reporting procurements to the Federal Procurement Data System-Next Generation (FPDS-NG) on a Contract Action Report (CAR) as required IAW FAR Subpart 4.6, DFARS PGI 204.670-2 and DFARS 253.204-70.
13. Obtain approval from appropriate authority to use the GCPC as a method of payment for a contractual vehicle above the MPT.
14. Obtain a WAWF waiver from HQMC I&L (Contracting) when using a GCPC as a method of payment.
15. Maintain electronic KSD IAW the references.

PRIMARY REFERENCES:
1. Installation and Logistics Marine Corps Acquisition Procedures Supplement

SUPPLEMENTAL REFERENCES:
1. FAR Federal Acquisition References
2. DFARS Defense Federal Acquisition Regulation Supplement
3. NAVMC 4000.4A Naval Logistics Integration Playbook
4. NAVSUPINST 4200.99C
5. NAVSUPINST 4200.85D
6. MCO 7300.21B Marine Corps Financial Management Standard Operating Procedures
7. MCO 4400.201 Management of Property in Possession of the Marine Corps.

3010-REQM-2005: Manage AIS(s) Deployment Preparation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Manage AIS Deployment Preparation: Automated Information Systems (AIS) provide Navy and Marine Corps personnel the tools and functions necessary to perform their day-to-day business: ordering, receiving, and issuing of services and materials; maintaining financial records; and reconciling supply, inventory, and financial records. This event provides the steps necessary to manage most AIS in a system agnostic way. This event does not imply or recommend that the unit supply officer should be the primary Using Unit Account Manager (UUAM) for GCSS-MC. MCTP 3-40H

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a warning order, unit requirements, and access to AIS(s).

STANDARD: Ensure the appropriate configurations are in place to efficiently optimize supporting sustainment systems in order to provide the right support at the right time and place. NAVMC 4000.4A

PERFORMANCE STEPS:
1. Identify required AIS(s) (i.e. GCSS-MC, GCSS-Army, Navy ERP, etc).
2. Organize sustainment sourcing logic.
    a. Submit requirement documentation to reorganize sustainment sourcing logic (i.e. Abbreviated BR-100).
    b. Update TAC addresses as required.
    c. Update AAC(s) in AIS(s) as required.
    d. Update cargo routing network (i.e. CRIF, Cargo Routing Matrix, etc).
3. Ensure AIS(s) account managers configure work flows to support all elements.
4. Support AIS(s) account managers in 100% user account validation.
5. Ensure financial data manager creates approval flow to support all elements.
6. Obtain standard budget account data (LOAs) to support orders/requisitions.
7. Coordinate with internal/external communications agencies to ensure functional access to AIS(s).

PRIMARY REFERENCES:
1. NAVMC 4000.4A Naval Logistics Integration

SUPPLEMENTAL REFERENCES:
1. TM 2800-QRG/B Quick Reference Guide for GCSS-MC Wide Area Network Optimization (WAN-OPT)
2. MCTP 3-40H MAGTF Supply Operations
3. UM 4000-125 Retail Supply and Maintenance Execution Procedures
4. MCO 4400.201 Management of Property in Possession of the Marine Corps

---

3010-TRNG-2001: **Develop a Unit Training Plan**

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Supply officers will develop deliberate tailored training plans to ensure personnel sustain proficiency to effectively support unit mission accomplishment. Higher echelons of command will assist lower echelons in identifying and utilizing training resources, with evaluation and remediation support, and with relating individual standards to collective standards/METs. Training plans will establish training priorities, maintain a consistent combat focus, address future proficiency, focus on real-world lead times, allocate resources efficiently and include clear training objectives/guidance. The end result will be the publication and execution of a challenging standards-based, performance and mission oriented, mid and short range training plan to include evaluation.

MOS PERFORMING: 3010

GRADES: WO, CWO2, CWO3, CWO4, CWO5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given Commander's Training Guidance (CTG), training records, TEEP, and access to an AIS.

STANDARD: To create a short and mid-range training plan to sustain appropriate skill levels in order to support unit's execution of Mission Essential Tasks and accomplishment of assigned missions.

PERFORMANCE STEPS:
1.   Review analysis, inspection, and audit results.
2.   Evaluate technical knowledge of unit supply personnel.
3.   Analyze unit's mission, mission essential tasks, and TEEP to determine support requirements.
4.   Determine sustainment training requirements
5.   Define training objectives/endstate,
6.   Prioritize requirements based on analysis of training requirements.
7.   Develop a training plan (i.e. including scheduling prime time, training cycles and planning for remediation training).
8.   Conduct backward planning
9.   Align available training resources with training priorities.
10. Execute training, evaluation, and remediation.
11. Ensure training is recorded.
12. Integrate standard operating procedures into training.

PRIMARY REFERENCES:
1.   MCO 1553.3_ Unit Training Management (UTM) Program

SUPPLEMENTAL REFERENCES:
1.   MCTP 8-10A Unit Training Management Guide
2.   MCTP 8-10B How to Conduct Training
3.   NAVMC 1553.1_ Marine Corps Instructional Systems Design/Systems Approach to Training and Education Handbook
4.   MCDP 7 Learning
5.   MCO 11240.118 Licensing Program for tactical wheeled motor transport equipment operators.
6.   NAVMC 3500.19 Marine Corps Common Skills

7. Local SOP Local Standard Operating Procedures

SCM T&R MANUAL

CHAPTER 7

OPERATIONAL CONTRACT SUPPORT COMMON INDIVIDUAL EVENTS

SCM T&R MANUAL

CHAPTER 7

OPERATIONAL CONTRACT SUPPORT COMMON INDIVIDUAL EVENTS

7000. PURPOSE. This chapter details the individual events that pertain to Operational Contract Support Officer (MOS 3006) and Operational Contract Support Specialist (MOS 3044). Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

7001. EVENT CODING

Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

   a. Field one. This field represents the community. This chapter contains the following community codes:

Code   Description
CONT   Contingency Contracting

   a. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code   Description
CCF   Contingency Contracting Force

   a. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code   Description
1000   CORE
2000   CORE PLUS
2900   CORE PLUS SUPPORTING A MSC

7002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
1000 Level Events		
CONT-CCF-1001	Conduct pre-solicitation actions	7-3
CONT-CCF-1002	Conduct post-solicitation actions	7-4
CONT-CCF-1003	Conduct pre-award actions	7-5
CONT-CCF-1004	Conduct post award actions	7-6
2000 Level Events		
CONT-CCF-2901	Employ an OCS integration cell (OCSIC)	7-7
CONT-CCF-2902	Create OCS estimate	7-8
CONT-CCF-2903	Plan Operational Contract Support	7-9
CONT-CCF-2904	Develop an OCS common operational picture (COP)	7-10

CONT-CCF-2905	Develop Contractor Management Plan (CMP)	7-11
CONT-CCF-2001	Organize for Contracting Support	7-12
CONT-CCF-2002	Manage execution of contracting operations	7-13

7003. LIST OF OCS EVENTS

CONT-CCF-1001: Conduct pre-solicitation actions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 24 months

READINESS-CODED: NO

DESCRIPTION: This is to be executed by Contracting Officers (Warranted) and Contracting Specialist with a minimum Level I DAWIA certification and training. (REF: MCO 4200.34)

MOS PERFORMING: 3006, 3044

GRADES: SGT, SSGT, GYSGT, MSGT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an approved purchase request for a commercial requirement, automated information system (AIS), appropriate DAWIA certification and regulations.

STANDARD: Complying with applicable laws, regulations and policies. (REF: JP 4-10, Chapter I, page I-3, paragraph (2))

PERFORMANCE STEPS:
1.   Review approved purchase request.
2.   Review required sources of supply.
3.   Validate salient characteristics/Performance Work Statement (PWS)/Statement of Work (SOW)/Statement of Objectives (SOO).
4.   Determine the need for a Contracting Officer Representative or Technical Representative, as applicable.
5.   Conduct market research/analysis of commercial markets.
6.   Identify applicable socio-economic requirements.
7.   Determine contract type.
8.   Determine method of solicitation (i.e. Request For Quote (RFQ), Request For Proposal (RFP), or Request For Information (RFI).
9.   Review Justification and Approval (J&A), as applicable.
10. Review Determination and Findings (D&F), as applicable.
11. Review/validate Government Furnished Property/Equipment (GFP/E), as applicable.
12. Prepare solicitation.
13. Obtain reviews and approvals, as applicable.
14. Publish solicitation.

PRIMARY REFERENCES:
1. Federal Acquisition Regulation (FAR)

SUPPLEMENTAL REFERENCES:
1. Defense Federal Acquisition Regulation Supplement (DFARS)
2. Navy Marine Corps Acquisition Regulation Supplement (NMCARS)

3. Marine Corps Acquisition Policy and Procedures (MAPPS)
4. DODI 5000.66 Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program
5. JP 1-06 Financial Management Support in Joint Operations
6. JP 4-0 Joint Logistics
7. JP 4-10 Operational Contract Support
8. MCTP 3-40B Tactical-Level Logistics
9. MCWP 4-12 Operational-Level Logistics

CONT-CCF-1002: Conduct post-solicitation actions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 24 months

READINESS-CODED: NO

DESCRIPTION: This is to be executed by Contracting Officers (Warranted) and Contracting Specialist with a minimum Level I DAWIA certification and training. (REF: MCO 4200.34)

MOS PERFORMING: 3006, 3044

GRADES: SGT, SSGT, GYSGT, MSGT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an approved purchase request for a commercial requirement, automated information system (AIS), appropriate DAWIA certification and regulations.

STANDARD: Ensuring the solicitation fulfills the customer requirements while complying with laws, regulation, and policies. (REF: JP 4-10, Chapter I, page I-3, paragraph (2))

PERFORMANCE STEPS:
1.   Receive and review questions from the commercial market
2.   Prepare amendments to solicitation, as required.
3.   Obtain appropriate level review, as required.
4.   Issue amendments to solicitation, as required.
5.   Evaluate offers, bids or quotations.
6.   Establish competitive range, as required.
7.   Conduct negotiations, as required.
8.   Prepare abstract.
9.   Conduct a technical evaluation board, when applicable
10. Evaluate final offers.
11. Determine the selected offer, bid or quote is fair, reasonable, and responsible.
12. Prepare pre-award documents.

PRIMARY REFERENCES:
1. Federal Acquisition Regulation (FAR)

SUPPLEMENTAL REFERENCES:
1. Defense Federal Acquisition Regulation Supplement (DFARS)
2. Navy Marine Corps Acquisition Regulation Supplement (NMCARS)
3. Marine Corps Acquisition Policy and Procedures (MAPPS)

4. DODI 5000.66 Operation of the Defense Acquisition, Technology, and
Logistics Workforce Education, Training, and Career Development Program
5. JP 1-06 Financial Management Support in Joint Operations
6. JP 4-0 Joint Logistics
7. JP 4-10 Operational Contract Support
8. MCTP 3-40B Tactical-Level Logistics
9. MCWP 4-12 Operational-Level Logistics

CONT-CCF-1003: Conduct pre-award actions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 24 months

READINESS-CODED: NO

DESCRIPTION: This is to be executed by Contracting Officers (Warranted) and
Contracting Specialist with a minimum Level I DAWIA certification and
training. (REF: MCO 4200.34)

MOS PERFORMING: 3006, 3044

GRADES: SGT, SSGT, GYSGT, MSGT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a completed solicitation package, AIS, DAWIA training
or appropriate level certification and regulations. (REF: MCO 4200.34)

STANDARD: Awarding a contract that fulfills customer requirements while
complying with applicable laws, regulations and policies. (REF: JP 4-10,
Chapter I, page I-3, paragraph (2))

PERFORMANCE STEPS:
1.   Review post-solicitation and pre-award documentation.
2.   Prepare Award Decision document.
3.   Prepare Award.
4.   Prepare Contract Actions Report.
5.   Obtain appropriate approvals and legal review, when applicable.
6.   Forward approved contract to offeror for signature, when applicable.
7.   Obtain contracting officer signature.

PRIMARY REFERENCES:
1. Federal Acquisition Regulation (FAR)

SUPPLEMENTAL REFERENCES:
1. Defense Federal Acquisition Regulation Supplement (DFARS)
2. Navy Marine Corps Acquisition Regulation Supplement (NMCARS)
3. Marine Corps Acquisition Policy and Procedures (MAPPS)
4. DODI 5000.66 Operation of the Defense Acquisition, Technology, and
Logistics Workforce Education, Training, and Career Development Program
5. JP 1-06 Financial Management Support in Joint Operations
6. JP 4-0 Joint Logistics
7. JP 4-10 Operational Contract Support
8. MCTP 3-40B Tactical-Level Logistics
9. MCWP 4-12 Operational-Level Logistics

CONT-CCF-1004: Conduct post award actions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 24 months

READINESS-CODED: NO

DESCRIPTION: This is to be executed by Contracting Officers (Warranted) and Contracting Specialist with a minimum Level I DAWIA certification and training. (REF: MCO 4200.34)

MOS PERFORMING: 3006, 3044

GRADES: SGT, SSGT, GYSGT, MSGT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an awarded contract, AIS, appropriate DAWIA level certification and regulations.

STANDARD: Administering the contract in compliance with applicable laws, regulations and policies. (JP 4-10, Chapter I, page I-3, paragraph (2))

PERFORMANCE STEPS:
1.   Finalize contract actions.
2.   Perform post award debrief, when applicable.
3.   Distribute award.
4.   Manage COR IAW performance work statement, when applicable.
5.   Monitor contractor performance, when applicable.
6.   Issue contract modifications and contract action report, as required.
7.   Manage protest proceedings, when applicable.
8.   Perform termination/cancelation of contracts, when applicable.
9.   Obtain legal review, when applicable.
10. Review and validate contractors receipt for property received (RPR) report and Material Inspection and Receiving Report (DD250) when applicable.
11. Prepare payment package, when applicable.
12. Submit completed payment package to appropriate payment office, when applicable.
13. Confirm receipt of Final payment, when applicable.
14. Conduct contract close out, when applicable.
15. Maintain contract file.

PRIMARY REFERENCES:
1.   Federal Acquisition Regulation (FAR)

SUPPLEMENTAL REFERENCES:
1. Defense Federal Acquisition Regulation Supplement (DFARS)
2. Navy Marine Corps Acquisition Regulation Supplement (NMCARS)
3. Marine Corps Acquisition Policy and Procedures (MAPPS)
4. DODI 5000.66 Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program
5. JP 1-06 Financial Management Support in Joint Operations
6. JP 4-0 Joint Logistics
7. JP 4-10 Operational Contract Support
8. MCTP 3-40B Tactical-Level Logistics
9. MCWP 4-12 Operational-Level Logistics

CONT-CCF-2901: Employ an OCS integration cell (OCSIC)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This task is performed by OCS Advisors at the MEF and MARFOR. The OCSIC is the center of gravity for effective planning, execution, and assessment of OCS. Although the mix of skill sets and number of personnel in an OCSIC should be scaled to the scope and complexity of the Area of Responsibility (AOR), there should be a permanent/standing OCSIC at certain levels of command (GCC, Service component, or JTF). The OCSIC can be subordinate to a staff directorate or, in major operations, may serve as a separate staff element. The OCSIC integrates OCS planning and management actions across the staff. (REF: MCO 4200.34)

MOS PERFORMING: 3006, 3044

GRADES: MSGT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a defined operational area, priority countries, or known area of interest and operations orders.

STANDARD: Ensuring operational contract support is integrated across the staff to satisfy mission support requirements. (REF: MCO 4200.34)

PERFORMANCE STEPS:
1.   Conduct mission analysis to determine appropriate organization of the OCSIC.
2.   Review orders and policies for OCS equities.
3.   Identify area of operations (AO) contracting command and control construct.
4.   Identify Marine Air-Ground Task Force (MAGTF) contracting concept of employment.
5.   Produce the OCS analysis of the operational environment (AOE).
7.   Collect OCS related information from boards, bureaus, cells, centers and working groups.
8.   Identify common contracting efforts within the AO.
9.   Coordinate consolidation of requirements to maximize economies of scale.
10.   Assist in exchange of information among in-theater contracting activities with emphasis on such matters as sources of supply, prices, and contractor performance.
11.   Develop OCS policy and other operational contract support guidance.
12.   Participate in the requirements review board.

PRIMARY REFERENCES:
1. JP 4-10 Operational Contract Support
2. MCO 4200.34 Contingency Contracting Force Program
3. MCRP 3-40B.3
4. MCRP 3-40B.6

SUPPLEMENTAL REFERENCES:
1.   CJCSM 3130.03 ADAPTIVE PLANNING AND EXECUTION (APEX) PLANNING FORMATS AND GUIDANCE8.   JP 3-0 Joint Operations10.   JP 4-0 Joint Logistics
2.   JP 4-10 Operational Contract Support

3.   JP 5-0 Joint Planning
4.   MCRP 4-11H Multi-Service Tactics, Techniques, and Procedures for Operational Contract Support

---

CONT-CCF-2902: Create OCS estimate

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This task is performed by OCS Advisors with the assistance of the staff at the MEF and MARFOR. OCS Advisors analyze mission support requirements and conduct market research to determine what locally available supplies/services are available in the area of operations. (REF: JP 4-10)

MOS PERFORMING: 3006, 3044

GRADES: MSGT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a defined AO, or known area of interest in plans, exercise or operational orders.

STANDARD: Identifying resources available for non-organic mission support requirements in the area of operations.

PERFORMANCE STEPS:
1.   Collect general business environment information, market surveys, historical vendor lists, etc.
2.   Identify disposition of contracting capabilities in theater.
3.   Identify existing contracts that could be utilized or leveraged.
4.   Describe the impact of the operational environment on OCS capabilities.
5.   Identify specific OCS constraints and restraints as limiting factors.
6.   Review available host nation support.
7.   Identify support requirements by phase and location.
8.   Estimate required contracting capabilities to support mission.
9.   Establish appropriate supporting relationships for contracting forces.
10. Define the proposed OCS concept of support.

PRIMARY REFERENCES:
1. JP 4-10 Operational Contract Support

SUPPLEMENTAL REFERENCES:
1.   MCO 4200.34_ Contingency Contracting Force Program
2.   MCRP 4-11H Multi-Service Tactics, Techniques, and Procedures for Operational Contract Support

---

CONT-CCF-2903: Plan Operational Contract Support

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This is to be performed by OCS Advisors with the assistance of the staff at the MEF and MARFOR in support of the Marine Air Ground Task Force (MAGTF), Supporting Establishment (SE), Special Operations Forces, and Joint and Supported Coalition Forces by planning and obtaining supplies and services from non-organic sources through associated contract support integration, contracting support and contractor management functions. (REF: MCO 4200.34)

MOS PERFORMING: 3006, 3044

GRADES: MSGT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a HHQs order, warning order, campaign plan, and OCS estimate.

STANDARD: Integrating OCS functions and capabilities to satisfy mission support requirements in the area of operations.

PERFORMANCE STEPS:
1. Analyze higher headquarters OCS guidance.
2. Analyze plan to understand overall concept of operations and logistics concept of support.
3. Identify OCS requirements in all annexes.
4. Analyze supportability estimates using OCS AOE to identify OCS shortfalls, constraints and restraints.
5. Determine feasibility of support for each requirement by phase and location via organic, host-nation support, and/or contracting support.
6. Revise OCS Estimate.
7. Develop a contracting capabilities and capacities support estimate to support the required level of contracting support.
8. Identify whether requirement for contract support will be filled by Contractors Authorized to Accompany the Force (CAAF) or non-CAAF.
9. Identify CAAF estimate by phase and location.
10. Develop contractor support estimate.
11. Include CMP.
12. Identify OCS equities during the Logistics Supportability Analysis.
13. Coordinate submission of OCS assets to the time-phased force deployment data.
14. Write OCS annexes or appendices.

PRIMARY REFERENCES:
1. JP 4-10 Operational Contract Support and
2. MCRP 4-11H Multi-Service Tactics, Techniques, and Procedures for Operational Contract Support

SUPPLEMENTAL REFERENCES:
1. 5216.5 Naval Correspondence Manual
2. CJCSM 3130.03 ADAPTIVE PLANNING AND EXECUTION (APEX) PLANNING FORMATS AND GUIDANCE
3. CJCSM 4301.01A Planning Operational Contract Support
4. DODI 3020.41 Operational Contract Support
5. MCO 4200.34_ Contingency Contracting Force Program
6. MCTP 3-40B Tactical-Level Logistics

Operational-Level Logistics

CONT-CCF-2904: Develop an OCS common operational picture (COP)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This is to be performed by OCS Advisors with the assistance of the staff at the MEF and MARFOR in support of the Marine Air Ground Task Force (MAGTF), Supporting Establishment (SE), Special Operations Forces, and Joint and Supported Coalition Forces by planning and obtaining supplies and services from non-organic sources through associated contract support integration, contracting support and contractor management functions. (REF: MCO 4200.34)

MOS PERFORMING: 3006, 3044

GRADES: MSGT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a defined AO, priority country, or known area of interest in plans, exercise or operational orders, access to HHQs AIS.

STANDARD: Providing relevant OCS information flow and ability to find, access, and integrate OCS information and data (e.g. contractors and contract capabilities in the AO) required to support the operation. JP 4-10

PERFORMANCE STEPS:
1.   Determine what OCS information is relevant to the commander's decision making cycle.
2.   Inform subordinate units of OCS information collection and reporting requirements.
3.   Record geographic force laydown of key infrastructure, units, contracts and contracting officers.
4.   Record contracting capabilities and capacities.
5.   Record number of contractors, contractor equipment, location densities and other contractor data.
6.   Record key contract performance information.
7.   Identify degradation in contracted support impacting operational readiness.
8.   Coordinate with component and HHQs Information Management Officers on how to best display the required information.
9.   Update OCS COP when new information is available.

PRIMARY REFERENCES:
1. JP 4-10 Operational Contract Support

SUPPLEMENTARY REFERENCES:
1.   CJCSM 3130.03 ADAPTIVE PLANNING AND EXECUTION (APEX) PLANNING FORMATS AND GUIDANCE
2.   CJCSM 4301.01A Planning Operational Contract Support
3.   Commander's Information Management Plan
4.   MCO 4200.34_ Contingency Contracting Force Program

5. MCRP 3-40B.6 Multi-Service Tactics, Techniques, and Procedures for Operational Contract Support
6. DODI 3020.41 Operational Contract Support

CONT-CCF-2905: Develop Contractor Management Plan (CMP)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Operational Contract Support (OCS) Advisors perform this task, with the assistance of the staff, at the MEF and MARFOR level. The Contractor Management Planning (CMP) is a major subset of OCS planning discussed in detail in JP 4-10 Chapter III, "Contract Support Integration." While the body of annex W (Operational Contract Support) is focused on how the JFC will acquire and integrate contracted support in general, contractor management planning is focused on contractor personnel and equipment tasks, to include government obligations under the terms and conditions of the contract to provide support to contractor personnel. (REF JP 4-10)

MOS PERFORMING: 3006, 3044

GRADES: MSGT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Warning Order, HHQs Campaign Plan, operational plan (OPLAN) and estimated number of Contractors Authorized to Accompany the Force (CAAF) and Not Authorized - Contractors Authorized to Accompany the Force (non-CAAF).

STANDARD: Ensuring integration of contractor personnel and associated equipment in support of MAGTF and Joint operations.

PERFORMANCE STEPS:
1. Review in theater contractor management process and support policies.
2. Confirm the estimated number of CAAF and non-CAAF contractors.
3. Integrate Theater Business Clearance and contract administration requirements for external support and systems support contracts.
4. Identify restrictions imposed by applicable international and local laws, Status of Forces Agreements, and host nation support agreements.
5. Identify deployment and theater reception requirements for CAAF.
6. Identify reporting requirements for accountability of contractor personnel and visibility of contracts (Personnel Reception Center, SPOT, etc.)
7. Identify operational security plans and restrictions.
8. Identify force protection policies and personnel recovery procedures.
9. Identify contract vulnerabilities and performance risk areas.
10. Identify contractor equipment requirements (uniforms, individual equipment, government-furnished property, contractor acquired government owned, contractor acquired property, contractor owned contractor operated).
11. Identify authorized medical support available for contractors.
12. Identify force protection and security requirements, including specific considerations for arming contractors.
13. Identify base access, badging, Letter of Authorization requirements.
14. Identify foreign vendor vetting requirements.

15. Identify Countering Trafficking in Persons requirements.
16. Publish a contractor management plan.

PRIMARY REFERENCES:
1. JP 4-10 Operational Contract Support

REFERENCES:
1. DODI 3020.41 Operational Contract Support
2. DODI 3020.50 Private Security Contractors
3. Federal Acquisition Regulation (FAR)
4. Defense Federal Acquisition Regulation Supplement (DFARS)
5. MCRP 4-11H Multi-Service Tactics, Techniques, and Procedures for Operational Contract Support
6. JP 1-0 Joint Personnel Support
7. CJCSM 3130.03 ADAPTIVE PLANNING AND EXECUTION (APEX) PLANNING FORMATS AND GUIDANCE

SUPPORT REQUIREMENTS:
EQUIPMENT: Computer, peripherals and AIS

ADMINISTRATIVE NOTES:
1. Specific guidance on SPOT can be found in the SPOT Business Rules, which are maintained at http://www.acq.osd.mil/log/PS/spot.html.

CONT-CCF-2001: Organize for Contracting Support

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This is to be performed by the Expeditionary Contracting Platoon senior leadership in coordination with MEF OCS Advisors. To prepare and establish the appropriate expeditionary contracting capability to execute contractual actions IAW statutory, regulatory, and procedural compliance. (REF: MCO 4200.34)

MOS PERFORMING: 3006, 3044

GRADES: MSGT, MGYSGT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an area of operations, table of organization, mission requirement and logistics capabilities/limitations in support of the MAGTF.

STANDARD: Establishing expeditionary contract support capability that meets mission and operational requirements. (Ref: MCO 4200.34)

PERFORMANCE STEPS:
1.   Review mission requirements.
2.   Participate in Boards, Bureaus, Centers, Cells, and Working Groups (B2C2WGs).
3.   Conduct OCS analysis of the operational environment.
4.   Review operations orders.
5.   Develop annexes and/or appendices to operation order.
6.   Analyze organic and non-organic support requirements.

7.   Analyze organic/external contracting support sources.
8.   Prioritize contracted support requirements.
9.   Coordinate tasked contracting capability.
10. Coordinate warrant and/or contracting authorities for assigned contracting officer/specialists.

PRIMARY REFERENCES:
1. MCO 4200.34 Contingency Contracting Force Program

SUPPLEMENTAL REFERENCES:
1. JP 4-10 Operational Contract Support
2. MCRP 4-11H Multi-Service Tactics, Techniques, and Procedures for Operational Contract Support
3. Marine Corps Acquisition Policy and Procedures (MAPP)

CONT-CCF-2002: Manage execution of contracting operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This is to be performed by Expeditionary Contracting Platoon (ECP) leadership and deployed Contracting Officers (Warranted) and Contracting Specialists in support of the Marine Air Ground Task Force (MAGTF), Supporting Establishment (SE), Special Operations Forces, and Joint and Supported Coalition Forces by planning and obtaining supplies and services from non-organic sources through associated contract support integration, contracting support and contractor management functions. (REF: MCO 4200.34)

MOS PERFORMING: 3006, 3044

GRADES: SSGT, GYSGT, MSGT, MGYSGT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an established contracting support capability and mission support requirements in support of MAGTF or Joint operations.

STANDARD: Satisfying mission support requirements while maintaining compliance with contracting laws, regulations, policies and procedures. MCO 4200.34

PERFORMANCE STEPS:
1. Coordinate with higher, adjacent and supported units, when required.
2. Participate in requirement review boards.
3. Prioritize contracting support requirements. (i.e. mission priorities)
4. Identify non-organic capabilities and shortfalls to support requirements.
5. Provide oversight management control of contract actions.
6. Manage and execute procurement management reviews.
7. Conduct special reviews of contract actions, as required.
8. Manage and conduct contract audit follow-up program (i.e. internal audits and peer reviews, as required).
9. Oversee contract closeout.
10. Manage and execute Field Ordering Officer Program, when applicable.

11. Manage and process unauthorized commitment packages.
12. Advise and educate commanders, units, and customers on business practices.
13. Develop the vendor base for non-organic requirements.

PRIMARY REFERENCES:
1. JP 4-10 Operational Contract Support and
2. MCO 4200.34 Contingency Contracting Force Program

SUPPLEMENTAL REFERENCES:
1. FAR Federal Acquisition Regulation
2. DFARS Defense Federal Acquisition Regulation Supplement
3. NMCARS Navy Marine Corps Acquisition Regulation Supplement
4. Marine Corps Acquisition Policy and Procedures (MAPP)
5. MCRP 4-11H Multi-Service Tactics, Techniques, and Procedures for Operational Contract Support

SCM T&R MANUAL

CHAPTER 8

MOS 3043 INDIVIDUAL EVENTS

SCM T&R MANUAL

CHAPTER 8

MOS 3043 INDIVIDUAL EVENTS

8000. PURPOSE. This chapter details the individual events that pertain to Supply Chain Management Specialist. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

8001. EVENT CODING

Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

    a. Field one. This field represents the community. This chapter contains the following community codes:

Code   Description
3043   Supply Chain Management Specialist

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code   Description
C2   Command and Control
CSS   Combat Service Support
FMGT   Financial Management
MISC   Miscellaneous Procedures
PRAC   Property Accounting
RATS   Rations
REQS   Requisition Support
REQM   Requisition Management

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code   Description
1000   Core Skills
2000   Core Plus Skills

8002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
1000 Level Events		
3043-PRAC-1001	Maintain the Mechanized Allowance List (MAL)	8-4
3043-PRAC-1002	Process Materiel Transfers	8-5
3043-PRAC-1003	Process Adjustment Transactions	8-5
3043-PRAC-1004	Maintain voucher file	8-6

3043-PRAC-1005	Maintain sub-custody records	8-7
3043-REQS-1001	Execute Request for Supplies and Services procedures	8-7
3043-REQS-1003	Process receipts	8-8
3043-REQS-1004	Reconcile customer demands	8-9
2000 Level Events		
3043-FMGT-2002	Conduct the midyear review (MYR) process	8-10
3043-FMGT-2003	Manage Financial Management Procedures	8-10
3043-FMGT-2004	Perform financial management procedures	8-11
3043-FMGT-2005	Perform the review of dormant transaction report(s)	8-12
3043-FMGT-2011	Manage the dormant transactions report(s)	8-13
3043-FMGT-2007	Perform Financial Filing Procedures	8-14
3043-FMGT-2013	Manage financial filing procedures	8-14
3043-FMGT-2008	Perform Key Performance Indicators Review	8-15
3043-FMGT-2014	Validate Key Performance Indicators Review	8-16
3043-FMGT-2009	Prepare Status of Funds (SOF)	8-17
3043-FMGT-2015	Manage the Status of Funds (SOF)	8-17
3043-FMGT-2010	Apply Financial Data Elements (FDEs)	8-18
3043-FMGT-2016	Manage the application of Financial Data Elements (FDE)	8-19
3043-FMGT-2001	Prepare budget requirements	8-20
3043-C2-2001	Develop a supply support plan	8-20
3043-CSS-2001	Provide sustainment for Fleet Marine Forces	8-21
3043-MISC-2001	Process Individual Clothing Requisition	8-22
3043-MISC-2002	Prepare Individual Clothing Record	8-23
3043-RATS-2002	Manage Operational Rations (OPRATS)	8-23
3043-REQM-2001	Supervise the unit's budget execution process	8-24
3043-PRAC-2001	Process Table of Organization and Equipment Change Request (TOECR)	8-25
3043-PRAC-2002	Supervise property control records	8-25
3043-PRAC-2003	Monitor adjustment transactions	8-26
3043-PRAC-2004	Maintain Sub-Custody Inventory Procedures	8-27
3043-PRAC-2005	Maintain Marine Corps Serialized Small Arms Light Weapons Accountability Report	8-28
3043-PRAC-2006	Generate Missing, Lost, Stolen, Recovered (MLSR) property report	8-29
3043-PRAC-2007	Validate requests for Table of Organization and Equipment (TO&E) Changes	8-30
3043-PRAC-2009	Manage property control records	8-31
3043-PRAC-2011	Manage Materiel Redistribution	8-31
3043-PRAC-2012	Manage the annual physical inventory	8-32
3043-PRAC-2013	Manage the voucher file	8-33
3043-PRAC-2014	Supervise the Maintenance of Sub-Custody Inventory Procedures	8-34
3043-PRAC-2015	Manage Financial Liability Investigations of Property Loss (FLIPL) process	8-35
3043-PRAC-2016	Manage Marine Corps Serialized Small Arms/Light Weapons Accountability Procedures	8-35
3043-PRAC-2017	Manage Missing, Lost, Stolen, Recovered (MLSR) property reporting	8-36
3043-REQS-2002	Supervise Request for Supplies and Services procedures	8-37
3043-REQS-2003	Manage Request for Supplies and Services procedures	8-38

3043-REQS-2004	Manage customer reconciliations	8-39
3043-REQS-2005	Manage the Material Obligation Validation (MOV)/Backorder Validation (BOV) Process	8-40
3043-REQS-2006	Process a Discrepancy Report	8-40
3043-REQS-2007	Process Using Unit Material Obligation Validation (MOV)/Backorder Validation (BOV)	8-41
3043-REQS-2009	Process GCPC Procurement Requirements	8-42

8003. LIST OF 3043 EVENTS

3043-PRAC-1001: Maintain the Mechanized Allowance List (MAL)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the maintenance of the Mechanized Allowance list as either a downloaded or printed report. The Marine performing this task is expected to identify, track, and correct discrepancies as they occur. MCO 4400.201.

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the unit's Table of Organization and Equipment (T/O&E), special allowance authorization, Type 2 authorized allowances, training allowances, command adjustment authorizations, the accountable record, and AIS.

STANDARD: To verify information for accuracy. MCO 4400.201

PERFORMANCE STEPS:
1. Reconcile allowances on property records against the Table of Equipment.
2. Reconcile current month's MAL against the previous month's MAL.
3. Identify, annotate, and mark reconciliation discrepancies.
4. Conduct causative research as required.
5. Report discrepancies as required.
6. Correct discrepancies as directed.
7. Validate existing command adjustments.
8. Validate special allowances.
9. Validate training allowances.
10. Ensure any NIIN catalog changes have processed correctly.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. MCO 5311.1 Total Force Structure Process (TFSP)
2. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3043-PRAC-1002: Process Materiel Transfers

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the transfer of Military Equipment from one organization to another. The Marine performing this task is expected to prepare transfer documentation, process transfer, and file supporting documentation in the voucher file. MCO 4400.201

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, transfer authorization, on hand equipment, and AIS.

STANDARD: To redistribute materiel as directed by appropriate authority. MCO 4400.201

PERFORMANCE STEPS:
1. Identify materiel.
2. Validate on-hand quantity.
3. Validate condition coded and identified serial numbers if applicable.
4. Prepare transfer documentation.
5. Induct appropriate transactions.
6. Ensure transfer documents are completed.
7. Annotate property records as required.
8. Retain key supporting documentation.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
2. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3043-PRAC-1003: Process Adjustment Transactions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the processing of inventory adjustments that will alter the on hand quantity on the Mechanized Allowance List. The Marine performing this event is expected to identify the proper adjustment transactions utilizing the supporting documentation provided. MCO 4400.201 and UM 4000-125.

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, supporting documentation, and AIS.

STANDARD: Ensuring transactions are completed and documentation is maintained. MCO 4400.201

PERFORMANCE STEPS:
1. Validate adjustment requirement.
2. Conduct causative research.
3. Identify type of adjustment needed.
4. Prepare adjustment documentation.
5. Obtain pre-approval signature.
6. Induct adjustment transaction.
7. Prepare money value gain/loss notice for signature.
8. Retain supporting documentation in voucher file.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3043-PRAC-1004: Maintain voucher file

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the retention of records related to the gain, loss, return, disposal, or transfer of property, to include financial account records that directly or indirectly result in a recordable accounting transaction. The Marine performing this task is expected to be able to identify supporting documentation and the retention requirements. MCO 4400.201

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, key supporting documentation.

STANDARD: To maintain accountability while enhancing auditablity. MCO 4400.201

PERFORMANCE STEPS:
1. Organize key supporting documents in applicable sequence.
2. Ensure all required information and signatures are present on KSD.
3. File all key supporting documentation.
4. Dispose key supporting documentation IAW current retention periods.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
2. UM 4000-125 Retail Supply and Maintenance Execution Procedures

3043-PRAC-1005: Maintain sub-custody records

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the maintenance of all sub-custody documentation pertaining to the Consolidated Memorandum Receipt (CMR). The Marine performing this task is expected to prepare change of custody documentation, process appropriate transactions, and reconcile records. MCO 4400.201 and UM 4000-125.

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to maintain sub custody records, property control documents, and interim receipts.

STANDARD: Ensuring accountability of assets. MCO 4400.201

PERFORMANCE STEPS:
1.   Determine appropriate custody record(s).
2.   Prepare interim receipts for proper change of custody.
3.   Process adjustment transactions to reflect authorized transfer from key supporting documentation.
4.   Reconcile records to ensure changes occurred.
5.   Correct discrepancies, if required.
6.   Maintain records IAW the current retention periods.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3043-REQS-1001: Execute Request for Supplies and Services procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the fulfillment of all requests for supplies and services within the command. The Marine will be required to review the customer demands, check funds availability, process the requirement in the appropriate system for fulfillment, and track all active purchases until ultimate issue to the customer or execution of related disposition actions. MCO 4400.201 and UM 4000-125.

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for supplies, equipment, or services, internet connectivity, and AIS.

STANDARD: Ensuring all requirements are processed and managed. MCO 4400.201

PERFORMANCE STEPS:
1.   Identify requirements submitted by customer.
2.   Validate appropriate authority and conduct technical/causative research.
3.   Determine procurement method.
4.   Validate assigned priority.
5.   Validate funding availability.
6.   Obtain approval from approving authority.
7.   Induct procurement in the appropriate system.
8.   Take corrective action on errors as required.
9.   Review current purchases pending delivery.
10. Screen customer initiated validation/modification requests.
11. Follow-up with all sources of supply for updates.
12. Ensure customer is informed of all updates.
13. Execute receipting.
14. File all key supporting documentation IAW the retention time frames.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. UM 4000-125 Retail Supply and Maintenance Execution Procedures
2. MCO 4400.16 Uniform Material Movement and Issue Priority System (UMMIPS)
3. MCO 7300.21 Marine Corps Financial Management Standard Operating Procedures

---

3043-REQS-1003: Process receipts

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the actions to be performed by the supply section in regards to the administrative receipting process. These actions will be conducted after the physical inspection has been completed by the supply receiving section. MCO 4400.201

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, requisition management report(s), key supporting documentation and AIS.

STANDARD: Ensuring receipt process is conducted, documented, and key supporting documentation is retained. MCO 4400.150

PERFORMANCE STEPS:
1. Arrange proof-of-deliveries by priority with discrepant shipments worked last.
2. Reconcile receipts documentation against current document management report.
3. Induct appropriate receipt transactions within prescribed time frames.
4. Notify property section of sub-custody transactions as required.
5. Report all discrepant shipments in appropriate reporting system(s) (E.g. PDREP).
6. Annotate key supporting documentation.
7. Retain key supporting documentation.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. MCO 4400.150 Ch 3 Consumer-level supply policy
2. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3043-REQS-1004: Reconcile customer demands

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the requisition validation between supply and commodities to ensure that all outstanding requisitions are confirmed and any necessary cancellations, follow-ups, or modifications are initiated for optimal supply support. MCO 4400.150

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requisition management report and a maintenance management report, and AIS.

STANDARD: To validate requirements and provide current status of requisitions. MCO 4400.150

PERFORMANCE STEPS:
1. Schedule reconciliations as required.
2. Validate commodity requisition requirements.
3. Identify discrepancies between commodity and supply reports.
4. Identify follow-on actions required to meet customer requirements.
5. Document the reconciliation occurred.
6. Conduct follow-on actions after supervisory review.

PRIMARY REFERENCES:
1. MCO 4400.150 Consumer Level Supply Policy

SUPPLEMENTAL REFERENCES:
1. MCO 4790.2 Field Level Maintenance Policy
2. MCO 4400.201 Management of Property in the Possession of the Marine Corps
3. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3043-FMGT-2002: Conduct the midyear review (MYR) process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The midyear review is formally conducted to identify deficiencies in order to request additional funds as part of the budget/spending plan. A similar process may be followed at other times for other reviews, in preparation for or as augments to the midyear review. (DoD 7000.14-R)

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given budget guidance, a current budget, usage data, projected requirements, and AIS.

STANDARD: Ensuring adequate funds are available to support mission requirements through the end of the Fiscal Year (FY). (MCO 7300.21B)

PERFORMANCE STEPS:
1. Reconcile execution rate to spending plan.
2. Determine unfunded priority list (Calendar Year Deficiencies (CYDs).
3. Provide written justification.
4. Prepare MYR documentation.
5. Obtain the Commander's approval.
6. Submit to comptroller.

PRIMARY REFERENCES:
1. MCO 7300.21B Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCES:
1. DoD. 7000.14-R Financial Management Regulation (DODFMR)
2. OMB Circular A-11 Preparation, Submission and Execution of the Budget

---

3043-FMGT-2003: Manage Financial Management Procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Financial Manager must identify dormant commitments and unliquidated obligations eligible for close out by the paying office for contracts that are physically complete and for which the period of

performance has expired (hereinafter, "dormant transactions"), and no pending transactions are expected. DoD. 7000.14-R

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents, financial management reports, local guidance from the comptroller, and AIS.

STANDARD: Ensuring financial transactions are executed in support of budget execution. DoD. 7000.14-R

PERFORMANCE STEPS:
1. Validate Daily Transaction Report (DTR) and source reports/documents.
2. Validate the Financial Data Elements (FDEs)are applied.
3. Confirm corrective action is taken for discrepant transactions.
4. Confirm transactions requiring manual input are processed into the financial AIS.
5. Manage the execution of dormant transactions validation, as required.
6. Manage funding documents.
7. Implement internal controls for financial requirements.
8. Supervise the retention of KSD.

PRIMARY REFERENCES:
1. DoD. 7000.14-R Financial Management Regulation (DODFMR)

SUPPLEMENTAL REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps
2. MCO 7300.21 Marine Corps Financial Management Standard Operating Procedure Manual

---

3043-FMGT-2004: Perform financial management procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the processing of financial management transactions and reconciling source documentation against the financial AIS. The Marine performing this event is expected to enter transactions into the financial systems, reconcile source documents against financial AIS, take corrective action on discrepancies, and monitor the transaction life cycle. MCO 7300.21.

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents, financial management reports, local guidance from the comptroller, and AIS.

STANDARD: To ensure proper execution of financial transactions. DoD. 7000.14-R

PERFORMANCE STEPS:
1. Extract Daily Transactions Report (DTR)/ Document Level Execution Report (DLER) and source reports/documents.
2. Ensure proper Financial Data Elements (FDEs) are applied.
3. Conduct reconciliation of DTR and source documents.
4. Determine corrective action for discrepant transactions.
5. Initiate corrective action for discrepant transactions.
6. Identify transactions requiring manual input into the financial AIS.
7. Conduct manual input for adjustments into the financial AIS, as required.
8. Conduct review/validation of dormant transactions, as required.
9. Ensure life cycle of transactions are closed in the financial system.
10. Prepare documents for fiscal year closeout.

PRIMARY REFERENCES:
1. DoD. 7000.14-R Financial Management Regulation (DODFMR)

SUPPLEMENTAL REFERENCES:
1. MCO 7300.21 Marine Corps Financial Management Standard Operating Procedure Manual
2. MCO 4400.201 Management of Property in the Possession of the Marine Corps

---

3043-FMGT-2005: Perform the review of dormant transaction report(s)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the internal control practice used to assess whether commitments and obligations recorded are bona fide needs of the appropriations charged. The Marine performing this event is expected to review dormant commitments, ULOs, and accounts payable and accounts receivable transactions for timeliness, accuracy, and completeness. MCO 7300.21

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given reports, source documentation, and AIS.

STANDARD: Ensuring only valid transactions reside in the accounting system. DoD 7000.14-R Department of Defense Financial Management Regulations

PERFORMANCE STEPS:
1. Retrieve report.
2. Conduct research on dormant transactions.
3. Confirm transaction status.
4. Take corrective action as required.
5. Update Reports.
6. Submit report to appropriate personnel.

PRIMARY REFERENCES:
1. MCO 7300.21 Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCES:
1. DoD 7000.14-R Department of Defense Financial Management Regulations

---

3043-FMGT-2011: Manage the dormant transactions report(s)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the management of internal control practice used to assess whether commitments and obligations recorded are bona fide needs of the appropriations charged. The Marine performing this event is expected to manage the review of dormant commitments, abnormal conditions/unmatched transactions (UMT) and accounts payable and accounts receivable transactions for timeliness, accuracy, and completeness. MCO 7300.21

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a report, source documentation, and AIS.

STANDARD: Ensuring only valid transactions reside in the accounting system. MCO 7300.21 Marine Corps Financial Management Standard Operating Procedure Manual

PERFORMANCE STEPS:
1. Verify report is retrieved.
2. Verify research is conducted on dormant transactions.
3. Ensure transaction status is identified correctly.
4. Verify corrective action was taken as required.
5. Verify reports are updated accordingly
6. Complete certification statement.
7. Submit report to HHQ.

PRIMARY REFERENCES:
1. MCO 7300.21 Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCES:
1. DoD 7000.14-R Department of Defense Financial Management Regulations

---

3043-FMGT-2007: Perform Financial Filing Procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the conduct of financial filing procedures. The Marine performing this event is expected to identify each component of the filing system with the financial cycle, reconcile source documents with current financial management reports, and retain all source documents as directed. MCO 7300.21.

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source financial documentation and access to an AIS.

STANDARD: Ensuring transactions processed in the accounting system are correctly filed. MCO 7300.21

PERFORMANCE STEPS:
1. Identify components of current filing system (pending, posted, and completed) and associate with current financial cycle.
2. Reconcile source documentation with financial management reports and fiscal AIS.
3. Conduct appropriate movement of files based on status of financial record in the current financial cycle.
4. Retain completed files IAW with current retention time frames.

PRIMARY REFERENCE:
1. MCO 7300.21 Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCE:
1. DoD. 7000.14-R Financial Management Regulation (DODFMR)

3043-FMGT-2013: Manage financial filing procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Marine performing this event is expected to establish an effective filing system, supervise the conduct of financial filing procedures, and manage the proper retention of all financial records. MCO 7300.21.

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source financial documentation and access to an AIS.

STANDARD: Ensuring transactions processed in the accounting system are filed in accordance with current directives. MCO 7300.21

PERFORMANCE STEPS:

1. Establish an effective filing system (pending, posted, and completed).
2. Ensure filing system is being maintained properly.
3. Manage the reconciliation of source documentation with financial management reports and fiscal AIS.
4. Confirm the appropriate movement of files based on status of financial record in the current financial cycle.
5. Review all completed files and direct filing after utilized for fiscal year closeout.
6. Supervise retention of completed files IAW with current retention timeframes.

PRIMARY REFERENCES:
1. MCO 7300.21 Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCE:
1. DoD. 7000.14-R Financial Management Regulation (DODFMR)

3043-FMGT-2008: Perform Key Performance Indicators Review

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the identification of key performance indicators in order to enhance financial procedures. The Marine performing this event is expected to utilize all source reports/documentation and financial AIS to determine root cause issues, make the appropriate corrective action, and recommend changes for process improvement. MCO 7300.21.

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents, financial management reports, local guidance from the comptroller, and AIS.

STANDARD: To ensure all financial transactions processed. MCO 7300.21

PERFORMANCE STEPS:
1. Retrieve all source reports/documents required.
2. Analyze performance indicator reports for abnormal conditions and aged transactions.
    a. Identify unmatched disbursements and negative un-liquidated obligations.
    b. Conduct un-liquidated orders validations.
    c. Supervise transaction reconciliation with source documents.
    d. Outstanding travel orders.
    e. Abnormal accounts payable.
3. Conduct causative research to identify root cause issues.
4. Determine corrective action for root cause issues identified.
5. Initiate corrective action for root cause issues identified.
6. Verify accurate corrective action taken against each abnormal record.
7. Analyze trends in order to recommend process improvements.

8.   Implement process improvements as directed.

PRIMARY REFERENCES:
1.   MCO 7300.21 Marine Corps Financial Management Standard Operating
Procedure Manual

SUPPLEMENTAL REFERENCES:
1.   DoD. 7000.14-R Financial Management Regulation (DODFMR)
2.   MCO 4400.201 Management of Property in the possession of the Marine Corps

---

3043-FMGT-2014: Validate Key Performance Indicators Review

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the validation of key performance indicators
in order to enhance financial procedures. The Marine performing this event
is expected to validate all root cause issues identified, ensure that all
corrective action has been conducted, and direct changes for process
improvement. MCO 7300.21.

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents, financial management reports, local
guidance from the comptroller, and access to AIS.

STANDARD: To ensure all financial transactions processed in accordance with
the references. MCO 7300.21

PERFORMANCE STEPS:
1.   Ensure correct source reports/documents are being retrieved.
2.   Supervise the reconciliation of key performance indicator reports, source
documentation, and financial AIS.
3.   Supervise causative research to identify root cause issues.
4.   Validate corrective action for root cause issues identified.
5.   Direct corrective action for root cause issues identified.
6.   Confirm all corrective action was taken against each abnormal record and
aged transactions.
7.   Review recommended process improvements.
8.   Direct execution of process improvements.

PRIMARY REFERENCES:
1.   MCO 7300.21 Marine Corps Financial Management Standard Operating
Procedure Manual

SUPPLEMENTAL REFERENCES:
1.   DoD. 7000.14-R Financial Management Regulation (DODFMR)
2.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

---

3043-FMGT-2009: Prepare Status of Funds (SOF)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the preparation of the Status of Funds (SOF) for the command. The Marine performing this event is required to obtain all key performance indicators (KPI), reconcile all pending and posted transactions, and determine the true balance of funds available for the command to perform their mission. MCO 7300.21

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents, financial management reports, local guidance from the comptroller, and AIS.

STANDARD: To provide the command with updated budget information. MCO 7300.21

PERFORMANCE STEPS:
1.   Generate SOF, as directed.
2.   Reconcile pending files for transactions that did not post.
3.   Reconcile all aged and abnormal transactions.
4.   Apply pending aged and abnormal transactions to SOF report.
5.   Determine true available balance.

PRIMARY REFERENCES:
1.   MCO 7300.21 Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCES:
1.   DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR)

3043-FMGT-2015: Manage the Status of Funds (SOF)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

DESCRIPTION: This event covers managing the Status of Funds (SOF) report for the command. The Marine performing this event is required to oversee the creation of the SOF report, validate all pending and posted transactions, and confirm the true balance of funds available for the command to perform their mission. MCO 7300.21

CONDITION: Given source documents, financial management reports, local guidance from the comptroller, and AIS.

STANDARD: To provide the command with updated budget information. MCO 7300.21

PERFORMANCE STEPS:
1. Ensure SOF report is generated.
2. Validate the reconciliation of pending files for transactions that did not post.
3. Validate the reconciliation all aged and abnormal transactions.
4. Ensure the application of pending, aged, and abnormal transactions to SOF report.
5. Confirm true available balance.

PRIMARY REFERENCES:
1. MCO 7300.21 Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCES:
1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR)
2. NAVMC 2664 USMC Financial guide book for Commanders

3043-FMGT-2010: Apply Financial Data Elements (FDEs)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Financial Data Elements (FDEs) are used to uniquely identify a specific order and provide meaning to the type of funds executed, identify what command executed them, and the purpose for executed funds. The Marine performing this event is expected to identify what FDEs will apply to their spending tools and ensure that funding is executed against the proper FDEs. MCO 7300.21

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given HHQ guidance, commander's guidance, unit requirements, source documents, applicable data elements, access to applicable feeder systems, and AIS.

STANDARD: To ensure timely posting of auditable financial data in accordance with MCO 7300.21 .

PERFORMANCE STEPS:
1. Verify FDEs in Lines of Accounting.
2. Construct a document number.
3. Apply FDEs to requirements.

PRIMARY REFERENCES:

1. MCO 7300.21 Marine Corps Financial Management Standard Operating
Procedure Manual

SUPPLEMENTAL REFERENCES:
1. SABRS User Manual
2. SABRS Customer Assistance Handbook

3043-FMGT-2016: Manage the application of Financial Data Elements (FDE)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Financial Data Elements (FDEs) are used to uniquely identify a
specific order and provide meaning to the type of funds executed, identify
what command executed them, and the purpose for executed funds. The Marine
supervising this event is expected to oversee and coordinate with the
comptroller to ensure FDEs are inputted as needed and supervise the execution
of funds against the proper FDEs. MCO 7300.21

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given HHQ guidance, commander's guidance, unit requirements,
source documents, applicable data elements, access to applicable feeder
systems, and AIS.

STANDARD: To ensure timely posting of auditable financial data in accordance
with MCO 7300.21 .

PERFORMANCE STEPS:
1.   Coordinate construction of FDEs (i.e Job Order Number Local Use, etc.).
2.   Validate Line of Accounting (LOA).
3.   Oversee reconciliation of FDEs in an LOA.
4.   Supervise the construction of a document number.
5.   Oversee FDE applications.
6.   Validate business feeder systems' FDEs via analysis and reconciliation.
7.   Supervise financial data input and output.

PRIMARY REFERENCES:
1. MCO 7300.21 Marine Corps Financial Management Standard Operating
Procedure Manual

SUPPLEMENTAL REFERENCES:
2.   SABRS Customer Assistance Handbook

3043-FMGT-2001: Prepare budget requirements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the creation of the unit's fiscal year budget requirements. The Marine performing this event is expected to identify operational requirements, prioritize and justify those requirements, prioritize and justify unfunded deficiencies, and submit an approved budget to the G-8. MCO 7300.21

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given local budget guidance from the Comptroller, Commander's intent, Commodity Manager's resource requirements, financial management reports, past spending history, previous year's annual and midyear budget, unfunded deficiencies, budget documentation, and access to AIS generated reports.

STANDARD: Ensuring all fiscal year budget requirements are forecasted. MCO 7300.21

PERFORMANCE STEPS:
1. Capture all of the unit's historical budget information.
2. Conduct an internal budget review with commodity managers, Responsible Officers, and Chain of Command.
3. Prioritize funding requirements.
4. Construct a budget report.
5. Prioritize funding deficiencies.
6. Obtain Commanding Officer's approval.
7. Submit final budget.

PRIMARY REFERENCES:
1. MCO 7300.21 Marine Corps Financial Management Standard Operating Procedure Manual

SUPPLEMENTAL REFERENCES:
1. DoD. 7000.14-R Financial Management Regulation (DODFMR)
2. NAVMC 2664 Financial Guidebook for Commanders

3043-C2-2001: Develop a supply support plan

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event describes the capability to provide a MAGTF commander the process of providing material and items used to equip, support and maintain a military force, through various supply classes in order to support tactical level operations. MCTP 3-40B

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given commander's intent and higher headquarters order.

STANDARD: Providing uninterrupted supply support IAW commander's intent and concept of operations. MCTP 3-40B

PERFORMANCE STEPS:
1. Identify supply-related CSS requirements.
2. Identify organic capabilities.
3. Identify shortfalls.
4. Coordinate with Higher, Adjacent, Supporting, Security, as required.
5. Provide input to establish the Tactical Logistics Group.
6. Identify support requirements for materiel that will not be embarked with the deploying unit (e.g., RBE), as required.
7. Develop supply support concept.

PRIMARY REFERENCES:
1. MCTP 3-40B Tactical Level Logistics

SUPPLEMENTAL REFERENCES:
2. FM 101-5 Staff Organization and Operations
3. FMFM 4-1 Combat Service Support Operations
4. MCRP 1-10.1 Organization of the United States Marine Corps
5. MCRP 3-40G.1 Marine Corps Field Feeding Program
6. MCRP 5-2 Fleet Marine Force Organization
7. MCTP 3-40C Operational-Level Logistics
8. MCTP 3-40H MAGTF Supply Operations

3043-CSS-2001: Provide sustainment for Fleet Marine Forces

EVALUATION-CODED: No   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: No

DESCRIPTION: This event describes the capability to provide the MAGTF commander with a supply capability and resupply when required in order to sustain the operations of the FMF. MCTP 3-40B

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: Formal

CONDITION: Given a list of sustainment requirements, an Equipment Density List (EDL) and commander's intent. MCTP 3-40B

STANDARD: Ensuring all supply requirements are met.

PERFORMANCE STEPS:
1. Validate the Equipment Density Lists (EDL).
2. Verify class of supply requirements.
3. Review supply management reports.
4. Review funding data.
5. Review usage data.
6. Manage stock objectives.
7. Identify landing force supplies in support of MAGTF Operations.

8. Identify external Combat Service Support options.
9. Update Department of Defense Activity Address Code (DODAAC).

PRIMARY REFERENCES:
1. MCTP 3-40B Tactical Level Logistics

SUPPLEMENTAL REFERENCES:
1. DoD 4145.19-R-1 Storage and Material Handling
2. JP 3-0 Joint Operations
3. MCTP 13-10D Maritime Prepositioning Force Operations
4. MCO 3000.18 Marine Corps Force Deployment Planning and Execution Manual
5. MCO 4400.201 Management of Property in the Possession of the Marine Corps

---

3043-MISC-2001: Process Individual Clothing Requisition

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the processing of clothing issues funded by HQMC. The Marine performing this event is expected to fill out the appropriate forms, reconcile receipt and accept invoice. MCO 4400.201

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a clothing issue funded by Headquarters Marine Corps, current directives, appropriate forms, access to an AIS, and internet connectivity. MCO 4400.201

STANDARD: To validate the requirement and ensure submission to the appropriate source. MCO 4400.201

PERFORMANCE STEPS:
1. Determine the validity of the requirement.
2. Validate the appropriate FAN code.
3. Prepare appropriate forms.
4. Submit requisition for approval.
5. Submit requisition to appropriate source.
6. Conduct reconciliation of request.
7. Accept the invoice in appropriate AIS.
8. Distribute/Maintain KSD.

PRIMARY REFERENCE:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. MCBUL 10120 Individual Clothing Allowances

3043-MISC-2002: Prepare Individual Clothing Record

EVALUATION-CODED: No   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: No

DESCRIPTION: This event covers the preparation of an individual clothing record. The Marine performing this event is expected to identify, prepare and validate appropriate forms and supervise issues and recovery of clothing requirements. MCO 4400.201

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given completed appropriate forms and AIS. MCO 4400.201

STANDARD: Ensuring proper documentation of issued individual clothing. MCO 4400.201

PERFORMANCE STEPS:
1. Validate the requirement and retain the KSD.
2. Verify applicable forms.
3. Prepare appropriate forms as required.
4. Supervise all uniform issues as applicable.
5. Recover clothing when applicable.
6. Ensure the annual clothing inventory is conducted and annotated as required

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. MCBUL 10120 Individual Clothing Allowances

3043-RATS-2002: Manage Operational Rations (OPRATS)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: To train, manage resources, and equip Marines to provide operational rations to patrons authorized to subsist at government expense in order to support garrison and expeditionary feeding requirements. MCO 10110.14N

MOS PERFORMING: 3043

GRADES: SSGT. GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to account for OPRATs and appropriate forms, and APSR.

STANDARD: To ensure the accountability, issuance, inspection, turn-in, and disposal of operational rations. MCO 10110.14

PERFORMANCE STEPS:
1. Ensure forecasted operational rations (OPRATs) requests align with TEEP requirements.
2. Verify rations request prior to submission.
3. Manage the receipt, accountability, issuance, and stock rotation process for OPRATs items, as required.
4. Verify field rosters are submitted to S-1, as required.
5. Ensure veterinary/medical support is coordinated, as required.
6. Manage the turn-in and or disposal of unused OPRATS.
7. Ensure KSDs are maintained.

PRIMARY REFERENCES:
1. MCO 10110.14 Marine Corps Food Service and Subsistence Program

SUPPLEMENTAL REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps
2. MCO 10110.44A Department of Defense Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
3. MCO 10110.47 Basic Allowance for Subsistence (BAS) and Meal Card Program
4. MCRP 3-40G.1 Marine Corps Field Feeding Program

3043-REQM-2001: Supervise the unit's budget execution process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The process of managing a unit's budget encapsulates the steps to ensure proper allocation and expenditure of funds to support the unit's mission. The Marine performing this event is expected to operate within the unit's authorized budget, allocate funds based on Commander's priorities, identify and submit un-forecasted deficiencies, and manage fiscal year closeout. MCO 7300.21B

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a current budget, requirements, and AIS.

STANDARD: Ensuring effective and efficient financial principles and operations in support of organizational goals and objectives. MCO 7300.21B

PERFORMANCE STEPS:
1. Identify authorizations.
2. Allocate funds based on Commander's priorities/requirements.
3. Manage expenditure of funds.
4. Identify un-forecasted deficiency.
5. Re-allocated funds based on obligations/expenditure of funds.
6. Submit MYR/CYD, as required.

7. Ensure expenditure of authorized allocations at fiscal year closeout.
8. Analyze expenditure to assist in formulating next FY's budget.

PRIMARY REFERENCES
1. MCO 7300.21B Marine Corps Financial Management Standard Operating Procedures Manual

SUPPLEMENTAL REFERENCES
1. DOD 7000.14R DOD Financial Management Regulation
2. MCO 4400.201 Management of Property in the Possession of the Marine Corps

---

3043-PRAC-2001: Process Table of Organization and Equipment Change Request (TOECR)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the submission of change requests that allow a unit to adjust their authorized allowances. MCO 4400.201

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement for a change of allowance, and AIS.

STANDARD: Ensuring the organization is properly equipped to accomplish its assigned mission. MCO 5311.1.

PERFORMANCE STEPS:
1. Validate current and pending authorized allowances.
2. Review request.
3. Challenge inaccurate allowance data, as required.
4. Forward request.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
2. MCO 5311.1 Total Force Structure Process (TFSP)

3043-PRAC-2002: Supervise property control records

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers monitoring the review of all property control records to ensure all changes have been identified and resolved. The Marine performing this event is expected to supervise all property control document reconciliations, supervise corrective action, and facilitate reconciliations with sections outside supply. MCO 4400.201

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the organic property listing, documentation supporting changes of on-hand (O/H) and allowance quantities, and AIS.

STANDARD: To ensure all equipment required to conduct the unit's mission is on hand and accounted for. MCO 4400.201

PERFORMANCE STEPS:
1. Supervise allowance reconciliation on property records against the Table of Organization and Equipment.
2. Review the current McBul 3000 to ensure changes reflect on the property records.
3. Supervise appropriate induction of special allowances
4. Supervise appropriate induction of command adjustments
5. Supervise appropriate induction of training allowances
6. Validate the completion of the Mechanized Allowance List reconciliation.
    a. Validate all annotations have been made
    b. Validate all property adjustments have been made.
    c. Validate all current special allowances.
    d. Validate all command adjustments.
    e. Validate all training allowances.
7. Supervise the review of NIIN catalog changes.
8. Note all discrepancies identified.
9. Supervise corrective action.

PRIMARY REFERENCE:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
2. MCO 5311.1 Total Force Structure Process (TFSP)
3. UM 4000-125 Retail Supply and Maintenance Execution Procedures
4. MCBul 3000 Marine Corps Readiness Reportable Ground Equipment
5. MCO 3000.11 Ground Equipment Condition and Supply Materiel Readiness Reporting (MRR) Policy
6. MCO 3000.13A Marine Corps Readiness Reporting
7. MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps

---

3043-PRAC-2003: Monitor adjustment transactions

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers monitoring the completion of inventory adjustments that have altered the on hand quantity on the Mechanized Allowance List. The Marine performing this event is expected to review historical files from the appropriate Accountable Property System of Record (APSR), reconcile the signed Money Value Gain/Loss Notices with all key

supporting documentation, and maintain the voucher file as required. MCO 4400.201 and UM 4000-125

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, property control documents, key supporting documentation, and an AIS.

STANDARD: To ensure all approved adjustment transactions are processed. MCO 4400.201

PERFORMANCE STEPS:
1. Supervise causative research.
2. Supervise preparation of adjustment authorization documentation.
3. Coordinate the authorization of the adjustment transaction.
4. Supervise the induction of the adjustment transaction.
5. Ensure inducted adjustments reflect appropriately on the Money Value Gain/Loss Notice (MVGL/N).
6. Supervise the preparation of the MVGL/N for signature.
7. Coordinate the approval signature on the MVGL/N.
8. Ensure MVGL/N is retained IAW current retention periods.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3043-PRAC-2004: Maintain Sub-Custody Inventory Procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the maintenance of all sub-custody documentation pertaining to the Consolidated Memorandum Receipt (CMR). The Marine performing this task is expected to review change of custody documentation, transactions, and records reconciliation. MCO 4400.201 and UM 4000-125.

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirements ensure chain of custody is being followed and supporting documentation is complete, accurate, and filed appropriately to substantiate changes, and access to Supply Automated Information System (AIS) while using Internet connectivity.

STANDARD: Ensure accuracy of the sub-custody records. MCO 4400.201

PERFORMANCE STEPS:
1. Identify time frames for CMR reconciliations.
2. Prepare sub-custody packages for new and existing Responsible Officers (RO).
    a. Appointment Letter/Acceptance Letter/Endorsement, when required
    b. DD 577/financial when required
    c. Quarterly update/cover letter
    d. Working copy of CMR
    e. Delegation of Authority/NAVMC 11869 for certification/recertification.
    f. Other APSRs as applicable.
3. Provide sub-custody package to supply shop leadership for review.
4. Receive complete package from RO with initials, signatures, and dates.
5. Reconcile missing documentation from either RO and/or voucher file.
6. Conduct Causative Research for discrepancies with no KSD.
7. Make recommendations on adjustments.
8. Supervise inductions of adjustment transactions.
9. Validate adjustments.
10.Verify retention of source documentation.
11.Continue to verify adjustments sub-custody records as required.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps
2. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3043-PRAC-2005: Maintain Marine Corps Serialized Small Arms Light Weapons Accountability Report

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the supervision for the conduct of Small Arms/Light Weapons (SA/LW) control within the command. The Marine performing this task will be required to supervise the production of the inventory packages (Monthly Serialized Inventory/Annual Asset Verification) for the Inventory Officer (IO), induction of all approved adjustments within the appropriate Automated Information System (AIS), and retention of all inventories in the voucher file. MCO 8300.1 , MCO 4400.201.

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a physical inventory listing with results, record of changes in weapons custody, and AIS.

STANDARD: Ensuring 100% accountability of all reportable assets. MCO 8300.1

PERFORMANCE STEPS:
1. Supervise the reconciliation of all weapons transfers as they occur with the AIS and voucher file.

     a. Validate key supporting documentation with all supporting transfer documentation from Crane portal.
     b. Validate all changes have been reported to NSWC and inducted in the AIS.
     c. Ensure all actions have been completed within the required time frame.
     d. Ensure all small arms and historical heritage weapons are loaded to APSR.
2. Supervise the monthly/annual inventory to ensure completion within the required time frame.
3. Generate IO appointment letter for signature once identified.
4. Retrieve all asset information from the appropriate AIS and supply active file.
     a. Current and pending Crane Assets extract (monthly/annual).
     b. Sub-custody records from supply Accountable Property System of Record.
5. Receive inventory results from the IO.
6. Conduct causative research.
7. Report all discrepancies identified in the inventory results.
8. Obtain appropriate signatures.
9. Supervise the induction of all appropriate transactions in applicable AIS.
10. Supervise the retention of all key supporting documentation.

PRIMARY REFERENCES:
1. MCO 8300.1 Marine Corps Serialized Small Arms/Light Weapons Accountability Program

SUPPLEMENTAL REFERENCES:
1. MCO 5530.14 Marine Corps Physical Security Program Manual
2. MCO 4400.201 Management of Property in the Possession of the Marine Corps

---

3043-PRAC-2006: Generate Missing, Lost, Stolen, Recovered (MLSR) property report

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the identification of government property that requires MLSR reporting, actions required prior to report submission, and the generation of the report. The Marine performing this task is expected to identify what government property requires MLSR reporting, determine if the report is required, and generate a draft MLSR message. MCO 5530.14

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given documentation/correspondence of government property identified as missing, lost, stolen or recovered, and AIS.

STANDARD: To ensure the timely and accurate reporting of government property to higher headquarters that requires 100% accountability. MCO 5530.14

PERFORMANCE STEPS:
1. Review documentation/correspondence of government property identified as missing, lost, stolen, or recovered.
2. Supervise/conduct causative research.
3. Research/review data attributes of the identified government property.
4. Determine if identified government property requires MLSR reporting.
5. Notify appropriate personnel (e.g. Supply Chief, Supply Officer).
6. Draft MLSR messages.(e.g. initial, final, supplemental).
7. Provide draft to appropriate personnel (e.g. Supply Chief, Supply Officer).
8. Forward MLSR via chain of command to higher via appropriate system.

PRIMARY REFERENCES:
1. MCO 5530.14 Marine Corps Physical Security Program Manual

SUPPLEMENTAL REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps
2. MCO 8300.1 Marine Corps Serialized Small Arms/Light Weapons Accountability Program (MCSSAAP)
3. MCBul 3000 Marine Corps Readiness Reportable Ground Equipment

---

3043-PRAC-2007: Validate requests for Table of Organization and Equipment (TO&E) Changes

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the validation of TO&E change requests. The Marine performing this task is expected to verify current allowances and justification for change, direct corrective action, and forward request. MCO 4400.201 and MCO 5311.1

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement for a change of allowance, and an AIS.

STANDARD: Ensuring the organization is properly equipped to accomplish its assigned mission. MCO 5311.1

PERFORMANCE STEPS:
1. Verify the current allowance quantity.
2. Verify justification for change of allowance.
3. Direct corrective action, as required.
4. Forward request for TO&E change via chain of command.

PRIMARY REFERENCES:
1. MCO 5311.1 Total Force Structure Process (TFSP)

SUPPLEMENTAL REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

3043-PRAC-2009: Manage property control records

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers monitoring the review of all property control records to ensure all changes have been identified and resolved. The Marine performing this event is expected to monitor allowances for changes, validate all corrective action has been completed, and ensure all reconciliations have been completed for total asset visibility. MCO 4400.201

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the organic property listing, documentation supporting changes of on-hand (O/H) and allowance quantities, and AIS.

STANDARD: To ensure all equipment required to conduct the unit's mission is on hand and accounted for. MCO 4400.201

PERFORMANCE STEPS:
1.   Monitor allowances for accuracy.
2.   Report SAC 2 and 3 excess and deficiencies to HHQs.
3.   Supervise reconciliation of all property control documents.
4.   Receive special allowances from higher headquarters.
5.   Coordinate processing of command adjustments with HHQs.
6.   Coordinate processing of training allowances with HHQs.
7.   Validate all changes as they occur.
8.   Verify approval for all changes are complete.
9.   Conduct annual review of type 2 allowances.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   MCO 5311.1 Total Force Structure Process (TFSP)
2.   UM 4000-125 Retail Supply and Maintenance Execution Procedures
3.   MCBul 3000 Marine Corps Readiness Reportable Ground Equipment
4.   MCO 3000.11 Ground Equipment Condition and Supply Materiel Readiness Reporting (MRR) Policy
5.   MCO 3000.13A Marine Corps Readiness Reporting
6.   MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"

3043-PRAC-2011: Manage Materiel Redistribution

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the management of materiel redistribution. The Marine performing this task is expected to validate materiel condition,

direct and verify induction of transactions, verify transfer, and maintain key supporting documentation. MCO 4400.201.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, authorization, supporting documentation, and AIS.

STANDARD: Ensuring proper redistribution of all serviceable and disposition of unserviceable items. MCO 4400.201

PERFORMANCE STEPS:
1. Validate materiel condition.
2. Coordinate with gaining unit.
3. Direct induction of appropriate transactions in applicable AIS.
4. Coordinate external support as required.
5. Verify items are transferred as appropriate.
6. Ensure appropriate transactions are inducted.
7. Ensure key supporting documentation is maintained.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3043-PRAC-2012: Manage the annual physical inventory

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the management of the annual physical inventory. The Marine performing this task is expected to manage all aspects of the annual inventory, which includes all military equipment in use assigned to the property records of their command regardless if it has been assigned to a Responsible Officer/Individual. This includes all military equipment that is on loan to another organization. MCO 4400.201

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given property control documents, unit operating stock list, access to an AIS, internet connectivity.

STANDARD: Ensuring all accountable records and adjustments are properly justified, documented and retained.

PERFORMANCE STEPS:
1. Develop physical inventory plan.
2. Generate reports for all accountable property including sub-inventories, and temporary loans.
3. Validate location survey.

4. Monitor the inventory.
5. Compare all inventory counts to balance records.
6. Identify discrepancies.
7. Solidify post count validation
8. Conduct causative research.
9. Obtain authorization to conduct adjustments.
10. Ensure adjustment transactions are inducted.
11. Obtain accountable officer certification.
12. Maintain in the voucher files.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. UM 4000-125 Retail Supply and Maintenance Execution Procedures
2. MCO 4450.14 Joint Service Manual for Storage and Material Handling

---

3043-PRAC-2013: Manage the voucher file

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the management of records related to the gain, loss, return, disposal, or transfer of property, to include financial account records that directly or indirectly result in a recordable accounting transaction. The Marine performing this task is expected to establish time frames for internal voucher file inspections, oversee the conduct of causative research for any missing/discrepant key supporting documentation, and control the movement and destruction of all documentation IAW all retention period time frames. MCO 4400.201

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given completed adjustment documents, supporting documentation, access to an AIS, and internet connectivity.

STANDARD: To ensure accurate file retention while enhancing auditability. MCO 4400.201

PERFORMANCE STEPS:
1. Establish schedule for internal voucher file inspections.
2. Direct the use of appropriate supply automated information systems for historical file download.
3. Oversee the conduct of all causative research.
4. Validate the completion of all corrective action taken.
5. Ensure that the active/archive file is properly maintained.
6. Validate all key supporting documentation has been disposed/destroyed IAW retention periods.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3043-PRAC-2014: Supervise the Maintenance of Sub-Custody Inventory Procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the supervision of all sub-custody documentation pertaining to the Consolidated Memorandum Receipt (CMR). The Marine performing this task is expected to supervise change of custody documentation, transactions, and records reconciliation. MCO 4400.201 and UM 4000-125

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirements to maintain Unit's Property Records, Interim Custody Receipts, access to Supply Automated Information System (AIS) while using Internet connectivity.

STANDARD: Ensuring accurate property records are maintained. MCO 4400.201

PERFORMANCE STEPS:
1. Establish time frames for CMR reconciliations.
2. Provide Responsible Officer (RO) training.
3. Supervise the preparation of sub-custody packages for new and existing Responsible Officers (RO).
    a. Appointment Letter/Acceptance Letter/Endorsement, when required
    b. DD 577/financial when required
    c. Quarterly update/cover letter
    d. Working copy of CMR
    e. Delegation of Authority/NAVMC 11869 for certification/recertification.
    f. APSRs if applicable
4. Coordinate return of complete packages from RO.
5. Ensure reconciliation of missing documentation from either RO and/or voucher file.
6. Harmonize the conduct of causative research for discrepancies with no KSD.
7. Adjudicate adjustments.
8. Oversee induction of adjustments.
9. Supervise validation of inducted adjustments.
10. Enforce retention of source documentation.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. UM 4000-125 Retail Supply and Maintenance Execution Procedures

3043-PRAC-2015: Manage Financial Liability Investigations of Property Loss (FLIPL) process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: The purpose is for the SNCO to support the SupO/FLIPL Manager with ensuring that financial liability is assessed when gear is damaged and/or lost and decrement adjustments to the property records are provided within the DD Form 200, when applicable. In that regard, the current method of initiating, tracking, and finalizing property loss investigation is the FLIPL manager. The supply shop, particularly, supply officers, are expected to be the focal point for FLIPL guidance, procedures, and tracking for a unit. MCO 4400.201

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, and access to the AIS.

STANDARD: To ensure that DD form 200(s) have statements on assessing financial liability and direct adjustments to the records, when applicable. MCO 4400.201

PERFORMANCE STEPS:
1. Advise SupO/FLIPL manager on DD Form 200 initiation required information.
2. Advise SupO/FLIPL manager with notifying appointing/approving authority of requirements for the FLIPL process.
3. Advise the SupO/FLIPL manager with ensuring that financial liability is assessed and statement to adjust the records are recorded within the DD form 200.
4. Supervise the induction of adjustment transactions.
5. Retain completed DD 200 forms and FLIPL packages.

REFERENCE:
1. MCO 4400.201 Management of Property in Possession of the Marine Corps

---

3043-PRAC-2016: Manage Marine Corps Serialized Small Arms/Light Weapons Accountability Procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the management for Small Arms/Light Weapons (SA/LW) control procedures within the command. The Marine performing this task will be required to manage the review of inventory results for each inventory conducted by the Inventory Officer (IO), submission of all gains/losses to the Naval Surface Warfare Center (NSWC) and Automated

Information System (AIS), and retention of all inventories in the voucher file. MCO 8300.1 , MCO 4400.201.

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a physical inventory listing with results, record of changes in weapons custody, and AIS.

STANDARD: Ensuring 100% accountability of all reportable assets. MCO 8300.1

PERFORMANCE STEPS:
1. Coordinate the appointment of the IO.
2. Review all asset information generated from the approved AIS prior to issue to IO.
    a.   Current Crane Assets extract (monthly/annual).
    b.   Sub-custody records from supply Accountable Property System of Record.
    c.   Change of Custody documentation for all weapons movement.
    d.   Ensure all small arms and historical heritage weapons are loaded to APSR.
3. Review inventory results from the IO.
4. Validate all discrepancies identified in the inventory results.
5. Validate appropriate signatures.
6. Approve the induction of all appropriate transactions in applicable AIS.
7. Validate all inductions have been received by NSWC.
8. Manage the retention of all key supporting documentation.

PRIMARY REFERENCES:
1. MCO 8300.1 Marine Corps Serialized Small Arms/Light Weapons Accountability Program

SUPPLEMENTAL REFERENCES:
1. MCO 5530.14 Marine Corps Physical Security Program Manual
2. MCO 4400.201 Management of Property in the Possession of the Marine Corps

---

3043-PRAC-2017: Manage Missing, Lost, Stolen, Recovered (MLSR) property reporting

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the verification of identified government property that require MLSR reporting, verification of actions required prior to report submission, coordinating notifications and command actions, and managing the generation of the appropriate report. MCO 5530.14 , MCO 8300.1 , MCO 4400.201

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given documentation/correspondence of government property identified as missing, lost, stolen or recovered, and AIS.

STANDARD: Ensuring that timely and accurate MLSRs are initiated, updated, and finalized. MCO 4400.201

PERFORMANCE STEPS:
1. Validate MLSR requirement.
2. Validate causative research.
3. Notify Command Staff/Accountable Officer.
4. Facilitate the command investigation, as required.
5. Ensure Command is aware of timelines for required notifications to external agencies.
6. Finalize initial MLSR message.
7. Ensure initial message is released to applicable agencies.
8. Obtain command investigation results, as required.
9. Ensure property records are adjusted in all applicable AIS.
10. Ensure final message is prepared and released to all applicable agencies.
11. Release supplemental messages, as required.
12. Ensure documentation is maintained in voucher file.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. MCO 5530.14 Marine Corps Physical Security Program Manual
2. MCO 8300.1 Marine Corps Serialized Small Arms/Light Weapons Accountability Program (MCSSAAP)
3. MCBul 3000 Marine Corps Readiness Reportable Ground Equipment

---

3043-REQS-2002: Supervise Request for Supplies and Services procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the supervision of all supplies and services requests procedures within the command. The Marine performing this event will be required to supervise the review of all customer demands identified for compliance, the induction of each request in the appropriate system, the communication to all sources of supply, updates provided to the customer, and the tracking all active purchases until ultimate issue to the customer or execution of related disposition actions. MCO 4400.201 and UM 4000-125.

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for supplies, equipment, or services.

STANDARD: Ensuring all requirements are processed and managed. MCO 4400.201

PERFORMANCE STEPS:
1. Supervise the review of all submitted requirements.
2. Validate procurement method.
3. Obtain approval from the appropriate authority(s).
4. Supervise the induction of the requisition.
5. Ensure that all corrective action has been taken for errors.
6. Maintain ITV of requisitions.
7. Ensure that all follow-on actions have been taken as requested by the customer.
8. Supervise the communication between supply and the customer.
9. Brief supply leadership of any issues that would delay the delivery of supplies or services.
10. Review all Delegation of Authority documentation for accuracy and take corrective action if required.
11. Supervise receipt and acceptance of all purchase delivered to supply and received by the customer.
12. Review key supporting documentation for quality control prior to filing IAW retention time frames.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR)
2. MCO 7300.21 Marine Corps Financial Management Standard Operating Procedure Manual
3. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3043-REQS-2003: Manage Request for Supplies and Services procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the management of all supplies and services requests procedures within the command. The Marine performing this event will be required to manage the execution of procurement, the validation of all appropriate procurement methods used, the procedures for continuous supply support, and the issue of all supplies and services to the customer or execution of related disposition actions. MCO 4400.201 and UM 4000-125.

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for supplies, equipment, or services, internet connectivity, and AIS.

STANDARD: Ensuring all requirements are processed and managed. MCO 4400.201

PERFORMANCE STEPS:

1. Oversee the review for compliance with appropriation law.
2. Adjudicate requests through the appropriate procurement methods.
3. Manage the review of all requisitions in the procurement pipeline.
4. Maintain ITV of requisitions.
5. Manage requisition reconciliation with the customer to ensure bonafide need.
6. Direct the cancellation of requests as required.
7. Ensure that all funds are recouped for any cancellations.
8. Direct all corrective action for delays identified for the delivery of supplies and services.
9. Establish internal control procedures for receipt and acceptance.
10. Establish quality control procedures for key supporting documentation review.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. DoD 7000.14-R Department of Defense Financial Management Regulations (DoDFMR)
2. MCO 7300.21 Marine Corps Financial Management Standard Operating Procedure Manual
3. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3043-REQS-2004: Manage customer reconciliations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the management of requisition validation between supply and commodities to ensure that reconciliations occur, are documented, and corrective actions are taken. MCO 4400.150 Ch 3 para 7.d

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requisition management report, customer demands and access to an AIS.

STANDARD: To ensure reconciliations occur and all corrective actions have been taken. MCO 4400.150

PERFORMANCE STEPS:
1. Ensure reconciliations scheduled with sections are conducted.
2. Validate discrepancies identified during reconciliation.
3. Validate corrective actions to be taken.
4. Ensure corrective actions have been completed.
5. Ensure reconciliation is documented.

PRIMARY REFERENCES:

1. MCO 4400.150 Consumer Level Supply Policy

SUPPLEMENTAL REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps
2. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3043-REQS-2005: Manage the Material Obligation Validation (MOV)/Backorder Validation (BOV) Process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the management of the Material Obligation Validation (MOV)/Backorder Validation (BOV) process. DLM 4000.25 Vol 2, Chapter 8

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the MOV/BOV listing, a requisition management report, and access to an AIS.

STANDARD: Ensure existing requisitions are validated and MOV/BOV responses are processed. DLM 4000.25 Vol 2, Chapter 8

PERFORMANCE STEPS:
1. Ensure the MOV/BOV listing is reconciled against the requisition management report.
2. Validate MOV/BOV discrepancies.
3. Ensure MOV/BOV customer demand reconciliation is conducted.
4. Direct applicable response to appropriate supply chains.
5. Ensure all MOV/BOV response actions have been submitted.

PRIMARY REFERENCE:
1. DLM 4000.25 Vol 2, Chapter 8, Material Obligation Validation

SUPPLEMENTAL REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps
2. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3043-REQS-2006: Process a Discrepancy Report

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the basic steps for processing and retaining discrepancy reports when discrepancies are identified upon receipt of goods or services. MCO 4400.201

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and access to AIS.

STANDARD: Ensure appropriate action to resolve identified discrepancies for goods or services. MCO 4400.201

PERFORMANCE STEPS:
1. Determine the type of discrepancy.
2. Determine source of discrepancy reporting procedures.
3. Prepare the discrepancy reporting using source of supply required system or method.
4. Submit discrepancy reporting to appropriate source of supply.
5. Follow-up on discrepancy reporting until resolution is reached.
6. Take appropriate actions in response to the resolution.
7. Retain all discrepancy reporting records and related correspondence.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. DLM 4000.25 Vol 2 Ch 17 Supply Standards and Procedures
2. DLA Customer Assistance Handbook
3. MCO 4400.16 Uniform Material Movement and Issue Priority System (UMMIPS)
4. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3043-REQS-2007: Process Using Unit Material Obligation Validation (MOV)/Backorder Validation (BOV)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the process of validation, and transaction processing, of existing requisition requirements. DLM 4000.25 Vol 2, Chapter 8

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the MOV/BOV listing, a requisition management report, and access to AIS.

STANDARD: Ensure existing requisitions are validated and MOV/BOV responses are processed. DLM 4000.25 Vol 2, Chapter 8

PERFORMANCE STEPS:
1. Reconcile the requisition management report with MOV/BOV listing.

2. Identify all discrepancies between MOV/BOV listing and requisition management report.
3. Verify customer demand for MOV/BOV listed requisitions remain valid.
4. Provide response to appropriate supply chain for valid MOV/BOV requisitions as directed.

PRIMARY REFERENCES:
1. DLM 4000.25 Vol 2, Chapter 8, Material Obligation Validation

SUPPLEMENTAL REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps
2. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3043-REQS-2009: Process GCPC Procurement Requirements

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The USMC Government Commercial Purchase Card (GCPC) Program expedites the acquisition of mission critical supplies and services by simplifying the procurement process for purchases that are less than or equal to the micro-purchase threshold. The Marine performing this event is expected to receive command requirements, validate technical data, execute the purchase, receipt and issue goods and services, and certify monthly statement. MCO 7300.21

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, GCPC authorization, access to an AIS, and internet connectivity.

STANDARD: Ensuring all requirements are processed and managed. MCO 7300.21

PERFORMANCE STEPS:
1. Receive open purchase requirement from customer.
2. Perform technical research. (i.e. screen mandatory sources, waivers etc)
3. Seek approval from approving official.
4. Execute purchase.
5. Take corrective action on errors as required.
6. Review current purchases pending delivery for discrepancies.
7. Follow-up with all vendors for updates.
8. Ensure customer is informed of all updates.
9. Conduct receipt and acceptance for goods or services.
10. Issue to customer.
11. Certify accounts, electronically or manually, as required.
12. Resolve unauthorized commitments, as required.
13. Resolve disputes, as required.
14. Execute close-out procedures (CH, AO, and accounts).
15. Retain KSD.

PRIMARY REFERENCE:
1. NAVSUPINST 4200.99C Department of the Navy Government-Wide Commercial Purchase Card Program Policy

SUPPLEMENTAL REFERENCES:
1. MCO 7300.21 Marine Corps Financial Management Standard Operating Procedures
2. USMC GCPC SOP
3. Local internal operating procedures (IOP)
4. MCO 4400.201 Management of Property in Possession of the Marine Corps.

SCM T&R MANUAL

CHAPTER 9

MOS 3051 INDIVIDUAL EVENTS

SCM T&R MANUAL

CHAPTER 9

MOS 3051 INDIVIDUAL EVENTS

9000. PURPOSE. This chapter details the individual events that pertain to Inventory Management Specialists. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

9001. EVENT CODING

Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

    a. Field one. This field represents the community. This chapter contains the following community codes:

Code	Description
3051	Inventory Management Specialists

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code	Description
FAEQ	Facilities and Equipment
IMAT	Issuing Material
INVT	Inventory
LOCS	Location System
OPFN	Operations Function
QCNT	Quality Control
PSEF	Personal Effects
RATS	Rations
RECM	Receiving Materials
RFID	Radio Frequency Identification

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code	Description
1000	Core Skills
2000	Core Plus Skills

9002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
1000 Level Events		
3051-FAEQ-1001	Determine Material Handling Equipment (MHE) requirement	9-4

3051-FAEQ-1002	Operate Material Handling Equipment (MHE)	9-5
3051-IMAT-1001	Process Temporary Loans of Organic Equipment	9-6
3051-IMAT-1002	Process individual combat equipment	9-7
3051-INVT-1001	Perform location surveys	9-8
3051-INVT-1002	Perform location reconciliation	9-9
3051-INVT-1003	Conduct inventory procedures	9-9
3051-LOCS-1001	Maintain proof of delivery (POD) / proof of shipment (POS)	9-10
3051-OPFN-1001	Conduct receipt and receiving of equipment	9-11
3051-OPFN-1002	Establish a field issue point	9-12
3051-PSEF-1001	Safekeep personal effects	9-13
3051-QCNT-1001	Maintain hazardous material	9-14
3051-QCNT-1002	Perform Care-Of-Supplies-In-Storage (COSIS)	9-15
2000 Level Events		
3051-FAEQ-2001	Supervise Material Handling Equipment (MHE) Procedures	9-16
3051-FAEQ-2002	Establish warehouse planograph	9-16
3051-FAEQ-2003	Manage the use of Material Handling Equipment (MHE)	9-17
3051-FAEQ-2004	Manage an established warehouse planograph	9-18
3051-IMAT-2001	Supervise the processing of Temporary Loans of Organic Equipment	9-19
3051-IMAT-2002	Supervise the processing of individual combat equipment	9-19
3051-IMAT-2003	Supervise quality control of issued equipment	9-20
3051-INVT-2001	Supervise Inventory	9-21
3051-INVT-2002	Manage inventory	9-22
3051-PSEF-2001	Oversee the command's personal effects program	9-23
3051-LOCS-2001	Supervise proof of delivery (POD) / proof of shipment (POS)	9-24
3051-LOCS-2002	Supervise deployment procedures	9-24
3051-LOCS-2003	Manage the deployment procedures	9-25
3051-LOCS-2004	Supervise the establishment of a field issue point	9-26
3051-LOCS-2005	Manage the establishment of a field issue point	9-27
3051-LOCS-2006	Manage proof of delivery (POD) / proof of shipment (POS)	9-28
3051-OPFN-2001	Supervise a warehouse accident prevention program	9-29
3051-OPFN-2002	Supervise Warehouse Security Procedures	9-30
3051-OPFN-2003	Conduct causative research	9-31
3051-OPFN-2004	Manage warehouse modernization procedures	9-31
3051-OPFN-2005	Supervise deployment block Operations	9-32
3051-OPFN-2006	Supervise the accountability of retrograde materiel	9-33
3051-OPFN-2007	Supervise the training of supply personnel	9-34
3051-OPFN-2008	Supervise the Quality Control Inspection Program	9-35
3051-OPFN-2009	Manage warehouse security procedures	9-36
3051-OPFN-2010	Manage causative research	9-37
3051-OPFN-2011	Manage deployment block operations	9-38
3051-QCNT-2001	Manage replenishment of components for end items	9-39
3051-QCNT-2002	Manage the storage of hazardous material	9-39
3051-RATS-2001	Maintain Operational Rations (OPRATS) Program	9-40
3051-RATS-2002	Turn-in Operational Rations (OPRATS)	9-41
3051-RATS-2003	Manage Operational Rations (OPRATS)	9-42

3051-RATS-2004	Supervise the turn-in of Operational Rations (OPRATS)	9-43
3051-RECM-2001	Supervise receiving operations	9-44
3051-RECM-2002	Supervise the issuing of requisitioned supplies	9-45
3051-RECM-2003	Supervise shipping operations	9-46
3051-RECM-2004	Manage Receiving Operations	9-47
3051-RECM-2005	Manage Shipping Operations	9-48
3051-RFID-2001	Manage RFID tracking of supplies and equipment	9-48
3051-RFID-2002	Conduct In-Transit Visibility (ITV) Operations	9-49

9003. LIST OF 3051 EVENTS

3051-FAEQ-1001: Determine Material Handling Equipment (MHE) requirement

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: MHE must be selected for a multiple number of applications. Equipment selected should be chosen with the consideration that flexibility is the key note (i.e., that it can be used for multiple operations). MCO 4450.14 Chapter 4 pg. 182

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, locations, and available equipment

STANDARD: To ensure selection of MHE is based on the economies of operation. MCO 4450.14. Pg 4-1.

PERFORMANCE STEPS:
1.   Identify load parameters
2.   Identify load weight
3.   Identify load size/cube
4.   Determine required container/pallet requirements
5.   Determine appropriate lift equipment (fork lift, pallet jack, tactical 5k, EBFL, TRAM)
6.   Obtain appropriate PPE for chosen lift equipment
7.   Locate destination of materiel
8.   Designate/mark the most expedient route to destination
9.   Obtain necessary dunnage for load
10.   Employ lift equipment

PRIMARY REFERENCES:
1.   MCO 4450.14 Joint Service Manual for Storage and Material Handling

SUPPLEMENTAL REFERENCES:
1.   Manufacturer's Technical Instructions and Publications
2.   MCO 4450.12 Storage and Handling of Hazardous Materials
3.   DoD Manual 4140.70 DoD Supply Chain Material Management Procedures for Storage and Material Handling

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS:
MISHAP INFORMATION:
1. Forklifts are indispensable material handling equipment (MHE) for essential load movement onboard ships. From pier-side operations to underway replenishments, forklifts provide efficient material movement that would not be safe or possible using human lift. However, forklift operations can also hold safety risks if the potential for human error is not mitigated. Human risk control must be purposeful to prevent injury and avoid damage to critical shipboard systems and supplies. Access the shipboard forklift mishap risk assessment at https://portal.marinenet.usmc.mil/libdl.html?f=21337C8D9E78.
2. While conducting two separate forklift operations, a contractor was impaled and two Combat Logistic Regimental supply warehouses were flooded by an unlicensed forklift/ power industrial truck operators. Access the mishap report https://portal.marinenet.usmc.mil/libdl.html?f=326795481858 at HQMC Safety Mishap Library.

3051-FAEQ-1002: Operate Material Handling Equipment (MHE)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Material Handling is the movement of materials to, though, and from productive processes in receiving, storage, packing, and shipping areas. Materials handling practices vary, the basic principles remain constant MCO 4450.14 .

BILLET: Inventory Management Specialists

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, operator's permit, operator's license, and personal protective equipment

STANDARD: To ensure equipment materiel is transported in an efficient and safe manner. MCO 4450.14.

PERFORMANCE STEPS:
1. Perform pre-operations check.
2. Inspect load.
3. Determine and employ PPE.
4. Maneuver MHE within area of operation.
5. Utilize ground guides, when required.
6. Conduct lifting of materials.
7. Perform tiering of materials.
8. Operate/Change attachments, as required.
9. Load/Offload equipment onto the appropriate trailer, as needed.
10. Perform shut down procedures.

11. Perform post-operations checks to identify equipment deficiencies.
12. Maintain key control.
13. Schedule PMCS as required.

PRIMARY REFERENCE:
1. MCO 4450.14 Joint Service Manual for Storage and Material Handling

SUPPLEMENTAL REFERENCES:
1. Manufacture's Technical Instructions and Publications
2. MCO 11240.106 Non-Tactical Vehicle and Equipment Management
3. TC 3-21.60 Visual Signals
4. MCO 4400.201-V-3 Management of Property in the Possession of the Marine Corps Volume 3
5. DoD Manual 4140.70 DoD Supply Chain Material Management Procedures for Storage and Material Handling

Mishap Information:
1. Forklifts are indispensable material handling equipment (MHE) for essential load movement onboard ships. From pier-side operations to underway replenishments, forklifts provide efficient material movement that would not be safe or possible using human lift. However, forklift operations can also hold safety risks if the potential for human error is not mitigated. Human risk control must be purposeful to prevent injury and avoid damage to critical shipboard systems and supplies. Access the shipboard forklift mishap risk assessment.

2. While conducting two separate forklift operations, a contractor was impaled and two Combat Logistic Regimental supply warehouses were flooded by an unlicensed forklift/ power industrial truck operators. Access the mishap report *at HQMC Safety Mishap Library.*

3051-IMAT-1001: Process Temporary Loans of Organic Equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: 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. MCO 4400.201 volume 3 pg. 4-3

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given authorization, an equipment requirement, access to an AIS, PICP, and APSR or accountable record(s).

STANDARD: Ensure accurate tracking of temporarily loaned organic equipment and supplies. (MCO 4400.201 Vol 3 Pg 4-4)

PERFORMANCE STEPS:
1. Validate loan requirement.
    a. Ensure next higher level in chain of command has authorized the loan.

    b. Identify the length of time needed for the loan.
2.   Validate borrowing Responsible Individual has appropriate authorization.
3.   Coordinate the JLTI/SL-3 inventory.
4.   Prepare and validate Equipment Custody Record (NAVMC 10359).
5.   Ensure equipment is properly transferred to borrowing unit/Responsible Individual.
6.   File original record(s).
7.   Recover property on temporary loan, as directed.
8.   Validate renewals and update loan records, as needed.

PRIMARY REFERENCE:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   MCO 4450.14 Joint Service Manual for Storage and Material Handling
2.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3051-IMAT-1002: Process individual combat equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Individual combat equipment includes items on an organization's allowance list designed for temporary issue to individuals. (MCO 4400.201 Vol 3 pg 4-22). It 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. (MCO 4400.201 Vol 13 pg 6-2)

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given equipment to be issued, access to an AIS, PICP, and APSR or accountable record(s).

STANDARD: To ensure accurate issue and recovery of organizational clothing and equipment. (MCO 4400.201 Vol 3 pg 4-22)

PERFORMANCE STEPS:
1.   Validate requirement.
2.   Prepare individual issue form.
3.   Issue organizational clothing/equipment.
4.   Validate completed individual issue form.
5.   Update accountable property records.
6.   File individual issue form.
7.   Validate individual member reassignment. (PCS, EAS, BCD, etc.)
8.   Validate filed individual issue form.
9.   Validate serviceability of organizational equipment.
10.   Recover organizational clothing/equipment.
11.   Facilitate the lost equipment corrective action/checkages, as necessary.
12.   Update accountable property records.

13. Validate records and identify renewals, as needed.

PRIMARY REFERENCE:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTARY REFERENCES:
1. MCO 4450.14 Joint Service Manual for Storage and Materials Handling
2. TM 4451-20/1 Operator and Field Maintenance Manual for Consolidate Storage Program Serviceability Standard for Infantry Combat Equipment

---

3051-INVT-1001: Perform location surveys

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: 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.). MCO 4400.201 Volume 4 pg. 3-4

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given equipment, storage locations, Material Handling Equipment (MHE), a locator file, access to APSR and an AIS.

STANDARD: To ensure physical and recorded location data of all assets in the applicable APSR are properly recorded. MCO 4400.201 Volume 4 pg. 3-2

PERFORMANCE STEPS:
1.   Determine location(s) to be surveyed.
2.   Obtain locator file.
3.   Conduct book to floor/floor to book validation.
4.   Validate inventory.
5.   Identify item NIIN/NSN(s).
6.   Validate item nomenclature.
7.   Verify Lot number(s) and serial number(s).
8.   Determine the condition of material(s).
9.   Verify Unit of Issue / Unit of Measure (UOM).
10. Validate shelf-life of material, when required.
11. Conduct re-warehousing as required.
12. Determine location survey accuracy percentage.
13. Review recorded data between physical and APSR locations.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. UM 4400-125 Marine Corps Organizational Supply User's Manual

---

3051-INVT-1002: Perform location reconciliation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: 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. MCO 4400.201 Volume 4 pg. 1-4

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given equipment, storage locations, Material Handling Equipment (MHE), a locator file, access to APSR and an AIS.

STANDARD: To identify and correct discrepancies between validated physical assets and the accountable records (location data). MCO 4400.201 Volume 4 pg. 3-6

PERFORMANCE STEPS:
1.   Obtain locator file.
2.   Conduct book-to-floor / floor-to-book
3.   Identify reconciled location(s).
4.   Determine location discrepancies.
5.   Identify research requirement(s) (e.g. post-count, causative, pre-adjustment).
6   Identify reconciliation timeframes.
7.   Verify common areas of concerns.
     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.
     d. Locator record with no supporting accountable record (location reconciliation error only).
     e. Mismatch of common data elements.
8.   Determine location reconciliation accuracy percentage.
9.   Validate locations/locators file weekly.

PRIMARY REFERENCES:
1.   MCO 4400.201 volume 4 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   UM 4400-125 Marine Corps Organizational Supply Users Manual

---

3051-INVT-1003: Conduct inventory procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: A physical inventory consist 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.

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for an inventory, equipment, and access to AIS, APSR and property accountability record(s).

STANDARD: To ensure the responsibility of accuracy, condition and changes of the inventory held under the storage activity's control. MCO 4400.201 Volume 3 pg. 3-2

PERFORMANCE STEPS:
1. Identify occasions to conduct an inventory.
2. Verify line item attributes. (i.e. Nomenclature, NSN, Unit of Issue, Condition Code)
3. Report identified discrepancies to proper authority, if applicable.
4. Conduct a physical inventory count.
5. Identify equipment with SSRI/UURI requirements.
6. Conduct individual SL-3 inventory, as necessary.
7. Report inventory results to proper authority.
8. Update stock locator file, as directed.
9. Continue Care of Supplies in Storage (COSIS), as necessary.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   MCO 4450.14 Joint Service Manual for Storage and Material Handling
2.   UM 4000-125 Marine Corps Organizational User's Manual

3051-LOCS-1001: Maintain proof of delivery (POD) / proof of shipment (POS)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the process of filing documentation which supports chain-of-custody of materiel inbound or outbound to an activity from another activity. UM 4000.125 volume 1, pg. 1184

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and retention procedures

STANDARD: To ensure accurate accountability of supply records. MCO 4400.201

PERFORMANCE STEPS:
1.   Identify Key supporting documentation.
2.   Ensure all required data fields are completed on documents for received materiel.
3.   Annotate for receipt processing (i.e. D6T, rollback, Do not issue, etc.), as required.
4.   Determine Proof of Delivery (POD)/Proof of Shipment (POS) file.
5.   File form(s) by document number sequence.
6.   Reconcile POD/POS documents for retention timeframes, as required.
7.   Dispose of POD/POS documents, as required.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps
2.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

SUPPLIMENTAL REFERENCES:
1.   MCO 5210.11 Marine corps Records Management Program
2.   DoD 7000.14-R Department of Defense Financial Management Regulations
3.   DoDM 4140.01 DoD Supply Chain Materiel Management Procedures

---

3051-OPFN-1001: Conduct receipt and receiving of equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the processes and procedures for receiving to the end user for requisitioned supplies by the unit. Storage inventory systems will post all balance and transactions affecting events such as the receipts, issues, inventory adjustments, condition changes, ownership changes, or location changes as they occur. MCO 4400.201 volume 3 pg. 3-2, paragraph 030202

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given due-in material, NAVMC 11869, DD 1149, DD 1348, Accountable Property System of Record (APSR), and a locator file.

STANDARD: Ensuring proper receipt, storage, accountability, and equipment transfer(s). MCO 4400.201 volume 3, pg. 3-2

PERFORMANCE STEPS:
1.   Validate the shipping manifest matches equipment received.
2.   Verify required DASF information.
3.   Verify documentation.

      a. Validate supporting documentation matches physical materiel received.
      b. Verify ship-to address.
      c. Verify NSN.
      d. Verify quantity ordered.
      e. Verify quantity received.
      f. Verify description.
      g. Verify condition code.
      h. Verify serviceability (e.g. rollback, issue, DLA-DS, etc.)
      i. Verify serial number (if applicable).
4. Process receipts within required timeframes.
5. Inspect lot-number/shelf-life code requirement(s).
6. Ensure identification of sensitive or pilferable items.
7. Input proper material receipt acknowledgement transaction for received materiel.
      a. Process D6T.
8. Annotate key supporting documentation, as required
9. Initiate reports for all discrepant/deficient receipts.
10. Integrate packaging or repacking operations (if necessary).
11. Ensure gear is safeguarded and marked for end user.
12. Stage for end user.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. DLM 4000.25 Volume Two Chapter 17 Defense Logistics Management System (DLMS), Supply Discrepancy Reporting
2. UM 4000-125 Retail Supply and Maintenance Execution Procedures
3. DLA Customer Assistance Handbook

3051-OPFN-1002: Establish a field issue point

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: This event is to establish field issue point in support of a company size element. This would be applied to the scope of what a non-NCO would be able to accomplish/responsible for in support of the two replenishment systems at the company level. This will be the initial building block into the scheme of the large warehousing operations in a tactical environment. MCO 4400.201 volume 3, pg. 3-16.

BILLET: Inventory Management Specialists

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for COSIS, materials, and equipment.

STANDARD: To maintain storage materials and equipment in a tactical environment required by the mission. MCO 4400.201 Volume 3, pg. 3-15

PERFORMANCE STEPS:
1.   Identify pre-determined requirements to support field evolution.
2.   Designate container requirements for storage (e.g. Tri-Wall, PALCON, JMICS, QUADCON).
3.   Recommend appropriate warehouse-type requirement(s) (i.e., tent, cover, concealment or container).
4.   Identify established storage layout plan.
5.   Identify items by usage.
6.   Recognize characteristics of materiel to be stored.
7.   Draft tactical locator system.
8.   Review access routes, e.g. tailgate or issue point (proximity of gear to customer).
9.   Recognize primary and alternate locations.
10. Setup the field issue point.
11. Emplace the security of storage area.
12. Maintain care in storage.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   MCO 4450.14 Joint Service Manual for Storage and Material Handling
2.   MCTP 3-40B Tactical Level Logistics
3.   MCTP 3-40H MAGTF Supply Operations

3051-PSEF-1001: Safekeep personal effects

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event provides the personal effects custodian the administrative requirements for the safekeeping and disposition of personal effects MCO 4400.201 Vol 13 Ch 14-25.

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a morning report, alpha roster, personnel status change, appropriate inventory forms, case files, authorized storage area/container and AIS.

STANDARD: To ensure that Marines personal effects are accounted, cared for, and disposed of in the best interest of the individual and the government MCO 4400.201 Vol 13 Ch 15.

PERFORMANCE STEPS:
1.   Identify status of personnel.
2.   Validate training of command appointed Inventory Officer(s).
3.   Provide required documentation and materials to Inventory Officers to perform inventory(s).
4.   Review and validate completed documentation.

5.   Collect uniforms, as required.
6.   Ensure inventory is segregated accordingly (i.e. serviceable, un-serviceable, individual equipment).
7.   Establish and maintain case file(s).
8.   Receive, store and safeguard personal effects.
9.   Distribute documentation and complete logbook entries, as required.
10. Conduct follow-on actions, as required (i.e. Brig, Deceased, Hospitalization, Deployed, etc.)
11. Update status, as required.
12. Execute disposition actions as required.
13. Retain case file as required.

PRIMARY REFERENCE:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCE:
1.   MCO 3040.4 Marine Corps Casualty Assistance Program
2.   SECNAV-M 5210.1 Records Management Manual

3051-QCNT-1001: Maintain hazardous material

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Many commodities used by DoD are hazardous or contain hazardous materials that have special requirements for storage and handling. The dangers posed by these items can be serious and personnel need to be aware of the domestic and international laws and regulations associated with them. It is imperative that workers recognize and understand the hazards associated with these commodities. (MCO 4450.12A Pg 2-1 para 2.3)

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given equipment containing hazardous material, access to a storage facility, safety regulations, SDS, MHE, AIS, and a locator file.

STANDARD: Ensure proper care and storage of hazardous material to prevent exposure to property or personnel. (MCO 4450.12A para 2.3)

PERFORMANCE STEPS:
1.   Identify the type of storage facility.
2.   Identify hazardous materials.
3.   Place hazardous materials in appropriate location.
     a.   Identify primary and secondary segregation codes.
     b.   Identify appropriate PPE.
     c.   Update locator file.
4.   Inspect and inventory hazardous materials in storage.
5.   Report discrepancies to supervisor.
6.   Process Shelf-Life materiel.
     a.   Review materiel condition.

        b.   Mark items appropriately.
        c.   Stage based on oldest stocks (FIFO).
        d.   Report unserviceable shelf-life materiel to supervisor.
        e.   File and maintain records, as required.
7.   Conduct housekeeping procedures.

PRIMARY REFERENCES:
1.   MCO 4450.12 Storage and Handling of Hazardous Material
2.   MCO 4140.5A Marine Corps Shelf-Life Program

SUPPLEMENTAL REFERENCES:
1.   DoDI 6055.1 DoD Safety and Occupational Health (SOH) Program
2.   MCO 4450.14 Joint Service Manual for Storage and Material Handling
3.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

---

3051-QCNT-1002: Perform Care-Of-Supplies-In-Storage (COSIS)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: A program to ensure that the true condition of material is continuously known and recorded, that accurate resource requirements are established, and that material is maintained in a readiness condition to meet supply demands. MCO 4450.14

READINESS-CODED: NO

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an area, materials, SDS, MHE, and an AIS.

STANDARD: To ensure supplies and equipment in a ready-for-issue condition. MCO 4450.14

PERFORMANCE STEPS:
1.   Determine type of materials.
2.   Determine adequate climate control for stored items, as required.
3.   Determine First In, First Out requirements.
4.   Monitor environmental conditions, as required.
5.   Preserve and protect equipment, as required.
6.   Identify and prepare unserviceable equipment for divestment.
7.   Secure, segregate and safeguard equipment.
8.   Maintain facilities, as required.

PRIMARY REFERENCES:
1.   MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling

SUPPLEMENTAL REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps
2.   MCO 4450.12 Storage and Handling of Hazardous Materials

3051-FAEQ-2001: Supervise Material Handling Equipment (MHE) Procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Supervise the safe and efficient use of all MHE. MCO 4450.14.

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, storage containers, available MHE, and credentials.

STANDARD: Ensure safe, efficient, and appropriate operations without damage to personnel and property MCO 4450.14.

PERFORMANCE STEPS:
1. Enforce safety regulations.
2. Ensure sufficient and adequate PPE is available and utilized.
3. Validate the operator's credentials to operate MHE.
4. Plan and implement PMCS schedule.
5. Identify corrective and preventative maintenance requirements.
6. Initiate corrective action, as required.
7. Follow up on all maintenance actions, as required.
8. Ensure all maintenance actions are completed.

PRIMARY REFERENCES:
1.   MCO 4450.14 Joint Service Manual for Storage and Material Handling

SUPPLEMENTAL REFERENCES:
1.   Manufacturer's Technical Instructions and Publications
2.   MCO 4450.12 Storage and Handling of Hazardous Materials
3.   MCO 5100.29 Marine Corps Safety Program
4.   DoD Manual 4140.70 DoD Supply Chain Material Management Procedures for Storage and Material Handling

---

3051-FAEQ-2002: Establish warehouse planograph

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The plan shows the division of space into storage, receiving, shipping areas, main and cross aisles, fire aisles, and offices. Portrays the manner in which the gross space within the storage structure or outside storage area is subdivided MCO 4450.14

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given building measurements, storage space, safety requirements, fire regulations, DD Form 805, and graph paper.

STANDARD: Ensures storage structure and/or outside storage area is maximized for efficiency. MCO 4450.14

PERFORMANCE STEPS:
1.   Identify characteristics of storage facility
2.   Determine gross cube available
3.   Determine net cube available
4.   Determine equipment capabilities
5.   Obtain materiel characteristics
6.   Determine materiel quantity.
7.   Determine materiel popularity.
8.   Determine materiel similarity
9.   Calculate like materiel size and weight
10. Layout personnel, equipment, and service travel aisles
11. Layout working areas
12. Capture and depict layout
13. Validate DD Form 805
14. Publish determination of Storage Space Requirements

PRIMARY REFERENCES:
1.   MCO 4450.14 Joint Service Manual for Storage and Material Handling

SUPPLEMENTAL REFERENCES:
1.   MCO 4400.201 Vol 3 Management of Property in the Possession of the Marine Corps.

3051-FAEQ-2003: Manage the use of Material Handling Equipment (MHE)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event addresses the analyzes of utilization to determine the effectiveness of the materials handling program, remedial action, as required, proper maintenance for all MHE, and efficient distribution of MHE to job sites from a central control point. MCO 4450.14.

MOS PERFORMING: 3051

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and data from supported commands.

STANDARD: To determine the effectiveness of the materials handling program and efficient distribution of MHE to job sites from a central control point. MCO 4450.14.

PERFORMANCE STEPS:
1. Conduct an operations analysis of MHE use.
2. Verify the adequacy or inadequacy of MHE use.
3. Indicate the type of remedial action required in each case.
4. Verify first echelon maintenance by operators.
5. Plan for replacement of equipment undergoing maintenance.
6. Distribute MHE assets efficiently based on adequate usage and need.

PRIMARY REFERENCES:
1. MCO 4450.14 Joint Service Manual for Storage and Handling Material

SUPPLEMENTAL REFERENCES:
1. Manufacturer's Technical Instructions and Publications

3051-FAEQ-2004: Manage an established warehouse planograph

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event captures the effective use of space. A complete and current floor plan shows the actual manner in which the gross space within a storage area is used. The plan shows the division of space into storage, receiving, shipping areas, main and cross aisles, fire aisles, and offices MCO 4400.201 vol 3.

MOS PERFORMING: 3051

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given building measurements, storage space, safety requirements, fire regulations, DD Form 805, and graph paper.

STANDARD: To ensure the utilization of all space(s) to meet unit mission requirements. MCO 4400.201 vol 3 & MCO 4450.14 Section II para 2.6 & 2.9

PERFORMANCE STEPS:
1. Supervise the identification storage facility characteristics
2. Oversee determination of equipment capabilities
3. Direct the collection of materiel characteristics data
4. Manage the fulfillment of net storage space occupancy
5. Ensure item similarity is determined
6. Direct the data analysis of item popularity/demand
7. Oversee the like-item size and weight calculation
8. Direct the item quantity(s) information gathering
9. Oversee the identification of item characteristics
10. Supervise the personnel, equipment, travel and service aisles
11. Supervise the layout working areas
12. Ensure the layout/planography is depicted on accepted medium
13. Supervise the publishing of the Storage Space Requirements

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps VOL 3

2. MCO 4450.14 Joint Service Manual for Storage and Material Handling

SUPPLEMENTAL REFERENCES:
1. DoDM 4140.70 DOD Supply Chain Materiel Management Procedures for Storage Materiel Handling

---

3051-IMAT-2001: Supervise the processing of Temporary Loans of Organic Equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Temporary loans include the loaning of organic equipment from an owning Marine Corps unit to another Marine Corps unit within the same Marine Force. MCO 4400.201 volume 3 pg. 4-3

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given authorization, an equipment requirement, access to an AIS, PICP, and APSR or accountable record(s).

STANDARD: To ensure accurate tracking of temporarily loaned organic equipment and supplies. (MCO 4400.201 Vol 3 Pg 4-4)

PERFORMANCE STEPS:
1. Supervise the validated loan requirement.
    a. Ensure next higher level in chain of command has authorized the loan.
    b. Identify the length of time needed for the loan.
2. Coordinate with Responsible Individual's appropriate authorization.
3. Supervise the JLTI/SL-3 inventory.
4. Determine preparedness of Equipment Custody Record (NAVMC 10359).
5. Supervise completion of equipment transferred to borrowing unit/Responsible Individual.
6. File original record(s).
7. Determine recovery of property on temporary loan, as directed.
8. Solidify renewals and update loan records, as needed.
9. Provide proper documentation to the property clerk.

PRIMARY REFERENCE:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. MCO 4450.14 Joint Service Manual for Storage and Material Handling
2. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3051-IMAT-2002: Supervise the processing of individual combat equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: 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. MCO 4400.201 Volume 3 pg. 2-2

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, equipment, AIS, and APSR.

STANDARD: To ensure accountability and control of allowance or special allowance items established by the CMC. MCO 4400.201 Volume 3 pg. 2-6

PERFORMANCE STEPS:
1.   Validate requirement.
2.   Supervise the preparation of an individual issue form.
3.   Supervise issuing of organizational clothing/equipment.
4.   Validate completed individual issue form.
5.   Update accountable property records.
6.   Verify the filing of individual issue form(s).
7.   Validate individual member(s) reassignment. (PCS, EAS, BCD, etc.)
8.   Ensure personal retention items are not collected.
9.   Supervise the determination of serviceability for organizational equipment.
10. Ensure recovery of organizational clothing/equipment
11. Supervise the facilitation of lost equipment corrective action/checkages, as necessary.
12. Ensure reconciliation between unit rosters with roster of individuals that are issued equipment.
13. Update accountable property records.
14. Validate records and identify renewals, as needed.

PRIMARY REFERENCE:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   MCO 4450.14 Joint Service Manual for Storage and Material Handling
2.   UM 4000-125 Retail Supply and Maintenance Execution Procedures
3.   TM 4451-20/1 Operator and Field Maintenance Manual for Consolidated Storage Program Serviceability Standard for Infantry Combat Equipment

---

3051-IMAT-2003: Supervise quality control of issued equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

DESCRIPTION: The quality control program 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. (MCO 4400.201 Vol 4 Ch 6 Pg 6-2)

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, gear to be issued, access to an AIS, APSR, or accountable record(s).

STANDARD: Ensure internal controls are met to maintain accountability of issued equipment.

PERFORMANCE STEPS:
1. Verify appropriate authorization of individual.
2. Inspect required information on issue forms.
3. Supervise the inspection of the equipment's serviceability.
4. Validate updates to accountable property records.
5. Reconcile adjustments of transaction data against documentation.
6. File and retain KSDs for accountable property record management.
7. Coordinate proper disposal of expired records, as required.

PRIMARY REFERENCE:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES
1. MCO 4400.150_ Consumer Level Supply Policy
2. UM 4000-125 Retail Supply and Maintenance Execution Procedures
3. MCO 5210.11F Marine Corps Records Management Program
4. TM 4451-20/1 Operator and Field Maintenance Manual for Consolidate Storage Program Serviceability Standard for Infantry Combat Equipment
5. SECNAV M-5210.1 Records Management Manual, Chapter 7 Financial Management Records

---

3051-INVT-2001: Supervise Inventory

DESCRIPTION: The Physical Inventory Control Program establishes 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. (MCO 4400.201, Vol 4, Ch 1, Pg 1-2)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, established inventory schedule by occasions, equipment, materials, and access to AIS, APSR and accountable records.

STANDARD: Ensure the scheduling of inventories and reconcile physical inventory count documents with balance records within appropriate APSRs. (MCO 4400.201, Vol 4, Ch 1, Pg 1-4)

PERFORMANCE STEPS:
1. Identify the appropriate occasion for a physical inventory. (i.e. Annual, Cyclic, Spot Inventory...)
2. Develop a physical inventory plan.
3. Supervise and monitor the inventory process.
4. Identify inventory accuracy requirements.
5. Review and validate inventory results.
6. Execute Record Reconciliation Program procedures.
7. Report inventory results to appropriate authority.
8. Update stock locator file.
9. File and maintain inventory results.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. MCO 4450.14 Joint Service Manual for Storage and Material Handling

---

3051-INVT-2002: Manage inventory

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Physical Inventory Control Program establishes 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. MCO 4400.201, Vol 4, Ch 1, Pg. 1-2

MOS PERFORMING: 3051

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, established inventory schedule by occasions, equipment, materials, and access to AIS, APSR and accountable records.

STANDARD: Ensure the scheduling of inventories and reconcile physical inventory count documents with balance records within appropriate APSRs. MCO 4400.201, Vol 4, Ch 1, Pg. 1-4

PERFORMANCE STEPS:
1. Determine the appropriate occasion for a physical inventory. (i.e. Annual, Cyclic, Spot Inventory...)
2. Manage the development of a physical inventory plan.
3. Oversee the inventory process.
4. Manage inventory accuracy requirements.

5. Oversee the validation of inventory results.
6. Manage Record Reconciliation Program procedures.
7. Manage inventory results to appropriate authority.
8. Oversee stock locator file updates.
9. Manage the filing and maintenance of inventory results.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. MCO 4450.14 Joint Service Manual for Storage and Material Handling

---

3051-PSEF-2001: Oversee the command's personal effects program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: When members of the command fall into categories that remove them from normal duties the supply office will be responsible for the care, storage, and disposition of the personal effects until relinquished to appropriate entity.(MCO 4400.201 Vol 13).

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a unit requirement, morning report, AIS and APSR.

STANDARD: To ensure timely inventory, proper chain of custody, storage and disposition of personal effects. (MCO 4400.201 Vol 13)

PERFORMANCE STEPS:
1.   Monitor the morning report for classification of events requiring personal effects board.
2.   Validate proper storage space is allocated and designated by unit commander.
3.   Confirm inventory boards are appointed in writing.
4.   Ensure that personal effects inventories are conducted when required within timeframes established by the references.
5.   Supervise recovery of uniforms and individual's issues of items as required.
6.   Ensure that the storage and disposition of personal effects are conducted per current orders and directives.
7.   Conduct periodic internal reviews per current orders and directives.

PRIMARY REFERENCE:
1.   MCO 4400.201 Vol.13 Ch. 14-25 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   MCO P3040.4 Marine Corps Casualty Procedures Manual
2.   SECNAV Manual 5210.1 Records Management Program

3051-LOCS-2001: Supervise proof of delivery (POD) / proof of shipment (POS)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the process of filing documentation which supports chain-of-custody of materiel inbound or outbound to an activity from another activity. UM 4000.125 volume 1, pg. 1184

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and retention procedures

STANDARD: To ensure accurate accountability of key supporting documentation. MCO 4400.201

PERFORMANCE STEPS:
1. Validate signed appropriate DD form, packing list, shipping document, or commercial invoice.
2. Verify completion of required data fields are resident on receipt of materiel or service.
3. Validate appropriate annotation(s) for receipt processing (i.e. D6T, rollback, Do not issue, etc.).
4. Verify inbound/outbound activity for appropriate DD form.
5. Validate the destruction date, as required.
6. Validate signed receipts are filed by document number sequence.
7. Reconcile POD/POS documents for retention timeframes, as required.
8. Dispose of POD/POS documents, as required.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps
2. UM 4000-125 Retail Supply and Maintenance Execution Procedures

SUPPLIMENTAL REFERENCES:
1. MCO 5210.11 Marine corps Records Management Program
2. DoD 7000.14-R Department of Defense Financial Management Regulations
3. DoDM 4140.01 DoD Supply Chain Materiel Management Procedures

---

3051-LOCS-2002: Supervise deployment procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event is for the receipting and preparation of supplies and their containers required for storing. Also covered is the moving of supplies from the warehouse to the seaport/Ariel port of debarkation. MCTP 3-40B, pg. 4-12

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement, item characteristics, equipment density list (EDL), bills of materials (BOM), location file, and material handling equipment (MHE).

STANDARD: Ensuring equipment and materials are prepared and maintained for the entirety of the deployment. MCO 4400.201 volume 3, pg. 3-15

PERFORMANCE STEPS:
1.   Identify equipment and materials.
2.   Identify types of container requirements.
3.   Review embarkation load plan.
4.   Ensure proper marking on containers (e.g. Tactical marking, Stowage designator, UP&TT).
5.   Pack containers per the embarkation plan.
6.   Ensure packing lists are created (inventory of each container).
7.   Ensure packing lists are attached to appropriate containers.
8.   Coordinate RFID tags requirements, when required.
9.   Reconcile packing lists with the embarkation manifest.
10.   Coordinate the transport of containers to appropriate embarkation area.
11.   Maintain accountability records of all embarked equipment and materials.
12.   Maintain security of all embarked containers.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   MCTP 3-40B Tactical Level Logistics
2.   MCTP 3-40H MAGTF Supply Operations
3.   MCTP 13-10C Unit Embarkation Handbook
4.   MCTP 3-40F Transportation Operations
5.   MCWP 3-10 MAGTF Ground Operations
6.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3051-LOCS-2003: Manage the deployment procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event is for the receipting and preparation of supplies and their containers required for storing. Also covered is the moving of supplies from the warehouse to the seaport/Ariel port of debarkation. MCTP 3-40B, pg. 4-12

MOS PERFORMING: 3051

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement, equipment density list (EDL), bills of material (BOM), location file, required materials, AIS, and material handling equipment (MHE).

STANDARD: Ensuring equipment and materials are prepared and maintained for the entirety of deployment. MCO 4400.201 volume 3, pg. 3-15

PERFORMANCE STEPS:
1.   Manage the information of equipment and materials.
2.   Observe determination of container requirements.
3.   Monitor the embarkation load plan.
4.   Observe proper marking on embark containers.
5.   Manage the packing of containers per the embarkation plan.
6.   Oversee created packing lists.
7.   Verify packing lists are attached to appropriate containers.
8.   Verify RFID tags are activated and attached, when required.
9.   Reconcile packing lists with the embarkation manifest.
10.   Coordinate transportation of containers to appropriate embarkation area.
11.   Manage accountability records of all embarked equipment and materials.
12.   Manage the security requirements of all embarked containers.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   MCTP 3-40B Tactical Level Logistics
2.   MCTP 3-40H MAGTF Supply Operations
3.   MCTP 13-10C Unit Embarkation Handbook
4.   MCTP 3-40F Transportation Operations
5.   MCWP 3-10 MAGTF Ground Operations
6.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3051-LOCS-2004: Supervise the establishment of a field issue point

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event is to establish field issue point in support of a company size element. This would accomplish the support of the two replenishment systems at the company level, and establishing the initial building block into the scheme of the large warehousing operations in a tactical environment. MCO 4400.201 volume 3, pg. 3-16.

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for COSIS, area of operation, operational order, materials, and equipment.

STANDARD: To maintain stored materials and equipment in a tactical environment required by the mission. MCO 4400.201 volume 3, pg. 3-16.

PERFORMANCE STEPS:
1. Validate pre-determined requirements to support field evolution.
2. Determine container requirements for storage (example given, Tri-Wall, PALCON, JMICS, QUADCON).
3. Assign appropriate warehouse-type requirement(s) (i.e., tent, cover, concealment or container).
4. Prepare established storage layout plan.
5. Analyze items by usage.
6. Determine characteristics of materiel to be stored.
7. Administer tactical locator system.
8. Review access routes, e.g. tailgate or issue point (proximity of gear to customer).
9. Cross-check primary and alternate locations.
10. Direct the setup of a field issue point.
11. Prepare the security of a storage area.
12. Maintain care in storage.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps
2.   MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling

SUPPLEMENTAL REFERENCES:
1.   MCTP 3-40B Tactical Level Logistics
2.   MCTP 3-40H MAGTF Supply Operations
3.   MCTP 13-10C Unit Embarkation Handbook
4.   MCTP 3-40F Transportation Operations
5.   MCWP 3-10 MAGTF Ground Operations
6.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3051-LOCS-2005: Manage the establishment of a field issue point

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 24 months

READINESS-CODED: NO

DESCRIPTION: This would accomplish the support of the two replenishment systems at the units, and establishing the initial building block into the scheme of the large warehousing operations in a tactical environment. MCO 4400.201 volume 3, pg. 3-16.

MOS PERFORMING: 3051

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, materials, equipment, operational order and personnel.

STANDARD: To maintain materials and equipment required by the mission. MCO 4400.201 volume 3, pg. 3-16.

PERFORMANCE STEPS:
1. Manage requirements to support field evolution.
2. Oversee container requirements for storage (e.g. Tri-Wall, PALCON, JMICS, QUADCON).
3. Determine appropriate warehouse-type requirement(s) (i.e., tent, cover, concealment or container).
4. Validate prepared storage layout plan.
5. Verify analyzation of items by usage.
6. Determine characteristics of materiel to be stored.
7. Administer tactical locator system.
8. Determine access routes, e.g. tailgate or issue point (proximity of gear to customer).
9. Define primary and alternate locations.
10. Finalize the setup of a field issue point.
11. Manage the security of a storage area.
12. Maintain care in storage.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps
2. MCO 4450.14 Joint Service Manual (JSM)for Storage and Materials Handling

SUPPLEMENTAL REFERENCES:
1. MCTP 3-40B Tactical Level Logistics
2. MCTP 3-40H MAGTF Supply Operations
3. MCTP 13-10C Unit Embarkation Handbook
4. MCTP 3-40F Transportation Operations
5. MCWP 3-10 MAGTF Ground Operations
6. UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3051-LOCS-2006: Manage proof of delivery (POD) / proof of shipment (POS)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the management aspect for the process of filing documentation which supports chain-of-custody of materiel inbound or outbound to an activity from another activity. UM 4000.125 volume 1, pg. 1184

MOS PERFORMING: 3051

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and retention procedures

STANDARD: To ensure accurate accountability of key supporting documentation. MCO 4400.201 volume 3, pg. 3-21 paragraph 021002

PERFORMANCE STEPS:

1. Oversee documentation is signed on appropriate DD form, packing list, shipping document, or commercial invoice.
2. Manage completion of required data fields are resident on receipt of materiel or service.
3. Oversee appropriate annotation(s) for receipt processing (i.e. D6T, rollback, Do not issue, etc.).
4. Manage the determination of inbound/outbound activity for appropriate DD form.
5. Oversee the validation of the destruction date, as required.
6. Oversee receipts are filed by document number sequence.
7. Manage the reconciliation of POD/POS documents for retention timeframes, as required.
8. Oversee the disposal of POD/POS documents, as required.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps
2. UM 4000-125 Retail Supply and Maintenance Execution Procedures

SUPPLIMENTAL REFERENCES:
1. MCO 5210.11 Marine corps Records Management Program
2. DoD 7000.14-R Department of Defense Financial Management Regulations
3. DoDM 4140.01 DoD Supply Chain Materiel Management Procedures

---

3051-OPFN-2001: Supervise a warehouse accident prevention program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: It is DoD policy to protect DoD personnel from accidental death, injury, or occupational illness. DoDI 6055.01 pg. 2 Commanders, managers, and supervisors at all management levels are responsible for the on- and off-duty safety and protection of personnel, resources, and mission capability under their supervision. DoDI 6055.01 Pg. 13 A safety program will be established for storage operations at major supply installations and separate storage activities in CONUS and overseas. MCO 4450.14

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to a storage facility, PPE, and personnel.

STANDARD: To ensure personnel are protected from injury and costs to replenish damaged property is prevented. MCO 4450.14

PERFORMANCE STEPS:
1. Coordinate attendance of agency provided safety training.
2. Inspect MHE and storage containers for proper operating condition.
3. Analyze work processes affecting physical inventory management for inherent and man-made hazards.

4. Identify necessary safety equipment and clothing. (Safety boots, ear protection, concertina wire gloves, box cutters, etc.)
5. Implement PPE storage, maintenance, and use procedures.
6. Identify classification of fires. (Class A, B, C, D)
7. Validate classification of hazards. (light, ordinary, extra)
8. Determine risk mitigation procedures.
9. Implement controls. (Risk Assessment Code [RAC] 1,2,3)
10. Supervise and evaluate mitigation procedures.
11. Maintain documentation, as required.

PRIMARY REFERENCES:
1. MCO 4450.14 Joint Service Manual for Storage and Material Handling

SUPPLEMENTAL REFERENCES:
1. DoDI 6055.01 DoD Instruction on Safety and Occupational Health Program
2. MCO 5100.29B Marine Corps Safety Program
3. MCO 4400.201 Management of Property in the Possession of the Marine Corps

---

3051-OPFN-2002: Supervise Warehouse Security Procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers security requirements for the storage and handling of classified, pilferable, and sensitive material, which provides protection of supplies against theft, sabotage, or other malicious acts. MCO 4450.14 pg. 3-40

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, materiel, security cage, and a storage facility.

STANDARD: To prevent theft, loss, or malicious acts against property in control of the government. MCO 4450.14 pg. 3-40

PERFORMANCE STEPS:
1. Review security requirements.
2. Validate established security plan.
   a. Identify pilferable or sensitive items to be stored.
   b. Identify appropriate security spaces.
3. Ensure appropriate access rosters are created and posted, as required.
4. Conduct daily inspection of areas and floor locations for security violations.
5. Validate key/lock control procedures.
6. Ensure corrective actions of security shortfalls are completed.
7. Ensure security procedures are updated, as required.
8. Supervise security training.
9. Supervise enforcement of security procedures.
10. Report security violations to appropriate authority, when required.

PRIMARY REFERENCES:
1. MCO 4450.14 Joint Service Manual for Storage and Material Handling
2. MCO 5530.14 Marine Corps Physical Security Program Manual

SUPPLEMENTAL REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

---

3051-OPFN-2003: Conduct causative research

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: This event outlines the steps necessary 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). MCO 4400.201, Volume 4, pg. 4-3.

READINESS-CODED: NO

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to an AIS, internet connectivity, and retained records.

STANDARD: To increase inventory accuracy. MCO 4400.201, Volume 4,

PERFORMANCE STEPS:
1.   Identify the inventory discrepancy.
2.   Evaluate the cause of inventory discrepancies.
    a. Print NIIN history from AIS/APSR
    b. Review transaction history (i.e. D6Ts, D8s, D9s, D7A, etc.)
    c. Review inventory records.
    d. Review temp-loan records.
    e. Physically inspect location for gear.
    f. Search for recent change of location(s).
    g. Conduct search of surrounding location survey of known locations.
3.   Identify the type of inventory error (administrative or physical).
4.   Report results to proper authority.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   MCO P4400.151 Intermediate-Level Supply Management Policy Manual
2.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3051-OPFN-2004: Manage warehouse modernization procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the management responsibility of developing and modernizing all processes and equipment as necessary. MCO 4450.14

MOS PERFORMING: 3051

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to a warehouse, storage areas, and equipment requirements.

STANDARD: To ensure warehouses and storage spaces are maximized to reduce manpower and increase space capacity.

PERFORMANCE STEPS:
1.   Evaluate the warehouse for modernization.
2.   Develop the modernization plan.
3.   Implement warehouse modernization requirements to installation logistics.
4.   Observe warehouse modernization procedures.
5.   Coordinate changes as required.

PRIMARY REFERENCES:
1.   MCO 4450.14 Joint Service Manual for Storage and Material Handling

SUPPLEMENTAL REFERENCES:
1.   DoD 4145.19-R-1 Storage and Material Handling
2.   MCO 4400.201 Management of Property in the Possession of the Marine Corps
3.   MCO 5530.14 Marine Corps Physical Security Program Manual
4.   MCO 11000.5 Facilities Sustainment, Restoration, and Modernization Program
5.   MCO 5220.12_ Marine Corps Continuous Process Improvement

ADMINISTRATIVE INSTRUCTION: Lean Six Sigma education is recommended for this event.

3051-OPFN-2005: Supervise deployment block Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event assists in forecasting of consumption, identification of the most critical supply items (I-X), and the use of an automated information system (AIS) to requisition supplies, manage inventory, and provide visibility regarding the location of requisitioned items. As a result of these factors, close coordination among supply, transportation, and communications functional areas is necessary to achieve responsive supply support. MCTP 3-40H pg. 1-2

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement, a BOM, DASF, EDL, supplies, and containers.

STANDARD: To ensure accountability, issue, and care in storage of deployment block throughout deployment phases. MCTP 3-40H pg. 1-5

PERFORMANCE STEPS:
1. Supervise the reception of deployment block.
2. Supervise the inventory of the deployment block.
3. Identify discrepancies of inventory.
4. Report results.
5. Supervise adjustment of on-hand quantities on locations and containers.
6. Supervise spot inventories.
7. Supervise proper care in storage and security of deployment block.
8. Maintain locator file.
9. Maintain key supporting documentation, as required.
10. Maintain inventory within established or austere environment.
11. Upon return from deployment, supervise the inventory of block for retrograde, as required.
12. Identify discrepancies of inventory.
13. Report results to appropriate authority.
14. Supervise adjustment of on-hand quantities on locations and containers.
15. Oversee physical retrograde of block.
16. Maintain all key supporting documentation, as required.

PRIMARY REFERENCES:
1. MCO 4450.14 Joint Service Manual for Storage and Material Handling
2. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. UM 4000-125 Retail Supply and Maintenance Execution Procedures
2. ATP 4-42.2 Supply Support Activity Operations
3. MCTP 3-40B Tactical-Level Logistics
4. MCTP 3-40H MAGTF Supply Operations

3051-OPFN-2006: Supervise the accountability of retrograde materiel

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event outlines the steps required of any material being returned to a storage activity from the user. This includes all materiel and supplies regardless of condition. MCO 4450.14 page G-8

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement, BOM, DASF, EDL, supplies, containers, and AIS.

STANDARD: To ensure accountability and redistribution of retrograde materiel. MCO 4400.201 volume 3, pg. 2-15

PERFORMANCE STEPS:
1. Create inventory listing of items to be retrograde.
    a. Determine items that require information for identification.
    b. Ensure material is separated according to NSN/part numbers.
    c. Record required information (i.e. NSN, part numbers, quantity, and serial #s).
    d. Cross-check inventoried materiel with retrograde material master file.
2. Validate discrepancies of inventory.
3. Identify container(s) for loading.
    a. Ensure containers are sanitized (free of dirt, mud, insects, and trash).
    b. Coordinate agricultural wash down of container(s) prior to loading.
    c. Coordinate MHE support, as required.
4. Identify destination activity for retrograde.
5. Create proper documentation in preparation for shipment (i.e., DD 1348's or DD 1149's).
6. Ensure documentation is attached to appropriate container(s).
7. Move containers to staging area for shipping.
8. Maintain all key supporting documentation, as required.

PRIMARY REFERENCES:
1. MCO 4450.14 Joint Service Manual for Storage and Material Handling

SUPPLEMENTAL REFERENCES:
1. ATP 4-42.2 Supply Support Activity Operations
2. MCTP 3-40B Tactical-Level Logistics
3. MCO 4400.201 Management of Property in the Possession of the Marine Corps
4. MCTP 13-10B Combat Cargo Operations

3051-OPFN-2007: Supervise the training of supply personnel

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event is essential to qualify Marines within the MOS while assuring reasonable and practical allocation of resources, with achieving combat readiness with the lowest possible cost in dollars, people, and time within the platoon level of the unit. NAVMC 1553.1 pg. 1-5 paragraph 9. a.

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a unit training plan, commanders training guidance, personnel training records, AIS, personnel and equipment.

STANDARD: To ensure a section is trained on individual training events. MCO 4400.201 volume 3

PERFORMANCE STEPS:
1.   Review Marine Corps Training, Exercise, Employment Plan (MCTEEP)
2.   Project training schedule with MCTEEP.
3.   Identify training required for sustainment.
    a.   Review individual training events to be evaluated.
    b.   Develop a training plan for Inventory Management ITEs.
    c.   Determine required resources (i.e. forklift, tents, containers, trucks, AIS, etc.)
    d.   Determine appropriate method(s) for delivering instruction.
    f.   Coordinate the resources required for training.
    g.   Validate the training outline(s).
    h.   Ensure training area(s) are established (i.e. classroom, range, training site).
4.   Assess risks associated to the training.
5.   Assemble the target audience.
6.   Evaluate the performance of Marines trained.
7.   Develop remediation for standards not achieved.
8.   Develop after actions of training.
9.   Identify follow on training requirements.
10. Update individual training records.

PRIMARY REFERENCES:
1.   MCO 1553.3B Unit Training Management (UTM)
2.   MCO 3501.1 Marine Corps Combat Readiness Evaluation
3.   MCO 4400.201 Management of Property in the Possession of the Marine Corps
4.   NAVMC 1553.1 Marine Corps Instructional Systems Design/Systems Approach to Training and Education Handbook

SECONDARY REFERENCES:
1.   MCTP 8-10A Unit Training Management Guide
2.   MCTP 8-10B How to Conduct Training
3.   MCDP 7 Learning
4.   SECNAV M-5210.1 Department of the Navy Records Management Manual

---

3051-OPFN-2008: Supervise the Quality Control Inspection Program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: 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. MCO 4400.201 volume 4 pg. 6-2

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an AIS, retained records, table of organization/equipment, and materials.

STANDARD: To identify errors and verify continuous improvement within warehousing practices. MCO 4400.201 volume 4, pg. 6-2

PERFORMANCE STEPS:
1. Inspect adherence to operating procedures.
2. Analyze inspection data.
3. Validate internal controls.
    a. Determine training deficiencies.
    b. Identify personnel deficiencies.
    c. Evaluate procedural compliance.
4. Recommend corrective action through continuous process improvement (CPI), as required.
5. Conduct after action review.
6. Report results to appropriate authority.
7. Maintain inspection data.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. MCO 4450.14 Joint Service Manual for Storage and Material Handling

---

3051-OPFN-2009: Manage warehouse security procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION:
This event establishes the minimum security requirements for the storage and handling of classified, pilferable, and sensitive material. It also addresses the requirements for serial number control.
MCO 4450.14 pg. 3-40,

MOS PERFORMING: 3051

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, storage facility, storage containers, security materials, and equipment.

STANDARD: To prevent theft or loss of material. MCO 5530.14

PERFORMANCE STEPS:
1. Review security requirements.
2. Manage the identification of highly pilferable and sensitive items.
3. Develop security plan.
    a. Identify appropriate security spaces.
    b. Establish security area as required.
    c. Establish key and lock control measures.

    d. Ensure appropriate access rosters are created and posted, as required.

    e. Ensure daily inspection of areas and locations for security violations are conducted.

    f. Implement corrective actions of security shortfalls are completed.

4. Ensure security procedures are updated, as required.

5. Manage security training.

6. Enforce security procedures.

7. Report security violations, when required.

PRIMARY REFERENCES:
1. MCO 4450.14 Joint Service Manual for Storage and Material Handling
2. MCO 5530.14 Marine Corps Physical Security Program Manual

SUPPLEMENTAL REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

---

3051-OPFN-2010: Manage causative research

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: 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). MCO 4400.201 volume 4, pg. 4-3

MOS PERFORMING: 3051

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to an AIS, internet connectivity, and retained records.

STANDARD: To ensure the identified discrepancies are corrected. MCO 4400.201 volume 4, pg. 4-3

PERFORMANCE STEPS:
1. Review administrative and physical inventory errors.
2. Validate the results of causative research.
3. Oversee the evaluation of the inventory discrepancy.
4. Implement corrective inventory management actions.
5. Report results to proper authority.
6. Ensure adjustments/corrective transactions are inducted as required.
7. Verify inventory accuracy.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. MCO P4400.151 Intermediate-Level Supply Management Policy Manual
2. UM 4400-125 FMF SASSY Accounting Manual (VOL IV) Maintenance Float Procedures

3051-OPFN-2011: Manage deployment block operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event assists in forecasting of consumption, identification of the most critical supply items (I-X), and the use of an automated information system (AIS) to requisition supplies, manage inventory, and provide visibility regarding the location of requisitioned items. As a result of these factors, close coordination among supply, transportation, and communications functional areas is necessary to achieve responsive supply support. MCTP 3-40H pg. 1-2

MOS PERFORMING: 3051

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement, a BOM, DASF, EDL, supplies, and containers.

STANDARD: To adhere to internal controls for accountability, issue, and care in storage of deployment block throughout deployment phases. MCTP 3-40H pg. 1-5

PERFORMANCE STEPS:
1. Manage the reception of deployment block.
2. Manage the inventory of the deployment block.
3. Validate determined discrepancies of inventory.
4. Manage reported results.
5. Manage adjustments of on-hand quantities on locations and containers.
6. Determine spot inventories.
7. Oversee proper care in storage and security of deployment block.
8. Manage the maintenance of locator deck.
9. Maintain key supporting documentation, as required.
10. Upon return from deployment, manage the inventory of block for retrograde, as required.
11. Validate discrepancies determined from inventory.
12. Validate reported results.
13. Supervise adjustment of on hand quantities on locations and containers.
14. Oversee retrograde appointment schedule.
15. Manage execution of retrograde.
16. Maintain all key supporting documentation, as required.

PRIMARY REFERENCES:
1. MCO 4450.14 Joint Service Manual for Storage and Material Handling
2. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. UM 4000-125 Retail Supply and Maintenance Execution Procedures
2. ATP 4-42.2 Supply Support Activity Operations
3. MCTP 3-40B Tactical-Level Logistics
4. MCTP 3-40H MAGTF Supply Operations

3051-QCNT-2001: Manage replenishment of components for end items

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: Materiel that is accounted for using custody procedures which have components as part of the end item may be subject to loss, damage, or destruction rendering the materiel unserviceable. The warehouse supervisor will identify storage inventory system deficiencies and manage inventory adjustments or condition changes.

READINESS-CODED: NO

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, SL-3, Technical Manual, access to an AIS, appropriate level authorization, and accountable record(s).

STANDARD: To ensure end items are in a ready-for-issue condition. MCO 4400.201 volume 3 pg. 2-22 paragraph 021101

PERFORMANCE STEPS:
1.   Inspect SL-3 inventory results.
2.   Validate SL-3 category.
     a. Supply System Responsibility Items (SSRI), Using Unit Responsibility Items (UURI), or Collateral Material (CM).
     b. Stores Account Code (SAC) 1, Stores Account Code (SAC) 2, or Stores Account Code (SAC) 3.
3.   Coordinate appropriate voucher file corrective action.
4.   Segregate equipment missing SL-3 components.
5.   Manage procurement request for replacement of component(s).
6.   Assign SL-3 replacement item to appropriate item.
7.   Validate updates to SL-3 inventory record(s).
8.   Reconcile inventory records with procurement requests.
9.   File records, as required.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps.

SUPPLEMENTAL REFERENCES:
1.   TM 4700-15/1H Ground Equipment Record Procedures
2.   UM 4000-125 Retail Supply and Maintenance Execution Procedures
3.   MCO 4790.2 Field-Level Maintenance Management Policy (FLMMP)

3051-QCNT-2002: Manage the storage of hazardous material

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: This event covers the storage of hazardous materials whether in bulk at large Storage facilities or in small quantities at a Using Unit. Mishap prevention is an operating function, supervisors will ensure

that personnel are trained to work safely, enforce safety and health rules, and correct unsafe/unhealthy acts and unsafe/unhealthful mechanical or physical conditions. Supervisors will also investigate mishaps and promptly report hazardous conditions to the Safety and Health Manager or other designated superior. MCO 4450.12A Pg 8-2 para 8.5

READINESS-CODED: NO

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given hazardous material, access to a storage locker/area, safety regulations, SDS, MHE, AIS, and a locator file.

STANDARD: Ensure proper care and storage of hazardous material to prevent exposure to property or personnel. MCO 4450.12A

PERFORMANCE STEPS:
1.   Develop and manage hazardous material certification or personnel.
2.   Supervise placement of hazardous materials.
     a.   Validate primary and secondary segregation codes.
     b.   Manage adequate PPE availability.
     c.   Manage SDS binder
     d.   Validate locator file.
     e.   Manage logbook entries, as required.
3.   Validate completed inspections of hazardous materials in storage.
4.   Validate Shelf-Life materiel.
     a.   Evaluate materiel's condition.
     b.   Reconcile markings for accuracy.
     c.   Perform quality assurance of FIFO.
     d.   Initiate Storage Quality Control Report (DD Form 1225).
     e.   Validate storage records, as required.
5.   Initiate supply discrepancy report (SDR), as needed.

PRIMARY REFERENCES:
1.   MCO 4450.12 Storage and Handling of Hazardous Material

SUPPLEMENTAL REFERENCES:
1.   MCO 4140.5A Marine Corps Shelf-Life Program
2.   DoDI 6055.1 DoD Safety and Occupational Health (SOH) Program
3.   MCO 4450.14 Joint Service Manual for Storage and Material Handling
4.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

---

3051-RATS-2001: Maintain Operational Rations (OPRATS) Program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Using units are defined as units that draw rations for consumption from the requisitioning/issuing activities. These units are not authorized to store rations longer than 30 days and/or maintain an

operational ration inventory unless approved by DC I&L. MCO 10110.14 pg. 21-4, paragraph 9 c

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an OPRATS requirement, appropriate forms, APSR and AIS.

STANDARD: To ensure accountability, proper storage, and shelf-life for receipt and issue of Class I Supply. MCRP 3-40G.1, pg. 6-8

PERFORMANCE STEPS:
1. Review request for rations.
2. Validate personnel roster.
3. Validate ration type required for training exercise.
4. Submit request for OPRATS manually or via an AIS.
5. Schedule appointment for pick-up of rations.
6. Coordinate vehicle request for pick-up of rations.
7. Receive rations.
     a. Verify quantity and quality.
     b. Verify the Lot number.
     c. Verify the Date of Pack (DOP).
     d. Determine the Inspection Test Date (ITD).
     e. Validate the Time Temperature Indicator (TTI).
     f. Validate and sign DD 1348 from Rations warehouse.
8. Apply First in First out (FIFO) principle.
9. Issue rations to requestor.
10. File key supporting documentation.
11. Inventory returned excess OPRATS.

PRIMARY REFERENCES:
1.   MCO 10110.14 Marine Corps Food Service and Subsistence Program

SUPPLEMENTAL REFERENCES:
1.   MCO 10110.44A Department of Defense Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
2.   MCO 10110.47 Basic Allowance for Subsistence (BAS) and Meal Card Program
3.   MCO 4400.201 Management of Property in the Possession of the Marine Corps
4.   MCRP 3-40G.1 Marine Corps Field Feeding Program
5.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

---

3051-RATS-2002: Turn-in Operational Rations (OPRATS)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The coordination of processing returned OPRATS deals with various decision points, such as excess, deteriorated, damaged, approaching shelf-life, or obsolete. Inventory Managers will review the menu of rations returned and their Lot numbers, this will assist in

providing the Veterinarian/Medical Officer with the detailed information that will be required to return OPRATS to the rations warehouse or properly destroyed. MCO 10110.14N chapter 17, pg. 17-1

BILLET: Inventory Management Specialist

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given OPRATS requirement for return.

STANDARD: To ensure all identified OPRATS are surveyed for consumption or disposed of as directed. MCO 10110.14N chapter 17, pg. 17-1

PERFORMANCE STEPS:
1. Ensure OPRATS identified for turn-in have been inventoried.
   a. Verify open OPRATS.
   b. Verify un-opened OPRATS.
   c. Verify Time Temperature Indicator (TTI), as required.
2. Verify the lot number for the required sample size.
3. Review Veterinarian/Medical Officer appointment.
4. Request transportation of OPRATS for appointment, as required.
5. Dispose OPRATS based VETMO survey results.
6. Obtain and maintain proper documentation.
7. File required documentation.

PRIMARY REFERENCE
1. MCO 10110.14 Marine Corps Food Service and Subsistence Program

SUPPLEMENTAL REFERENCES
1. MCO 10110.21 Inspection of Subsistence Supplies and Services
2. MCO 10110.44 Veterinary/Medical Laboratory Food Safety and Quality Assurance Program

---

3051-RATS-2003: Manage Operational Rations (OPRATS)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: To train, manage personnel, manage resources, and equip Marines to provide operational rations to patrons authorized to subsist at government expense in order to support garrison and expeditionary feeding requirements. MCO 10110.14N Chapter 1 Para 2 Page 1-1

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to account for OPRATs and appropriate forms, APSR, and an AIS.

STANDARD: To maintain accountability of operational rations in order to receive, store, and issue to using units. (MCRP 3-40G.1).

PERFORMANCE STEPS:
1. Forecast operational rations (OPRATs) with TEEP requirements.
2. Validate rations request prior to submission.
3. Manage the receipt process for incoming OPRATs items.
   a. Receipt from rations warehouse (e.g. lot number, quantity, menu).
   b. Oversee staging of rations.
   c. Receipt with requester.
4. Manage shelf life (i.e. FIFO).
5. Manage stock rotation.
6. Maintain appropriate documentation (i.e. DD 1348, DD 1149, DD 200).
7. Coordinate field roster validation with S-1, as required.

PRIMARY REFERENCES:
1. MCO 10110.14N Marine Corps Food Service and Subsistence Program

SUPPLEMENTAL REFERENCES:
1. MCO 10110.44A Department of Defense Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
2. MCO 4400.201 Management of Property in the Possession of the Marine Corps
3. MCRP 3-40G.1 Marine Corps Field Feeding Program
4. DLA-TS Handbook 4155.2

3051-RATS-2004: Supervise the turn-in of Operational Rations (OPRATS)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The coordination of processing returned OPRATS deals with various decision points, such as excess, deteriorated, damaged, approaching shelf-life, or obsolete. Inventory Managers will review the menu of rations returned and their Lot numbers, this will assist in providing the Veterinarian/Medical Officer with the detailed information that will be required to return OPRATS to the rations warehouse or properly destroyed. MCO 10110.14N chapter 17, pg. 17-1

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given OPRATS requirement for return.

STANDARD: To ensure all identified OPRATS are surveyed for consumption or disposed of as directed. MCO 10110.14N chapter 17, pg. 17-1

PERFORMANCE STEPS:
1. Implement procedures to identify requirements for OPRATS turn-in.
2. Coordinate with Veterinarian/Medical Officer for appointment.

3.   Validate the lot number for the required sample size.
4.   Coordinate transportation of OPRATS for appointment, as required.
5.   Take corrective action based on VETMO survey results.
6.   Obtain and maintain proper documentation.
7.   Retain required documentation.

PRIMARY REFERENCES:
1.   MCO 10110.14 Marine Corps Food Service and Subsistence Program

SUPPLEMENTAL REFERENCES:
1.   MCO 10110.21 Inspection of Subsistence Supplies and Services
2.   MCO 10110.44 Veterinary/Medical Laboratory Food Safety and Quality
Assurance Program

3051-RECM-2001: Supervise receiving operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the processes and procedures for receiving
supplies requisitioned by the unit. Storage inventory systems will record
transactions affecting inventory balances such as the receipts, inventory
adjustments, condition changes, ownership changes, or location changes as
they occur. MCO 4400.201 volume 3 pg. 3-2, paragraph 030202

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given due-in material, NAVMC 11869, DD 1149, DD 1348, Accountable
Property System of Record (APSR), and a locator file.

STANDARD: To ensure proper receipt, storage, accountability of government
property. MCO 4400.201 volume 3, pg. 3-2

PERFORMANCE STEPS:
1.   Establish procedures to ensure the shipping manifest matches equipment
received.
2.   Oversee the reconciliation of required DASF information and
documentation.
     a.   Validate physical materiel received.
     b.   Verify ship-to address.
     c.   Verify NSN.
     d.   Verify quantity ordered/received.
     e.   Verify description.
     f.   Verify condition code.
     g.   Verify serviceability (e.g. rollback, issue, DLA-DS, etc.)
     h.   Verify serial number (if applicable).
3.   Implement procedures to enforce time definite delivery standards.
     a.   Ensure items receipted according to priority.
     b.   UND-A items are issued promptly.
4.   Monitor the completion of annotation requirements on key supporting
documentation.

5.   Supervise the determination of special handling requirements (i.e. lot-number/shelf-life code, CIIC).
6.   Oversee quality control procedures for receipting process.
7.   Coordinate and oversee the identification of discrepant/deficient receipts and equipment (i.e. SDR.)
8.   Oversee any packaging or repacking requirements, as needed.
9.   Ensure gear is properly secured, staged and marked for end user.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   UM 4000-125 Retail Supply and Maintenance Execution Procedures
2.   DLM 4000.25 Defense Logistics Management Standards

3051-RECM-2002: Supervise the issuing of requisitioned supplies

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the processes and procedures for issuance of a customer order and satisfaction of the order. Issuing impacts such events that involve receipts, inventory adjustments, condition changes, ownership changes, or location changes as they occur. MCO 4400.201 volume 3 pg. 3-2, paragraph 030202

BILLET: Inventory Management Specialist

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given due-in material, NAVMC 11869, DD 1149, DD 1348, Accountable Property System of Record (APSR), and a locator file.

STANDARD: To ensure proper receipt, storage, accountability, and equipment transfer(s). MCO 4400.201 volume 3, chapter 3, 3-3

PERFORMANCE STEPS:
1.   Coordinate with receiving commodity/section.
2.   Implement procedures to minimize customer wait time.
3.   Supervise the validation of NAVMC 11869.
4.   Ensure customer inspects and verifies their materiel.
5.   Validate Material Release Order (DD-1348 or DD-1149).
     a. verify printed name
     b. Verify applicable signature
     c. Verify date signed
6.   Oversee the issue of materiel to customers.
7.   Oversee the input the confirmation of receipt (COR) against the SDN issued.
8.   Ensuring annotation/stamp of COR and destruction date on original documentation.

9.   File documentation in proof of delivery file.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   UM 4000-125 Retail Supply and Maintenance Execution Procedures
2.   DLM 4000.25 Defense Logistics Management Standards

3051-RECM-2003: Supervise shipping operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: 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 and/or material redistribution to the DLA-DS. MCO 4400.201 Volume 3, Chapter 3, pg. 3-6

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to ship material, DD1348-1A, APSR and/or DD1149.

STANDARD: To ensure accountability for all materiel and equipment marked for shipment. MCO 4400.201 Volume 3, Chapter 3, pg. 3-6

PERFORMANCE STEPS:
1.   Review shipping procedures.
2.   Establish secure floor location for shipping.
3.   Oversee transfer of equipment from shipper to clerk.
4.   Validate conditions of equipment.
5.   Validate special shipping requirements of equipment.
6.   Ensure shipping transactions are inducted (APSR).
7.   Ensure shipment materiel is safeguarded as required.
8.   Validate shipping documentation has been obtained.
9.   Validate financial information.
10. Validate shipping address.
11. Coordinate transportation/pick-up.
12. Acquire tracking information, as required.
13. File and maintain KSDs, as required.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

UPPLEMENTALCES:
1.   UM 4000-125 Retail Supply and Maintenance Execution Procedures
2.   DLM 4000.25 Defense Logistics Management Standards

3051-RECM-2004: Manage Receiving Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event covers the processes and procedures for receiving supplies requisitioned by the unit. Storage inventory systems will record transactions affecting inventory balances such as the receipts, inventory adjustments, condition changes, ownership changes, or location changes as they occur. MCO 4400.201 volume 3 pg. 3-2, paragraph 030202

MOS PERFORMING: 3051

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given due-in material, NAVMC 11869, DD 1149, DD 1348, Accountable Property System of Record (APSR), and a locator file.

STANDARD: To ensure proper receipt, storage, accountability of government property. MCO 4400.201 volume 3, pg. 3-2

PERFORMANCE STEPS:
1. Establish receiving location.
2. Manage established procedures ensuring the shipping manifest matches equipment received.
3. Manage reconciled DASF information and documentation.
    a. Validate physical materiel received.
    b. Validate ship-to address.
    c. Validate NSN.
    d. Validate quantity ordered/received.
    e. Validate description.
    f. Validate condition code.
    g. Validate serviceability (e.g. rollback, issue, DLA-DS, etc.)
    h. Validate serial number (if applicable).
4. Oversee procedures that enforce time definite delivery standards.
    a. Validate items are receipted according to priority.
    b. Validate UND-A items are issued promptly.
5. Monitor the completion of annotation requirements on key supporting documentation.
6. Manage special handling requirements (i.e. lot-number/shelf-life code, CIIC).
7. Manage quality control procedures for receipting process.
8. Manage the identification of discrepant/deficient receipts and equipment (i.e. SDR.)
9. Manage packaging or repacking requirements, as needed.
10. Oversee gear is properly secured, staged and marked for end user.

PRIMARY REFERENCES:
1.   MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   UM 4000-125 Retail Supply and Maintenance Execution Procedures

2.   DLM 4000.25 Defense Logistics Management Standards

3051-RECM-2005: Manage Shipping Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: 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 and/or material redistribution to the DLA-DS. MCO 4400.201 Volume 3, Chapter 3, pg. 3-6

MOS PERFORMING: 3051

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to ship material, DD1348-1A, APSR and/or DD1149.

STANDARD: To ensure accountability for all materiel and equipment marked for shipment. MCO 4400.201 Volume 3, Chapter 3, pg. 3-6

PERFORMANCE STEPS:
1. Manage shipping procedures.
2. Manage adequate floor location for shipping.
3. Oversee transfer of equipment from shipper to clerk.
4. Oversee the conditions of equipment.
5. Manage special shipping requirements of equipment.
6. Oversee shipping transactions are inducted (APSR).
7. Oversee shipment materiel is safeguarded as required.
8. Manage obtained shipping documentation.
9. Oversee financial information that has been provided.
10. Validate shipping address.
11. Manage the coordination of transportation/pick-up.
12. Acquire tracking information, as required.
13. Manage the filing of KSDs, as required.

PRIMARY REFERENCES:
1. MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1. UM 4000-125 Retail Supply and Maintenance Execution Procedures
2. DLM 4000.25 Defense Logistics Management Standards

3051-RFID-2001: Manage RFID tracking of supplies and equipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event outlines the steps taken by the shipper, for shipments that are normally processed through the Defense Travel System and shipped together having the same consignee/destination. DTR 4500.9-R Part II chapter 203

MOS PERFORMING: 3051

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, shipment units, consignees, Transportation Accounting Codes, and access to the RF-ITV System.

STANDARD: To ensure shipped supplies and equipment are identified and located. DTR 4500.9-R Part II chapter 203 Appendix K

PERFORMANCE STEPS:
1. Coordinate RF-ITV Tracking Portal account activation.
2. Validate appropriate total asset visibility (TAV) data category.
   a. Identify data elements within data category.
   b. Identify data characteristics within data elements.
3. Validate sustainment TAV summary data. (Pg II-K-3 to Pg II-K-8)
4. Review commodity records.
5. Review User-defined data
6. Manage RF device registration and naming convention.
7. Monitor RFID tag mounting on shipments. (Chapter 208)
8. Monitor RFID tag reuse procedures and operational checks. (Chapter 208)
9. Review RFID shipment data files.
10. Coordinate shipment transfer to transhipper.

PRIMARY REFERENCES:
1. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement

SUPPLEMENTAL REFERENCES:
1. MCO 4000.51 Automatic Identification Technology (AIT)
2. DoD Manual 4140.01 DoD Supply Chain Materiel Management Policy
3. DFARS 252.211-7003 Part 252-Solicitation Provisions and Contract Clauses
4. MIL-STD-129 Military Marking for Shipment and Storage
5. US DoD Supplier's Passive RFID Information Guide

3051-RFID-2002: Conduct In-Transit Visibility (ITV) Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event provides the steps required to assist in providing accurate, timely, and detailed information about assets throughout the logistics chain. MCO 4000.51_ pg. 2

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, AIS, AIT hardware that supports ITV, RFID tags, TAC address, and cargo information (i.e. RFID tag #, NSN, Doc #, TCN, RUC, etc.).

STANDARD: To track in-transit supplies and equipment to the last known locations. MCO 4000.51

PERFORMANCE STEPS:
1. Establish a tracking AIS.
2. Identify type of RFID tag required. (674 Tag or ST-675-I Tag)
3. Assign RFID tag to cargo being prepared for shipment.
4. Write content level data to individual RFID tag.
5. Verify data on RFID tag using the ITV system.
6. Upload verified data into appropriate AIS.
7. Affix RFID to cargo.
8. Identify and monitor asset within AIS.
9. Generate ITV report.
10. Submit ITV report as directed.

PRIMARY REFERENCES:
1. MCO 4000.51 Automatic Identification Technology (AIT)

SECONDARY REFERENCES:
1. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
2. RFID ITV Server Guide

SCM T&R MANUAL

APPENDIX A

ACRONYMS

AAV - amphibious assault vehicle
ACP - automated commissioning package
ACT - accuracy completeness time sequence
ACTS - Assignment, Classification, and Travel Systems
AIRS - Automated Inspection Reporting System
AO - area of operations
APTS - advanced presentation and training skills
AR - Active Reserve
ASTB-E - Aviation Selection Test Battery Series-E
AT4C - advanced tool for coaching
BIC - billet information code
CAPT - Captain
CAR - commander's attainment report
CBRN - chemical, biological, radiological, and nuclear
CBT - computer-based training
CG - commanding general
CMC - Commandant of the Marine Corps
CMR - consolidated memorandum receipt
CO - commanding officer
COA - course of action
CONPLAN - contingency plan
CONUS - continental United States
COT - consecutive overseas tours
CPL - Corporal
CRP - combat readiness percentage; command recruiting program
CSR - consolidated strength report
CWO - chief warrant officer
DEP - delayed entry program
DL - distance learning
DOD - Department of Defense
DoDFMR - Department of Defense Financial Management Regulation
DON - Department of the Navy
DRRS - Defense Readiness Reporting System
EAD - extended active duty
ECFC - enlisted career force controls
ECS - effective communication skills
EFMP - Exceptional Family Member Program
ENLPROM - enlisted promotions
EPM - enlistment processing manual
1STLT - First Lieutenant
FAI - functional area inspection
FLC - formal learning center
FMF - fleet Marine force
FY - fiscal year
GOV - government owned vehicle
GSA - Government Services Administration
GYSGT - Gunnery Sergeant
HOTAS - hands-on throttle and stick
HQMC - Headquarters, Marine Corps
IAW - in accordance with

IGMC - Inspector General of the Marine Corps
IIADT - incremental initial active duty training
IMI - individual multimedia instruction
IPOCT - in place consecutive overseas tours
IRAM - Individual Records Administration Manual
IRR - Individual Ready Reserve
IRT - Itinerant Recruiting Trip
JPIC - Joint Package Inspection Checklist
LATMOV - lateral move
LCPL - Lance Corporal
LDO - limited duty officer; line of duty
LOI - letter of instruction
LSL - lump sum leave
MAJ - Major
MARADMIN - Marine Administrative Message
MARCORPROMMAN - Marine Corps Promotion Manual
MARCORSEPMAN - Marine Corps Separation and Retirement Manual
MARFORRES - Marine Corps Forces Reserve
MASP - military academic skills program
MC2 - Marine Corps Communication and Consulting
MC3 - Marine Corps Communication, Coaching, and Counseling
MC4 - Marine Corps Communication, Consulting, Coaching, and Counseling
MCC - monitored command code
MCEOB - Marine Corps Enlisted Opportunities Book
MCI - Marine Corps Institute
MCMEDS - Marine Corps Medical Entitlements Data System
MCMP - Marine Corps mentoring program
MCO - Marine Corps order
MCOOB - Marine Corps Officer Opportunity Book
MCP3 - Marine Corps Performance, Programming and Philosophy
MCPS - Marine Corps Presentation Skills
MCRAMM - Marine Corps Reserve Administrative Management Manual
MCRC - Marine Corps Recruiting Command
MCRD - Marine Corps Recruit Depot
MCRISS - Marine Corps Recruiting Information Support System
MCRISS-OSS - Marine Corps Recruiting Information Support System-Officer
             Selection Station
MCRISS-PSRS - Marine Corps Recruiting Information Support System-Prior
              Service Recruiting Station
MCRISS-PSRSS - Marine Corps Recruiting Information Support System-Prior
               Service Recruiting Substation
MCRISS-RS - Marine Corps Recruiting Information Support System-Recruiting
            Station
MCROB - Marine Corps Reserve Opportunity Book
MCT - Marine Corps Task
MCTFSPRIM - Marine Corps Total Force Reporting Instructions Manual
MCTIMS - Marine Corps Training Information Management System
MCTL - Marine Corps Task List
MECEP - Marine Corps Enlisted Commissioning Education Program
MEPCOM - Military Entrance Processing Command
MEPS - Military Entrance Processing Station
MET - mission essential task
METL - mission essential task list
MGIB-R - Montgomery GI Bill-Reserve
MGYSGT - Master Gunnery Sergeant
MIRS - USMEPCOM Integrated Resource System
MISSO - Manpower Information Systems Support Officer

MOJT - Marine on-the-job training
MOL - Marine online
MOS - military occupational specialty
MSC - major subordinate command
MSGT - Master Sergeant
MUD - Merkel Unit Designator
NAMI - Naval Aerial Medical Institute
NAVMC - Navy Marine Corps
NIDT - Non-Instrumented Drug Test
NMCI - Navy Marine Corps Communication Information
NWA - new working applicant
OCHF - Operations Chief
OCM - Officer Commissioning Manual
OCONUS - outside the continental United States
OIC - officer in charge
OPFOR - opposing force; opposition force
OPLAN - operational plan
OPNAV - Office of the Chief of Naval Operations
OPNAVINST Chief of Naval Operations instruction
OPS - operations
OPSO - operations officer
ORM - operational risk management
OSO - officer selection officer
OSS - officer selection station
OST - officer selection team
PAC - prospect applicant card
PADD - projected active duty date
PAR - Performance and Review
PFC - Private First Class
PSEP - prior service enlistment program
PSF - public speaking forum
PSR - prior service recruiter
PSRS - prior service recruiting station
PSRSS - prior service recruiting substation
PTAD - permissive temporary additional duty
PVT - Private
QC - quality control
QCIS - quality control SITREP
QSN - quota serial number
RAV - Retention Assist Visit
RECLP - Reserve Enlisted Commissioning Program
RELM - Reenlistment Extension Lateral Move
RI - Recruiter Instructor
ROEP - Reserve Option Enlistment Program
RS - Recruiting Station
RSCE - Recruiting Station Command Element
RSS - Recruiting Substation
RTF - recruiter training file
RUC - reporting unit code
S&R - Schedule and Results
SAT - Systems Approach to Training
SAV - staff assist visit
SDA - special duty assignment
SECNAVINST - Secretary of the Navy instruction
SGT - Sergeant
SGTMAJ - Sergeant Major
SITREP situation report

SMB - SNCOIC Management Book
SMCR - select Marine Corps reserve
SME - subject matter expert
SMOS - supplementary MOS
SNCO - staff noncommissioned officer
SNCOIC - staff noncommissioned officer in charge
SOP - standing operating procedure
SOS - statement of service
SOU - statement of understanding
SRB - selective reenlistment bonus
SRI - Systematic Recruiting Inspection
SRIP - Selected Reserve Incentive Program
SSGT - Staff Sergeant
T&R - training and readiness
T/O - table of organization
TECOM - Training and Education Command
TIP - training input plan
TMS - Training Management System
UMIS - Unit Manpower Information Sheet
UTM - unit training management
WO - Warrant Officer
XO - executive officer

SCM T&R MANUAL

APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and directives are revised. Terms established by Marine Corps orders or directives take precedence after definitions found in Joint Publication 1-02, DOD Dictionary of Military and Associated Terms.

A

After Action Review. A professional discussion of training events conducted after all training to promote learning among training participants. The formality and scope increase with the command level and size of the training evolution. For longer exercises, they should be planned for at predetermined times during an exercise. The results of the AAR shall be recorded on an after action report and forwarded to higher headquarters. The commander and higher headquarters use the results of an AAR to reallocate resources, reprioritize their training plan, and plan for future training.

Assessment. An informal judgment of the unit's proficiency and resources made by a commander or trainer to gain insight into the unit's overall condition. It serves as the basis for the midrange plan. Commanders make frequent use of these determinations during the course of the combat readiness cycle in order to adjust, prioritize or modify training events and plans.

C

Chaining. A process that enables unit leaders to effectively identify subordinate collective events and individual events that support a specific collective event. For example, collective training events at the 4000-Level are directly supported by collective events at the 3000-Level. When a higher level event by its nature requires the completion of lower level events, they are "chained"; Sustainment credit is given for all lower level events chained to a higher event.

Collective Event. A clearly defined, discrete, and measurable activity, action, or event (i.e., task) that requires organized team or unit performance and leads to accomplishment of a mission or function. A collective task is derived from unit missions or higher-level collective tasks. Task accomplishment requires performance of procedures composed of supporting collective or individual tasks. A collective task describes the exact performance a group must perform in the field under actual operational conditions. The term "collective" does not necessarily infer that a unit accomplishes the event. A unit, such as a squad or platoon conducting an attack; may accomplish a collective event or, it may be accomplished by an individual to accomplish a unit mission, such as a battalion supply officer completing a reconciliation of the battalion's CMR. Thus, many collective events will have titles that are the same as individual events; however, the standard and condition will be different because the scope of the collective event is broader.

Collective Training Standards (CTS). Criteria that specify mission and functional area unit proficiency standards for combat, combat support, and combat service support units. They include tasks, conditions, standards, evaluator instruction, and key indicators. CTS are found within collective training events in T&R Manuals.

Combat Readiness Cycle. The combat readiness cycle depicts the relationships within the building block approach to training. The combat readiness cycle progresses from T&R Manual individual core skills training, to the accomplishment of collective training events, and finally, to a unit's participation in a contingency or actual combat. The combat readiness cycle demonstrates the relationship of core capabilities to unit combat readiness. Individual core skills training and the training of collective events lead to unit proficiency and the ability to accomplish the unit's stated mission.

Combat Readiness Percentage (CRP). The CRP is a quantitative numerical value used in calculating collective training readiness based on the E-Coded events that support the unit METL. CRP is a concise measure of unit training accomplishments. This numerical value is only a snapshot of training readiness at a specific time. As training is conducted, unit CRP will continuously change.

Condition. The condition describes the training situation or environment under which the training event or task will take place. Expands on the information in the title by identifying when, where and why the event or task will occur and what materials, personnel, equipment, environmental provisions, and safety constraints must be present to perform the event or task in a real-world environment. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.).

Core Competency. Core competency is the comprehensive measure of a unit's ability to accomplish its assigned MET. It serves as the foundation of the T&R Program. Core competencies are those unit core capabilities and individual core skills that support the commander's METL and T/O mission statement. Individual competency is exhibited through demonstration of proficiency in specified core tasks and core plus tasks. Unit proficiency is measured through collective tasks.

Core Capabilities. Core capabilities are the essential functions a unit must be capable of performing during extended contingency/combat operations. Core unit capabilities are based upon mission essential tasks derived from operational plans; doctrine and established tactics; techniques and procedures.

Core Plus Capabilities. Core plus capabilities are advanced capabilities that are environment, mission, or theater specific. Core plus capabilities may entail high-risk, high-cost training for missions that are less likely to be assigned in combat.

Core Plus Skills. Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-Level training is designed to make Marines proficient in core skills in a specific billet or at a specified rank at the Combat Ready level. 3000-8000-Level training produces combat leaders and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the

commanding officer feels are capable of accomplishing unit-level missions and of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

D

Defense Readiness Reporting System (DRRS). A comprehensive readiness reporting system that evaluates readiness on the basis of the actual missions and capabilities assigned to the forces. It is a capabilities-based, adaptive, near real-time reporting system for the entire Department of Defense.

Deferred Event. A T&R event that a commanding officer may postpone when in his or her judgment, a lack of logistic support, ammo, ranges, or other training assets requires a temporary exemption. CRP cannot be accrued for deferred "E-Coded" events.

Delinquent Event. An event becomes delinquent when a unit exceeds the sustainment interval for that particular event. The individual or unit must update the delinquent event by first performing all prerequisite events. When the unit commander deems that performing all prerequisite is unattainable, then the delinquent event will be re-demonstrated under the supervision of the appropriate evaluation authority.

E

E-Coded Event. An "E-Coded" event is a collective T&R event that is a noted indicator of capability or, a noted collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value and used to calculate a unit's CRP.

Evaluation. Evaluation is a continuous process that occurs at all echelons, during every phase of training and can be both formal and informal. Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

Event (Training). 1) An event is a significant training occurrence that is identified, expanded and used as a building block and potential milestone for a unit's training. An event may include formal evaluations. 2) An event within the T&R Program can be an individual training evolution, a collective training evolution or both. Through T&R events, the unit commander ensures that individual Marines and the unit progress from a combat capable status to a Fully Combat Qualified (FCQ) status.

Event Component. The major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

Exercise Commander (EC). The Commanding General, Marine Expeditionary Force or his appointee will fill this role, unless authority is delegated to the respective commander of the Division, Wing, or FSSG. Responsibilities and functions of the EC include: 1) designate unit(s) to be evaluated, 2) may designate an exercise director, 3) prescribe exercise objectives and T&R events to be evaluated, 4) coordinate with commands or agencies external to the Marine Corps and adjacent Marine Corps commands, when required.

Exercise Director (ED). Designated by the EC to prepare, conduct, and report all evaluation results. Responsibilities and functions of the ED include: 1) Publish a letter of instruction (LOI) that: delineates the T&R events to be evaluated, establishes timeframe of the exercise, lists responsibilities of various elements participating in the exercise, establishes safety requirements/guidelines, and lists coordinating instructions. 2) Designate the TEC and TECG to operate as the central control agency for the exercise. 3) Assign evaluators, to include the senior evaluator, and ensure that those evaluators are properly trained. 4) Develop the general exercise scenario taking into account any objectives/events prescribed by the EC. 5) Arrange for all resources to include: training areas, airspace, aggressor forces, and other required support.

M

Marine Corps Ground Training and Readiness (T&R) Program. The T&R Program is the Marine Corps' primary tool for planning and conducting training, for planning and conducting training evaluation, and for assessing training readiness. The program will provide the commander with standardized programs of instruction for units within the ground combat, combat support, and combat service support communities. It consolidates the ITS, CTS, METL and other individual and unit training management tools. T&R is a program of standards that systematizes commonly accepted skills, is open to innovative change, and above all, tailors the training effort to the unit's mission. Further, T&R serves as a training guide and provides commanders an immediate assessment of unit combat readiness by assigning a CRP to key training events. In short, the T&R Program is a building block approach to training that maximizes flexibility and produces the best-trained Marines possible.

Mission Essential Task(s) MET(s). A MET is a collective task in which an organization must be proficient in order to accomplish an appropriate portion of its wartime mission(s). MET listings are the foundation for the T&R Manual; all events in the T&R Manual support a MET.

Mission Essential Task List (METL). Descriptive training document that provides units a clear, war fighting focused description of collective actions necessary to achieve wartime mission proficiency. The service-level METL, that which is used as the foundation of the T&R Manual, is developed using Marine Corps doctrine, operational plans, T/Os, UJTL, UNTL, and MCTL. For community based T&R Manuals, an occupational field METL is developed to focus the community's collective training standards. Commanders develop their unit METL from the service-level METL, operational plans, contingency plans, and SOPs.

O

Operational Readiness (DOD, NATO). OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

P

Prerequisite Event. Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

R

Readiness (DOD). Readiness is the ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. b) Joint readiness--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

S

Section Skill Tasks. Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

Simulation Training. Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-Coded simulator events based on assessment of relative training event performance.

Standard. A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

Sustainment Training. Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

Systems Approach to Training (SAT). An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

T

Training Task. This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

Technical Exercise Controller (TEC). The TEC is appointed by the ED, and usually comes from his staff or a subordinate command. The TEC is the senior evaluator within the TECG and should be of equal or higher grade than the commander(s) of the unit(s) being evaluated. The TEC is responsible for ensuring that the evaluation is conducted following the instructions contained in this order and MCO 1553.3A. Specific T&R Manuals are used as the source for evaluation criteria.

Tactical Exercise Control Group (TECG). A TECG is formed to provide subject matter experts in the functional areas being evaluated. The benefit of establishing a permanent TECG is to have resident, dedicated evaluation authority experience, and knowledgeable in evaluation technique. The responsibilities and functions of the TECG include: 1) developing a detailed exercise scenario to include the objectives and events prescribed by the EC/ED in the exercise LOI; 2) conducting detailed evaluator training prior to the exercise; 3) coordinating and controlling role players and aggressors; 4) compiling the evaluation data submitted by the evaluators and submitting required results to the ED; 5) preparing and conducting a detailed exercise debrief for the evaluated unit(s).

Training Plan. Training document that outlines the general plan for the conduct of individual and collective training in an organization for specified periods of time.

<center>U</center>

Unit CRP. Unit CRP is a percentage of the E-Coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

Unit Evaluation. All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events. The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All combat units and units' task organized for combat require formal evaluations prior to operational deployments.

Unit Training Management (UTM). Unit training management is the use of the SAT and Marine Corps training principles in a manner that maximizes training results and focuses the training priorities of the unit on its wartime mission. UTM governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

<center>W</center>

Waived Event. An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.