

Supply Officer's Internal Controls Handbook

2020



For Equipment, Operating Materials and Supplies (OM&S) and
Military Standard Requisitioning and Issue Procedures (MILSTRIP)
Dormant Account Review-Quarterly (DAR-Q)

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Deputy Commandant, Installations and Logistics Message



Focus on
Audit Readiness

The Commandant's intent with regard to accountability is clear. In his November 2019 White Letter, "Full Support to the Marine Corps Financial Statement Audit," the Commandant emphasized the importance of internal controls and auditability to achieve mission success. We have made significant progress over the last several years, but achieving a favorable audit opinion in FY21 requires continued effort.

This Supply Officer's Internal Controls Handbook is a tool designed to assist the Fleet Marine Forces and Supporting Establishments comply with audit requirements. Because Internal Controls are foundational to readiness, accountability, and transparency, the handbook provides Commanders and Supply Officers an additional resource to achieve audit mandated standards. Simply put, a strong Internal Controls program ensures the Marine Corps is manned, trained, and equipped for 21st century operations, and beyond.

To that end, we remain committed to improving processes and controls to support force design, readiness and audit objectives. Properly prioritized and balanced future investments in readiness and modernization are predicated on accurate accountability of current resources. I strongly support any effort to enhance efficient management of mission critical assets and encourage recommendations that improve our ability to meet Congressionally mandated financial auditability requirements.

Effective Internal Controls assists the logistics community by establishing a foundation to support the force design efforts for the future force.

A handwritten signature in black ink, appearing to read "C. Chiarotti".

Charles G. Chiarotti
Lieutenant General
Deputy Commandant
Installations and Logistics

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[Leaders have a fundamental responsibility to develop and maintain effective internal controls.]

1.0 Executive Summary

Commanders, heads of staff agencies, and managers at all levels of the Marine Corps have a fundamental responsibility to develop and maintain effective internal controls over their processes to ensure that programs operate – and resources are used – efficiently and effectively to achieve desired objectives. Resources must be used in a way consistent with unit missions, in compliance with laws and regulations, and with minimal potential for waste, fraud, and mismanagement. Effective internal controls provide reasonable assurances that any significant weaknesses in the design of program processes which might adversely affect the Marine Corps' ability to meet its objectives, can be prevented or detected in a timely manner.

They also ensure the proper stewardship of government resources. The safeguarding of assets is a subset of these objectives.

Internal controls – organization, policies, and procedures – are tools to help commanders, program managers and financial managers achieve results and safeguard the integrity of their programs. Such controls include program, operational, and administrative areas as well as accounting and financial management.

The importance of internal controls is addressed in many statutes and executive documents. The Federal Manager's Financial Integrity Act (FMFIA) establishes overall requirements with regard to internal controls. Leadership must establish controls that can reasonably ensure that:

- (1) obligations and costs are in compliance with applicable law;
- (2) funds, property, and other assets are safeguarded against waste, loss, unauthorized use or misappropriation;
and
- (3) revenues and expenditures applicable to agency operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the assets.

In addition, leadership must evaluate and report on internal controls and financial systems that protect the integrity of programs annually (Section 2 and Section 4 of FMFIA respectively).

Instead of considering internal controls as isolated management tools, organizations should integrate their efforts to meet the requirements of the FMFIA with other efforts to improve overall effectiveness and accountability. Thus, internal controls are an integral part of the entire cycle of planning, budgeting, management, accounting, and auditing. The design of internal controls should support the effectiveness and the integrity of every step of the process and provide continual feedback to management.

Leaders must carefully consider the appropriate balance between internal controls and the relative risk associated with particular programs and operations. Too many controls may not only be costly, but may result in inefficient and ineffective government operations. The benefits of establishing internal controls should outweigh the cost. Agencies should consider both qualitative and quantitative factors when analyzing costs against benefits.

2.0 Introduction

What are internal controls?

Internal controls are processes and procedures that Marines use every day to ensure the resources they are provided are used properly and safeguarded. As stewards of American tax dollars, Commanders, heads of staff agencies, and managers at all levels of the Marine Corps have a fundamental responsibility to develop and maintain effective internal controls and processes to ensure that programs (property control, fiscal resource management, logistics systems access) operate well and resources are used efficiently and effectively to achieve desired objectives. Programs must operate and resources must be used in compliance with laws and regulations, and with minimal potential for waste, fraud, and mismanagement. Effective internal controls provide reasonable assurances that significant weaknesses in the design of program processes or inherent program weaknesses which might adversely affect the Marine Corps' ability to meet its objectives, can be prevented or detected in a timely manner.

How can this handbook help me?

While not all encompassing, this handbook can assist Commanders, Supply Officers and their Marines in achieving and sustaining audit readiness for their commands. Not all questions are supported by published references, but rather, are derived from best practices and business processes. These questions will remain until they are supported by policy.

How do I use the handbook?

Since FSMAO or the ICART team cannot analyze or conduct audit readiness testing on every unit or command in the Marine Corps during each fiscal year (FY), Commanders, Officers in Charge (OIC) and Directors must conduct self- assessment actions in order to determine the audit readiness posture of their command. Using the handbook will provide the Commander and the Supply Officer with a means of gauging on the unit's audit readiness posture.

The handbook is meant to be a ready reference to help execute policy prescribed in Marine Corps Order (MCO) 4400.201, MCO 4400.150 and MCO 5200.24E. It includes additional information and training guidance for unit supply personnel pertaining to:

- Military Equipment
- Operating Materials and Supplies
- Military Standard Requisitioning and Issue Procedures Tri-Annual Review
- Corrective Action Plans
- Key Supporting Documentation
- Training & Education
- Audit Support Handbook
- Key Performance Indicators

To meet and maintain audit readiness, Commanders and their Supply Officer must review the Internal Control Checklists within this handbook semi-annually, and conduct inventories in accordance with MCO 4400.201 and MCO 5400.24E. Results should be documented, and corrective action plans developed. This will enable units to strengthen their internal controls, address gaps in processes and procedures, and ensure command-wide involvement.

You are not alone: questions can be answered by your local FSMAO or ICART points of contact (POC).

How does this handbook differ from the FSMAO checklist?

This handbook is provided to compliment the FSMAO Checklist. It focuses primarily on supply internal controls. Specifically, internal controls that focus on property control, process control Key Supporting Documentation (KSD) retention and logistics system access. It also provides a tool to help Commands achieve and sustain audit readiness.

3.0 Supply Officer's Audit Readiness Checklist Results Letter

Below is an example format of a Supply Officer Audit Readiness Checklist Results Letter.

4400
(Code)
(Date)

From: Supply Officer
To: Commanding General
Via: Commanding Officer, (add unit name)

Subj: (insert inventory type) SUPPLY OFFICER AUDIT READINESS CHECKLIST
RESULTS (insert DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE
(DoDAAC))

Ref: (a) MCO 4400.201
(b) NAVMC 4000.5_

Encl: (1) Supply Officer Audit Readiness Checklist
(2) Corrective Action Plan POA&M
(3) Corrective Action Plan Certification
(4) Corrective Action Completion Certification

1. Per references(a)and (b), the supply section has reviewed andcompleted the Supply Officer Audit ReadinessChecklist.

- a. Summary of results: (provide an executive summary of the results)
- b. Summary of planned corrective actions: (summarize plannedcorrective actions initiated to eliminate future discrepancies)

2. TheSupply Officer Audit Readiness Checklist results (Encl 1), Plan of Action and Milestones (POA&M) (Encl 2), and the Corrective Action Plan (CAP) Certification (Encl 3) are attached for review. The CAP Certification letter (Encl 4) will be prepared for the Commander's signature upon CAP POA&M completion.

3. A copy of this letter and all enclosures will be maintained for two years.

(Signature)
(FI. MI. LAST Name of Supply Officer)

4.0 General

4.1 Supply Officer's Internal Control Program Checklist

Overarching Supply Officer's Internal Control Program (SOICP) Management			
General Information	Select Yes/No		Date Complete
1. Have all KSD noted in the processes below been maintained for a period of 10 years (three years active and seven years archived) to satisfy record retention requirements? (MCO 4400.201, Vol 3, Chapter 2, Para 0210, Sub-para 021002)	Yes	No	
2. Is the outgoing Commanding Officer's (CO's)/Accountable Officer's (AO's) Certificate of Relief retained in the supply files? (MCO 4400.201, Vol 3, Chapter 1, Para 0109, Sub-para 010901.A and Appendix G)	Yes	No	
3. Is the Accountable Property Officer (APO)/SupO appointed in writing by the CO/AO and is the appointment letter and DD Form 577 Appointment/Termination Record-Authorized Signature Form retained in the supply files? (MCO 4400.201, Vol 3, Chapter 1, Para 0106, Sub-para 010701, Appendix A)	Yes	No	
4. Is the outgoing APO's/ SupO's Certificate of Relief with the incoming APO's/SupO's endorsement retained in the supply files? (MCO 4400.201, Vol 3, Chapter 1, Para 0109, Sub-Para 010902 and Appendix H)	Yes	No	
5. Are Property Custodians/Responsible Officers (ROs) appointed in writing by the CO/AO and are the appointment letters retained in the supply files? (MCO 4400.201, Vol 3, Chapter 1, Para 010903, Sub-para 010903 and Appendix B)	Yes	No	
6. If required, are there RO Delegation of Authority (DOA) (NAVMC Form 11869 Notice of Delegation of Authority) for personnel to request, receipt for, issue, and turn in government property? (MCO 4400.201 Vol 3, Chapter 1, Para 0107, Sub-para 010702, Para 0111, Sub-para 011001, and Appendix B)	Yes	No	
7. Have applicable desktop procedures and turnover folders been prepared for each billet involving administrative and management property control functions? (MCO 4400.201, Vol 3, Chapter 1, Para 0113)	Yes	No	
8. Has the organization conducted a self-assessment/risk assessment during the last semi-annual period (Jan-Jun, Jul-Dec)? (MCO 5200.24E, Para 4.(a).(2).(e))	Yes	No	
a. Was the self-assessment reviewed and endorsed by the CO/AO?	Yes	No	



Overarching Supply Officer's Internal Control Program (SOICP) Management			
General Information	Select Yes/No		Date Complete
9. As a result of the previous self-assessment, was a Corrective Action Plan (CAP) and Plan of Action and Milestones (POA&M) created for all identified internal control deficiencies or process weaknesses? (MCO 4400.201, Vol 3, Chapter 1, Para 0117)	Yes	No	
10. Were the SOICP self-assessment results included in the organization's Managers' Internal Control Program (MICP) Annual Statement of Assurance (SOA) and reported to higher headquarters? (Secretary of the Navy Instruction (SECNAVINST) 5200.35G; MCO 5200.24E)	Yes	No	
11. Has the SupO/SOICP Coordinator completed the MICP online training available through Navy Knowledge Online (NKO)? (MCO 5200.24E, Para 4.a(2)(c))	Yes	No	
12. In the absence of a Comptroller, did the CO/AO appoint a Fund Manager in writing? (MCO 201, Vol 1, Chapter 2, Para 020802)	Yes	No	
a. Does the Fund Manager appointment letter contain, at a minimum, all applicable duties? (MCO 7300.21B, Chapter 2, Para 2005.1)	Yes	No	
13. Have the following personnel, who are appointed to approve or certify the expenditure of funds, completed the Fiscal Law Course and Budget Execution Course? (Marine Administrative Message (MARADMIN 350/11); Commandant of the Marine Corps (CMC MSG DTG 241744Z Jan 17)	Yes	No	
a. Supply Officer	Yes	No	
b. Fiscal, Budget and Accounting Officer	Yes	No	
c. Government Commercial Purchase Card (GCPC) Program Approving Official	Yes	No	
d. Supply Chief	Yes	No	
e. Supply Resource Manager	Yes	No	
f. Certifying Officer	Yes	No	
g. Requisition Clerks	Yes	No	

5.0 Equipment

5.1 Military Equipment (ME) Checklist

Military Equipment			
Receipt Procedures		Select Yes/No	Date Complete
1. Are all KSD used to receipt for property (e.g., DD Form 1348-1A, Carrier Bill of Lading (CBL), Manifest, DD Form 1149) signed, dated, and applicable data elements captured (e.g., serial number, National Stock Number (NSN), Table of Authorized Materiel Control Number (TAMCN), Standard Document Number (SDN), Quantity (QTY))? (MCO 4400.201, Vol 1, Chapter 2, Para 0212)		Yes	No
2. Are serially managed items accurately recorded (i.e., correct TAMCN, NSN and serial number) and updated in the Accountable Property System of Record (APSR)? (MCO 4400.201, Vol 3, Chapter 2, Para 0206)		Yes	No
Inventory Management		Select Yes/No	Date Complete
3. During annual/cyclical physical inventories, are serial numbers and NSNs listed on the property records reconciled against the serial number and NSN identified on the equipment identification plate (i.e., data plate), and are the results submitted to the CO/AO for certification? (MCO 4400.201, Vol 4, Chapter 7, Para 0703)		Yes	No
4. Are voucherable gain or loss transactions pre-approved by the appropriate authority based on his/her approval dollar thresholds and filed in the voucher file? (MCO 4400.201, Vol 3, Chapter 2, Para 0206, Sub-para 020601 and Vol 4, Chapter 4, Para 0404, Sub-para 040403 and 040502)		Yes	No
5. Were all required adjustments, resulting from the annual/cyclical inventory processed to correct the property records (accountable balances)? (MCO 4400.201, Vol 4, Chapter 4, Para 0404, Sub-para 040403, Chapter 5, Para 0512, Chapter 7, Para 0703)		Yes	No
6. Are all Money Value Gain/Loss (MVGL) Notices resulting from an annual/cyclical physical inventory certified by the CO/AO and are they maintained on file? (MCO 4400.201, Vol 4, Chapter 5, Para 051203 and Chapter 7, Para 0704;)		Yes	No
7. Are the results of the annual/cyclical inventory documented and maintained on file? (MCO 4400.201, Vol 3, Chapter 2, Para 0210, Sub-para 021002, Vol 4, Chapter 5, Para 051203 and Chapter 7, Para 0703)		Yes	No
8. Quarterly, or upon change of RO/Property Custodian, are RO/Property Custodians reconciling property record discrepancies and signing the sub-custody record (within 15 calendar days if RO is newly appointed; Semi-annually if approved in writing by the CO/AO)?		Yes	No
9. Are RO/Property Custodians physically reconciling serial numbers and NSNs listed on the property records against the serial number and NSN identified on the equipment identification plate (i.e., data plate)? (MCO 4400.201, Vol 3, Chapter 2, Para 0206, Sub-para 020603 and Vol 4, Chapter 2, Para 0205, Sub-para 020510).		Yes	No

Military Equipment			
Inventory Management	Select Yes/No		Date Complete
10. Is a copy of the previous quarter's Consolidated Memorandum Receipt (CMR)/sub-account on hand, including; the date, RO's signature, and RO's initials on the bottom of each page? (MCO 4400.201, Vol 3, Chapter 1, Para 0109, Sub-para 010903; Chapter 2, Para 0206, Sub-para 020603.F and Appendix B.)	Yes	No	
11. Has causative research been conducted and documented for unresolved sub-custody (i.e., CMR, Defense Property Accountability System (DPAS)) discrepancies and have appropriate Discrepancies letters or DD Form 200 Financial Liability Investigation of Property Loss (FLIPL) been submitted to the CO/AO, via the SupO, within five work days (Discrepancy Letters), 15 calendar days (DD Form 200)? (MCO 4400.201, Vol 4, Chapter 4, Para 0405 and MCO 4400.201 Vol 17 Para 7(a).2)	Yes	No	
12. Has the CO/AO endorsed discrepancy letters/DD Form 200 and directed appropriate action within five work days (Discrepancy Letter/Request for Investigation) of receipt of the request or taken action on DD Form 200 within five calendar days? (MCO 4400.201, Vol 17, Para 7.(a).2.)	Yes	No	
13. Are inventories of small arms/light weapons being conducted monthly including reconciling serial numbers and NSNs listed on the property records against the serial number and NSN identified on the equipment identification plate (i.e., data plate)? (MCO 5530.14A Para 8003.4.b(4); MCO 8300.1D Para 4.b.(5)(1)1., 4.b.(5)(p), and Encl (1) Para 11.a. and 11.b.; MCO 4400.201, Vol 4, Chapter 2, Para 0205, Sub-para 020508.A)	Yes	No	
14. Are discrepancies noted during monthly serialized small arms/light weapons inventories reconciled thoroughly and discrepancies immediately identified to appropriate authorities? (MCO 5530.14A Para 8003.4.b(4); MCO 8300.1D Para 4.b.(5)(1)1., 4.b.(5)(p), and Encl (1) Para 11.a. and 11.b.; MCO 4400.201, Vol 3, Chapter 2, Para 0209, Sub-para 020902)	Yes	No	
15. Is the unit completing the annual reconciliation and verification of small arms/light weapons with the Naval Surface Warfare Center (NSWC), Crane, Indiana within the required time frame? (MCO 8300.1D Encl (1) Para 11.c. and 19.d; MCO 4400.201, Vol 4, Chapter 2, Para 0205, Sub-para 020508.B)	Yes	No	
16. Are signed copies of all receipts, issues, and documentation to support property losses (to include combat losses) and property gains for small arms/light weapons submitted to NSWC, Crane, Indiana via the Crane Small Arms Web Portal within 48 hours? (MCO 8300.1D Para 4.b.(5)(c) and Encl (1) Para 5.a., 6, 8.b., 9.a. (2) and (3))	Yes	No	
17. Does the unit have appropriate personnel assigned to make changes to the Marine Corps Serialized Small Arms/Light Weapons Registry? (MCO 8300.1D Para 4.b.(5)(b) through Para 4.b.(5)(k), and Encl (1) Para 6, 8.b., 9.a. (3); CMC MSG DTG 061923Z May 13; CMC MSG DTG 251855Z Feb 15)	Yes	No	

Military Equipment			
Issue Procedures		Select Yes/No	Date Complete
18. Are all KSD for property issues/shipments (e.g. DD Form 1348-1s, CBL, DD Form 1149, etc.) signed and dated with applicable data elements captured (e.g., NSN, SDN, Department of Defense Activity Address Code (DoDAAC)) and filed in the voucher file? (MCO 4400.201, Vol 3, Chapter 2, Para 0210, Sub-para 021002)		Yes	No
Property Control		Select Yes/No	Date Complete
19. Is the SupO/APO maintaining for each Property Custodian/RO, all supporting documentation (e.g., receipts, issues and adjustments) that affect the property records for all sub-accounts? (MCO 4400.201, Vol 3, Chapter 2, Para 0210, Sub-para 021002.A)		Yes	No
20. Are items on temporary loan reconciled and properly managed? (MCO 4400.201, Vol 3, Chapter 4, Para 0408)		Yes	No
21. Are all authorized allowances for the command accurately reflected on the unit's APSR (Mechanized Allowance List (MAL)) to include approved Type II Allowances, Special Allowances, Command Adjustments, and Training Allowances (T/A)? (MCO 4400.201, Vol 3, Chapter 2, Para 0205)		Yes	No
Disposition Procedures		Select Yes/No	Date Complete
22. Is excess equipment identified and reported with a request for disposition instructions to higher headquarters and/or other appropriate activity? (MCO 4400.201, Vol 6, Chapter 3, Para 0302, Sub-para 030202)		Yes	No
23. Can the command certify that transferred or disposed assets were removed from the APSR? (MCO 4400.201, Vol 3, Chapter 2, Para 0217; MCO 4400.201, Vol 6)		Yes	No
Key Management Infrastructure (KMI) Regt/Group Level Parent Account		Select Yes/No	Date Complete
24. Does the command have an Communications Security (COMSEC) Manager and Alternate appointed in writing? (CMS-1, Chapter 4, Para 401; MCO 2281.1A, Chapter 1, Para 10)		Yes	No
25. Has the command received a "Satisfactory" evaluation as the result of a Communications Security (COMSEC) Material System (CMS) Central Office of Record (COR) Audit within the past two years? (CMS-1, Chapter 3, Para 311.c)		Yes	No
26. Does the command have a NAVMC Form 11121 "USMC Physical Security Crime Prevention Survey" on hand indicating successful completion of a Physical Security Survey (PSS) on the COMSEC facility within the past 730 days? (MCO 5530.14A, Chapter 3, Para 5.b; MCO 2281.1A Chapter 2, Para 2)		Yes	No
27. Are quarterly self-assessments conducted by the COMSEC Manager and/or Alternates and are the results on file and retained as required? (CMS-1, Chapter 3, Para 309)		Yes	No

Military Equipment			
Key Management Infrastructure (KMI) Regt/Group Level Parent Account	Select Yes/No		Date Complete
	28. Prior to the transfer of COMSEC equipment, was transfer authority provided via naval message by the appropriate Commanding General (CG) level for the gaining and losing commands? (MCO 2281.1A, Chapter 4, Para 3.c; MCO 4400.201, Vol 3, Chapter 2, Para 0217)	Yes	
a. Is the Global Combat Support System-Marine Corps (GCSS-MC) Service Request (SR) number annotated in the remarks column on all COMSEC Material Reports (SF-153) supporting transfers and disposals? (MCO 2281.1A, Chapter 4, Para 5.a)	Yes	No	
29. Does the COMSEC Manager coordinate regarding all adjustments to the COMSEC account and provide each other with the necessary supporting documentation?" (MCO 2281.1A, Chapter 4, Para 5.a and MCO 4400.201, Vol 3, Chapter 2, Para 0217)	Yes	No	
a. Are correct KSD provided to support all receipts, transfers, and disposals (e.g. DD Form 1149, DD Form 1348, or SF-153)? (MCO 2281.1A, Chapter 4, Para 2.b; MCO 4400.201, Vol 3, Chapter 2, Para 0217)	Yes	No	
b. Are semi-annual inventories conducted of all COMSEC material holdings (including publications, manuals and equipment) with Accounting Legends Code 1,2,4,6,7 as well as all Controlled Cryptographic Item (CCI) equipment and uninstalled CCI Components with a Controlled Inventory Item Code (CIIC) of 9? (MCO 4400.201, Vol 4, Chapter 2, Para 0205)	Yes	No	
KMI Local Element (LE) Issuing Procedures	Select Yes/No		Date Complete
30. Does the LE issuing personnel conduct training with all personnel handling COMSEC material to ensure they are adhering to proper COMSEC procedures? Is all training documented in accordance with command directives? (CMS-1, Chapter 3, Para 303)	Yes	No	
31. Has a formal Letter/Memorandum of Agreement (LOA/MOA) been completed and signed by the CO for the Primary Issuing Manager and Alternate(s)? (CMS-1, Annex D, MCO 2281.1A, Chapter 1, Para 13)	Yes	No	
32. Does the LE Issuing Manager maintain an up to date Accountable Item (A/I) Summary provided by the parent account COMSEC Manager? (CMS-1, Chapter 4, Para 409.am)	Yes	No	

5.2 General Equipment (Garrison Property and Garrison Mobile Equipment) Checklist

General Equipment Garrison Property and Garrison Mobile Equipment (GP and GME)					
Certification & Report	Select Yes/No		Date Completed		
			GP	GME	HQMC
1. Is the outgoing CO's/(AO's) Certificate of Relief retained in the supply files? (MCO4400.201, Vol 3, Para 010901.A)	Yes	No			N/A
2. Is the DD Form 577 retained in the supply files? (MCO4400.201, Vol 3, Para 010701)	Yes	No			N/A
3. Is the outgoing SupO's/APO's Certificate of Relief with the incoming SupO's/APO's endorsement retained in the supply files? (MCO 4400.201, Vol 3, Para 010902.A)	Yes	No			N/A
4. Has the CO/AO ensured that a SupO/APO, or Personal Property Manager (PPM) is appointed in writing to perform administrative duties associated with accounting for property and funds within the organization. (MCO 4400.201, Vol 1, Para 020501.A)	Yes	No			N/A
5. Are Property Custodians/ROs appointed in writing by the CO/AO and are the appointment letters retained in the supply files? (MCO 4400.201, Vol 3, Para 020603; MCO 4400.201, Vol 3, Para 010701)	Yes	No			N/A
6. Are copies of the signed NAVMC Form 11869s for personnel to receipt for, issue, and turn in government property maintained in the supply files? (MCO 4400.201, Vol 3, Para 010702)	Yes	No			N/A
7. Are all personnel involved in the requisitioning process properly appointed in writing and are all supporting documents maintained on file. (e.g., System Authorization Access Request (SAAR) Forms and role appointments via DD Form 577 or NAVMC Form 11869)? (MARADMIN 331/15, Para 3.A.7)	Yes	No			N/A
8. Have personnel (APO/SupO who are appointed to approve or certify the expenditure of funds, completed the Fiscal Law Course and Budget Execution Course? (MARADMIN 350/11, Para 2) (MCO 4400.201, Vol 3, Para 010701)	Yes	No			
9. Have applicable desktop procedures and turnover folders been prepared for each billet involving administrative and management property control functions? (MCO 4400.201, Vol 3, Para 011302.A)	Yes	No			N/A

General Equipment Garrison Property and Garrison Mobile Equipment (GP and GME)					
Acquisition Requirements/Purchase	Select Yes/No		Date Completed		
	GP	GME	HQMC		
10. Has the PPM consolidated, reviewed, and forwarded requirements to Assistant Deputy Commandant (ADC) I&L (Facilities), as required, via the chain of command? (MCO 4400.201, Vol 15, Para 020301.A.1)	Yes	No		N/A	N/A
11. Are all requests for assets greater than \$100k submitted to the installation PPM via Purchase Request Builder (PR Builder) for follow-on routing to ADC I&L (Facilities) for determination of funding and procurement? (MCO 4400.201, Vol 15, Para 020301.A.2 and 020303.A.4)	Yes	No		N/A	
12. Are tenant/supported commands requests for GP being routed to the Installation PPM, via Purchase Request Builder (PR Builder) for procurement execution? (MCO 4400.201, Vol 15, Para 020303.A.3 and 020303.5)	Yes	No		N/A	N/A
13. Does the command maintain end to end accountability of controlled, sensitive or other pilferable items purchased? Is the control documented and can it be demonstrated? (MCO 4400.201, Vol 4, Para 020506)	Yes	No			N/A
14. Have Accountable Property Records been created and KSD uploaded for new acquisitions? Department of Defense Instruction (DoDI) 5000.64, Encl 3, Para 2)	Yes	No		N/A	N/A
15. Are all minor and sub-minor GP Purchase Requests (PRs) routed to the installation PPM for review, procurement determination, and guidance for follow-on accountability as required? (MCO 4400.201, Vol 15, Para 020301.A.3 and 020303.A.6)	Yes	No			N/A
Acquisition via Receipt & Acceptance	Select Yes/No		Date Completed		
	GP	GME	HQMC		
16. Are all KSD for the receipt of property signed and dated with applicable data elements captured. (e.g., Verify Ship To Address, NSN, quantity ordered, quantity received, description, condition code, and serial number (if applicable)), filed in the voucher/case file? (MCO 4400.201, Vol 3, Para 030205.C.2)	Yes	No			N/A
17. Has the PPM established local procedures to ensure that all assets received are entered into the property system, and items are marked with a bar code label within 7 calendar days of receipt? (SECNAV Manual 5200.45 Chapter 4, Para 1.f and MCO 4400.201, Vol 15, Para 020303.C)	Yes	No			N/A
18. Are New Capital Acquisitions supported with a copy of the contract (SF 1449, SF26 and/or SF33), purchase order (DD Form 1155), receiving report (DD Form 250), Bill of Lading (BL) (SF 1103), vendor invoice, and/or other documents that capture ancillary costs if applicable? (MCO 4400.201, Vol 15, Para 050202.A)	Yes	No			N/A

General Equipment Garrison Property and Garrison Mobile Equipment (GP and GME)					
Acquisition via Receipt & Acceptance	Select Yes/No		Date Completed		
	GP	GME	HQMC		
19. Is the Depreciation Activation Date (Date of Receipt - the date that depreciation starts for Capitalized Property) recorded in the APSR accurately? If the receipt date is not known, did the PPM use either the shipping date, inspection date, or procurement date, respectively? (MCO 4400.201, Vol 15, Para 0403)	Yes	No			N/A
20. Are Depreciation Recovery Periods for Capital Assets accurately recorded in the APSR? (MCO 4400.201, Vol 15, Para 0403)	Yes	No			N/A
21. Are non-tactical, non-standard inert small arms/light weapons being established and accounted for properly within DPAS? (MCO 4400.201, Vol 3, Para 020205.D.2)	Yes	No			N/A
22. Are signed copies of all documentation to support transfers, for non-tactical, non-standard small arms/light weapons submitted to NSWC Crane within 48 hours, and a copy is maintained in the supply activity voucher files. (MCO 8300.1D, Para 4.b.(5). (c))	Yes	No			N/A
23. Has an Supply Discrepancy Report (SDR) been initiated for any missing/incomplete or improperly prepared supporting documentation, regardless of dollar value? (Defense Logistics Management (DLM) 4000.25, Vol 2, Chapter 17, Para C17.3.2.5 and CMC MSG DTG 081417Z APR 11)	Yes	No			N/A
Physical Inventory	Select Yes/No		Date Completed		
	GP	GME	HQMC		
24. Are items accurately recorded (i.e., Asset Id, Serial #) and updated in the APSR? (MCO 4400.201, Vol 3, Para 0206)	Yes	No			N/A
25. Are the results of annual physical inventories submitted to the CO/AO for endorsement/certification? (MCO 4400.201, Vol 4, Para 0703)	Yes	No			N/A
26. Were all required adjustments, resulting from the physical inventory processed to correct the property records (accountable balances)? (MCO 4400.201, Vol 3, Para 020602.B)	Yes	No			N/A
27. Are the RO's/Property Custodians conducting Quarterly CMR/Custodian Asset Report (CAR)/sub-property account physical inventories of all equipment assigned, and reconciling the results with the SupO (semi-annually if approved in writing by the CO)? (MCO 4400.201, Vol 3, Para 020603.F)	Yes	No			N/A

General Equipment Garrison Property and Garrison Mobile Equipment (GP and GME)					
Physical Inventory	Select Yes/No		Date Completed		
			GP	GME	HQMC
28. Are newly assigned ROs, conducting an inventory to validate accuracy of the sub-accounts record, and signing/dating the CMR/CAR within 15 calendar days of appointment? (MCO 4400.201, Vol 3, Para 010903)	Yes	No			N/A
29. When applicable are NAVMC Form 11869s certified by the RO/Property Custodian. (MCO 4400.201, Vol 3, Para 020603.F and H)	Yes	No			N/A
30. When assets are shipped directly to the RO, is the RO validating assets against the BL and signing acceptance documentation (DD Form 250, Invoices, Receipts) and reporting it to PPM/SupO/APO on an as occurring basis? (MCO 4400.201, Vol 3, Para 020603.D)	Yes	No			N/A
31. Are voucherable gain/loss transactions pre-approved by the CO/AO, processed in the required timeframe, and supporting documentation maintained in the voucher file? (MCO 4400.201, Vol 4, Para 051201, 051203, and 051204).	Yes	No			N/A
32. Are Increase Decrease Action Reports certified by the CO/AO, and maintained on file for physical inventory, administrative and miscellaneous gains/losses (DPAS Type Action Codes: DLDD, DAAR, DIAJ, IFOI, IAAR, and IIAJ)? Each notice must have the appropriate statement certified by the CO/AO or acting CO/AO. (MCO 4400.201, Vol 4, Para 051203 and Para 0704)	Yes	No			N/A
Investigation of Missing Assets	Select Yes/No		Date Completed		
			GP	GME	HQMC
33. Is the individual with direct possession/responsibility for the lost, damaged, destroyed, or stolen property, initiating the DD Form 200, and providing it to the SupO/APO? (MCO 4400.201, Vol 17, Para 020601)	Yes	No			N/A
34. Has the SupO/APO forwarded the DD Form 200 to the appropriate approving/appointing authority with recommendation concerning whether a formal investigation is warranted? (MCO 4400.201, Vol 17, Para 020601)	Yes	No			N/A
35. Has the approving/appointing authority assigned a Financial Liability Officer (FLO), upon receipt of the DD Form 200, within five calendar days, to conduct an investigation (if required)? (MCO 4400.201, Vol 17, Para 020701.B)	Yes	No			N/A
36. Have Missing, Lost, Stolen or Recovered (MLSR) reports been submitted properly, when required? (MCO 5530.14A, Para 10001).	Yes	No			N/A

General Equipment Garrison Property and Garrison Mobile Equipment (GP and GME)					
Leases, Loans, & Warranty	Select Yes/No		Date Completed		
	GP	GME	HQMC		
37. Are short-term leases (less than 60 days) approved by the local commander? (MCO P11240.106B, Para 4000.1)	Yes	No			N/A
38. Are items on temporary loan reconciled and properly managed? (MCO 4400.201, Vol 3, Para 040801.C)	Yes	No			N/A
39. Are GME Fleet Managers submitting long term lease request through ADC I&L (Facilities)? (MCO P11240.106B, Para 4001)	Yes	No			N/A
40. Has a report of long-term leases of equipment contracted during the previous fiscal year been submitted to CMC by 31 October? (MCO P11240.106B, Para 4005 & Figure 4-1)	Yes	No			N/A
41. Are items that are considered Government Furnished Property (GFP) being maintained and accounted for in the appropriate APSR? (MCO 4400.201, Vol 10, Para 010208.C and D).	Yes	No			N/A
Disposition	Select Yes/No		Date Completed		
	GP	GME	HQMC		
42. Is the PPM/SupO/APO determining if assets require ADC I&L (Facilities) approval for disposition? (MCO 4400.201, Vol 15, Para 020308)	Yes	No			N/A
43. Are transfers or dispositions supported by KSD (DD Form 1149/DD Form 1348-1)? (MCO 4400.201, Vol 15, Para 020308)	Yes	No			N/A

Note: All KSD noted in the processes above will be maintained for a period of 10 years (three years active and seven years archived) to satisfy record retention requirements? (MCO 4400.201 Vol 3, Para 021002)

5.3 Government Furnished Property (GFP) Testing Checklist

Government Furnished Property (GFP) Testing			
Command Responsibilities/Appointments & Authorities	Select Yes/No		Date Complete
1. If applicable, has an AO been appointed in writing with a DD Form 577 by the CG/CO? (MCO 4400.201, Vol 1, Chapter 2, Para 020502; MCO 4400.201, Vol 3, Chapter 1, Para 0110, Sub-para 011007)	Yes	No	
2. Has the AO assigned an APO(s)/property custodian responsible for all government furnished property under their purview (i.e. light tactical vehicle program)? (MCO 4400.201, Vol 1, Chapter 2, Para 0208; MCO 4400.201, Vol 10, Chapter 1, Para 0102, Sub-para 010210)	Yes	No	
a. Is the APO/property custodian appointment letter signed by the AO, dated, and available for review? (MCO 4400.201, Vol 1, Chapter 2, Para 0208; MCO 4400.201, Vol 10, Chapter 1, Para 0102, Sub-para 010210)	Yes	No	
3. Under the APO construct, have any additional appointments been made to Property Custodians or Sub-custody record holders (i.e., ROs, Responsible Individuals (RIs)? (MCO 4400.201, Vol 1, Chapter 2, Para 0209)	Yes	No	
a. Are these additional appointment letters signed by the AO, dated, and available for review? (MCO 4400.201, Vol 1, Chapter 2, Para 0209)	Yes	No	
4. Is a current organizational chart available that details the Management Control Activity (MCA) construct? (Financial Improvement and Audit Readiness (FIAR) Guidance, April 2017)	Yes	No	
5. Is there a local Command policy/instruction outlining the roles and responsibilities of the MCA? (FIAR Guidance, April 2017)	Yes	No	
6. Are MCA policies and procedures in accordance with applicable statutory requirements, Marine Corps Orders, and regulations? (FIAR Guidance, April 2017)	Yes	No	
a. Are these references listed and cited? (FIAR Guidance, April 2017)	Yes	No	
7. Is there a training program in place for the MCA? (MCO 4400.201, Vol 2, Chapter 2, Para 0205, Sub-para 020502.A.14)	Yes	No	
a. Are there existing procedures to review training completion requirements?	Yes	No	
8. Is there an existing on-boarding/separation plan in place to ensure that new appointees receive required training and that separated employees out process?	Yes	No	

Government Furnished Property (GFP) Testing			
Management Control Activity/APO	Select Yes/No		Date Complete
9. Is the MCA receiving the NAVMC 4400/2 for the GFP request prior to the contract solicitation being released and final award? (MCO 4400.201, Vol 10, Chapter 2, Para 0202, Sub-para 020201)	Yes	No	
10. Does the MCA have access to the GFP contract with attachment for verifying NAVMC 4400/2 requests? (MCO 4400.201, Vol 10, Chapter 2, Para 0202, Sub-para 020201.A)	Yes	No	
11. Is the NAVMC 4400/2 forwarded to Marine Corps Logistics Command (MARCORLOGCOM) for sourcing decisions that are not (Research, Development, Test and Evaluation (RDT&E)? (MCO 4400.201, Vol 10, Chapter 2, Para 0202, Sub-para 020201)	Yes	No	
12. Does the MCA have on file the corresponding NAVMC 4400/4 "Request for Marine Corps Material-Issue Request" for each GFP asset issued? (MCO 4400.201, Vol 10, Chapter 2, Para 0204, Sub-para 020401)	Yes	No	
13. Is GFP accounted for in an APSR? (MCO 4400.201, Vol 10, Chapter 1, Para 0102, Sub-para 010208.D; SECNAVINST 5200.43, Para 3.g)	Yes	No	
14. Is the MCA tracking GFP that the Marine Forces/Supporting Establishment (MARFOR/SE) provides to a contractor for repair, modification, overhaul, warranty, and/or other Contractor Logistics Support (CLS) repair under maintenance support contract? (MCO 4400.201, Vol 10, Chapter 1, Para 0104, Sub-para 010403)	Yes	No	
15. For cases where GFP is sourced from the MARFOR/SE, is property electronically transferred for control from the possessing unit to the MCA and picked up on the MCA APSR? (MCO 4400.201, Vol 10, Chapter 1, Para 0102, Sub-para 010203.B; MCO 4400.201, Vol 10, Chapter 1, Para 0104, Sub-para 010409.C)	Yes	No	
16. Is the MCA the Procurement Integrated Enterprise Environment (PIEE) GFP Module to transfer GFP to the contractor? (MCO 4400.201, Vol 10, Chapter 1, Para 0102, Sub-para 010208.L; SECNAVINST 5200.43, Para 3.k)	Yes	No	
17. Has the contractor property shipper/receiver roles within the PIEE GFP Module been verified prior to transferring GFP?	Yes	No	
a. Is the contractor completing an electronic receipt within the PIEE GFP Module for the GFP? (MCO 4400.201, Vol 10, Chapter 2, Para 0205, Sub-para 020501.C)	Yes	No	
b. Is the contractor providing notification to the DoD Item Unique Identification (IUID) Registry that GFP is now resident with the contractor? (Federal Acquisition Regulation (FAR) 45; DoDI 4161.02, Encl 3, Para 4)	Yes	No	
18. Is the MCA/Command ensuring that the DOD IUID Registry accurately reflects the status of the GFP transfer, both to and from the contractor? 4400.201, Vol 10, Chapter 2, Para 0205, Sub-paras 020501 and 020502.	Yes	No	
19. For cases where GFP is sourced from the MARFOR/SE, is I&L approval obtained and on file? (MCO 4400.201, Vol 10, Chapter 2, Para 0201, Sub-para 020104)	Yes	No	



Government Furnished Property (GFP) Testing			
Management Control Activity/APO	Select Yes/No		Date Complete
20. Is the MCA screening contractor requisitions through the DoD supply system against the pre-approved list in the contract, forwarding approved requisitions, and providing an approval/denial report to the Contracting Officer (KO) on a quarterly basis? (MCO 4400.201, Vol 10, Chapter 3, Para 0302, Sub-para 030202)	Yes	No	
a. During the performance of the contract, are contractor requested/MCA approved material requisitioned through the DoD supply system in accordance with DoD Supply Chain Material Management Procedures? (MCO 4400.201, Vol 10, Chapter 1, Para 0102, Sub-para 010203.B.4)	Yes	No	
21. Does the MCA/Command use the GFP Post-award compliance checklist for internal/peer reviews? (Assistant Secretary of the Navy (Research, Development and Acquisition/Financial Management and Comptroller (ASN RD&A/FM&C) Memorandum 4340)	Yes	No	
22. Is the contractor maintaining visibility and accounting for GFP in the previously approved Contractor Property Management System (CPMS) per contract requirement? (Defense Federal Acquisition Regulation Supplement (DFARS) 252.245-7003) (NA for Defense Contract Management Agency (DCMA) administered contracts)	Yes	No	
23. Has an L DoDAAC been assigned to the contractor in accordance with Marine Corps policy? (MCO 4400.201, Vol 10, Chapter 2, Para 0205, Sub-para 020501.A)	Yes	No	
a. Have all the assets been appropriately transferred to the contractor using the automated PIEE function? (MCO 4400.201, Vol 10, Chapter 2, Para 0205, Sub-para 020501.B)	Yes	No	
b. Are the transfer documents (hard copy shipping documents/BL, etc.) properly completed (i.e. include the GFP contract number)? (MCO 4400.201, Vol 3, Chapter 2, Para 0210)	Yes	No	
24. Has the location of the asset(s) been updated in the APSR? (MCO 4400.201, Vol 10, Chapter 2, Para 0205, Sub-para 020501)	Yes	No	
25. Does the APO validate, at least annually, that the GFP asset(s) still exists? (MCO 4400.201, Vol 10, Chapter 1, Para 0104, Sub-para 010405)	Yes	No	
26. For assets not “consumed” within the performance of the contract, are contract property closeout instructions identified? (MCO 4400.201, Vol 10, Chapter 5, Para 0508, Sub-para 050801; Joint Memorandum 4340 ASN RD&A, FM&C, Marine Corps Bulletin (MCBul) 4440, SECNAVINST 5200.43, Para 3.1)	Yes	No	
27. Does the APO perform a reconciliation at contract closeout to ensure that assets have either been disposed of in accordance with the contract or transferred back to the government? (MCO 4400.201, Vol 10, Chapter 5, Para 0508, Sub-para 050802; Joint Memorandum 4340 ASN RD&A, FM&C)	Yes	No	
a. Is documentation on-hand evidencing the APO contract closeout review? (MCO 4400.201, Vol 10, Chapter 5, Para 0508, Sub-para 050802)	Yes	No	

Government Furnished Property (GFP) Testing			
Management Control Activity/APO	Select Yes/No		Date Complete
28. Is the MCA tracking contract expiration/ GFP return date, and ensuring arrangements are made for final disposition of the GFP? (MCO4400.201, Vol 10, Chapter 7, Para 0707, Sub-para 070703)	Yes	No	
29. Is the MCA submitting the annual GFP and Loaned Property, Plant, & Equipment (PP&E) Report to CMC (DC I&L)? (MCO 4400.201, Vol 10, Appendix B)	Yes	No	
Contract Execution	Select Yes/No		Date Complete
30. As part of the contract file, is satisfactory written justification provided for the providing of GFP is in the best interest of the government? (DFARS PGI 245.103-70, SECNAVINST 5200.43, Para 3.e)	Yes	No	
31. Is FAR clause 52.245-1 identified in solicitations and contracts for all Time and Materials and Cost-Reimbursable Contracts, as well as Labor-hour contracts (when property is expected to be provided)? (FAR 45.107, SECNAVINST 5200.43, Para 3.f.)	Yes	No	
32. Is FAR clause 52.245-1 identified in all Fixed-Price solicitations and contracts when GFP will be provided? (FAR 45.107, SECNAVINST 5200.43, Para 3.f.)	Yes	No	
33. Is FAR clause 52.245-9 (Use and Charges) identified in solicitations and contracts when FAR 52.245-1 is present? (FAR 45.107)	Yes	No	
34. Are DFARS clauses 252.245-7001; 7002; 7003; 7004; and 252.211-7007 being used when FAR 52.245-1 is present? (DFAR PGI 245.107, SECNAVINST 5200.43, Para 3.f.)	Yes	No	
35. Is FAR clause 52.245-2, Government Property Installation Operation Services, present if applicable? (FAR 45.107, SECNAVINST 5200.43, Para 3.f.)	Yes	No	
36. Has a listing of assets (material or equipment) been identified in the GFP attachment as government furnished property for the execution of a contract? (MCO 4400.201, Vol 10; DFARS PGI 245.103-72)	Yes	No	
37. Has the GFP Compliance Checklist (Navy Marine Corps Acquisition Regulation Supplement (NMCARS) Annex 9) been completed prior to award and attached to the Business Clearance Memorandum? (Deputy Assistant Secretary of the Navy (Acquisition and Procurement) (DASN AP)) Memorandum 8 Feb 2016; NMCARS 5245.103-73(i))	Yes	No	
38. Is the Annex 4 (GFP Compliance Report) being submitted to the Department of the Navy (DoN) quarterly? (NMCARS 5245.103-73(ii))	Yes	No	
39. Is an analysis of Contractor's property management policies, procedures, practices and systems being conducted prior to contract award? (FAR 45.202 (b))	Yes	No	
a. During post-award, periodic review, are noted deficiencies within the Contractor's property management policies, procedures, practices and systems identified in writing and forwarded to the contractor? (FAR 45.105)	Yes	No	
40. Has the KO provided instructions to the contractor for the disposition of GFP, in the base contract or by contract modification, prior to contract closeout? (MCO 4400.201, Vol 10, Chapter 5, Para 0508, Sub-para 050801)	Yes	No	

5.4 Global Combat Support System-Marine Corps (GCSS-MC) Equipment Key Performance Indicators (KPIs)

Overview:

GCSS-MC provides the enterprise with a myriad of information. ICART extracts and analyzes that data with the intent of assisting units in the Fleet Marine Force and Supporting Establishments in defining priorities and focus of effort to remediate erroneous conditions.

Location & Frequency of GCSS-MC KPIs:

GCSS-MC KPIs are published bi-weekly and can be located on the ICART Share Point at the following link:

<https://eis.usmc.mil/sites/HQMCLP/EGEM/EGEM-2/ICART/KPIs/Forms/AllItems.aspx>

Note: You may need to copy & paste the above link into your internet browser for it to work properly.

GCSS-MC Equipment Key Performance Indicators (KPIs):		
Categories, References & Required Actions for GCSS-MC Equipment KPIs:	Required Actions	KPI References:
<p>1. GCSS-MC Military Equipment (ME) Duplicate Serial Numbers - The purpose of this KPI is to identify duplicate ME property records, and temporary serial numbers loaded by Marine Corps Logistics Command during cutover. GCSS-MC data validation rules will not allow duplicate Record National Stock Number (RNSN)/Serial Number entries, however, leading zeros, special characters, and lowercase characters will circumvent this data check. Duplicate records cause Independent Public Accountant (IPA) findings during Existence and Completeness (E&C) testing and quarterly Military Equipment Valuation (MEV) financial statement reviews.</p>	<p>a. Using Unit: owner visually checks manufacturer's identification plate.</p> <p>b. Defense Logistics Agency – Disposition Services (DLA-DS): shipper retires GCSS-MC record and closes Due-In and Status File (DASF) record.</p> <p>c. Other Federal agency: owner/shipper obtains photo of manufacturer's identification plate and checks Serial Number in GCSS-MC.</p> <p>d. Contractor/Government Furnished Equipment (GFE): owner/shipper obtains photo of manufacturer's identification plate and checks Serial Number in GCSS-MC.</p>	<p>-DoD 4000.25-2-M, paragraphs C12.5.1.5 and C12.5.1.5.1</p> <p>-MCO 4400.201-V3, chapter 3, paragraph 0302</p>
<p>2. GCSS-MC Users Last Logon >120 Days - The purpose of this KPI is to identify GCSS-MC users who have not logged into GCSS-MC during the past 120 days and their account is still active. Registered users without a need to access GCSS-MC should be terminated to reduce the cyber insider threat</p>	<p>a. Unit User Account Managers (UUAM) should terminate access immediately.</p>	

GCSS-MC Equipment Key Performance Indicators (KPIs):		
Categories, References & Required Actions for GCSS-MC Equipment KPIs:	Required Actions	KPI References:
<p>3. Crane Registry vs. GCSS-MC Small Arms/Light Weapons Serial Number Mismatches - The purpose of this KPI is to identify property record mismatches between the Crane Registry and GCSS-MC and the Defense Property Accounting System (DPAS). The Marine Corps pays NSWC Crane to maintain an independent set of property records. The monthly serialized inventory is designed to reconcile the physical inventory against the Crane Registry, GCSS-MC, and DPAS. DPAS is used to account for heritage/display weapons. Effective property accountability is required to protect these highly pilferable weapons.</p>	<p>a. Review last Monthly Serialized Inventory (MSI). Ensure that the Crane Registry listing is downloaded and reconciled.</p> <p>b. Ensure that in-transit units update Crane and GCSS-MC/DPAS property records immediately upon arrival.</p>	<p>-MCO 4400.201-V3, paragraphs 020901 through 020903, and 040903C3</p> <p>-MCO 8300.1D, paragraphs 9a(4), 10, 11, and 12</p>
<p>4. GCSS-MC Out-of-Enterprise/Mechanized Allowance List (MAL) “No SUC” Consolidated Memorandum Receipt (CMR) Items - The purpose of this KPI is to identify ME not assigned to a Responsible Officer (RO). ME transferred from a losing unit to a gaining unit automatically posts to the gaining unit's "No SUC" subordinate unit account (aka CMR). The gaining unit AO must assign a RO immediately to prevent loss of accountability. If the ME is lost while in-transit, the losing unit is responsible for initiating lost shipment actions in a timely manner. The grace period for this KPI is four days.</p>	<p>a. Move ME from “No SUC” CMR to RO CMR.</p>	<p>-DoDI 5000.64, paragraph 4.7 (lost shipments)</p> <p>-UM 4000-125-V2, paragraph b(9)(d)<u>3h</u> (page 19)</p>
<p>5. GCSS-MC MAL “No TAMCN” Items on CMRs – The purpose of this KPI is to identify property loaded to a SUC/CMR without a TAMCN. The CMR is designed to account for principal end items with Total Force Structure Management System (TFSMS) TAMCNs. Secondary Repairables (DLR/FLRs) should be loaded as children under the parent end item. Loading non-TAMCN property to CMRs causes an overstatement of the ME population value (e.g., MTRV loaded to CMR along with the engine, transmission, etc.).</p>	<p>a. Move children to In-Relationship.</p> <p>b. Move other items without TFSMS TAMCN to Perpetual Inventory.</p>	<p>-UM 4000.125-V2, paragraphs b (page 15), b(11)(g)<u>1a</u> (page 24), and b(11)(g)<u>1h</u> (page 25)</p>

GCSS-MC Equipment Key Performance Indicators (KPIs):		
Categories, References & Required Actions for GCSS-MC Equipment KPIs:	Required Actions	KPI References:
<p>6. GCSS-MC ME Obsolete Stores Account Code (SAC) 3 On-Hand Unit Price >= \$100k - The purpose of this KPI is to identify obsolete ME SAC-3 on-hand. This KPI identifies all RNSNs with TAMCN Status "AR." Obsolete ME ownership costs are significant (i.e., maintenance parts and labor, MILCON storage space, CMR quarterly/annual wall-to-wall inventories, etc.). In addition, no logistics sustainment support is offered by Marine Corps Logistics Command and Marine Corps Systems Command (MCSC) which is a battlefield risk.</p>	<p>a. Visually inspect ME to ensure that the ME has not been upgraded to an In-Service (IS) NSN.</p> <p>b. Enforce MCSC Disposal Plans.</p>	<p>-DoD 7000.14-R, Vol 4, chap 4, paragraph 040404.A4</p> <p>-MCO 4400.201-V6, paragraph 0302, sub-paragraph 030201, paragraph 070201, and paragraph 070902</p> <p>-UM 4000-125-V2, paragraph b(6)(a)<u>1</u></p>
<p>7. GCSS-MC ME Excess SAC-3 On-Hand Unit Price >=\$100k - The purpose of this KPI is to identify excess ME SAC-3 on-hand. The ME on-hand is compared to the TFSMS Approved Acquisitioning Objectives (AAO). The Supply System Responsible Item (SSRI) ME on-hand and the associated TFSMS SSRI AAOs are included in this KPI. Excess ME ownership costs are significant (i.e., maintenance parts and labor, MILCON storage space, CMR quarterly/annual wall-to-wall inventories, etc.).</p>	<p>a. Enforce TFSMS AAOs at the Marine Expeditionary Force (MEF) roll-up level. Only consider Table of Organization & Equipment Change Requests (TOECRs) with a TFSMS TOECR number.</p> <p>- Fill Using Unit SSRI shortfalls.</p> <p>- Fill Major Subordinate Command (MSC) shortfalls.</p> <p>- Fill MEF shortfalls.</p> <p>- Submit SR excess disposition request to Marine Corps Logistics Command.</p> <p>b. Submit TOECRs to cover long term temporary loans.</p>	<p>-DoD 7000.14-R, Vol 4, chap 4, paragraph 040404</p> <p>-Department of Defense Manual (DoDM) 4160.21, Vol 1, paragraph 3</p> <p>-MCO 4400.201-V6, chap 3, paragraph 0302 and sub-paragraph 030202</p> <p>-MCO 5311.1E, chap 9, page 9-1</p> <p>-UM 4000-125-V2, paragraph b(6)(a)<u>2</u></p>
<p>8. GCSS-MC ME in Perpetual - The purpose of this KPI is to identify ME resident in the Perpetual inventory. ME in Perpetual are not assigned to ROs. To maintain accountability, ME in Perpetual must be quickly moved to CMRs or transferred to other units/agencies. Title 10 "Equip the Force" responsibilities are difficult to accomplish across the enterprise when ME is resident in Perpetual. In addition, Readiness Ratings may be understated. The grace period for this KPI is four days.</p>	<p>a. Move ME from Perpetual Inventory to CMR within 96 hours.</p>	<p>-MCO 4400.201-V4, paragraph 0309</p> <p>-UM 4000-125-V2, paragraph 9c(3) (page 31)</p>

GCSS-MC Equipment Key Performance Indicators (KPIs):		
Categories, References & Required Actions for GCSS-MC Equipment KPIs:	Required Actions	KPI References:
<p>9. GCSS-MC DASF Document Numbers Combat Essentiality Code (CEC) 5/6 SAC 1/2 Record Greater Than 100 Days Old - The purpose of this KPI is to highlight dead lining repair parts on order over 100 days. Lengthy Order Ship Times (OST) affect the availability of ME which degrades unit equipment readiness. The requisitioner must work daily with the Source of Supply (SoS) to expedite delivery. The user is obligated to challenge the CEC if the repair parts listed in this KPI do not deadline ME.</p>	<p>a. Submit DIC AFC to request improved Estimated Shipping Date (ESD).</p> <p>b. Contact SoS.</p> <p>c. Outsource from Original Equipment Manufacturer (OEM) if Source of Supply (SoS) cannot improve Estimated Shipping Date. Note: Avoid counterfeit parts</p>	<p>-MCO 4400.150, chap 3, paragraph 7</p> <p>-MCO 4400.16H, Encl(1) paragraph 9a(4) through 9a(6), and Encl(3) paragraph 1</p> <p>-MCO 4790.2, paragraph 4a(1), 4a(3)(i)<u>2</u>, and 4b(2)(c)1, and Encl(1) paragraphs 3c(2)(b)<u>2</u> and 4b(2)(c)<u>1</u></p> <p>-UM 4000-125-V2, paragraph 12e(1)(d) (page 45)</p>
<p>10. GCSS-MC DASF Document Numbers SAC 1/2 Requiring Management Action - The purpose of this KPI is to highlight requisitions that require management action. There are over 100 MILSTRIP status codes that must be aggressively reviewed to shorten OST. Requisitions are submitted to support current year mission requirements. Lengthy OSTs negatively affect the ability of units to accomplish their mission. In addition, repetitive demands combined with long OSTs drive up intermediate stock levels which tie up O&MMC funds. Aggressive management of requisitions will maximize purchasing power and reduce reverted funds.</p>	<p>a. Work the DASF every day. Be a demanding customer.</p> <p>b. Contact Supply Management Unit Customer Service.</p> <p>c. Contact your DLA Liaison regarding SMS requisitions.</p> <p>d. Check local General Account stocks every week</p> <p>e. Search other General Accounts and Demand-Supported Items (DSI).</p>	<p>-MCO 7300.21B, Enclosure (2) chap 2, paragraph 2003.4 and chap 10, paragraph 1007</p> <p>-MCO 4400.201-V4, paragraph 051202.D.</p> <p>-MCO 4400.150, chap 3, paragraph 7.</p> <p>-MCO 4400.16H, Encl(1) paragraph 9a(4) through 9a(6), and Encl(3) paragraph 1.</p> <p>-UM 4000-125-V2, paragraph 12e(1) (page 45).</p> <p>-DC P&R SABRS Abnormal and Aged Reports Manual (aka Deadly Sins), paragraph 7.1</p>

GCSS-MC Equipment Key Performance Indicators (KPIs):

Categories, References & Required Actions for GCSS-MC Equipment KPIs:	Required Actions	KPI References:
<p>11. GCSS-MC DSI Excess - The purpose of this KPI is to identify Demand Supported Items (DSI) on-hand that exceed authorized stock levels. DSI stocks are limited to 30 Days of Supply (DOS) and the Unit Price is limited to \$500 Unit Price. Dead inventory ties up O&MMC funds and these repair parts may be needed by other units.</p>	<p>a. Contact the General Account to roll-back the excess stocks. The General Account will review their Requisitioning Objectives (ROs), Excess Retention Quantities (ERQs), and War Reserve requirements.</p> <p>b. Search GCSS-MC Document Management for backorders across the enterprise. Coordinate shipments with the supporting General Accounts. Small quantities may not be economical to ship.</p>	<p>-MCO 4400.201-V3, paragraphs 0212, 021302, and 021303</p> <p>-UM 4000-125-V2 paragraph 10a(3)<u>b1</u> (page 34), and V3 paragraph 8 (page 23)</p>
<p>12. GCSS-MC Layettes >180 Days - The purpose of this KPI is to identify repairs parts on-hand in the layette rooms over 180 days old. Layette repair parts remaining after the SR is closed must be rolled back to the supporting General Account. The authorized Maximum Maintenance Cycle Times (MMCTs) are listed in the References quadrant. Commanders are unilaterally authorized to extend MMCTs. These extensions are not recorded in GCSS-MC as a data element. This KPI uses 180 days as the threshold to identify aged layette inventory.</p>	<p>a. Contact the General Account to roll-back the excess stocks. The General Account will review their Requisitioning Objectives (ROs), Excess Retention Quantities (ERQs), and War Reserve requirements.</p> <p>b. Search GCSS-MC Document Management for backorders across the enterprise. Coordinate shipments with the supporting General Accounts. Small quantities may not be economical to ship.</p>	<p>-CMC 191845ZJun18 (MMCTs): (CONUS: 120 days, OCONUS: 150 days, MFR: 180 days)</p> <p>-UM 4000-125-V2 paragraph 10a(3)<u>b1</u> (page 34), and V3 paragraph 2b(1)(b)<u>2</u></p>

GCSS-MC Equipment Key Performance Indicators (KPIs):		
Categories, References & Required Actions for GCSS-MC Equipment KPIs:	Required Actions	KPI References:
<p>13. DLA-DS ME On-Hand Unit Price >=\$100k and MCBul 3000 TAMCNs - The purpose of this KPI is to identify ME transferred to DLA-DS disposal sites but not “Retired” in GCSS-MC. These active property records overstate the ME count and dollar value. All property records are subject to IPA Existence and Completeness (E&C) testing and quarterly Military Equipment Valuation (MEV) financial statement reviews.</p>	<p>a. Close GCSS-MC DASFA2_ transfer records.</p> <p>b. Retire GCSS-MC Installed Base records:</p> <ul style="list-style-type: none"> - Upload disposal KSDs to GCSS-MC. - Change IB Status to Retired. 	<p>-DoD 7000.14-R, V4, chap 4, paragraph 4 (USSGL)</p> <p>-CMC 191845ZJun18 (MMCTs): (CONUS: 120 days, OCONUS: 150 days, MFR: 180 days)</p> <p>-MCO 4400.201-V6, paragraph 070902</p> <p>-UM 4000-125-V2, figure (page 20), paragraph (9)(d)h2f (page 21)</p>

6.0 Operating Materials & Supplies (OM&S) (Intermediate Level Supply) Checklist

6.1 OM&S Non-Ammo: Repairables and Consumables Checklist

Operating Materials & Supplies Non-Ammo: Repairables and Consumables			
General Information	Select Yes/No		Date Complete
1. Are APOs/SupOs (e.g., Repairable Issue Point (RIP) appointed in writing by the Battalion CO, and are all appointment letters and DD Form 577s retained in the supply files? (MCO P4400.151B; CMC MSG DTG 241744Z Jan 17)	Yes	No	
Requisitioning and Receipt Procedures	Select Yes/No		Date Complete
2. Have requirements for requisitions been validated and have the requirements passed a funds check with the accounting system (i.e. Standard Accounting, Budgeting, and Reporting System (SABRS))? (MCO 7300.21B, Encl 2, Chapter 2, Para 2005.d/e)	Yes	No	
3. Are requisitions approved within the APSR by an authorized official with a corresponding DD Form 577? (MCO 4400.201, Vol 3; CMC MSG DTG 241744Z Jan 17)	Yes	No	
4. Does a proper Segregation of Duties (SOD) exist for purchases by separating the functions of requestor, approver, and receiver (minimum three-person SOD)? (CMC MSG DTG 051526Z Dec 18)	Yes	No	
5. Does the organization process receipts in a timely and accurate manner (within two business days)? (MCO 4400.16H, Para 9; MCO 4400.201, Vol 4, Chapter 3, Para 0309)	Yes	No	
6. Are all KSD used to receipt for property (i.e. DD Form 1348-1A, CBL Manifest, DD Form 1149) signed, dated, and applicable data elements captured (e.g., Serial Number, NSN, Document Number, Quantity, DoDAAC, Condition code)? (MCO 4400.201, Vol 3, Chapter 2, Para 0210 and Chapter 3, Para 0302)	Yes	No	
a. Has an (SDR) been initiated for any missing/incorrect supporting documentation? (MCO 4400.150, Chapter 3, Para 14)	Yes	No	
Inventory Management	Select Yes/No		Date Complete
7. Has the APO/SupO/RIPOIC/SMU/General Account/Stock Control OIC been appointed in writing via an appointment letter and DD Form 577, and is the dollar value and types of adjustments that the designated representatives are authorized to approve indicated? (MCO P4400.151, Para 3010.1.a and Figure 3-3; CMC MSG DTG 241744Z Jan 17)	Yes	No	
8. Was 100% of on hand inventory physically inventoried within the past year and approved by the CO/AO for certification? (MCO 4400.201, Chapter 2, Para 0201; (DoDI 5000.64)	Yes	No	

Operating Materials & Supplies Non-Ammo: Reparables and Consumables			
Inventory Management	Select Yes/No		Date Complete
9. Have annual/cyclical physical inventory voucherable gain or loss transactions received approval by the appropriate authority? (MCO P4400.151, Para 3010.1.a and Figure 3-3; CAP ME-OMS-EC-5)	Yes	No	
10. Were all required inventory adjustments resulting from the annual/cyclical inventory processed within the proper timeframes to correct the property records? (MCO 4400.151B, Chapter 3, Para 3007 – 3008; MCO 4400.201, Vol 3, Chapter 5, Para 0512, Sub-para 051204)	Yes	No	
11. Are all MVGL Notices certified by the CO/AO and are they maintained on file? (MARADMIN 417/15; MCO 4400.201, Vol4, Chapter 5, Para 0512, Sub-para 051203)	Yes	No	
12. Are daily reconciliations between the warehouse management system and the APSR (e.g., Storage Retrieval Automated Tracking Integrated System (STRATIS) and GCSS-MC) being formally completed to identify inventory imbalances? (MCO P4400.15B, Para 3012)	Yes	No	
13. Are procedures established to manage excesses and are those excesses reported via the Material Returns Program? (MCO P4400.15B, Para 8010)	Yes	No	
14. Is the APO/SupO ensuring Property Custodians (SMU/RIP personnel) are physically reconciling serial numbers and NSNs listed on the property records against the serial number and NSN identified on the asset identification plate (data plates)? (MCO P4400.15B, Para 3005)	Yes	No	
Key Management Infrastructure (KMI) Secondary Reparables (RIP Only)	Select Yes/No		Date Complete
15. If applicable, does the RIP have an Communications Security (COMSEC) Manager appointed in writing? (CMS-1, Chapter 4, Para 401; MCO 2281.1A, Chapter 1, Para 10)	Yes	No	
16. Does the APSR/GCSS-MC accurately reflect current on-hand quantities? (MCO 2281.1A, Chapter 4, Para 2.b)	Yes	No	
Issues, Transfers and Disposition	Select Yes/No		Date Complete
17. Are all KSD (e.g., DD Form 1348-1As, DD Form 1149s, Shipping Manifests, etc.) for property issues/shipments/disposals (i.e., Document Identifier Codes (DICs) A2A, A5A, and A5J transactions) signed and dated, and are applicable data elements captured (i.e., Serial#, NSN, Document Number, Quantity, DoDAAC)? (MCO 4400.201, Vol 3, Chapter 2, Para 0210; CMC MSG DTG 241744Z Jan 17)	Yes	No	
18. Can the APO/SupO certify that transferred or disposed of assets were removed from the APSR in a timely manner? Are transfers or disposals supported by KSD? (MCO 4400.201, Vol 6, Chapter 7, Para 0703)	Yes	No	

6.2 OM&S Ammo Checklist

6.2.a. Supporting Commands - Ammunition Supply Point (ASP)

Operating Materials & Supplies Ammo: Supporting Commands - Ammunition Supply Point (ASP)			
General Information	Select Yes/No		Date Complete
1. Is the APO (Ammunition Officer) appointed in writing by the CO/AO and is the appointment letter and DD Form 577 retained in the supply files? (MCO 4400.201, Vol 3, Chapter 1, Para 0107, Sub-para 010701 and Appendix A; CMC MSG DTG 241744Z Jan 17)	Yes	No	
2. Are there DOA (NAVMC Form 11797s) for personnel to receipt for, issue, and turn in government property? (MCO 4400.201, Vol 3, Chapter 1, Para 0107, Sub-para 010702; CMC MSG DTG 141835Z Nov 14)	Yes	No	
3. Does the command maintain DOA (NAVMC Form 11797s) on file that designate individuals of receiving organizations to request, approve, and receive Class V(W) assets, and does the command ensure that the requester and approver are different individuals (i.e., adequate separation of duties)? (MCO 8010.13, Chapter 2, Para 1, Sub-para o, Para 3. d. 9, Para 4. d and Chapter 3, Para 3)	Yes	No	
Requisitioning and Receipt Procedures	Select Yes/No		Date Complete
4. Are all receipt KSD (e.g., DD Form 1348-1A, CBL Manifest, DD Form 1149) signed and dated with the correct data attributes (e.g., Serial #, Department of Defense Identification Code (DoDIC), Document Number, Quantity, DoDAAC)?	Yes	No	
5. Does the organization process receipts in a correct and timely manner (48 hours)? (MCO 4400.16H, Para 9)	Yes	No	
Inventory Management	Select Yes/No		Date Complete
6. Is there a Physical Inventory Plan on file? (MCO 8010.13, Chapter 3, Para 12; MCO 8015.3A, Chapter 1, Para 6, Chapter 2, Para 2)	Yes	No	
7. Does the RO (Ammunition Officer) perform regular physical inventory counts (e.g., monthly, quarterly, random sampling) and maintain the inventory results on file? (MCO P4400.151B, Chapter 3, Para 3004; MCO 8010.13, Chapter 3, Para 12; MCO 8015.3A, Chapter 2, Para 1, 8, 9, 10)	Yes	No	
8. Are random sample inventories being conducted on a weekly/bi-weekly basis using the Ammunition Management Accountability Review (AMAR) selection process in the APSR? (MCO 8015.3A, Chapter 2, Para 6, 7)	Yes	No	
9. Does the CO review and sign all inventory gain and loss adjustments? (MCO 8010.13, Chapter 2, Para 12, Chapter 5, Para 6, 7; MCO 8015.3A, Chapter 5, Para 9)	Yes	No	

Operating Materials & Supplies Ammo: Supporting Commands - Ammunition Supply Point (ASP)			
Inventory Management	Select Yes/No		Date Complete
10. Are all Certificate of Inventory Completion Worksheets (NAVMC Form 11846) signed and verified by the Quality Assurance (QA) Team Leader, Records Supervisor, and RO? (MCO 8010.13, Chapter 2, Para 12, Chapter 5, Para 6, 7; MCO 8015.3A, Chapter 5, Para 9)	Yes	No	
11. Are Location Surveys of all line item locations conducted at least once during the fiscal year? (MCO 8015.3A, Chapter 2, Para 11,a, (1) and Chapter 3, Para 12(a))	Yes	No	
12. Was the Location Survey Process Data Collection Worksheet (NAVMC 11845) verified by the Records Supervisor? (MCO 8015.3A, Chapter 3, Para 3)	Yes	No	
13. Does the command maintain all Certificates of Fiscal Year Inventory Completion (NAVMC Form 11848) to verify that 100% of NSNs were physically inventoried at least once during the fiscal year and semi-annually for Security Risk Category I and II missiles and rockets? (MCO 8015.3A, Chapter 1, Para 6.b, Chapter 2, Para 11)	Yes	No	
14. Has causative research been conducted to resolve all inventory discrepancies? (MCO 8010.3A, Chapter 3, 10.g, (4); MCO 8015.3A, Chapter 5, Para 6, 7, Sub-para b, Para 12, Sub-para b, c, Chapter 13)	Yes	No	
15. Does the CO/Ammunition Officer retain all applicable MLSR Reports within the inventory adjustment voucher file? (MCO 5530.14A, Chapter 10, Para 10001; MCO 8015.3A, Chapter 5, Para 9, Sub-para c)	Yes	No	
a. Can all MLSR adjustment transactions be reconciled to the APSR?	Yes	No	
Issues, Transfers and Disposition	Select Yes/No		Date Complete
16. Are all KSD (DD Form 1348-1As, DD Form 1149s, Shipping Manifests, etc.) for property issues/shipments transactions signed and dated, and are applicable data elements captured (i.e., Serial #, NSN, Document Number, Quantity, DoDAAC)? (MCO 4400.201, Vol 3, Chapter 2, Para 0210, 0211, Sub-Para 021102; CMC MSG 111316Z Feb 13)	Yes	No	
17. Can the command certify that transferred or disposed of assets were removed from the APSR in a timely manner? Are transfers or disposals supported by KSD? (MCO 4400.150, Chapter 3, Para 7.b.(3); CMC MSG DTG 152105Z Sep 15)	Yes	No	

6.2.b. Supported Commands

Operating Materials & Supplies Ammo: Supported Commands			
General Information	Select Yes/No		Date Complete
1. Has the commander appointed an Arms, Ammunition, and Explosives (AA&E) Officer in writing? (MCO 8010.13, Chapter 2, Para 1, Sub-para c)	Yes	No	
a. Is the appointed AA&E Officer an individual that has direct control/responsibility of the armory (e.g., Armory Officer, Ordnance Officer, or S-4 Officer)? (MCO 8010.13, Chapter 2, Para 5, Sub-para c)	Yes	No	
2. Has the commander appointed an Ammunition and Explosives (A&E) Audit and Verification Officer (AVO) in writing? (MCO 8010.13, Chapter 2, Para 6)	Yes	No	
a. Is the appointed A&E AVO a disinterested individual without an assigned role in the Class V(W) receipt, requisitioning, and/or approval process and a commissioned officer, warrant officer, Staff Non-Commissioned Officer (SNCO), or civilian equivalent (GS-9 or above)? (MCO 8010.13, Chapter 2, Para 6, Sub-para b and c)	Yes	No	
3. Has the A&E AVO conducted quarterly audits of the command's Class V(W) management? (MCO 8010.13, Chapter 2, Para 6, Sub-para d (4))	Yes	No	
a. Did the A&E AVO audit and certify the NAVMC 11381 within seven days after completion of each range or exercise to ensure all unused ammunition has been returned to the supporting ammunition storage activity? (MCO 8010.13, Chapter 2, Para 6, Sub-para, d (2))	Yes	No	
4. Is security ammunition treated as non-expendable property and inventoried monthly, semi-annually, and annually and documented on NAVMC 10774 Cards with the words "MONTHLY INVENTORY," "SEMI-ANNUAL INVENTORY" or "ANNUAL INVENTORY" as appropriate? (MCO 8010.13, Chapter 5, Para 2, Sub-para a)	Yes	No	
a. Are noted discrepancies between the on-hand quantity and the recorded quantity investigated thoroughly by the commander or designated representative, and any Class V(W) material determined missing made subject to appropriate MLSR reporting procedures? (MCO 8010.13, Chapter 5, Para 2, Sub-para (c) and Para 7, Sub-para a)	Yes	No	
5. Are only authorized personnel permitted to requisition, approve, and receipt for Class V(W) transactions as delegated utilizing NAVMC Form 11797? (MCO 8010.13, Chapter 2, Para 1, Sub-para o)	Yes	No	

7.0 Medical Logistics (MEDLOG) Company

7.1 Military Equipment Checklist

Military Equipment			
Receipt Procedures	Select Yes/No		Date Complete
1. Are all KSD used to receipt for property (e.g., DD Form 1348-1 ACBL, Manifest, DD Form 1149) signed, dated, and applicable data elements captured (e.g., ship-to address, NSN, quantity ordered, quantity received, description, condition code, and serial number (if applicable))? (MCO 4400.201, Vol 3 030205.c.2)	Yes	No	
2. Are serially managed items accurately recorded (i.e., correct TAMCN, NSN and serial number) and updated in the APSR? (MCO 4400.201, Vol 3 020602.a)	Yes	No	
Inventory Management	Select Yes/No		Date Complete
3. During annual/cyclical physical inventories, are serial numbers and NSNs listed on the property records reconciled against the serial number and NSN identified on the equipment identification plate (i.e., data plate), and are the results submitted to the CO/AO for certification? (MCO 4400.201, Chapter 2, Para 9.c)	Yes	No	
4. Are annual/cyclical physical inventory voucherable gain or loss transactions pre-approved by the appropriate authority based on his/her approval dollar thresholds and filed in the voucher file? (MCO 4400.201, Chapter 2, Para 11.b.c.f.g.h. and i)	Yes	No	
5. Were all required adjustments, resulting from the annual/cyclical inventory processed to correct the property records (accountable balances)? (MCO 4400.150, Chapter 2, Para 11; CMC MSG DTG 171419Z Jun 11)	Yes	No	
6. Are all MVGL Notices certified by the CO/AO and are they maintained on file? (MCO 4400.201, Chapter 2, Para 11.h. and I)	Yes	No	
7. Are the results of the annual/cyclical inventory documented and maintained on file? (MCO 4400.150, Chapter 2, Para 9.a.6; MCO 4400.201, Vol 3)	Yes	No	
8. Are quarterly reconciliations of property record discrepancies and signature of sub-custody property records occurring and documented (semi-annually if approved in writing by the CO/AO)? (MCO 4400.201, Chapter 2, Para 9; MCO 4400.150, Chapter 2, Para 6.c.(6) and 11.b.(2); CMC MSG DTG 141835Z Nov 14 (UM 4000.125 usage))	Yes	No	
9. Do Property Custodians indicate they are physically reconciling serial numbers and NSNs listed on the property records against the serial number and NSN identified on the equipment identification plate (i.e., data plate)? (MCO 4400.201, Chapter 2, Para 11.b (2))	Yes	No	

Military Equipment			
Inventory Management		Select Yes/No	Date Complete
10. Has causative research been conducted and documented for unresolved sub-custody (i.e., CMR, Defense Medical Logistics Standard Support (DMLSS)) discrepancies and have appropriate DD Form 200 FLIPL letters been submitted to the CO/AO, within five calendar days? (MCO 4400.201, Vol 17)		Yes	No
11. Has the CO/AO endorsed each DD Form 200 FLIPL and directed appropriate action within five calendar days of receipt of the request? (MCO 4400.201, Vol 17)		Yes	No
12. Are voucherable gain or loss transactions pre-approved by the appropriate authority based on his/her approval dollar thresholds and filed in the voucher file? (MCO 4400.201, Chapter 2, Para 11.b.c.f.g.h and i)		Yes	No
Issue Procedures		Select Yes/No	Date Complete
13. Is all KSD for property issues/shipments (e.g., DICs, IAG, IAL, MSG, MSL, SHG, SHL, TIG, and TIL transactions, DD Form 1348-1s, CBL, DD Form 1149, etc.) signed and dated with applicable data elements captured (e.g., NSN, SDN, (DoDAAC)) and filed in the voucher file? (MCO 4400.201, Chapter 2, Para 11.(a) (1); CMC MSG DTG 141835Z Nov 14 (UM 4000.125 usage))		Yes	No
Property Control		Select Yes/No	Date Complete
14. Is the Medical OIC maintaining for each Property Custodian/RO, all supporting documentation (e.g., receipts, issues and adjustments) that affect the property records for all sub-accounts? (MCO 4400.201, Chapter 2, Para 6.c.(4), 11.a. and i; CMC MSG DTG 141835Z Nov 14 (UM 4000.125 usage))		Yes	No
15. Are items on temporary loan reconciled and properly managed? (MCO 4400.201, Chapter 6, Para 9; CMC MSG DTG 141835Z Nov 14 (UM 4000.125 usage))		Yes	No
16. Are all authorized allowances for the command accurately reflected on the unit's APSR DMLSS) to include approved Inventory Stockage Levels (ISL)? (MCO 4400.150, Chapter 2, Para 5 and 7)		Yes	No
Disposition Procedures		Select Yes/No	Date Complete
17. Is excess equipment identified and reported with a request for disposition instructions to higher headquarters and/or other appropriate activity? (MCO 4400.201, Chapter 2, Para 15; MCO P4400.82F, Para 1002.7, 1010, 5001, and 5005; CMC MSG DTG 042121Z Sep 15; CMC MSG DTG 141835Z Nov 14 (UM 4000.125 usage))		Yes	No
18. Can the command certify that transferred or disposed assets were removed from the APSR? (CMC MSG DTG 042121Z Sep 15)		Yes	No

7.2 O M & S: Medical - Supporting Command - Medical Logistics (MEDLOG) Company Checklist

Operating Materials & Supplies: Medical - Supporting Command – Medical Logistics (MEDLOG) Company			
Requisitioning and Receipt Procedures	Select Yes/No		Date Complete
1. Are Medical OICs appointed in writing by the CO, and are all appointment letters and DD Form 577s retained in the supply files? (MCO 4400.201, Chapter 1, Para 5.c(2)(c), Chapter 2, Para 11.i, Appendices D and J; MCO P4400.151B; CMC MSG DTG 152105Z Sep 15)	Yes	No	
2. Have requirements for requisitions been validated and have the requirements passed a funds check with the accounting system (i.e., SABRS)?	Yes	No	
3. Are requisitions approved within the APSR by an authorized official with a corresponding DD Form 577? (MCO 4400.201, Chapter 1, Para 5.c(2)(c), Chapter 2, Para 11.i, Appendices D and J; CMC MSG DTG 152105Z Sep 15)	Yes	No	
4. Does a proper segregation of duties exist between the requisition requestor and the requisition approver?	Yes	No	
5. Does the organization process receipts in a timely and accurate manner (within two business days)? (MCO 4400.16H, Para 9)	Yes	No	
6. Are all KSD used to receipt for property (i.e., DD Form 1348-1A, CBL Manifest, DD Form 1149) signed, dated, and applicable data elements captured (e.g., Serial Number, NSN, Document Number, Quantity, DoDAAC, Condition code)? (DoD FMR 7000.14-R, Vol 6A; MCO 4400.201, Chapter 2, Para 11(a)(1))	Yes	No	
a. Has an SDR been initiated for any missing/incorrect supporting documentation? (MCO 4400.150, Chapter 3, Para 14)	Yes	No	
Financial Management	Select Yes/No		Date Complete
7. Does the fiscal clerk maintain a pending file of every anticipated PR transaction to post in SABRS? (MCO 4400.201, Chapter 1, Para 5.c.2; MCO 7300.21B)	Yes	No	
a. Are follow-up actions conducted on pending PR transactions that do not post to the SABRS Daily Transaction Report (DTR) in a timely manner? (MCO 4400.201, Chapter 1, Para 5.c.2; MCO 7300.21B)	Yes	No	
8. Does the fiscal clerk reconcile PR transaction postings on the SABRS DTR against the source documents? (MCO 4400.201, Chapter 1, Para 5.c.2; MCO 7300.21B)	Yes	No	
a. Does the fiscal clerk track and maintain the current status of ULOs throughout the accounting transaction life cycle, to completion? (MCO 4400.201, Chapter 1, Para 5.c.1; MCO 7300.21B)	Yes	No	
9. Does the fiscal clerk track available amounts on contracts to be recouped, and are requests for modification to contracts submitted to the KO to recoup any excess funding prior to the end of the applicable FY? (MCO 7300.21B, Chapter 10, Para 1010)	Yes	No	

Operating Materials & Supplies: Medical - Supporting Command – Medical Logistics (MEDLOG) Company			
Inventory Management	Select Yes/No		Date Complete
10. Are all MVGL Notices certified by the CO/AO and are they maintained on file? (MCO 4400.201, Chapter 2, Para 11.h. and i)	Yes	No	
a. Can all MVGL Notice adjustment transactions be reconciled to the APSR and physical inventory results package(s)?	Yes	No	
11. Are daily reconciliations with APSR's (e.g., DMLSS and GCSS-MC) being formally completed to identify inventory imbalances?	Yes	No	
12. Are procedures established to manage excesses and are those excesses reported via the Material Returns Program? (MCO 4400.201, Chapter 2; DoDM 4140.01)	Yes	No	
13. Are the Medical OICs ensuring Property Custodians are physically reconciling serial numbers and NSNs listed on the property records against the serial number and NSN identified on the asset identification plate (data plates)? (MCO 4400.201, Chapter 2, Para 11.b (2))	Yes	No	
14. Has the Medical OIC been appointed in writing via an appointment letter and DD Form 577, and is the dollar value and types of adjustments that the designated representatives are authorized to approve indicated? (MCOP 4400.151B, Para 3010.1.a and Figure 3-3; CMCMSG DTG 152105Z Sep 15)	Yes	No	
15. Was an annual physical inventory conducted for 100% of inventory within the past year and approved by the CO/AO for certification? (DoD 4000.25-2-M, Chapter 7; MCO 4400.151B, Para 3006; MCO 4400.150, Chapter 2, Para 9.b.1)	Yes	No	
16. Have annual/cyclical physical inventory voucherable gain or loss transactions received approval by the appropriate authority? (MCO 4400.201, Chapter 2, Para 11.b.c.f.g.h. and I)	Yes	No	
17. Were all required inventory adjustments resulting from the annual/cyclical inventory processed within the proper timeframes to correct the property records? (MCO 4400.151B, Chapter 3, Para 3007 – 3008; MCO 4400.150, Chapter 2, Para 11; CMC MSG DTG 171419Z Jun 11)	Yes	No	
Controlled Substance Inventory Board (CSIB)	Select Yes/No		Date Complete
18. Has a Controlled Substance Inventory Board (CSIB) been properly established? (Bureau of Medicine and Surgery Instruction (BUMEDINST) 6710.70A and (Manual of the Medical Department (MANMED) P-117 Change 133 Article 21-24 Para 3.c.)	Yes	No	
19. Are quarterly (or more frequently), unannounced inventories of Schedule I and II controlled substances, and those drugs designated by the local command, conducted by the CSIB and forwarded to the CO? (BUMEDINST 6710.70A and MANMED P-117 Change 133 Article 21-24 Para 3.c.)	Yes	No	
20. Has any theft or loss occurred, and what steps were taken upon the discovery of theft or loss of a controlled substance? (MANMED P-117 Change 133 Article 21-25)	Yes	No	

Operating Materials & Supplies: Medical - Supporting Command – Medical Logistics (MEDLOG) Company

Controlled Substance Inventory Board (CSIB)	Select Yes/No		Date Complete
21. Do all appointed narcotics/controlled substance custodians have appointment letters? (BUMEDINST 6710.70A and MANMEDP-117 Change 133 Article 21-24 Para 3.c.)	Yes	No	
22. Is there a list of those that authorized access, and is the sign in/out logs up to date? (BUMEDINST 6710.70A and MANMED P-117 Change 133 Article 21-24 Para 3.c.)	Yes	No	
23. Are pharmaceuticals/narcotics/controlled items secured or segregated in such a manner that ensures their protection and integrity? (MCO P4400.151B, Para. 3002.5 and 3002.12; NAVMC 4000.2 pg. 1-23; Interim Policy Supporting Accountability and Auditability Procedures for Authorized Medical/Dental Allowance Lists in the Marine Corps Inventory CMC MSG DTG 081953Z Jan 15)	Yes	No	

8.0 Statement of Budgetary Resources (SBR) - Procure to Pay (P2P)

8.1 MILSTRIP Unliquidated Obligation (ULO) Validation Checklist

MILSTRIP Unliquidated Obligation ULO Validation			
Certification & Report	Select Yes/No		Date Complete
1. Has the Dormant Account Review-Quarterly (DAR-Q) been completed for the most recent period of performance? (Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Vol3, Chapter 8, 080401; MCO 7300.21B, Chapter 10; DLM 4000.25-1; DLM 4000.25-2)	Yes	No	
a. Has the review been certified by the CO/AO? (DoD FMR 7000.14-R, Vol 3, Chapter 8, 080401)	Yes	No	
b. Has the DAR-Q Report been annotated with the appropriate status codes to describe the condition of the open requisitions in SABRS? (DoD FMR 7000.14-R, Vol 3, Chapter 8, 080401)	Yes	No	
2. Are KSD being maintained for a period of 3 years active and 7 years archived to show that the review has been completed and is it readily available for audit? (MCO 4400.201; MARADMIN 331/15)	Yes	No	
a. Are DD Form 577s and Appointment Letters maintained and on hand for the requisitioning unit? (MCO 4400.201; DoD FMR 7000.14-R, Vol 5)	Yes	No	
b. Are NAVMC Form 11869s maintained and on hand for the requisitioning unit? (MCO 4400.201; DoD FMR 7000.14-R, Vol 5)	Yes	No	
3. Have all open requisitions been validated and required adjustments processed in SABRS within 10 working days of review to ensure that the appropriate condition of the transactions are reflected? (MCO 7300.21B, Chapter 3, Para 3003) Note: Coordination with Comptroller may be necessary.	Yes	No	
4. Does a review of KSD demonstrate that approval for purchases was provided by the SupO prior to requisitioning by an appointed individual? (MCO 4400.150; MCO 7300.21B; MARADMIN 331/15)	Yes	No	
Transaction Details	Select Yes/No		Date Complete
5. From sample, is there documented evidence to indicate that due diligence in requisition management is being performed on open requisitions in SABRS by the Supply Activity in accordance with guidance? (DoD FMR 7000.14-R Vol 3, Chapter 8, 080410) e.g. email correspondence or other audit trail of notes from follow up actions taken to resolve open supply requisitions. Note: latest documented follow-up action should be recent, relative to the status of the prior follow-up actions and/or age of the transaction's last status.	Yes	No	

MILSTRIP Unliquidated Obligation ULO Validation			
Transaction Condition - Undelivered Order (UDO) & Unliquidated Obligation ULO)	Select Yes/No		Date Complete
	6. List any open requisitions that were incorrectly annotated on the DAR-Q and provide a detailed explanation as to why.	Yes	No
7. List the steps being taken to mitigate the reoccurrence of erroneous annotations on the DAR-Q.	Yes	No	
8. If for any requisition the status was incorrectly annotated on the current or previous review submissions, did any of those documents result in prior year ULO reversion?	Yes	No	
a. List by Fiscal Year (FY) the percentage of the commands prior year ULO reversion that resulted from inaccurate annotations on ULO review submissions.	Yes	No	
b. Describe in detail how increased emphasis for accuracy in DAR-Q annotations is being accomplished, in order to mitigate reversion and maximize funds availability.	Yes	No	
9. Have DAR-Q certifications that contained material inaccuracies been presented to the CO for re-certification? Provide documentary evidence of recertification by the CO, due to erroneous DAR-Q validation.	Yes	No	
Key Supporting Documentation (KSD)	Select Yes/No		Date Complete
1. List any requisition by document number that does not have all KSD, or properly annotated/signed KSD, for each phase of the requisitioning process. Describe in detail how the KSD was misplaced, lost or does not contain all required signatures/annotations.	Yes	No	
a. Describe in detail steps that are being implemented to mitigate the loss or inaccuracy of KSD.	Yes	No	

8.2 Military Standard Requisitioning and Issue Procedures (MILSTRIP) Checklist

MILSTRIP			
MILSTRIP - Fuel/ServMart Procurement Instrument Management	Select Yes/No		Date Complete
1. Does the command maintain accountability of all fuel keys, commercial fuel cards and ServMart cards by key/card number? (MCO 5200.24E)	Yes	No	
2. Are individuals responsible for management of the command's fuel keys/cards and ServMart cards delegated in writing by the SupO/fund holder/RO via NAVMC Form 11869? (MCO 5200.24E; MCO 4400.150; Fuel MSG: 051307Z APR 18)	Yes	No	
3. When not in use, are fuel keys/cards and ServMart cards stored in a safe or other secured storage container with limited access to the SupO/RO or his delegate? (MCO 4400.150; MCO 5200.24E; Fuel Msg: 051307Z APR 18)	Yes	No	
4. When in use, is fuel key/card and ServMart card issuance maintained via a logbook that captures, at a minimum, the printed name and signature of the authorized user the key/card is issued to, date/time the key/card was issued and returned, the section/shop the key/card was issued to with phone number, the estimated and actual gallons and dollar amount of fuel purchased, the SupO's signature and the fuel document number; and for bulk fuel requests, the PR Builder document number? (MCO 4400.150; MCO 5200.24E; Fuel MSG: 051307Z APR 18)	Yes	No	
5. Does the command performs semi-annual, inventories of fuel keys/ cards and ServMart cards in order to verify accountability? Is it documented? (Fuel MSG: 051307Z APR 18)	Yes	No	
MILSTRIP – Fuel	Select Yes/No		Date Complete
6. If the command has both fuel keys and commercial fuel cards, is a review of fuel card purchases being conducted to ensure that commercial fuel cards are being used near a base fuel farm on an exception basis only? Is it documented? (MCO 5200.24E; MCO 7300.21B; CMC MSG DTG 051307Z Apr 18)	Yes	No	
7. If the use of commercial fuel cards in and around base fuel facilities has been identified, has the user provided credible justification and is it documented? List the steps the command is taking to prohibit/limit the use of commercial fuel cards in and around base fuel facilities. (MCO 5200.24E; MCO 7300.21B; CMC MSG DTG 051307Z Apr 18)	Yes	No	
8. Has a method of accounting for fuel key/card purchases been established, in order to provide for the capture of pending obligations for the unit? (MCO 7300.21B; CMC MSG DTG 051307Z Apr 18)	Yes	No	
9. Does the fiscal clerk reconcile pending fuel obligations with the SABRS DTR and is it documented? (MCO 7300.21B; CMC MSG DTG 051307Z Apr 18) See Reference CMC MSG DTS 171626Z Jan 19 for ServMart Guidance.	Yes	No	
a. List any MILSTRIP document numbers for pending fuel obligations that have not posted to the unit's SABRS DTR within normal processing times and the steps taken to resolve. (MCO 7300.21B; MCO 4400.150)	Yes	No	

MILSTRIP			
MILSTRIP – Fuel	Select Yes/No		Date Complete
10. Can the fiscal clerk describe the steps to identify the source of a fuel obligation on the SABRS DTR? (MCO 7300.21B; CMC MSG DTG 051307Z Apr 18)	Yes	No	
a. Does the fiscal clerk have access to the DLA's Enterprise External Business Systems (EEBS) Portal? (MCO 7300.21B; MCO 4400.150; Fuel MSG: 051307Z APR 18)	Yes	No	
b. Can the fiscal clerk log into DLA EEBS and demonstrate researching a fuel obligation? (i.e., seller's DoDAAC for identification of location of purchase and the identification of the fuel key/ card number used for the purchase) (MCO 7300.21B; MCO 4400.150; Fuel MSG: 051307Z APR 18)	Yes	No	
11. Have fuel obligations posted to the command's SABRS DTR where there was no receipt or no logbook entry of an expected fuel obligation? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	
a. Provide narrative for any unexpected fuel obligations, by document number, and the root cause analysis steps taken to identify the source of the obligation and the steps taken to prevent reoccurrence. (MCO 7300.21B; MCO 4400.150; Fuel MSG: 051307Z APR 18)	Yes	No	
12. Can the fiscal clerk state the steps needed to resolve fuel SABRS ULO over 45 days old that have not liquidated/completed the financial transaction cycle? ((MCO 7300.21B)	Yes	No	
13. Does the command have Standard Operating Procedures (SOP) for fuel key/card management? (MCO 7300.21B)	Yes	No	
MILSTRIP- ServMart Brick and Mortar - Internet Ordering	Select Yes/No		Date Complete
14. Are the section's PRs being approved by a RO or delegate? (MCO 4400.150)	Yes	No	
15. Are PRs being screened for controlled, sensitive or other unauthorized items prior to the purchases being made? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B; MCO 4450.12A)	Yes	No	
a. Does the command maintain end to end accountability of controlled, sensitive or other pilferable items purchased? Is it documented? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B; MCO 4450.12A)	Yes	No	
16. Are PRs being reviewed to ensure proposed total purchase amounts are within the section's available balance and that the purchases to be made are the most appropriate use of funding resources? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	
17. Are PRs being approved and signed by the SupO? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	
18. Are individuals checking out the ServMart card or requesting an internet order be placed, being screened to ensure they are authorized for the section whose card/account they are checking out/charging? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	

MILSTRIP			
MILSTRIP- ServMart Brick and Mortar - Internet Ordering	Select Yes/No		Date Complete
19. Upon return from the brick and mortar store, are ServMart receipts screened for items not previously approved on the PR and is it documented? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B) See Reference CMC MSG DTS 171626Z Jan 19 for ServMart Guidance.	Yes	No	
a. Have any unauthorized purchases been identified? Provide a narrative of unauthorized purchases identified, the resolution and the steps taken to prevent reoccurrence. (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	
20. Are ServMart brick and mortar receipts screened to ensure that the purchases were made by the authorized card user and that the authorized card user has legibly printed his/her name, signed and dated the receipt? Is supply providing documentation to the comptroller to expense (EXP) goods delivered by ServMart? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	
21. Are ServMart brick and mortar receipts and internet orders entered into the unit's pending obligation file? (MCO 7300.21B)	Yes	No	
a. List any pending ServMart brick and mortar receipts by document number that have not posted to the unit's SABRS DTR and the steps taken to resolve. (MCO 7300.21B)	Yes	No	
b. Are MILSTRIP internet orders from procurement platforms that do not interface with the SABRS being manually obligated within 3 days of the order being placed, when the DoDAAC and fund code method of payment is used? e.g. General Services Administration (GSA) Advantage, DLA Fed-Mall, DLA Prime Vendor platforms, etc. (DoDFMR, Vol 3, Chapter 8, Para 080302)	Yes	No	
22. When ServMart and internet order transactions post to the unit's SABRS DTR, is the fiscal clerk reconciling the transaction posting to the receipt or order in the unit's pending file for accuracy/validity and is it documented? (MCO 7300.21B) See Reference CMC MSG DTS 171626Z Jan 19 for ServMart Guidance.	Yes	No	
a. List any occurrences, by document number, of ServMart brick and mortar or internet orders posting to the unit's SABRS DTR where a receipt or order KSD was not available. (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	
b. For any occurrences of missing KSD was the KSD obtained from the purchaser, from the brick and mortar store, or via the web-based order platform? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	
c. For any occurrences of missing KSD, was the transaction supported by an approved procurement request? If not, provide narrative of corrective actions taken to resolve and to prevent future occurrences. (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	
23. Can the fiscal clerk state the steps needed to resolve any SABRS ULO over 45 days old that has not liquidated/completed the financial transaction cycle? (MCO 7300.21B)	Yes	No	
24. Does the command have an SOP for ServMart brick and mortar card management? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	

MILSTRIP			
MILSTRIP - GCSS-MC	Select Yes/No		Date Complete
25. Is the command a SMU supported unit?	Yes	No	
a. Can the SupO explain the reimbursement process for requisitions filled by the SMU and the impact on the commands operating budget? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	
b. Does the requisition approver perform a GCSS-MC funds availability check using the internal budget execution report (IBER), prior to approving parts requirements? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	
c. Does the requisition approver review GCSS-MC workflow notifications daily for rejects due to lack of funds? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	
26. Does the fiscal clerk record GCSS-MC requisitions within the pending file? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	
a. Does the fiscal clerk know how to differentiate between GCSS-MC requisitions that will be filled by the SMU and those requisitions that are passed to an external source of supply? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	
b. Can the SupO and/or fiscal clerk identify the process to reconcile the SMU issues report for reimbursement of SMU filled requisitions? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	
27. Does the fiscal clerk reconcile pending GCSS-MC requisitions with the SABRS DTR for orders that pass to an external source of supply; is it documented? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B) See Reference CMC MSG DTS 171626Z Jan 19 for ServMart Guidance.	Yes	No	
a. Can the Due-In and Status File (DASF) or fiscal clerk identify the root cause of a requisition identified as being passed to an external source of supply, not posting on the SABRS DTR within 3 days of the document being forwarded to the next source supply with BM status for SMU supported units; from the creation of the order for non-SMU supported? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	
28. Does the fiscal clerk reconcile GCSS-MC UDOs/ULOs with the DASF clerk on a monthly basis? (MCO 4400.150; MCO 5200.24E; MCO 7300.21B)	Yes	No	



8.3 Procurement from Commercial Vendors (Contracts and GCPC) Checklist

Procurement from Commercial Vendors: PR Builder, GCPC and Wide Area Workflow (WAWF)			
Administration	Select Yes/No		Date Complete
1. Has the GCPC certifying officer or departmental accountable official completed the Certifying Officer Legislation (COL) training annually? (Naval Supply Instruction NAVSUPINST 4200.99C)	Yes	No	
2. Are appointments and termination documents (DD Form 577) for Certifying Officers or Department Accountable Officials on file for GCPC? Ref: DOD FMR 7000-14R, Vol 5, Chapter 33	Yes	No	
3. Do all GCPC cardholders and approving/certifying officials have their web-based training certificates on file? (MCO 7300.21B, Chapter 4, Para 4003)	Yes	No	
Requirements Generation	Select Yes/No		Date Complete
4. Are requests for materials or services reviewed and approved by the RO or delegate for the section/commodity submitting the request, prior to submission? (MCO 4400.150, Chapter 3, Para 6 & 10)	Yes	No	
a. Does the RO ensure funds availability (if required) for the requesting section/commodity, prior to forwarding the request to supply? (MCO 7300.21B)	Yes	No	
5. Is technical research performed on all PRs by the supply activity to ensure compliance with requirements outlined within the reference? (MCO 4400.150, Chapter 3)	Yes	No	
a. Does the SupO ensure the materials or services to be purchased fall within the purpose, time and amount statutes of the appropriation to be cited? (MCO 7300.21B, Chapter 1, Para 1005)	Yes	No	
6. Prior to approval of PRs, does the SupO ensure funds availability? (MCO 7300.21B)	Yes	No	
Requirements Approval and Procurement Method	Select Yes/No		Date Complete
7. Does the SupO review and approve all purchases made via GCPC, prior to the purchase being physically made or placed on order? (MARADMIN 331-15)	Yes	No	
8. If the purchase is to be made via PR Builder, does the SupO ensure the correctness and accuracy of the Line of Accounting (LOA) and financial information pointer data cited on the PR, prior to systemic approval? (MCO 7300.21B)	Yes	No	
9. Has a Service Requirement Review Board (SRRB) been established at the General Officer level? (MARADMIN 377-18)	Yes	No	
10. Are all contract service requirements (base year and all options) that exceed the simplified acquisition threshold (\$150,000) validated by the SRRB prior to contract execution? (MARADMIN 377-18)	Yes	No	

Procurement from Commercial Vendors: PR Builder, GCPC and Wide Area Workflow (WAWF)			
Receipt and Acceptance	Select Yes/No		Date Complete
11. Are controls established to ensure that all materials procured via PR Builder or GCPC are accounted for on property records as required? (MCO 4400.150, Chapter 3, Para 6.c)	Yes	No	
12. Are controls established to ensure that the receipt and acceptance of materials requisitioned via PR Builder or GCPC is not conducted by the requisition approver; separation of duties? (MCO 4400.150, Chapter 3, Para 6.c; MCO 7300.21B)	Yes	No	
13. Does the proof of delivery document (DD Form 250 or other) contain the requisitioning document number, contract number/delivery order number, nomenclature, unit of issue, quantity received and the receipt and acceptance legible signature/s, printed name/s, phone number/s of the supply activity and the sub-issuance to the original requesting section/commodity? (MCO 4400.150, Chapter 3, Para 6; MCO 7300.21B, Chapter 4, Para 6.c)	Yes	No	
14. Are controls in place to ensure that only authorized/appointed individuals may perform receipt and acceptance? (MCO 4400.150, Chapter 3, Para 7)	Yes	No	
15. Are controls in place to ensure that receipt and acceptance of materials and services is documented (DD 250 or other) and in accordance with contract guidelines, prior to the processing of any request for payment in WAWF? (MCO 4400.150, Chapter 3, Para 10)	Yes	No	
16. If receipt and acceptance of materials is performed by personnel other than the supply activity, are procedures in place to ensure accountable property is entered into an accountable property system of record (APSR) within 2 days of receipt? (MCO 4400.150, Chapter 3, Para 10.e.1.d; MARADMIN 331-15)	Yes	No	
17. Does the GCPC approving official/certifying official ensure that all property has been accounted for in the APSR and that property chain of custody is legibly documented on the receipt/ acceptance documentation? (MCO 4400.150)	Yes	No	
18. Are procedures in place to ensure the procurement, receipt/acceptance, distribution or consumption of any material that can be categorized as “pilferable” is strictly managed? Provide controls. (MCO 4400.150; MCO 7300.21B; MCO 5200.24E)	Yes	No	
19. Are procedures in place to ensure that any miscellaneous payments via WAWF follow all PR requirements outlined in the reference? (MCO 4400.150, Chapter 3, Para 12.n)	Yes	No	
20. Does the supply activity ensure that the command WAWFinbox is reviewed for pending requests for payment daily? (MCO 4400.150, Chapter 3, Para 10. g)	Yes	No	



Procurement from Commercial Vendors: PR Builder, GCPC and Wide Area Workflow (WAWF)			
Financial Management	Select Yes/No		Date Complete
21. Does the fiscal clerk maintain a pending file of every anticipated SABRS transaction that should result from a procurement business process event? (MCO 4400.150, Chapter 1, Para 5.c.2; MCO 7300.21B)	Yes	No	
a. Is follow-up conducted on transactions that do not post to the SABRS DTR within normal processing times? (MCO 4400.150, Chapter 1, Para 5.c.2; MCO 7300.21B)	Yes	No	
22. Does the fiscal clerk reconcile transaction postings on the SABRS DTR to the source document and is the reconciliation documented? (MCO 4400.150, Chapter 1, Para 5.c.2; MCO 7300.21B) See Reference CMC MSG DTG 171626Z Jan 19 for ServMart Guidance.	Yes	No	
a. Does the fiscal clerk track and maintain current status of all incomplete SABRS active file records throughout the financial transaction life cycle? (MCO 4400.150, Chapter 1, Para 5.c.1, MCO 7300.21B)	Yes	No	
23. Does the fiscal clerk track available amounts on contracts to be recouped and are requests for modification to contracts submitted to the KO in order to recoup any excess funding prior to the end of the applicable fiscal year? (MCO 7300.21B, Chapter 10, Para 1010)	Yes	No	
24. Can the fiscal clerk state the phases of the financial transaction cycle and their corresponding procurement phases, by form of procurement? (MCO 7300.21B, Chapter 10, Para 1002; MCO 4400.150, Chapter 1, Para 5.c.1)	Yes	No	

8.4 Fiscal Requisition Management Reports

A disbursement is an amount of funds issued from the U.S. Treasury to pay a commercial or government vendor invoice for services or materials received. When a disbursement fails to be properly recorded in the accounting system it is referred to as a problem disbursement. The categories of problem disbursements are the Marine Corps' Visual Inter-Fund System Transaction Accountability (MCVISTA) Rejects, Unmatched Disbursements (UMDs) and Negative Unliquidated Obligations (NULOs).

MCVISTA Rejects – MILSTRIP disbursements must pass through the MCVISTA system prior to entering SABRS. When a MILSTRIP disbursement is rejected by MCVISTA, a report is sent from DFAS to HQMC, Programs and Resources (P&R) and subsequently down the chain of command to the field activities for remediation; these reports are disseminated daily.

UMD – an unmatched disbursement is the result of a disbursement failing to match a corresponding obligation record in the accounting system. MILSTRIP UMDs in SABRS have passed the MCVISTA edits.

NULO – if a liquidation amount for an active file record in SABRS exceeds the obligation amount, the record's accounting condition is in a NULO status. Ensuring correction of both the problem disbursement and its root cause is part of the supply activity's responsibility to perform requisition management. Posting of applicable accounting transactions to complete the financial transaction cycle (management of open requisitions) is documented in both MCO 4400.150 and MCO 7300.21B.

The following checklist provides the supply activity with internal control questions relevant to the remediation of problem disbursements.



8.5 Problem Disbursement Remediation Checklist

Problem Disbursement Remediation			
Access, Training, Reports and Remediation	Select Yes/No		Date Complete
1. Does the supply fiscal clerk have access to SABRS? (MCO 7300.21B)	Yes	No	
a. Has a request for SABRS access been processed via Account Management and Provisioning System (AMPS)?	Yes	No	
2. Does the SupO/supply fiscal clerk have access to SABRS Management Analysis Retrieval Tools System (SMARTS)? (MCO 7300.21B)	Yes	No	
a. Has access to SMARTS been requested via Access Request Management Service (ARMS)?	Yes	No	
3. Does the command have access to the most up to date problem disbursement reports out of SMARTS and the MCVISTA rejects reports from HQMC? (MCO 7300.21B; MCO 4400.150)	Yes	No	
a. Does the command have any transactions listed on these reports?	Yes	No	
4. Has the fiscal clerk processed any required SABRS action, within level of access, in order to correct the problem disbursements? (MCO 7300.21B)	Yes	No	
5. Has the fiscal clerk received training on how to identify the reason for problem disbursements and how to correct them (if/when received) within their level of access in SABRS? (MCO 7300.21B)	Yes	No	
a. Has the SupO contacted the G8 to request training on how to identify the financial/accounting system reason for problem disbursements?	Yes	No	
i. Has training been scheduled from the G8? If so, when?	Yes	No	
6. Has the supply fiscal clerk received training on how to correct the root cause of problem disbursements? (MCO 7300.21B)	Yes	No	
a. Has the SupO contacted the G4 to request training on how to perform root cause analysis of problem disbursements and how to remediate them?	Yes	No	
i. Has training been scheduled? If so, when?	Yes	No	
7. Has the fiscal clerk received training on how to perform requisition management as it relates to problem disbursements? (MCO 7300.21B)	Yes	No	
a. Has the SupO requested training on requisition management from the G4 and G8?	Yes	No	

Problem Disbursement Remediation			
Access, Training, Reports and Remediation	Select Yes/No		Date Complete
8. Has contact been made with the G8 to post obligations or other efforts to clear problem disbursements? (MCO 7300.21B)	Yes	No	
a. Has the G8 contacted the unit for additional assistance in clearing problem disbursements (e.g., obtain KSD)?	Yes	No	
i. If so, has the assistance or documentation been provided by the unit?	Yes	No	
ii. When will the requested documentation or assistance be provided by the unit?	Yes	No	
b. Has the G8 provided a timeframe of when the problem disbursement should/will be cleared? If so, when?	Yes	No	
c. Has the unit's chain of command been informed regarding unprocessed requests for assistance from the G8 in clearing problem disbursements?	Yes	No	
9. Has the SupO contacted any external selling/contracting agency (DLA/GSA/Regional Contracting Office (RCO)/other) as part of the root cause remediation efforts? (MCO 7300.21B)	Yes	No	
a. What has been requested?	Yes	No	
b. Who is the point of contact for the external agency?	Yes	No	
c. Has the request for assistance been supported?	Yes	No	
i. What is the status of the request for assistance?	Yes	No	
ii. When will the request for assistance be supported?	Yes	No	
d. Has the issue been elevated through the chain of command to the G4?	Yes	No	
i. Has the G4 request for assistance been supported?	Yes	No	
ii. When will the G4 request for assistance be supported?	Yes	No	
10. Has the root cause of the problem disbursements been remediated? (MCO 7300.21B)	Yes	No	
a. When will the root cause of the problem disbursement be remediated?	Yes	No	

8.6 SBR - P2P Unliquidated Obligations Checklist

An obligation is the amount of an order placed, contract awarded, or service received during an accounting period requiring future payment. It is recorded when an authorized agent of the Federal Government enters into a legally binding agreement to purchase specific goods or services. An unliquidated obligation (ULO) identifies all transactions where the obligation amount is greater than the liquidation amount (OBL>LIQ) and is widely accepted as synonymous for all incomplete records. ULOs are considered to be in a normal condition when the order has been placed, materials are received and awaiting processing time for the liquidation. When a ULO becomes critically aged (dormant 180 days or greater), has an abnormal accounting condition (commitment, obligation, expense (COE), and liquidation amounts are not equal), or source documentation does not match the accounting record, then action is required to research and resolve the accounting condition. The ULO validation process confirms an obligation amount in SABRS matches an obligation amount on the source documentation, and the item is still required by a requesting activity (bona-fide need).

Aged Undelivered Orders (UDO) – a condition where an order has been placed, material has not been received and the order extends beyond the estimated delivery date.

Aged Unliquidated Obligation (ULO) – a condition where an order has been placed, material has been received, but the liquidation is well beyond normal processing time.

Abnormal Accounts Payable (AAP) – a condition where an order has been placed, material has been received, liquidation has posted; however, the expense has not been recorded in the accounting system (SABRS).

NULO – a condition where a liquidation amount for an active file record in SABRS exceeds the obligation amount, usually resulting from a price change.

Ensuring validation of all unliquidated obligations are part of the supply activity's responsibility to perform requisition management. Posting of applicable accounting transactions to complete the financial transaction cycle (management of open requisitions) is documented in both MCO 4400.150 and MCO 7300.21B.

The following checklist provides the supply activity with internal control questions relevant to conducting a ULO validation.

SBR - P2P Unliquidated Obligations			
Access, Training, Undelivered Orders (UDO), Unliquidated Obligations (ULOs)	Select Yes/No		Date Complete
1. Does the supply fiscal clerk have access to SABRS?	Yes	No	
a. Has a request for SABRS access been processed via AMPS?	Yes	No	
2. Does the SupO/supply fiscal clerk have access to SMARTS?	Yes	No	
a. Has a request for SMARTS access been requested via ARMS?	Yes	No	
3. Does the command have access to the most up to date ULO report out of SMARTS? (MCO 7300.21B; MCO4400.150)	Yes	No	
a. Does the command have ULO transactions listed on the report requiring validation?	Yes	No	
4. Has the supply fiscal clerk received training on how to conduct a ULO validation?	Yes	No	
a. Has the SupO contacted the G8 to request training?	Yes	No	
i. Has training been scheduled from the G8? If so, when?	Yes	No	
b. Does the command have a copy of the Decision Matrix created by ICART?	Yes	No	
5. Has the supply fiscal clerk completed a ULO validation on all open requisitions within the last 30 days? If so, when?	Yes	No	
6. Did the validation result in identifying Aged ULOs, Aged UDOs, AAPs or any other abnormal accounting conditions?	Yes	No	
a. Has the supply fiscal clerk conducted causative research, using KSD and Automated Information Systems (AIS), to determine the reason for aged transactions or abnormal conditions?	Yes	No	
b. Is there documented evidence detailing the status of each ULO?	Yes	No	
7. Has the SupO documented the root cause of the aged transactions or abnormal conditions as part of the internal controls' assessment?	Yes	No	
8. Has contact been made with the G8 to post obligations, expenses or other efforts to clear aged transactions or abnormal conditions?	Yes	No	
a. Has the G8 contacted the unit for additional assistance in clearing the aged transactions or abnormal conditions (documentation)?	Yes	No	
i. If so, has the assistance or documentation been provided by the unit?	Yes	No	
ii. When will the requested documentation or assistance be provided by the unit?	Yes	No	
b. Has the G8 provided a timeframe of when they will complete actions to resolve the aged transactions or abnormal conditions? If so, when?	Yes	No	
c. Has the unit chain of command been informed regarding unprocessed requests for assistance from the G8 in clearing aged transactions or abnormal conditions?	Yes	No	



SBR - P2P Unliquidated Obligations			
Access, Training, Undelivered Orders (UDO), Unliquidated Obligations (ULOs)	Select Yes/No		Date Complete
	9. Has the SupO contacted any external selling/contracting agency (DLA/GSA/RCO/ other) as part of the root cause remediation efforts?	Yes	No
a. What has been requested?	Yes	No	
b. Who is the point of contact for the external agency?	Yes	No	
c. Has the request for assistance been supported?	Yes	No	
i. What is the status of the request for assistance?	Yes	No	
ii. When will the request for assistance be supported?	Yes	No	
d. Has the issue been elevated through the chain of command to the G4?	Yes	No	
i. Has the G4 request for assistance been supported?	Yes	No	
ii. When will the G4 request for assistance be supported?	Yes	No	
10. Has the root cause of the aged transactions or abnormal conditions been remediated?	Yes	No	
a. When will the root cause of the aged transactions or abnormal conditions be remediated?	Yes	No	

8.7 SBR Key Performance Indicators (KPIs)

Overview:

SBR – MarAdmin 542-16 announced the commencement of the Marine Corps full financial statement audit which expands beyond the limited scope of Statement of Budgetary Activity (SBA) audits conducted in previous years, to include all fiscal years.

KPI – ensuring conditions affecting audit are remediated requires enforcing resolution through maintaining visibility of those conditions and the timeliness of resolution in accordance with references. Each SBR KPI age bracket (days old) has been designed to focus remediation efforts on transactions affecting the overall metric, in accordance with references, e.g. critically aged first, with descending age brackets to allow for common sense coordinating efforts, research and resolution timeframes.

Location & Frequency of SBR KPIs:

SBR KPIs are published bi-weekly and can be located on the ICART Share Point at the following link: <https://eis.usmc.mil/sites/HQMCLP/EGEM/EGEM-2/ICART/KPIs/Forms/AllItems.aspx>

Note: You may need to copy & paste the above link into your internet browser for it to work properly

SBR Key Performance Indicators (KPIs)
Categories of SBR KPIs
<p>Each KPI contains details related to the below descriptions. In addition, each KPI has an associated description of the error along with recommended corrective action per record.</p> <p>1. (Abnormal) ABN Payable – is an accounting condition resulting from a liquidation posting to a record in SABRS where the expense amount is less than the liquidation amount (a.k.a Liquidations Greater Than Expenses (LGTE)); the resulting condition is abnormal because it represents material or services paid for that appear to not have been received".</p> <p>The ABN Payable KPI age bracket has been designed with 10-day increments, which provides a grace period, as MCO 4400.150 Chapter 3's requirement for processing of receipt documentation is within 2 working days upon acceptance, the Prompt Payment Act requirement for processing of vendor requests for payment is 7 calendar days from receipt/acceptance, via Wide Area Workflow (WAWF) and DoD FMR Vol 4 Chapter 9 requires the recording of accounts payables immediately upon receipt of materials or services.</p> <p>Additionally, the 10-day age bracket takes into account the coordination efforts required by supply personnel who do not have access to process adjustments in SABRS, with the unit's supporting Comptroller. The ABN payable transaction is aged from the Last Cycle Date value of the SABRS active file record, the liquidation posting date.</p> <p>Note: The ABN Payable KPI includes all P2P transactions, as it's root cause is lack of physical receipt/acceptance and/or verification of expenses posting as the result of physical receipt/acceptance.</p>
<p>2. UMT – Unmatched transactions, also known as unmatched disbursements or UMDs, occur when a bill is paid by a disbursing activity (e.g. DFAS) for services or materials received, but the resulting liquidation fails to post in the accounting system to the associated document number.</p>

SBR Key Performance Indicators (KPIs)

Categories of SBR KPIs

3. **NULO** – Negative Unliquidated Obligation, occurs when a bill is paid by a disbursing activity (e.g. DFAS) for services or materials received and the resulting liquidation exceeds the associated document number's obligation amount.

The UMT and NULO resolution timelines provided in DoD FMR Vol 3 Chapter 11 consist of multiple if/then variables, with the lengthiest allowable resolution timeframe being 120 days. The UMT and NULO SBR KPI metrics have been designed to be consistent with the 120-day maximum allowable resolution threshold, without consideration of the various if/then variables of the reference.

UMTs are aged based on the cycle date posted as a UMT and NULOs are aged based on the last cycle date of the SABRS active file record.

Note: At this time, both the UMT and NULO KPIs consist of MILSTRIP transactions only.

4. **Pre-validation** - a procedure that requires a proposed payment to be identified and matched to its applicable proper supporting obligation that has been recorded in the official accounting system and that the line(s) of accounting cited on the payment match the data recorded in the accounting system. Pre-validation is a control procedure used to prevent overpayments; Ref: DoD FMR Vol 3 Chapter 11 para 1102 sub-para O.

Pre-val Failures – are those pending payments that have failed the pre-validation process. This report is provided by DFAS daily to the Comptroller chain of command. Pre-val failures normally are the result of inadequate procedures to ensure proper obligations exist, prior to a vendor's request for payment being processed in WAWF or other payment processes, e.g. GCPC U.S. Bank certifications.

The pre-val failures KPI is aged based on the due date of the invoice for payment, in order to avoid prompt payment interest penalties, per the Prompt Payment Act.

5. **Spending errors** – are transactions interfaced to SABRS from procurement feeder systems which fail to post due to any number of reasons, from invalid Job Order Numbers (JONs), to DoDAACs used other than requisitioning authority code 00. The transactions in this KPI consist of MILSTRIP obligation failures including the GCSS-MC equivalent of SABRS spending errors, work list notifications.

DoD FMR Vol 3 Chapter 8 provides standards for recording commitments and obligations. Para 080302 provides 6 calendar days for the office incurring the obligation to forward required documentation to the office responsible for posting the obligation, who in turn has 3 calendar days to post the obligation to the accounting system, for a total of 9 days. The age brackets for this KPI were developed to assist in preventing understated obligation rates. The KPI is aged from the cycle date of the SABRS spending error or the transaction date for GCSS work list notifications.

SBR Key Performance Indicators (KPIs)

Categories of SBR KPIs

6. **WAWF** – Wide Area Workflow is the system used to process vendor requests for payment for services or materials received.

Per the Prompt Payment Act, the organization responsible for processing the request has 7 calendar days from the date the material or service is received, or the request is received, whichever is the later of the two dates, to process the request. The WAWF KPI includes requests for payment in a status other than: paid, processed, rejected and void, i.e. still requiring action by the accepting or certifying organization. The WAWF KPI age bracket is based on the submitted date of the invoice for 2-n-1 and combo transactions or the accepted date if the request is an accepted but not certified 3-n-1 (miscellaneous payment). The ageing criteria follows the UMT/NULO criteria outlined above but may be modified in the future to align with the abnormal payable KPI, as these transactions fall under the same references cited for abnormal payables.

Note: This KPI is part of the receipt/acceptance process for materials/services purchased via contract or the miscellaneous payment methods of procurement.

References: Overarching references for SBR KPIs are as follows:

MCO 4400.150 Chapter 3 para 7.B outlines the supply officer’s responsibilities, specifically regarding purchasing materials or services as follows:

- 8) Following up and/or conducting causative research on outstanding requisitions.
- 9) Modifying existing requisitions, when appropriate.
- 10) Processing cancellations, when appropriate.
- 11) Processing receipts, when appropriate
- 12) Conducting ULO ...validation
- 14) Ensuring appropriate fiscal transactions process correctly.
- 15) Managing related reports

MCO 7300.21B Chapter 2 para 2005 outlines the fund manager’s responsibilities, specifically, regarding fiscal requirements resulting from purchasing of materials or services:

- d. Recording accounting transactions into the accounting system via appropriate business feeder systems (e.g. WAWF, PR Builder, etc.)
- e. Ensure requirements/transactions authorized/submitted by RMs, Responsible Officers, etc., are reconciled with the accounting system, appropriate business feeder systems, and with source documents on a cyclic basis (i.e., DTR)
- g. Identifying and providing information (i.e., source documentation) to the Comptroller regarding UMDs and NULOs and “other” exception listings to initiate appropriate corrective action
- h. Conducting Unliquidated Obligations (ULOs) ...validations

SBR Key Performance Indicators (KPIs)

Categories of SBR KPIs:

KPI Grading Methodology

Along with each iteration of the SBR KPIs comes a scorecard that 'grades' the performance metrics. "When everything is a priority, nothing is a priority..." - The following outlines the methodology used to assess the point value (grade) for each KPI in order to assist in defining priority/focus of effort in remediation.

Age Bracket - The age bracket for each KPI is designed with the understanding that inflow is an inevitable result of the end to end business process. The age brackets provide focus of effort on the critically aged transactions first, while providing for a commonsense scale to allow for coordination and variables in remediation efforts, while adhering as closely as possible to clearance guidelines in references, where they exist.

Weighted Scale - each age bracket has a point value, based on a 100-point scale.

Percent of Total - this percent value represents the age bracket's total amount as a percent of the total for the KPI.

Points Awarded - the formula for this equation is $\text{Weighted Scale} - \text{Points Lost}$. The Points Awarded are summarized for each KPI, in order to produce a grade for the score card. The grading red/yellow/green scale is as follows:

>=90	Green
80-89	Yellow
<80	Red

Critically aged threshold - The grading methodology outlined above does not artificially penalize a command with an excessively large dollar amount in any metric, given the largest percentage of those transactions are within a lower weighted age bracket. That methodology works well, given due diligence is exerted to remediate all critically aged transactions. However, in the first design of this methodology, if a small percentage of transactions remained unresolved, the result could have been that the command's awareness and/or priority of effort was impacted; therefore, a change to the methodology was needed, to aide in preventing this scenario. Critically aged thresholds have been established, which will result in a zero grade for the KPI if any transaction reaches that threshold, indicating immediate remediation required for the transaction/s.

9.0 Electronic Commerce Systems Access Controls & Segregation of Duties Checklist

Electronic Commerce Systems Access Controls & Segregation of Duties Checklist			
General Information	Select Yes/No		Date Complete
1. Is the Supply AIS Administrator (e.g., UUAM/UAM/Group Access Manager (GAM)) appointed in writing by the CO/AO? (MCO 4400.201, Vol 1, Chapter 2, Para 0208, Sub-para 020802)	Yes	No	
2. Are User Access Managers (UAM) appointed for GCSS-MC, PR Builder, PIII-Wide Area Workflow (WAWF), Federal Mall (FEDMALL)/Electronic Mall, General Services Administration Advantage, and USMC ServMart virtual website (ServMart online)? (MCBul 4000)	Yes	No	
3. Are required documents (e.g., Appointment Letters, SAAR Forms, Letters for Roles & Responsibilities, DD Form 577s, and Training Certificates) maintained on file by the UAM? (MCBul 4000)	Yes	No	
4. Is the UAM properly assigning system users only those roles and responsibilities authorized by their supervisor? (MCBul 4000)	Yes	No	
5. Are effective check-in and check-out procedures/controls in place to manage the addition and removal of system access as users are joined and detached from the organization? (MCBul 4000)	Yes	No	
6. Within GCSS-MC, are approver groups, resource groups, and sub-inventories within GCSS-MC assigned appropriately by the UUAM? (UM 4000-125 Part 5, Sec 2, Para 2 & 3 and Sec 3 Para 1.c)	Yes	No	
7. Are Segregation of Duties maintained for all users when utilizing electronic commerce systems for the requisitioning/procurement of goods & services? (CMC Message 051526Z Dec 18)	Yes	No	

Enclosure 1 - Responsibility Matrix

Responsibility	Typical Marine Corps Billets Executing these Responsibilities (not all encompassing)	Command Slated HQMC Ordered	Position Appointment Letter	Delegation of Authority NAVMC Form 11869	Appointment/Term Record – Authorized Signature (DD Form 577)	System Requiring Access To	System Authorization Access Request (SAAR) (DD Form 2875)	Authorizing Directive(s)
Accountable Officer	Commanding Officer, Director, Officer-in-Charge	Y	Y ¹	N	Y ¹	GCSS-MC, DPAS, PR Builder, TFSMS, PIEE, DTS, AMS-TAC, OIS, CMOS, FEDMALL, GSA, STRATIS, AMS-TAC	SAAR endorsed by appropriate authority	DoD 7000.14-R (FMR), DoD 5000.64, DoDM 4140.01, OMB Cir-A-123 MCO 4400.201 Vol 1 and 3
Supply Officer, Accountable Property Officer	Supply Officer, Personal Property Manager	N	Y	N	Y			
Fund Holder	Supply Officer, Fiscal Officer, Supply Chief, Facilities Manager	N	Y	N	Y			
GCPC Card Holder	GCPC	N	Y	N	Y			
Receipt and Acceptor	Warehouse Chief, Receiving Section	N	Y	Y	N			
Fiscal Budget & Accounting Officer	Supply Officer	N	Y	N	Y			
Supply Resource Manager	Supply Officer	N	Y	N	Y			
Certifying Officer	Supply Officer, Purchase Card AO, travel authorizing officials, centrally billed account approving officials	N	Y	N	Y			
Supply AIS Administrator	Supply Officer, Group Administrator, UUAM, workflow manager	N	Y	N	N			
GCPC Approving Official	Supply Officer/Chief	N	Y	N	Y			
Responsible Officer	Company Commander, Platoon Commander, Commodity OIC, Section Head	N	Y	Y	N			
Responsible Individual	Maintenance Section, Platoon Sgt	N	Y ²	N	N			

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1: When the HQMC command slated Accountable Officer is a Commanding General/Commander (as described in Volume 1, Chapter 2, paragraph 020502 of MCO 4400.201) the AO has the authority to appoint the most appropriate officer as the Accountable Officer.
 2: Appointed by the Responsible Officer.

Enclosure 2 - Delegation of Authority and DD Form 577 Structures

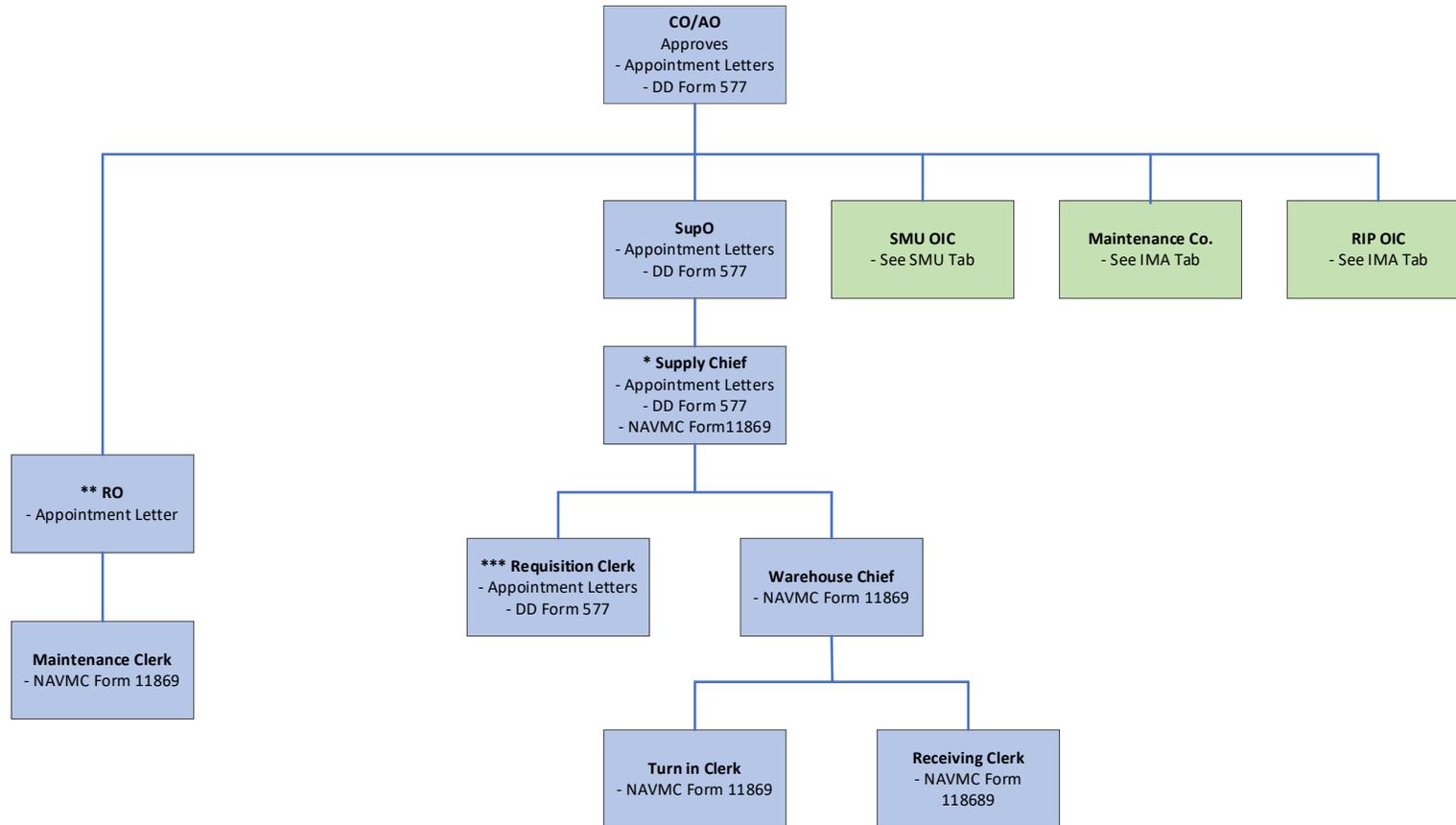
The following pages contain DD Form 577 structures to help Supply Officers identify which personnel require a DD Form 577 and appointment letter or a NAVMC Form 11869. Three basic roles require a DD Form 577:

Supply Officer: Receives, manages, and approves the execution of authorized funds on behalf of the organization to accomplish and execute assigned missions. Positions with equivalent responsibilities include APO, Supply Resource Manager, and Personal Property Manager (PPM).

Fund Holder: Responsible for approving fiscal obligations against an administrative subdivision of funds or an operating target, and for managing the use of such funds. Fund Holder responsibilities are typically inherent to the SupO, APO, PPM, or Supply Resource Manager billet. In exceptional cases, ROs who serve as the final authorizing official for the execution of allocated funds without the approval of a SupO, APO, or PPM may serve as a Fund Holder.

Government Commercial Purchase Card Program Approving Official: GCPC Approving Officials maintain oversight of the GCPC program within their organization, approve the execution of GCPC purchases, and certify GCPC statements for payment.

Chart 1 – Consumer Level Account DD Form 577 & DOA Structure

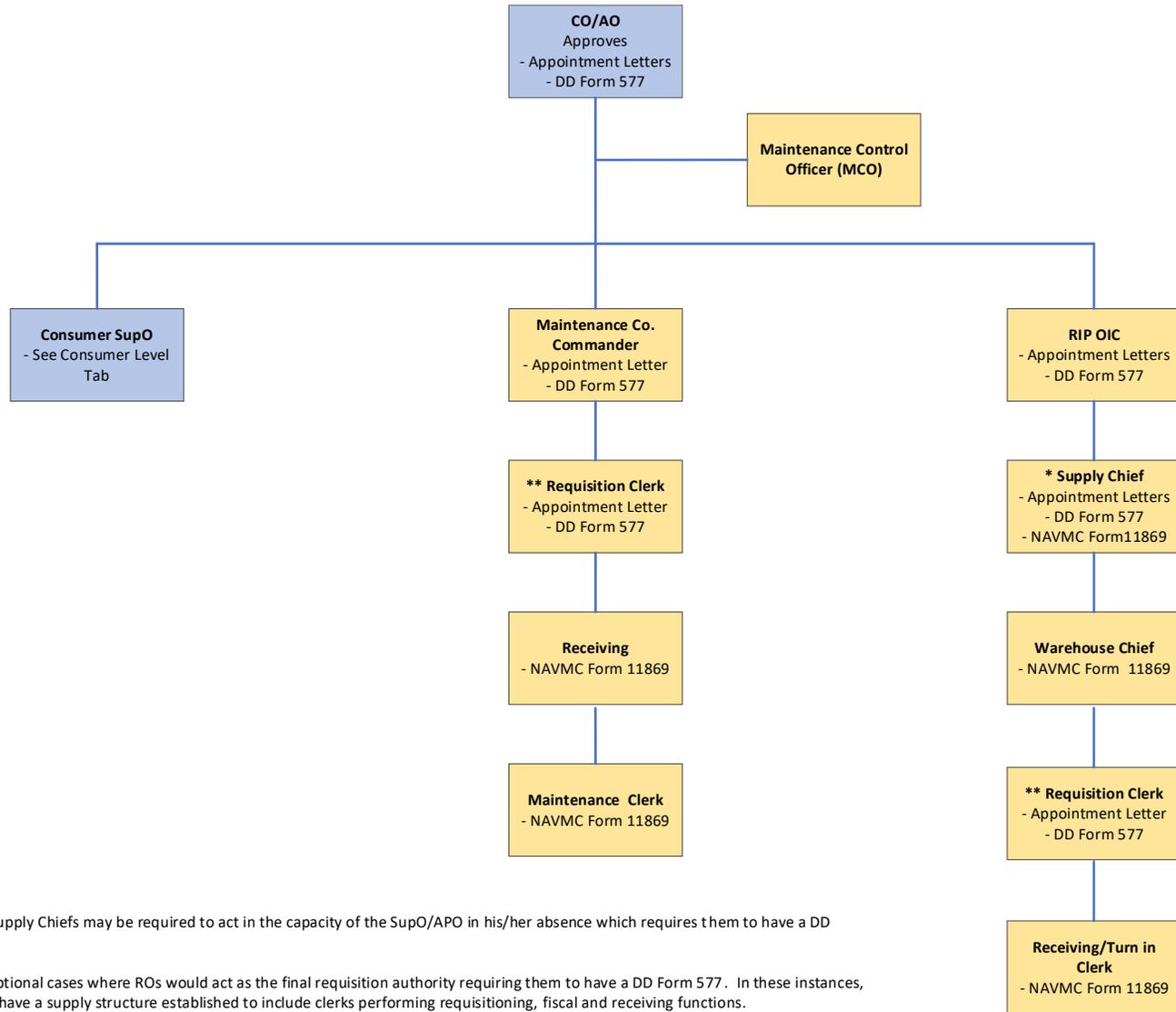


* In some instances, Supply Chiefs may be required to act in the capacity of the SupO/APO in his/her absence which requires them to have a DD Form 577.

** There may be exceptional cases where ROs would act as the final requisition authority requiring them to have a DD Form 577. In these instances, the RO would have to have a supply structure established to include clerks performing requisitioning, fiscal and receiving functions.

*** In cases where a Requisition Clerk serves as the final authorizing official for the execution of government funds on behalf of the SupO without the SupO's recorded approval requiring them to have a DD Form 577.

Chart 2 – IMA DD Form 577 & DOA Structure

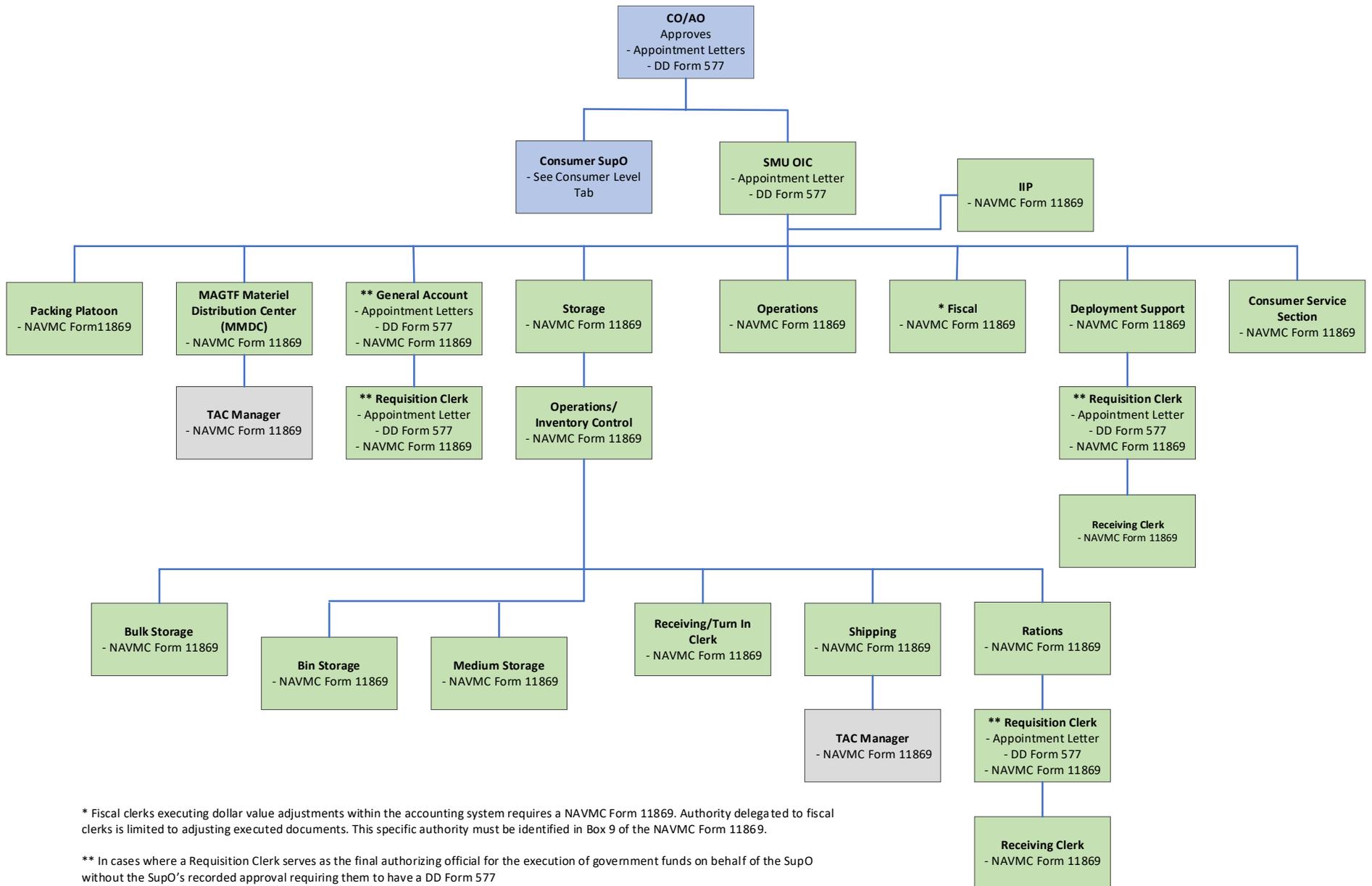


* In some instances, Supply Chiefs may be required to act in the capacity of the SupO/APO in his/her absence which requires them to have a DD Form 577.

** There may be exceptional cases where ROs would act as the final requisition authority requiring them to have a DD Form 577. In these instances, the RO would have to have a supply structure established to include clerks performing requisitioning, fiscal and receiving functions.

*** In cases where a Requisition Clerk serves as the final authorizing official for the execution of government funds on behalf of the SupO without the SupO's recorded approval requiring them to have a DD Form 577

Chart 3 – SMU DD Form 577 & DOA Structure



* Fiscal clerks executing dollar value adjustments within the accounting system requires a NAVMC Form 11869. Authority delegated to fiscal clerks is limited to adjusting executed documents. This specific authority must be identified in Box 9 of the NAVMC Form 11869.

** In cases where a Requisition Clerk serves as the final authorizing official for the execution of government funds on behalf of the SupO without the SupO's recorded approval requiring them to have a DD Form 577

Enclosure 3 - Corrective Action Plan Instructions

The enclosures in the Supply Officer's Internal Controls Handbook have been designed to be straight forward and to assist the Commander and the Supply Officer in improving the command's audit readiness posture. The Commander and the unit's staff are encouraged to contact ICART (Encl 9) with any questions in completing the checklist or any other document within the handbook.

The Supply Officer will complete the documents shown in enclosures 4, 5 and 6, and submit these to the Commander upon completion and review of the Audit Readiness Checklist. Completed examples are located in (Encl 7).

The Corrective Action Plan Certification Letter (Encl 4) will be completed by the Supply Officer and submitted to the Commanding Officer. This action will ensure that the Commander has knowledge and visibility of the command's audit readiness posture.

The Supply Officer will develop a CAP Plan of Action and Milestones (Encl 5) if corrective actions are not or cannot be completed within 45 days of the self-assessment date. The POA&M will guide corrective action implementation and allow the Supply Officer and Commander to monitor audit readiness progress.

The Supply Officer will prepare the Corrective Action Completion Certification Letter (Encl 6) for the Commander's signature once all corrective actions annotated on the POA&M have been completed. The signed Corrective Action Completion Certification should be retained on file for future reference.

Enclosure 4 - Corrective Action Plan Certification

Below is an example of the Corrective Action Plan Certification that should be submitted to the Commander, or to a higher authority as needed.

Corrective Action Plan Certification	1. Applicable Naval Message:	
	2. Date of Naval Message:	
3. Unit/DoDAAC:		
4. Deficiency:		
4.a. Description of the deficiency:		
4.b. Root-cause of the deficiency:		
5. Method of Evaluation (Use a or b. If "a" is selected, indicate source of checklist.)		
a. Checklist		b. Alternative Method: (Describe below)
6. Evaluation conducted by:		
a. Name (Last, First)		b. Date of evaluation:
7. Remarks: (Continue on reverse side or additional sheets)		
7.a. Alternative risk mitigation strategies considered (including the most cost-effective solution):		
7.b. Resources required for corrective action:		
7.c. Impediments that can adversely affect corrective action progress:		
7.d. Additional remarks:		
8. CERTIFICATION		
I certify that the attached corrective action plan has been reviewed and approved, and will be implemented to resolve the deficiencies noted above. I also certify that internal reviews are in place to monitor these implementation efforts. This certification statement, corrective action plan and any supporting documentation will be retained on file subject to audit/inspection until implementation of corrective actions has been verified.		
a. Commanding Officer/Accountable Officer		b. Date certified
(1) Name and title		
(2) Signature		

Enclosure 5 - Corrective Action Plan of Action and Milestones

Below is the Corrective Action Plan of Action and Milestones (POA&M) that should be submitted to the Commander, or to a higher authority as needed.

Detailed Corrective Action Plan Timeline:

Completed milestones:

Date	Description of actions completed

Planned milestones:

Date	Description of actions planned

Point of Contact:

Approver:

Unit/DoDAAC:

Enclosure 6 - Corrective Action Completion Certification

Below is the Corrective Action Completion Certification that should be submitted to the Commander, or to a higher authority as needed, upon completion of your Command's Corrective Action Plan.

Corrective Action Completion Certification	1. Applicable Naval Message:	
	2. Date of Naval Message:	
3. Unit/DoDAAC:		
4. Deficiency:		
4.a. Description of the deficiency:		
4.b. Root-cause of the deficiency:		
5. Method of Evaluation (Use a or b. If "a" is selected, indicate source of checklist.)		
a. Checklist		b. Alternative Method: (Describe below)
6. Evaluation conducted by:		
a. Name (Last, First)		b. Date of evaluation:
7. Remarks: (Continue on reverse side or additional sheets)		
7.a. Brief summary of corrective action performed: (including resolution to the root-cause of the deficiency)		
7.b. Additional remarks:		
8. CERTIFICATION		
I certify that corrective action has been completed to resolve the deficiencies noted above. I also certify that the key management controls of this function have been evaluated and are in place and operating effectively. The corrective actions taken are described above and supporting documents are attached. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.		
a. Commanding Officer/Accountable Officer		b. Date certified
(1) Name and title		
(2) Signature		

Enclosure 7 - Completed Corrective Action Form Examples

Below is an example of a completed Corrective Action Plan Certification.

Corrective Action Plan Certification		1. Applicable Naval Message: DTG 131934Z
		2. Date of Naval Message: December 2013
3. Unit/DoDAAC: USMC-M00016		
4. Deficiency We are unable to positively locate 14 of 15 items on the Y14 CMR. They were recreated in 2010 prior to GCSS-MC cutover.		
5. Method of Evaluation (Use a or b. If "a" is selected, indicate source of checklist.)		
a. Checklist	b. Alternative Method: (Describe below)	
	Record's causative research.	
6. Evaluation conducted by:		
a. Name (Last, First) MARINE, I AM	b. Date of evaluation: 20 February 2014	
7. Remarks: (Continue on reverse side or additional sheets)		
<p>The proper corrective action is to induct fourteen (14) D9Z transactions for the M00016 Y14 CMR to reflect the proper number of items on hand. This transaction will have to be approved by the Accountable Officer for our DoDAAC who is currently in Japan. Per MCO 4400.201, all MVGL transactions are to be approved by the CO or acting CO. In the absence of the AO, these transactions will need to be executed upon her return on or about 1 March 2014.</p>		
8. CERTIFICATION		
I certify that the attached CAP has been reviewed and approved, and will be implemented to resolve the deficiencies noted above. In addition, internal reviews are in place to monitor its implementation. This certification statement, CAP and any supporting documentation will be retained on file subject to audit/inspection until implementation of corrective actions have been verified.		
a. Commanding Officer/Accountable Officer		b. Date certified
(1) Name and title John Doe, by direction		3 March 2014
(2) Signature 		

Example: Completed Corrective Action Plan of Action and Milestones Form

Detailed Corrective Action Plan Timeline:

Completed milestones:

Date	Description of actions completed
2014 Mar 1	Causative research conducted. Issuing DD 1348-1A unavailable
	Due to the file retention period for 14 out of the 15
	Items on the CMR and transactions being processed in calendar
	Year 2010. The additional item is part of a Float Block from
	2010.

Planned milestones:

Date	Description of actions planned
2014 Mar 28	Create adjustment records to remove unidentifiable items.
2014 Apr 06	Receive CO determination of adjustment letter.
2014 Apr 07	If no investigation inducted, keypunch D9Z transactions.
2014 Apr 09	If no investigation present MVGL Notices for CO signature.

Point of Contact: I AM MARINE

Approver: John Doe

Unit/DoDAAC: USMC-M00016

Example: Corrective Action Completion Certification

Corrective Action Completion Certification		1. Applicable Naval Message DTG: DTG 131934Z
		2. Date of Naval Message: December 2013
3. Unit/DoDAAC: USMC-M00016		
4. Deficiency: We couldn't locate 14 of 15 items on the Y14 CMR.		
5. Method of Evaluation (Use a or b. If "a" is selected, indicate source of checklist.)		
a. Checklist	b. Alternative Method: (Describe below)	
	Record's causative research.	
6. Evaluation conducted by:		
a. Name (Last, First) FIGHT, FIRST	b. Date of evaluation: 28 Apr 2014	
7. Remarks: (Continue on reverse side or additional sheets) Please see next page for comments.		
8. CERTIFICATION		
I certify that corrective action has been completed to resolve the deficiencies noted above. I also certify that the key management controls of this function have been evaluated and are in place and operating effectively. The corrective actions taken are described above and supporting documents are attached. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.		
a. Commanding Officer/Accountable Officer		b. Date certified 29 Apr 2014
(1) Name and title Doe, Jane		
(2) Signature 		

Enclosure 8 - References

Reference		Link
DLM 4000.25	Defense Logistics Management Standards (DLMS)	https://www.dla.mil/HQ/InformationOperations/DLMS/eLibrary/Manuals/publications/dlm/dlm_pubs/
DoD FMR 7000.14-R	DoD Financial Management Regulation	https://comptroller.defense.gov/fmr.aspx
DoDI 5000.64	Accountability and Management of DoD Equipment and Other Accountable Property	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/500064p.pdf?ver=2019-06-10-100933-460
DoDI 5010.40	Managers' Internal Control Program Procedures	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/501040p.pdf
DoD 4140.01	DoD Supply Chain Materiel Management Policy	https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/414001p.pdf?ver=2019-03-06-083517-007
FIAR Guidance	Financial Improvement and Audit Readiness Guidance	https://comptroller.defense.gov/Portals/45/documents/fiar/FIAR_Guidance.pdf
MCO 4400.150	Consumer Level Supply Policy	https://www.marines.mil/Portals/1/Publications/MCO%204400.150.pdf
MCO 4400.16H	Uniform Materiel Movement and Issue Priority System	https://www.marines.mil/Portals/1/Publications/MCO%204400.16H.pdf?ver...
MCO 4400.201	Management of Property in the Possession of the Marine Corps	https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/900715/mco-4400201-volumes-1-17/
MCO 5200.24E	Marine Corps Managers' Internal Control (MCMIC) Program	https://www.hqmc.marines.mil/Portals/137/Docs/AR%20Fiscal/MCO%205200.24E_MCMIC%20Program.pdf5200.24E
MCO 7300.21B	Marine Corps Financial Management Standard Operating Procedure Manual	https://www.marines.mil/Portals/1/MCO_7300.21B_Final_Signed.pdf
MCO 4400.151B	Intermediate-Level Supply Management Policy Manual	https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/899368/mco-p4400151b-wch-1-2/
OMB A-123	Management's Responsibility for Enterprise Risk Management and Internal Control	https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/memoranda/2016/m-16-17.pdf

Enclosure 9 - ICART Points of Contact

Billet	Name	Phone	Email
Head	Mr. Samuel Perez	703-604-6283	samuel.perez1@usmc.mil
Deputy	Mr. Gregory Walker	703-604-6286	gregory.s.walker1@usmc.mil
Audit Response Remediation Lead	Mr. James Maynor	703-604-0111	james.r.maynor@usmc.mil
Operations Officer	Mr. Neil Badrinarain	703-604-0111	devindra.badrinarain.ctr@usmc.mil
Audit Lead	Mr. Joseph Nave	843-343-6366	joseph.d.nave.ctr@usmc.mil

ICART Operations Points of Contact

Billet	Name	Phone	Email
Operations Officer	Mr. Neil Badrinarain	703-604-0111	devindra.badrinarain.ctr@usmc.mil
ICART Ops	Mr. Jimmie Cuevas	703-604-0111	jimmie.cuevas.ctr@usmc.mil

Enclosure 10 - FSMAO Points of Contact

Billet	Phone	Email
HQMC		
FSMAO Coordinator	571-567-7119	brady.wentlandt@usmc.mil
FSMAO East		
OIC	910-450-1201	george.camia@usmc.mil
AOIC	910-450-1207	robert.e.roberts2@usmc.mil
Operations Officer	910-450-0384	william.kohl@usmc.mil
FSMAO West		
OIC	760-763-9878	cameron.fitzsimmons@usmc.mil
AOIC	760-763-9878	christopher.mcquade@usmc.mil
Operations Officer	760-763-9876	michael.naputi@usmc.mil
FSMAO Western Pacific (WEST-PAC)		
OIC	DSN 315-645-7262	warren.leong@usmc.mil
AOIC	DSN 315-645-0154	everett.ledman@usmc.mil
Operations Officer	DSN 315-645-0154	everett.ledman@usmc.mil

Enclosure 11 - Sustainment, Education and Training Links

Course	Category	Link
PR Builder Computer Based Training (CBT)	Procurement	https://www.prbuilder.usmc.mil/
Fiscal Law	Fiscal	https://fmonline.ousdc.osd.mil/FMmyLearn/CourseDetails.aspx?id=10756
Budget Execution	Fiscal	https://fmonline.ousdc.osd.mil/FMmyLearn/CourseDetails.aspx?id=3191
Foundations of Government Property (Continuous Learning Module (CLM039) Course	Property Control	https://icatalog.dau.edu/onlinecatalog/tabnavcl.aspx
Fiscal and Physical Accountability and Management of DoD Equipment (CLM047) Course	Property Control	https://icatalog.dau.edu/onlinecatalog/tabnavcl.aspx
Proper Financial Accounting Treatment for Military Equipment (PFAT4ME) (CLM040) Course	Property Control	https://icatalog.dau.edu/onlinecatalog/tabnavcl.aspx
Audit Readiness Requirements for DoD Equipment (CLM048) Online Course	Property Control	https://icatalog.dau.edu/onlinecatalog/tabnavcl.aspx
Physical Inventories (CLM037) Course	Property Control	https://icatalog.dau.edu/onlinecatalog/tabnavcl.aspx

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Background and Purpose

BACKGROUND

In October 2011, the Secretary of Defense (SecDef) issued a memorandum directing the military departments to achieve full audit readiness for all Department of Defense (DoD) financial statements by 2017. He explained that certain elements were necessary in meeting this goal which included: a detailed plan, sufficient resources to execute the plan, and senior leaders' awareness, support and sponsorship. In addition, he stressed the corporate value of financial auditability: "strengthening controls over our business processes [will increase] the accuracy of financial data which enables informed business decisions."

The Marine Corps is taking steps to ensure its information is timely, accurate, and relevant and consistently auditable. To achieve this, the Marine Corps has created a Financial Improvement Plan (FIP) to reach audit readiness. Its FIP aligns with the Office of the Under Secretary of Defense (Comptroller)(OUSD(C))'s Financial Improvement and Audit Readiness (FIAR) Plan to improve financial management, prioritize improvement activities, strengthen internal controls, and ultimately achieve auditability.

In November of 2019, the Commandant of the Marine Corps published White Letter 02-19, "Full Support to Marine Corps Financial Statement Audit", directing leaders at all levels to support the financial statement audit. One of his listed objectives was to ensure all relevant documents are provided by established deadlines in pursuit of a clean audit opinion.

Each phase of the asset life cycle must be supported by appropriate key supporting documentation to support management's assertions.

Procurement, Receipt and Acceptance

Contracts, invoices, and receiving reports (i.e., DD Form 250s, DD Form 1348s, DD Form 1149s) support an organization's rights and obligations to an asset as well as acquisition costs (valuation) in the procurement, receipt, and acceptance phase.

Continual Management

Periodic physical inventory counts along with inventory count sheets support the Existence and Completeness (E&C) of assets during the Continual Management phase.

Issuance, Transfers and Disposals

During the Issuances and Transfers and Disposal phase documents such as the DD Form 250, DD Form 1348, and DD Form 1149 support that assets were appropriately removed from the Accountable Property System of Record.

PURPOSE

This handbook is intended to improve awareness on audit readiness among the Marine Corps' organizational units and activities, while providing specific information on Military Equipment (ME) and Operating Materials & Supplies (OM&S) Key Supporting Documentation. These documents support the internal control requirements of OMB A-123 and financial reporting objectives of OMB A-136 Revised.

The handbook is a tool for the Marine Corps' organizational units and activities to evaluate KSD to ensure key attributes are recorded on the supporting documentation. In addition, its use will help ensure necessary procedures are performed through all phases of the ME and OM&S life cycle (i.e., contract award, receipt, acceptance, maintenance, transfer, disposal), in order to strengthen internal controls around ME and OM&S accountability. As the Marine Corps' ME and OM&S business processes improve and discovery efforts are completed across the organization, additional KSD supporting management's assertions and financial reporting objectives will be included in this handbook.

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

Please refer to Appendix A-KSD Completion Instructions, regarding completion of the KSD, (Enclosure 12- Key Supporting Documentation)

12.1 Standard Form (SF) 26: Award/Contract

1. KSD: SF 26: Award/Contract	Yes	No	N/A	Comments
Are the following fields recorded on the Award/Contract (SF 26)?				
A1. Contract No. (Does this Contract No. agree with the Contract No. listed on the Government Bill of Lading (GBL) and/or DD Form 250?)				
B1. Effective Date				
C1. Requisition/Purchase Request/Project No.				
D1. Issued By				
E1. Name and Address of Contractor/(vendor)				
F1. Accounting and Appropriation Data				
G1. Item No, Supplies/Services (description), Quantity, Unit, Unit Price, Amount, and Total Amount of Contract (\$)				
H1. Name and Title of Signer, Name of Contractor, and Date Signed (contractor's/vendor's representative)				
I1. Name of Contracting Officer, Signature of Contracting Officer, and Date Signed (Does the KO have a valid warrant?)				

Preparer Title: _____
 Printed Name: _____ Date: _____
 Signature: _____

Reviewer Title: _____ Date: _____
 Printed Name: _____
 Signature: _____

Example: SF 26: Award/Contract

AWARD/CONTRACT		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) ▶		RATING	PAGE OF PAGES		
2. CONTRACT (Proc. Inst. Ident.) NO. (A1)		3. EFFECTIVE DATE (B1)		4. REQUISITION/PURCHASE REQUEST/PROJECT NO. (C1)			
5. ISSUED BY (D1)		6. ADMINISTERED BY (If other than Item 5)					
7. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) (E1)		8. DELIVERY <input type="checkbox"/> FOB ORIGIN <input type="checkbox"/> OTHER (See below)		9. DISCOUNT FOR PROMPT PAYMENT			
10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN		10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN		ITEM			
11. SHIP TO/MARK FOR		12. PAYMENT WILL BE MADE BY					
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) <input type="checkbox"/> 41 U.S.C. 3304(a)		14. ACCOUNTING AND APPROPRIATION DATA (F1)					
15A. ITEM NO. (G1)	15B. SUPPLIES/SERVICES (G1)	15C. QUANTITY (G1)	15D. UNIT (G1)	15E. UNIT PRICE (G1)	15F. AMOUNT (G1)		
15G. TOTAL AMOUNT OF CONTRACT ▶ \$					(G1)		
16. TABLE OF CONTENTS							
(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
	A	SOLICITATION/CONTRACT FORM			I	CONTRACT CLAUSES	
	B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
	C	DESCRIPTION/SPECS./WORK STATEMENT			J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES OR PERFORMANCE			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	G	CONTRACT ADMINISTRATION DATA			M	EVALUATION FACTORS FOR AWARD	
	H	SPECIAL CONTRACT REQUIREMENTS					
<i>CONTRACTING OFFICER WILL COMPLETE ITEM 17 (SEALED-BID OR NEGOTIATED PROCUREMENT) OR 18 (SEALED-BID PROCUREMENT) AS APPLICABLE</i>							
17. <input type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return _____ copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				18. <input type="checkbox"/> SEALED-BID AWARD (Contractor is not required to sign this document.) Your bid on Solicitation Number _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the terms listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your bid, and (b) this award/contract. No further contractual document is necessary. (Block 18 should be checked only when awarding a sealed-bid contract.)			
19A. NAME AND TITLE OF SIGNER (Type or Print) (H1)				20A. NAME OF CONTRACTING OFFICER (I1)			
19B. NAME OF CONTRACTOR (H1)		19C. DATE SIGNED (H1)		20B. UNITED STATES OF AMERICA (I1)		20C. DATE SIGNED (I1)	
BY _____ <i>(Signature of person authorized to sign)</i>				BY _____ <i>(Signature of Contracting Officer)</i>			
AUTHORIZED FOR LOCAL REPRODUCTION Previous edition is NOT usable				STANDARD FORM 26 (REV. 3/2(13)) Prescribed by GSA - FAR (48 CFR) 53.214(a)			

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.2 Contracting Officer Appointment/Warrant Eligibility Transfer/Termination Request

2. KSD: Contracting Officer (KO) Appointment/ Warrant Eligibility Transfer/Termination Request	Yes	No	N/A	Comments
Are the following fields recorded on the Contracting Officer (KO) Appointment/Warrant Eligibility Transfer/Termination Request?				
A2. To (Appointing Authority)				
B2. From (Candidate's/(KO's) Immediate Supervisor)				
Section A: Type Designation Requested				
C2. (Are all appropriate fields marked?)				
Section B: Identification and Personal Data				
D2. Candidate/(KO) Name, Rank or Grade, Current Job Title				
Section G: Formal Education				
E2. Date, Candidate's (KO) Printed Name, Candidate's Signature				
Section H: Justification for Warrant				
F2. Requesting Official(s): Date, Typed Name, Rank, Title, and Signature (to include approving/reviewing officials)				
G2. Appointing Official: Date, Typed Name, Rank, Title, and Signature				

Preparer Title: _____
 Printed Name: _____ Date: _____
 Signature: _____

Reviewer Title: _____ Date: _____
 Printed Name: _____
 Signature: _____

Example: Contracting Officer Appointment/Warrant Eligibility Transfer/Termination Request

page 1

Contracting Officer (CO) Appointment / Warrant Eligibility Transfer / Termination Request

PRIVACY ACT STATEMENT: Title 10 USC 0013; Title 10 USC, Subtitle A, Chapter 07; FAR 1.602.
PRIMARY PURPOSE: Submission of information and records necessary to support the appointment of contracting officers, establish warrant eligibility transfers and facilitate termination or reinstatements of contracting officer warrants.
ROUTINE USES: None.
DISCLOSURE IS VOLUNTARY: Evaluation of an individual for appointment of Contracting Officer cannot be properly completed if appropriate information is not provided. Failure to provide the information may result in the inability to determine qualifications.

To (Appointing Authority)	From (Candidate's Immediate Supervisor)
A2	B2

Section A: Type Designation Requested			
<input type="checkbox"/> Unlimited	<input type="checkbox"/> Limited <small>(Specify all limitations in the "Justification for Warrant" block on page 2.)</small>	Check all that apply:	
		<input type="checkbox"/> Procurement Contracting Officer (PCO)	<input type="checkbox"/> New Appointment
		<input type="checkbox"/> Termination Contracting Officer (TCO)	<input type="checkbox"/> Warrant Reinstatement
		<input type="checkbox"/> Administrative Contracting Officer (ACO)	<input type="checkbox"/> Warrant Termination
			<input type="checkbox"/> Warrant Eligibility Transfer

Section B: Identification and Personal Data			
Candidate Name (Last, First, MI)		Rank or Grade / Specialty Code or Series	
D2		D2	
Current Job Title / Office Symbol		Requires Special Accommodation for Warrant Test? (Specify)	
D2			
Total Service (Military / Civilian) Years Months <input type="text"/> <input type="text"/>	Military Contracting Experience Years Months <input type="text"/> <input type="text"/>	Civilian Contracting Experience Years Months <input type="text"/> <input type="text"/>	Non-Government Contracting Experience Years Months <input type="text"/> <input type="text"/>

Section C: Acquisition Certification			
<small>Attach Civilian Career Brief, Single Unit Retrieval and Format (SURF) for military candidate, and certificate copies.</small>			
Contracting	Date Certified	Other	Date Certified
Level I	<input type="text"/>	Level I	<input type="text"/>
Level II	<input type="text"/>	Level II	<input type="text"/>
Level III	<input type="text"/>	Level III	<input type="text"/>

Section D: Previously Held Warrants				
<small>Last three only. If none, so indicate.</small>				
Warrant Type (PCO, ACO, TCO, CCO)	Limited / Unlimited / Functional (Include dollar amount, if applicable)	Warrant Issuing Organization	Warrant Period Start Date	Warrant Period End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Example: Contracting Officer Appointment/Warrant Eligibility Transfer/Termination Request

page 2

Contracting Officer (CO) Appointment / Warrant Eligibility Transfer / Termination Request

Section E: Resume			
Start with present position and work back (not more than 10 years). Or, attach resume and current Civilian Career Brief for civilian candidate, or SURF for military candidate.			
Organization/Office, Location	Position Title	Start Date	End Date

Section F: Most Recent Acquisition-Related Training			
(Other than APDP Required Training) May attach Civilian Career Brief/SURF and/or ACQ NOW Transcript.			
Course Number / Title	Completed	Course Number / Title	Completed

Section G: Formal Education		
May attach Civilian Career Brief / SURF.		
Received a baccalaureate degree from an accredited educational institution?	<input type="checkbox"/> Yes, Year Received _____ <input type="checkbox"/> No, Exception _____	
Completed at least 24 semester hours in Business? (Not applicable if warrant is for less than Simplified Acquisition Threshold.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of School	Degree Earned (if any)	Major
Date	Candidate's Printed Name	Candidate's Signature
E2	E2	E2

Section H: Justification for Warrant
To be completed by requesting official.
1. Specify all warrant limitations (if none, so state): <div style="background-color: #d9e1f2; height: 40px; margin-top: 5px;"></div>

Example: Contracting Officer Appointment/Warrant Eligibility Transfer/Termination Request

Contracting Officer (CO) Appointment / Warrant Eligibility Transfer / Termination Request

2. Document warrant necessity (i.e. programs/workload covered, number of assigned buyers, and number and type of warrants within the organization):

[Redacted area for warrant necessity documentation]

3. Explain impact if warrant is denied.

[Redacted area for impact of denial explanation]

I certify that the information contained herein has been verified against this candidate's personnel file and that this candidate is qualified to be considered for appointment.

Date F2	Typed Name, Rank, Title of Requesting Official (Sponsor or Immediate Supervisor) F2	Signature of Requesting Official F2
Date F2	Typed Name, Rank, Title of Reviewing Official (Designated Focal Point) F2	Signature of Reviewing Official F2
Date F2	Typed Name, Rank, Title of Additional Reviewing or Endorsing Official (if used by MAJCOM/DRU) F2	Signature of Reviewing/ Endorsing Official F2

Date Candidate Passed CO Warrant Test	Date of Warrant Board (if applicable)
---------------------------------------	---------------------------------------

<input type="checkbox"/> Approved for Appointment Comments (if any): [Redacted]	<input type="checkbox"/> Disapproved Comments: [Redacted]
---	---

Date G2	Typed Name, Rank, Title of Appointing Official G2	Signature of Appointing Official G2
-------------------	---	---

SF1402 Appointment Number:	Appointment Date on SF1402:
----------------------------	-----------------------------

Section I: Termination of Appointment

Provide rationale for warrant termination (i.e., For Cause, Change to Warrant Authority, Employment Terminated, or Reassignment).

[Redacted area for rationale for warrant termination]

Date	Typed Name, Rank, Title of Termination Official	Signature of Termination Official
------	---	-----------------------------------

Example: Contracting Officer Appointment/Warrant Eligibility Transfer/Termination Request

Contracting Officer (CO) Appointment / Warrant Eligibility Transfer / Termination Request

Section J: Warrant Eligibility Transfer		
Eligibility Transfer To (Gaining SCO/SCCO):		
Losing SCO/SCCO (or Designee) Comments/Recommendation:		
<input type="checkbox"/> This CO has maintained proficiency in an acquisition position within the Air Force and is eligible for warrant transfer for the same amount as the current warrant without testing or meeting a CO Review Board.		
<input type="checkbox"/> This CO has not maintained proficiency, so a warrant transfer is not recommended. (Provide rationale below.)		
Rationale for denying warrant transfer:		
Date	Typed Name, Rank, Title of Losing SCO/SCCO or Designee	Signature of Losing SCO/SCCO or Designee
<input type="checkbox"/> Approved Comments (if any):		<input type="checkbox"/> Warrant Not Required Comments:
Date	Typed Name, Rank, Title of Gaining Appointing Official (SCO/SCCO or Designee)	Signature of Reviewing/ Endorsing Official
SF1402 Appointment Number:		Appointment Date on SF1402:

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.3 DD Form 448: Military Interdepartmental Purchase Request (MIPR)

3. KSD: DD Form 448: Military Interdepartmental Purchase Request (MIPR)	Yes	No	N/A	Comments
Are the following fields recorded on the Military Interdepartmental Purchase Request (DD Form 448)?				
A3. Date Prepared				
B3. MIPR Number				
C3. To (i.e., requesting agency name, address, and phone #)				
D3. From (i.e., originating agency name, address, and phone #)				
E3. Item No., Description, (NSN, nomenclature, specification and/or drawing number), Qty, Unit, Estimated Unit Price, Estimated Total Price (\$), and Grand Total (\$)				
F3. Paying Office Department of Defense Activity Address Directory (DoDAAD)				
G3. Authorizing Officer (type name and title), Signature, and Date				

Preparer Title: _____
 Printed Name: _____ Date: _____
 Signature: _____

Reviewer Title: _____ Date: _____
 Printed Name: _____
 Signature: _____

Example: DD Form 448: Military Interdepartmental Purchase Request (MIPR)

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST					1. PAGE 1 OF _____ PAGES				
2. FSC		3. RFQ REF/CONTROL NO.		4. DATE PREPARED (A3)		5. MIPR NUMBER (B3)		6. AMEND NO. BASIC	
FUNDS EXPIRATION DATE:				PRIORITY:		DATE MATERIAL REQD:			
7. TO: DLA Troop Support - HEPP Bldg. 3 700 Robbins Ave. Philadelphia, PA 19111-5092 POC Phone numbers: 215-737-8206 or 215-737-8253 (C3)				8. FROM: (Agency, name, telephone number of originator) (D3)					
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.									
ITEM NO. (E3 a)	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.) (B)			QTY (C)	UNIT (d)	ESTIMATED UNIT PRICE (e)	ESTIMATED TOTAL PRICE (f)		
ORDERING DODAAC: (E3) (E3) (E3) (E3) (E3)									
NOTE TO CONTRACTING OFFICER: "THIS ORDER MEETS ALL TERMS, CONDITIONS & RESTRICTIONS DICTATED BY THE FUNDING SOURCE "THIS FUNDS TRANSFER TO DLA IS EXECUTED UNDER THE AUTHORITY OF DFARS PGI 208.7006, DLA ASSIGNMENTS."									
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS								11. GRAND TOTAL	
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)									
FOR DETAILS CONTACT: COMM (805) 982-XXXX, DSN 551-XXXX (BILLING) (ADMIN) (TECH) (DATA, DD 1423)					13. MAIL INVOICES TO (Payment will be made by) (F3) PAY OFFICE DODAAD				
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.									
ACRN	APPROPRIATION	LIMIT/SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION			ACCTG STA DODAAD	AMOUNT		
AA									
15. AUTHORIZING OFFICER (Type name and title) (G3)				16. SIGNATURE (G3)			17. DATE (G3)		

DD FORM 448
1 JUN 72

PREVIOUS EDITION WILL BE USED UNTIL EXHAUSTED.

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.4 DD Form 448-2: Acceptance of Military Interdepartmental Purchase Request (MIPR)

4. KSD: DD Form 448-2: Acceptance of Military Interdepartmental Purchase Request (MIPR)	Yes	No	N/A	Comments
Are the following fields recorded on the Acceptance of MIPR (DD Form 448-2)?				
A4. To (Requiring Activity Address)				
B4. MIPR Number				
C4. Date (MIPR Signature & Date)				
D4. Amount (As Listed on the MIPR)				
E4. Item No, Quantity, Estimated Price, Total Estimated Price, and Anticipated Date of Obligation Category II Items				
F4. Item No, Quantity, Estimated Price, Total Estimated Price, and Grand Total Estimated Price of All Items				
G4. Accepting Activity (Complete Address)				
H4. Typed Name and Title of AO, Signature, and Date				

Preparer Title: _____
 Printed Name: _____
 Signature: _____ Date: _____

Reviewer Title: _____
 Printed Name: _____
 Signature: _____ Date: _____

Example: DD Form 448-2: Acceptance of Military Interdepartmental Purchase Request (MIPR)

ACCEPTANCE OF MIPR					
1. TO (Requiring Activity Address) (Include ZIP Code) A4		2. MIPR NUMBER B4		3. AMENDMENT NO. BASIC	
		4. DATE (MIPR Signature Date) C4		5. AMOUNT (As Listed on the MIPR) D4	
6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)					
a. <input type="checkbox"/> ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I) b. <input type="checkbox"/> ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II) c. <input type="checkbox"/> ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW d. <input type="checkbox"/> THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.					
7. <input type="checkbox"/> MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED					
8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. <i>a</i>	QUANTITY <i>B</i>	ESTIMATED PRICE <i>C</i>	ITEM NO. <i>a</i>	QUANTITY <i>b</i>	ESTIMATED PRICE <i>C</i>
E4	E4	E4	F4	F4	F4
ACCOUNTING DATA:					
d. TOTAL ESTIMATED PRICE		d. TOTAL ESTIMATED PRICE			
10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS			11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS		
12. FUNDS DATA (Check if Applicable)					
a. <input type="checkbox"/> ADDITIONAL FUNDS IN THE AMOUNT OF \$_____ ARE REQUIRED (See Justification Block 13) b. <input type="checkbox"/> FUNDS IN THE AMOUNT OF \$_____ ARE NOT REQUIRED AND MAY BE WITHDRAWN					
13. REMARKS					
14. ACCEPTING ACTIVITY (Complete Address) DIRECTOR OF PROCUREMENT DLA TROOP SUPPORT 700 ROBBINS AVENUE ATTN: FCD/HEPP PHILADELPHIA, PA 19111-5096 G4			15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL H4		
			16. SIGNATURE		17. DATE

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.5 SF 1103: U.S. Government Bill of Lading (GBL)

5. KSD: SF 1103: U.S. Government Bill of Lading (GBL)	Yes	No	N/A	Comments
Are the following fields recorded on the U.S. Government Bill of Lading (SF 1103)?				
A5. B/L Number (Does this B/L Number agree with the Bill of Lading Number on the DD Form 250 and/or DD Form 1149?)				
B5. Date B/L Prepared				
C5. Destination Name and Address (i.e., USMC name, address)				
D5. Origin Name and Address (i.e., contractor/vendor name, address)				
E5. Agency Location Code				
F5. Packages No./Kind and Description of Articles				
G5. Carrier Way/Freight Bill No. and Date (Are the shipper's initials recorded on the GBL SF 1103?)				
H5. Carrier's Pickup Date (year, month, day)				
I5. Seal Numbers				
J5. Issuing Office (Name and complete address)				
K5. Issuing Officer				
L5. Contract/Purchase Order No. (Does this Contract/Purchase Order No. agree with the contract number listed on the Contract SF 26?)				
M5. Dated (Does this Date agree with the date listed on the Contract SF 26?)				
N5. Freight on Board (FOB) point of contact				

SF 1103: U.S. Government Bill of Lading (GBL) Checklist.....continued

Preparer Title: _____
Printed Name: _____ Date: _____
Signature: _____

Reviewer Title: _____
Printed Name: _____ Date: _____
Signature: _____

Example: SF 1103: U.S. Government Bill of Lading (GBL)

page 1

U.S. GOVERNMENT BILL OF LADING INTERNATIONAL AND DOMESTIC OVERSEAS SHIPMENTS						B/L NUMBER	
TRANSPORTATION COMPANY TENDERED TO				SCAC	DATE B/L PREPARED		
DESTINATION NAME AND ADDRESS			SPLC (Dest.)	ORIGIN NAME AND ADDRESS			
			SPLC (Orig.)				
CONSIGNEE (Name and full address of installation)			GBLOC (Cons.)	SHIPPER NAME AND ADDRESS			
APPROPRIATION CHARGEABLE			BILL CHARGES TO (Dept./agency, bureau/office mailing address and ZIP code)			AGENCY LOC CODE	
VIA (Route shipment when advantageous to the Government)							
MARKS AND ANNOTATIONS							
PACKAGES		HM	DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description)	19 WEIGHTS* (Pounds only)	FOR USE OF BILLING CARRIER ONLY		
NO.	KIND				Services	Rate	Charges
CLASSIFICATION ITEM NO.			TOTAL CHARGES				
TARIFF/SPECIAL RATE AUTHORITY				CARRIER WAY/FREIGHT BILL NO. AND DATE			
STOP THIS SHIPMENT AT		FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS					
FOR	SEAL NUMBERS		LENGTH/CUBE		MARKED CAPACITY		DATE FURNISHED
			ORDERED	FURNISHED	ORDERED	FURNISHED	
CARRIER'S PICKUP DATE (Year, month, and day)		APPLIED BY:					
MODE	ESTIMATE	NO. OF CLS/TLS	TYPE RATE	PSC	REASON		
This U.S. Government shipment is subject to terms and conditions of 41 CFR 102-117 and CFR 102-118.				CERTIFICATE OF CARRIER BILLING - CONSIGNEE MUST NOT PAY ANY CHARGES DELIVERED ON (Year, month, and day)			
FOR USE OF ISSUING OFFICE							
ISSUING OFFICE (Name and complete address)			GBLOC	ISSUING OFFICER			
CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY			DATED				
FOB POINT NAMED IN CONTRACT							

*Show also cubic measurements for shipments via air, truck or water carrier in cases where required.

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 1103 (REV. 9/2/03)
Prescribed by GSA/FMR 102-118

Example: SF 1103: U.S. Government Bill of Lading (GBL)

page 2

TERMS AND CONDITIONS

It is mutually agreed and understood between the United States and carriers, including forwarders, who are parties to this bill of lading that:

This bill of lading is governed by the regulations relating thereto as published in Title 41, Part 101-41 of the Code of Federal Regulations.

Except as provided in 41 CFR 101 or as otherwise stated hereon, this bill of lading is also subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefor by the carrier.

Prepayment of charges shall in no way be demanded nor shall carrier make any collection of charges at time of delivery.

INTEREST SHALL ACCRUE FROM THE VOUCHER PAYMENT DATE ON OVERCHARGES MADE HEREUNDER AND SHALL BE PAID AT THE SAME RATE IN EFFECT ON THAT DATE AS PUBLISHED BY THE SECRETARY OF THE TREASURY PURSUANT TO THE DEBT COLLECTION

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS

1. SF 1109 Continuation Sheet should be used and attached hereto when space under "Description of Articles" on the face of this bill of lading is inadequate.

2. Where accessorial or special services, such as exclusive use of a car or truck, expedited service, protective service, reconsignment, etc., are ordered incident to the line-haul transportation, the bill of lading shall be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special services ordered. The endorsement may be placed on the face hereof in the "Mark's and Annotations," block 15, or in the space provided on this page for "Special Services Ordered," and shall be signed by or for the person who ordered the services. If such an endorsement is impractical, the same information may be set forth in a statement bearing the number of the covering bill of lading, which shall be signed by or for the person who ordered the services and, if possible, attached to the bill of lading. If the bill of lading is not available, the original and one copy of the statement shall be surrendered to the carrier from which the services were ordered, the original to be transmitted to the last line-haul carrier for

3. Shortage or damaged reports shall be made on agency-designated forms, not on the bill of lading. Consignees shall observe the instructions on the reverse of the Consignee's Copy of the bill of lading.

4. Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations 101-41 (41 CFR) which may be purchased from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101-41.312.2

5. American-flag carriers must be used for U.S. Government-financed carriage of personal property (household goods, personal effects, or privately owned vehicles) as prescribed by 46 USC 1241 and for U.S. Government-financed movement of freight as prescribed by 49 USC 1517. Statement by authorizing official justifying use of foreign-flag carrier must accompany appropriate voucher. See General Accounting Office standards in 4 CFR 52.2.

6. Contractor will returned unused or canceled bills of lading to the Government office from which received.

IMPORTANT--Regulations require Original, Shipping Order, and Freight Waybill Original and Carrier's Copy to be surrendered to carrier after signature. Memorandum Copy SF 1103-B must be sent to consignee.

SPECIAL SERVICES ORDERED

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.6 DD Form 250: Material Inspection and Receiving Report (MIRR)

6. KSD: DD Form 250: Material Inspection and Receiving Report (MIRR)	Yes	No	N/A	Comments
Are the following fields recorded on the Material Inspection and Receiving Report (DD Form 250)?				
A6. Contract No. (Does this Contract No. agree with the Contract No. listed on the SF 26)				
B6. Invoice No./Date				
C6. Date Shipped				
D6. BL (Does this BL No. agree with the BL No. on the GBL SF 1103?)				
E6. TCN (Tracking Control Number)				
F6. Prime Contractor (Name, Address, and Code)				
G6. Administered By (Name, Address, and Code)				
H6. Shipped From (if other than Prime Contractor/(vendor)) (Name, Address, Code, and FOB)				
I6. Shipped To (Name, Address, and Code)				
J6. Item No.				
K6. Stock/Part No. (NSN)				
L6. Description				
M6. Quantity Ship/Rec'd				
N6. Unit				
O6. Unit Price				

DD Form 250: Material Inspection and Receiving Report (MIRR).....continued

6. KSD: DD Form 250: Material Inspection and Receiving Report (MIRR)	Yes	No	N/A	Comments
Are the following fields recorded on the Material Inspection and Receiving Report (DD Form 250)?				
P6. Amount (\$)				
Q6. Contract Quality Assurance (CQA) "Origin"				
R6. CQA "Origin" Authorized Government Representative Name, Title, Mailing Address, Commercial Telephone Number, Signature, and Date				
S6. Contract Quality Assurance "Destination"				
T6. CQA "Destination" Authorized Government Representative Name, Title, Mailing Address, Commercial Telephone Number, Signature, and Date Received (recorded)				
U6. CQA "Receiver's Use" Authorized Government Representative Name, Title, Mailing Address, Commercial Telephone Number, Signature, and Date Received				

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Example: DD Form 250: Material Inspection and Receiving Report (MIRR)

MATERIAL INSPECTION AND RECEIVING REPORT						Form Approved OMB No. 0704-0248
The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0248), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.						
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.						
1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO.		ORDER NO.		6. INVOICE NO./DATE		7. PAGE OF
A6				B6		
2. SHIPMENT NO.	3. DATE SHIPPED	4. B/L		5. DISCOUNT TERMS		
	C6	D6				
		TCN		E6		
9. PRIME CONTRACTOR CODE			10. ADMINISTERED BY CODE			
F6			G6			
11. SHIPPED FROM (If other than 9) CODE			12. PAYMENT WILL BE MADE BY CODE			
H6						
13. SHIPPED TO CODE			14. MARKED FOR CODE			
I6						
15. ITEM NO.	16. STOCK/PART NO. DESCRIPTION <i>(Indicate number of shipping containers - type of container - container number.)</i>			17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE
J6	K6			L6	M6	N6
				O6		P6
21. CONTRACT QUALITY ASSURANCE				22. RECEIVER'S USE		
a. ORIGIN		b. DESTINATION		Quantities shown in column 17 were received in apparent good condition except as noted. DATE RECEIVED _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____ TYPED NAME: _____ TITLE: _____ MAILING ADDRESS: _____ COMMERCIAL TELEPHONE NUMBER: _____ <i>* If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and encircle.</i>		
<input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		<input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.				
DATE _____	SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____	DATE _____	SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____			
TYPED NAME: _____		TYPED NAME: _____				
TITLE: _____		TITLE: _____				
MAILING ADDRESS: _____	R6	MAILING ADDRESS: _____	T6			
COMMERCIAL TELEPHONE NUMBER: _____		COMMERCIAL TELEPHONE NUMBER: _____				
23. CONTRACTOR USE ONLY						

DD FORM 250, AUG 2000

PREVIOUS EDITION IS OBSOLETE.

Reset

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.7 DD Form 1348-1A: Issue Release/Receipt Document

7.KSD: DD Form 1348-1A: Issue Release/Receipt Document	Yes	No	N/A	Comments
Are the following fields recorded on the Issue Release/Receipt Document (DD Form 1348-1A)?				
A7. Document Identifier				
B7. Unit of Issue (UI)				
C7. Quantity Released				
D7. Condition Code of the item(s) received				
E7. Unit Price				
F7. Total Price				
G7. Shipped From (Name and Address)				
H7. Shipped To (Name and Address)				
I7. Document Date				
J7. Quantity Received				
K7. Item Nomenclature (Description)				
L7. Received By (Name/Signature) and Date Received				
M7. Routing Identifier Code (RIC), Unit of Issue (UI), Quantity, Condition Code, Distribution, and Unit Price (UP)				
N7. NSN				
O7. Document Number				
P7. Unique Item Identification (UII) (If applicable)				
Q7. Contract Number (If applicable)				

DD Form 1348-1A: Issue Release/Receipt Document.....continued

7. KSD: DD Form 1348-1A: Issue Release/Receipt Document	Yes	No	N/A	Comments
Are the following fields recorded on the Issue Release/Receipt Document (DD Form 1348-1A)??				
R7. Order Number (If applicable)				
S7. Contract Line Item Number (CLIN) (If applicable)				
T7. Have the serial numbers been added? (If applicable)				

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Example: DD Form 1348-1A: Issue Release/Receipt Document

DD FORM 1348-1A, JUL 91 (E) ISSUE RELEASE/RECEIPT DOCUMENT

24. DOCUMENT NUMBER & SUFFIX (8-44)

25. NATIONAL STOCK NO. & ADD (8-22)

26. NATIONAL CODE (71) (55-96) (74-80)

27. ADDITIONAL DATA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
C/O	R I	M & S	U N I T	Q U A N T I T Y	S U P P L E M E N T A R Y A D D R E S S	S I G	F U N D	D I S T R I B U T I O N	P R O J E C T	P R I	R E E L	D A T E	A D V	R	O / P	C O N T	M G T	U N I T P R I C E	D O L L A R S	C T S	D O L L A R S	C T S	1. T O T A L P R I C E	2. S H I P F R O M	3. S H I P T O	4. M A R K F O R	5. D O C D A T E	6. N M F C	7. F R T R A T E	8. T Y P E C A R G O	9. P S	10. Q T Y R E C D	11. U P	12. U N I T W E I G H T	13. U N I T C U B E	14. U F C	15. S L	16. F R E I G H T C L A S S I F I C A T I O N N O M E N C L A T U R E	17. I T E M N O M E N C L A T U R E	18. T Y C O N T	19. N O C O N T	20. T O T A L W E I G H T	21. T O T A L C U B E	22. R E C E I V E D B Y	23. D A T E R E C E I V E D																																		

A7

B7

C7

D7

E7

F7

G7

H7

I7

J7

K7

L7

M7

N7

O7

P7

Q7

R7

S7

T7

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Adobe Designer 8.0

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Enclosure (12)

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.8 DD Form 1149: Requisition and Invoice/Shipping Document

8. KSD: DD Form 1149: Requisition and Invoice/ Shipping Document	Yes	No	N/A	Comments
Are the following fields recorded on the Requisition and Invoice/Shipping Document (DD Form 1149)?				
A8. From / To / Ship To-Marked For				
B8. Requisition Date (Does the Date on the DD Form 1149 agree with the contract Requisition Date?)				
C8. Requisition Number (Does this Requisition Number agree with the contract Requisition Number?)				
D8. Authority or Purpose				
E8. Signature				
F8. Voucher Number & Date				
G8. Date Shipped (Does this Date Shipped correspond with the contract terms and conditions?)				
H8. Bill of Lading Number (Does this BL Number correspond to the contract information?)				
I8. Appropriation Data with the correct LOA, FIP, and Amount				
J8. Item No., Federal Stock Number/NSN, Description, and Coding of Materiel and/or Services				
K8. Unit of Issue, Quantity Requested, Unit Price, and Total Cost, per contract requirements?				
L8. Total Containers, Description, Date, Sheet Total, Grand Total, and Receiver's Voucher No. (Do these correspond to the contract terms and conditions?)				

DD Form 1149: Requisition and Invoice/Shipping Document.....continued

Preparer Title: _____
Printed Name: _____ Date: _____
Signature: _____

Reviewer Title: _____
Printed Name: _____ Date: _____
Signature: _____

Example: DD Form 1149: Requisition and Invoice/Shipping Document

page 1

SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: (Include ZIP Code) (A8)		SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE (B8)	6. REQUISITION NUMBER (C8)						
		7. DATE MATERIAL REQUIRED (YYYYMMDD)			8. PRIORITY						
2. TO: (Include ZIP Code) (A8)		9. AUTHORITY OR PURPOSE (D8)				10. SIGNATURE (E8)		11a. VOUCHER NUMBER & DATE (YYYYMMDD) (F8)			
		3. SHIP TO - MARK FOR (A8)		12. DATE SHIPPED (YYYYMMDD) (G8)		b.					
4. APPROPRIATIONS DATA (I8)		13. MODE OF SHIPMENT				14. BILL OF LADING NUMBER (H8)					
		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.									
		AMOUNT									
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)				UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
(J8)	(J8)				(K8)	(K8)				(K8)	(K8) \$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO					17. SPECIAL HANDLING						
RECEIVED BY SHIPMENT	ISSUED BY (L8)	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION (L8)	TOTAL WEIGHT	TOTAL CUBE	RECEIVED BY SHIPMENT	19. CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD) (L8)	BY	SHEET TOTAL (L8)
	CHECKED BY (L8)	(L8)						QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	GRAND TOTAL (L8)
	PACKED BY							POSTED	DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO. (L8)
	TOTAL										

DD FORM 1149, JAN 2016 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 PREVIOUS EDITION IS OBSOLETE. Adobe Designer 9.0

Example: DD Form 1149C: Requisition and Invoice/Shipping Document

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SHIPPING CONTAINER TALLY										1 2 3 4 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50											
REQUISITION AND INVOICE/SHIPPING DOCUMENT (Continuation Sheet)																					
SHEET NO.		NO. OF SHEETS		8. REQUISITION NUMBER						11a. VOUCHER NUMBER AND DATE						b. VOUCHER NUMBER AND DATE					
ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES							UNIT OF ISSUE	QUANTITY REQUESTED	SUPPLY ACTION	TYPE CONTAINER	CON-TAINER NOS.	UNIT PRICE	TOTAL COST							
(a)	(b)							(c)	(d)	(e)	(f)	(g)	(h)	(i)							
												SHEET TOTAL									

DD FORM 1149C, JAN 2016 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
 PREVIOUS EDITION IS OBSOLETE.

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.9 Mechanized Allowance List (MAL)

9. KSD: Mechanized Allowance List (MAL)	Yes	No	N/A	Comments
Are the following fields recorded on the GCSS-MC Mechanized Allowance List?				
A9. TAMCN and Item Description of all Table of Equipment (T/E) assets				
B9. Proper Activity Address Code (AAC)				
C9. Unit Identifier Code (UIC) (Does this UIC match the organization's UIC?)				
D9. NSN (National Item Identification Number (NIIN)) for each TAMCN item (Does this NSN (NIIN) agree with the NSN (NIIN) recorded on the supporting document?)				
E9. Unit Price				
F9. NIIN				
G9. Unit Table of Equipment Requirement (T/E RQMT) for all TAMCN items				
H9. SP Allow				
I9. Command Adjustments (Are these supported by KSD?)				
J9. Total Requirement (Does this quantity agree with the "T/E RQMT" quantity plus/ minus adjustments?)				
K9. Over(+)/Short(-) (Does this correctly represent the status of each TAMCN item?)				

Mechanized Allowance List (MAL).....continued

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Example: Mechanized Allowance List (MAL)

Global Combat Support System - Marine Corps

Mechanized Allowance List

Time run: 5/27/2020 1:11:18 AM

TAMCN + Description	AAC	UIC	NSN	UOI	CIC	SAC	MARES Category	Unit Price	Type Code	Commodity	NIIN	Unit T/E Requirement	SP Allow	Command Adjust	Total Requirement	Excess	Deficiency	Due In	On Hand	Over/Short
D00547K - TRUCK, WRECKER	M21410	UIC-M21410	2320015939122	EA	A	3	MARES MEE	\$1,013,405.24	1	Motor Transport	015939122	0	0	0	0	1	0	0	0	1
		UIC-M21411	2320015939122	EA	A	3	MARES MEE	\$1,013,405.24	1	Motor Transport	015939122	1	0	0	1	0	1	0	0	-1
M21410 Total												1	0	0	1	0	0	0	1	0
D00547K - TRUCK, WRECKER Total												1	0	0	1	0	0	0	1	0

A9

B9

C9

D9

E9

F9

G9

H9

I9

J9

K9

AAC is equal to M21410
 and TAMCN + Description is equal to D00547K - TRUCK,WRECKER
 and
 Unit T/E Requirement is not equal to / is not in 0
 or SP Allow is not equal to / is not in 0
 or Command Adjust is not equal to / is not in 0
 or On Hand is not equal to / is not in 0
 or Due In is not equal to / is not in 0

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.10 Consolidated Memorandum Receipt (CMR)

10. KSD: Consolidated Memorandum Receipt (CMR)	Yes	No	N/A	Comments
Are the following fields recorded on the GCSS-MC Consolidated Memorandum Receipt?				
A10. Date				
B10. AAC (Does this AAC agree with unit's AAC?)				
C10. Transportation Account Code (TAC)-2Location				
D10. AO, RO, and Subordinate Unit Code				
E10. TAMCN				
F10. Total On-Hand (TAMCN) (Does this "Total On-Hand" (TAMCN) on the CMR agree with the Total On-Hand recorded on the CMR for this location?)				
G10. Total Price (TAMCN) (Does this "Total Price" (TAMCN) on the CMR agree with the Extended Price recorded on the CMR?)				
H10. NSN and Nomenclature (Does the "NSN" and "Nomenclature" on the CMR agree with the item's NSN and Nomenclature?)				
I10. NSN Total On-Hand (Does this "NSN Total On-Hand" on the CMR agree with the NSN Total On-Hand at the location?)				
J10. NSN Total Price and Unit Price Does the CMR clearly represent the item's unit price and the NSN's total price?				

Consolidated Memorandum Receipt (CMR).....continued

10. KSD: Consolidated Memorandum Receipt (CMR)	Yes	No	N/A	Comments
Are the following fields recorded on the GCSS-MC Consolidated Memorandum Receipt?				
K10. Serial Numbers Found at (Does the "Serial Numbers Found at" on the CMR agree with the serial numbers found at this location?)				
L10. Is the "Total On-Hand at this Location" and the "Extended Price" correct?				
N10. Is the CMR signed by the RO on the last page and is the signature legible?				
M10. Is the CMR initialed by the RO on each page (in the bottom right hand corner)?				

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Example: Consolidated Memorandum Receipt (CMR)

Global Combat Support System - Marine Corps
Consolidated Memorandum Receipt
26-Apr-18



B10
C10
D10
E10

AAC: **M13001**
TAC-2 Location: DISTRIBUTION MANAGEMENT OFFICE MF M13001 HEADQUARTERS BATTALION BLDG 401 BAY 4 CAMP KINSER JA 63740 OKINAWA JP 901-210
Accountable Officer: **BOYCE, Col, GILES R** Responsible Officer: **VILLALOBOSHERRANDEZ, CWO2, JESUS A**
Subordinate Unit Code: **YHQMT**
TAMCN: **A00977G** Total On-Hand: **23** Total Price: **\$322,000.00**

NSN: **5820015659999** Nomenclature: RADIO SET UI: EA SAC: 3 CIC: A Unit Price: \$14,000.00
NSN Total On-Hand: **23** NSN Total Price: **\$322,000.00**

Serial Numbers Found at: P1-UNIT 35880 TOECR Change Required
110667629 13001002 13001004 13001012 13001058 13001064 13001065 13001069 13001072 13001099
13001101 13001104 13001108 13001109 13001110 13001111 13001116 13001128 13001921 13001922
13001923 13001924 13001925

Total On-Hand at this Location: **23** Extended Price: **\$322,000.00**

TAMCN: **A01357G** Total On-Hand: **1** Total Price: **\$4,320.00**
NSN: **5820015711613** Nomenclature: RADIO SET UI: EA SAC: 3 CIC: A Unit Price: \$4,320.00
NSN Total On-Hand: **1** NSN Total Price: **\$4,320.00**
Serial Numbers Found at: P1-UNIT 35880 TOECR Change Required
2EDF-61B-177
Total On-Hand at this Location: **1** Extended Price: **\$4,320.00**

NSN Total On-Hand: **1** NSN Total Price: **\$50,000.00**
Serial Numbers Found at: P1-UNIT 35880 TOECR Change Required
104667629
Total On-Hand at this Location: **1** Extended Price: **\$50,000.00**

I certify that the property as listed within this CMR is on hand and assume responsibility for the quantities shown.

M10
VILLALOBOSHERRANDEZ, CWO2, JESUS A

Last page has space for final signature

N10
Y.D.
21 MAR 18

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.11 Responsible Officer (RO)/Property Custodian Appointment Letter

11. KSD: Responsible Officer (RO)/Property Custodian Appointment Letter	Yes	No	N/A	Comments
A11. Does the Appointment Letter identify the USMC unit/activity?				
B11. Is the Date recorded				
C11. Does the "From" field identify the AO/CO for the unit/activity?				
D11. Does the "To" field identify the RO for the unit/activity?				
E11. Does the "Subject" field clearly state the appointment/assignment of the RO and the unit/activity?				
F11. Does the Appointment Letter clearly identify the RO's duties and responsibilities?				
G11. Is the AO's/CO's Signature recorded on the Appointment Letter?				
H11. If the RO will act as the final requisition authority, does the Appointment Letter include a DD Form 577 as an enclosure?				

Preparer Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer Title: _____

Printed Name: _____

Signature: _____

Date: _____

Example: Responsible Officer (RO)/Property Custodian Appointment Letter

page 1

MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE CORPS
Volume 3, Appendix B **MCO 4400.201-V-3**

~~13 JUN 2016~~

APPENDIX B

RESPONSIBLE OFFICER / PROPERTY CUSTODIAN APPOINTMENT LETTER
FORMAT

Below is an example format of the Responsible Officer appointment letter and COs have the discretion to modify accordingly; however, the content of the example is the minimum requirements that will be used in all appointments.

4400
(code)
(Date)

From: Commanding Officer
 To: (Rank First Name MI. Last Name)

Subj: APPOINTMENT AS RESPONSIBLE OFFICER / PROPERTY CUSTODIAN

Ref: (a) DoD 7000.14-R
 (b) MCO 4400.201 Volume 3

Encl: (1) Consolidated Memorandum Receipt

1. Per the references, you are appointed as the Responsible Officer/Property Custodian for (*add unit name*), Department of Defense Activity Address Code (DoDAAC)/Unit Identification Code (UIC)/ Consolidated Memorandum Receipt (CMR)/ Custodian Asset Report (CAR) account: (*add DoDAAC*)/(*add UIC*)/(*add CMR/CAR account*). You are directed to comply with the references and other applicable directions in the performance of your duties and responsibilities.

2. You will receive allocated funds in the Standard Accounting Budgeting and Reporting System (SABRS) under Work Center Identification (WCI): (*enter applicable WCI*), Budget Execution Activity (BEA): (*enter applicable BEA(s)*), Budget Execution Sub-Activity (BESA): (*enter applicable BESA(s)*) as a resource to accomplish and execute your mission.

3. Prior to your acceptance of this account, but no later than (*enter date*), you must complete an inventory of all assigned equipment and return the CMR/CAR with the results of your inventory to me via the Supply Officer/Accountable Property Officer (APO). You must reconcile with the Supply Officer prior to the deadline and report the status of your account through endorsement of this letter. Your endorsement will be your formal acceptance of the CMR/CAR account, with or without identified discrepancies.

4. As indicated in the references, your responsibilities include:

a. Assume responsibility for resources (financial and property) assigned to you for mission accomplishment. These resources are issued from the supply office in the performance your regular duties and will be properly accounted for within your span of control.

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Example: Responsible Officer (RO)/Property Custodian Appointment Letter

page 2

MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE CORPS
Volume 3, Appendix B

MCO 4400.201-V-3

13 JUN 2016

- a. Receipt for all equipment on-hand, ensuring the CMR/CAR identifies equipment by Marine Corps or manufacturer's serial number, when applicable, and ensure parent-child relationships are maintained within the Installed Base.
 - b. Maintain assigned equipment in a ready-for-use and serviceable condition in accordance with the applicable equipment's supporting technical manuals and Stock List publications.
 - c. Enforce a clear chain of custody for all equipment and always sub-custody equipment to others before allowing it to leave your area of responsibility. Any temporary loans outside of the command must be authorized by S-3, coordinated by S-4 and executed via Supply.
 - d. Report all changes of the accounting records to the Supply Officer as they occur.
 - e. Report all discrepancies to the supply officer in writing that exist between the CMR/CAR and what is actually on hand, and fully state the circumstances of each discrepancy.
 - f. Request necessary investigative action in writing, for CMR/CAR discrepancies resulting from a known loss, damage, or destruction of government property, to me via the Supply Officer in accordance with the references.
 - g. Conduct physical inventories of all assigned equipment and reconcile the account with the Supply Officer on a quarterly basis.
 - h. Delegate in writing, via a NAVMC Form 11869, the individuals who will perform the following duties:
 - (1) Receipt for Equipment, Supplies and/or Services
 - (2) Submit/Sign Purchase Requests
 - (3) Turn-in excess or damaged government property
 - i. You may and are encouraged to appoint Responsible Individuals (RI) to assist in your property accountability responsibilities. RIs are sub custody holders of accountable supplies, originally signed for by you. They are appointed by you in writing and will sign for all supplies within their possession. Delegation of accounting responsibilities to a RI does not relieve the RO of accountability.
2. Prior to being relieved as the RO, you must request a change of RO from the Supply Officer and conduct a joint inventory no less than 30 calendar days prior to your date of relief. The account must be transferred prior to your transfer from the command. Additionally, if you anticipate being separated from your property in excess of 60 calendar days, a new RO will be appointed and a joint inventory conducted.

(Signature)
 (FI. MI. LAST Name of CO)

B-3

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.12 Responsible Officer (RO) Appointment Endorsement

12. KSD: Responsible Officer (RO) Appointment Endorsement	Yes	No	N/A	Comments
A12. Does the Appointment Endorsement identify the USMC unit/activity?				
B12. Is the Date recorded on the Appointment Endorsement?				
C12. Does the "From" field identify the RO for the unit/activity?				
D12. Does the "To" field identify the AO/CO for the unit/activity?				
E12. Does the "Subject" field clearly state the appointment/assignment of the RO and the unit/ activity?				
F12. Does the Appointment Endorsement clearly identify that the RO accepts his duties and responsibilities?				
G12. Is the RO's Signature recorded on the Appointment Endorsement?				

Preparer Title: _____
 Printed Name: _____
 Signature: _____ Date: _____

Reviewer Title: _____
 Printed Name: _____
 Signature: _____ Date: _____

Example: Responsible Officer (RO) Appointment Endorsement

(A12) [Insert Unit Letterhead]

(B12) 4400
(Code)
(Date)

FIRST ENDORSEMENT on CO ltr 4400 Sup dated (date)

(C12) From: (Rank First Name MI. LastName)

(D12) To: Commanding Office

(E12) Subj: APPOINTMENT AS RESPONSIBLE OFFICER, ACCOUNT
(accountnumber)

Ref: (a) DoD7000.14-R
(b) MCO 4400.201 Volume 3

Encl: (1) Consolidated Memorandum Receipt

(F12) 1. I have read and familiarized myself with the duties and responsibilities as a Responsible Officer as outlined in the reference and the appointment order. I accept these duties and responsibilities as the Responsible Officer for this account.

(G12) (Signature)
(FI. MI. LAST Name of RO)

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.13 Supply Officer (SupO)/Accountable Property Officer (APO) Appointment Letter **

13. KSD: Supply Officer (SupO)/Accountable Property Officer (APO) Appointment Letter **	Yes	No	N/A	Comments
A13. Does the Appointment Letter identify the USMC unit/activity?				
B13. Is the Date recorded on the Appointment Letter?				
C13. Does the "From" field identify the AO/CO for the unit/activity?				
D13. Does the "To" field identify the SupO/APO for the unit/activity?				
E13. Does the "Subject" field clearly state the appointment/assignment of the SupO/Fiscal Officer (FO) and the unit/activity?				
F13. Does the Appointment Letter clearly identify the duties and responsibilities? (May differ from the example on next page if the duties are different.)				
G13. Is the AO's/CO's Signature recorded on the Appointment Letter?				

Preparer Title: _____
 Printed Name: _____
 Signature: _____ Date: _____

Reviewer Title: _____
 Printed Name: _____
 Signature: _____ Date: _____

** The SupO / APO Appointment Letter shall include the DD Form 577: Appointment/
Termination Record-Authorized Signature as an enclosure.

Example: Supply Officer (SupO)/Accountable Property Officer (APO) Appointment Letter **

page 1

MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE CORPS
Volume 3, Appendix A **MCO 4400.201-V-3**

13 JUN 2016

APPENDIX A

SUPPLY OFFICER / ACCOUNTABLE PROPERTY OFFICER APPOINTMENT LETTER
FORMAT

The example format below includes all the inherent roles of a Supply Officer/Accountable Property Officer (APO) in accordance with this policy. In some instances, the Supply Officer/APO may not be assigned all the roles indicated in the example. In these situations, the paragraphs will be excluded from the appointment letter and will be used in a separate CO appointment letter to appoint the appropriate individual. Additionally, certain roles may be delegated to other individuals based on recommendations from the Supply Officer/APO. In these situations, the appropriate paragraph will be used in a separate CO appointment letter to appoint the appropriate individual the delegated responsibilities.

4400
(code)
(Date)

From: Commanding Officer

To: (Rank First Name MI. Last Name)

Subj: APPOINTMENT AS SUPPLY OFFICER/ACCOUNTABLE PROPERTY OFFICER

Ref: (a) DoD 7000.14-R
 (b) NAVSUPINST 4200.99
 (c) MCO 4400.201 Volume 3
 (d) Local GCPC guidance

Encl: (1) DD Form 577

1. Per the references, you are appointed as the unit Supply Officer/APO for (add unit name), Department of Defense Activity Address Code (DoDAAC)/Unit Identification Code (UIC): (add DoDAAC(s))/(add UIC(s)). You are a special staff officer and are directed to comply with the references and other applicable directions in the performance of your duties and responsibilities.
2. Prior to your acceptance of this account, but no later than (enter date), you must complete an inventory of all property and equipment belonging to your DoDAAC/UIC and report the findings to me with recommendations for any actions that need to be taken to accurately record the inventory results. (NOTE-this will be as an endorsement to the outgoing Supply Officer Certificate of Relief).
3. You are responsible for the property accounting functions for the command and are responsible for ensuring the accounting systems and records are accurate and updated at all times. In addition to properly receiving, accepting, and accounting for all government property received by the command, you will ensure the follow allowance item management principals are applied.

A-2

Example: Supply Officer (SupO)/Accountable Property Officer (APO) Appointment Letter **

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MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE CORPS
Volume 3, Appendix A **MCO 4400.201-V-3**

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a. On a monthly basis, validate allowance item information (e.g., TAMCNs, NSN/NIINs, nomenclature, authorized quantities, etc.) on the unit's Table of Organization and Equipment as accurate and properly recorded on the unit's supply APSR.

b. Account for equipment that is issued or signed out to Responsible Officers, individuals, and/or other units and maintain the permanent record of custody for such equipment.

c. Ensure that physical inventories are being conducted as required (e.g., annual, quarterly CMRs/CARs, RO turnovers, etc.) and that accountable records are being adjusted accordingly.

d. Track monthly inventories of small arms and report to me when monthly inventories of small arms are not conducted. Ensure account and custody records are being adjusted accordingly, and weapons reporting procedures are being followed.

e. Achieve and maintain a minimum physical inventory accuracy rate (to the serial number for serialized items) of 98 percent (100 percent for classified or sensitive property).

f. Maintain assigned equipment in a ready-for-use and serviceable condition.

4. Serve as the unit Fiscal/Budget & Accounting Officer for DoDAAC/UIC (add DoDAAC(s)/add UIC(s)). You are responsible for the management of the command's financial resources allocated in the Standard Accounting Budgeting and Reporting System (SABRS) under Work Center Identification (WCI): (enter applicable WCI), Budget Execution Activity (BEA): (enter applicable BEA(s)), Budget Execution Sub-Activity (BESA): (enter applicable BESA(s)). Your specific duties include:

a. Fund Holder internal management control oversight.

b. Provide guidance and direction of financial matters throughout the organization as a staff service to me.

c. Track all activities/programs that will have a financial impact on the organization. This will include budget plans and program schedules.

d. Perform applicable budget formulation, execution, and review functions for future, current, and expired fiscal years.

e. Provide guidance to fund holders responsible for the administration of travel payments (i.e., advances and settlements).

f. Ensure budget authorizations and allotments are passed to subordinate elements in a timely manner, if applicable.

g. Maintain oversight of transactions posted in the accounting system to ensure validity and accuracy of postings. These evaluations should include proper usage of funds, coding structures used, validity of obligations, and timely posting of financial information.

Example: Supply Officer (SupO)/Accountable Property Officer (APO) Appointment Letter **

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MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE CORPS
Volume 3, Appendix A

MCO 4400.201-V-3

13 JUN 2016

h. Conduct evaluations and analyses of fund holder activities to assist in the prompt detection and correction of problems in connection with established financial procedures, practices, records and accounting system problems and deficiencies.

i. Ensure proper records and source documents supporting fund execution are maintained by appropriate activities such as fund holders.

j. Ensure proper use of appropriations by purpose, time, and amount to include meeting the criteria of bona-fide need.

k. Train delegated fund holders in the proper utilization of the accounting system.

l. Act as a liaison with DFAS on all accounting issues.

m. Maintain required currency in fiscal training.

5. Serve as the unit Supply Resource Manager for DoDAAC/UIC (add DoDAAC(s)/add UIC(s)). You will receive allocated funds in SABRS under WCI: (enter applicable WCI), BEA: (enter applicable BEA(s)), BESA: (enter applicable BESA(s)) as a resource to accomplish and execute your mission. Your specific duties include:

a. Execution of unit requisition management.

(1) Maintain all document numbers for the command's DoDAAC(s) used for requisitioning.

(2) Prepare requisitions and source documents.

(3) Ensure compliance with the Uniform Movement and Issue Priority System (UMMIPS).

(4) Induction of requisitions into the supply system.

(5) Retaining of requisition records.

(6) Maintain requisition status information.

(7) Ensure that available stock is issued (if authorized and held) before induction of requisitions into the supply system (except replenishment action).

(8) Follow up and/or conduct causative research on outstanding requisitions.

(9) Modify existing requisitions, when appropriate.

(10) Process cancellations, when appropriate.

(11) Process receipts, when appropriate.

Example: Supply Officer (SupO)/Accountable Property Officer (APO) Appointment Letter **

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MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE CORPS
Volume 3, Appendix A **MCO 4400.201-V-3**

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- (1) Make liaison with supply activities providing support to the unit for any additional action required.
- (2) Ensure appropriate fiscal transactions process correctly.
- (3) Manage related reports.
 - b. Recommend Fund Holder assignments and provide Fund Holder oversight for preparing source documents, ensuring the proper assignment of funding on an obligation document before the obligation is incurred.
 - c. Compile and execute the budget in accordance with the financial plan for the current fiscal year.
 - d. Monitor the execution of the financial plan for all fiscal years available for obligation.
 - e. Reconcile the accounting system with source documents on a cyclic basis.
 - f. Maintain financial records and source documents in accordance with the references.
 - g. Identify and provide information to the comptroller on Unmatched Disbursements (UMDs) and Negative Unliquidated Obligations (NULOs) on error and exception listings.
 - h. Conduct Unliquidated Orders and Outstanding Travel Orders validations.
6. Serve as a Certifying Officer for DoDAAC/UIC (add DoDAAC(s)/add UIC(s)). You will promptly certify vouchers for payment in SABRS under WCI: (enter applicable WCI), BEA: (enter applicable BEA(s)), BESA: (enter applicable BESA(s)). Your specific duties include:
 - a. Provide oversight to Departmental Accountable Officials (DAOs) (i.e., Responsible Officers, Resource Manager/Fund Holders) to strengthen internal controls.
 - b. Ensure proper preparation of all source documents and availability of funds prior to certifying payment.
7. Serve as the GCPC Approving Official for DoDAAC/UIC (add DoDAAC(s)/add UIC(s)). Funding will be allocated to you for execution in SABRS from WCI: (enter applicable WCI), BEA: (enter applicable BEA(s)), BESA: (enter applicable BESA(s)). Your specific duties include:
 - a. Execute your duties in accordance with reference (a), applicable DON/USMC policies and procedures, NAVSUPINST, 4200.99, and locally established program operating procedures.
 - b. Provide oversight for appointed GCPC cardholders (CHs) in your hierarchy, frequently reviewing all available information in order to promptly identify improper use.
 - c. Ensure timely and accurate processing of monthly billing statements and updates of the cardholder's automated system

Example: Supply Officer (SupO)/Accountable Property Officer (APO) Appointment Letter **

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MANAGEMENT OF PROPERTY IN THE POSSESSION OF THE MARINE CORPS
Volume 3, Appendix A**MCO 4400.201-V-3**

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d. Ensure assigned GCPC CHs are adequately controlling access to their card to preclude unauthorized use.

e. Serve as the certifying officer for the accounts assigned.

8. Serve as the Supply Automated Information System (AIS) Administrator responsible for approving command access to automated system(s) used to support the purchase request, requisitioning, receipt and acceptance, equipment accountability, financial management, and other supply chain management systems. Your specific duties include:

a. Approving System Authorization Access Requests (SAARs) in order to grant access to these systems for an activity.

b. If required, recommend the appointment of additional Supply AIS administrators to assist in the performance of these duties.

9. Recommend to me which personnel should be delegated, in writing, with the following roles on behalf of the command and ensure the appointments are maintained current on file: Supply Resource Manager (if not appointed), Fiscal/Budget & Accounting Officer (if not appointed and in absence of a unit comptroller), Certifying Officer, GCPC Approving Official (if not appointed), Supply AIS Administrator (if not appointed), GCPC CHs, Fund Holders, Receipt & Acceptors, and Responsible Officers.

10. This letter supersedes all previous letters and will remain in effect until revocation or reassignment.

(Signature)
(FI. MI. LAST Name of CO)

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.14 Supply Officer (SupO) Appointment Endorsement

14.KSD: Supply Officer (SupO) Appointment Endorsement	Yes	No	N/A	Comments
A14. Does the Appointment Endorsement acknowledging appointment identify the USMC unit/activity?				
B14. Is the Date recorded on the Appointment Endorsement?				
C14. Does the "From" field identify the SupO for the unit/activity?				
D14. Does the "To" field identify the AO/CO for the unit/activity?				
E14. Does the "Subject" field clearly state the appointment/assignment of the SupO and the unit/ activity?				
F14. Does the Appointment Endorsement clearly identify that the SupO accepts his duties and responsibilities and has performed a review of the supply account?				
G14. Is the SupO's Signature recorded on Appointment Endorsement?				

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Example: Supply Officer (SupO) Appointment Endorsement

(A15) [Insert UnitLetterhead]

(B14) 4400
(Code)
(Date)

FIRST ENDORSEMENT on CO ltr 4400 (Code) dated (Date)

(C14)

From: (Rank, First Name MI. LastName)

(D14)

To: Commanding Officer

(E14)

Subj: APPOINTMENT AS SUPPLY OFFICER/ACCOUNTABLE
PROPERTY OFFICER

Ref: (a) DOD 7000.14R
(b) MCO 4400.201, Volume 3

Encl: (1) Relieved Supply Officer's Certificate of Relief
(2) Endorsement to Relieved Supply Officer's Certificate of Relief

(F14)

1. I have read and familiarized myself with the duties and responsibilities as outlined in the references and the appointment order. I have reviewed this account along with Enclosure (1) and documented the results of this review in Enclosure (2). I accept these duties and responsibilities as the Supply Officer for this account.

(G14)

(Signature)
(FI. MI. Last Name of SUPO)

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.15 DD Form 577 Appointment/Termination Record-Authorized Signature

15. KSD: DD Form 577 Appointment/Termination Record-Authorized Signature	Yes	No	N/A	Comments
Are the following fields recorded on the Appointment/Termination Record-Authorized Signature (DD Form 577)?				
SECTION I - APPOINTEE				
A15. Name (Printed)				
B15. DoD ID Number				
C15. Title				
D16. DoD Component/Organization				
E15. Address				
F15. Position to Which Appointed (x - one only)				
G15. You are appointed to serve in the position identified in Item 6. Your responsibilities include:				
H15. Review and adhere to the following publication(s) needed to adequately perform your assigned duties:				
SECTION II – APPOINTING AUTHORITY				
I15. Name (Printed)				
J15. Title				
K15. DoD Component/Organization				
L15. Date (YYYYMMDD)				
M15. Signature				

DD Form 577 Appointment/Termination Record-Authorized Signature.....continued

15. KSD: DD Form 577 Appointment/Termination Record-Authorized Signature	Yes	No	N/A	Comments
Are the following fields recorded on the Appointment/Termination Record-Authorized Signature (DD Form 577)?				
SECTION III – APPOINTEE CKNOWLEDGEMENT				
N15. Printed Name				
O15. Date (YYYYMMDD) (Not earlier than date on item 12 or 13)				
P15. Digital Signature				
Q15. Manual Signature				
SECTION IV – APPOINTMENT TERMINATION (If applicable)				
R15. Effective Date				
S15. Appointee Initials				
T15. Name of Appointing Authority (Printed)				
U15. Title				
V15. Appointing Authority Signature				

Preparer Title: _____
 Printed Name: _____ Date: _____
 Signature: _____

Reviewer Title: _____
 Printed Name: _____ Date: _____
 Signature: _____

Example: DD Form 577 Appointment/Termination Record-Authorized Signature

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE (Read Privacy Act Statement and Instructions before completing form.)		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. SORN T1300 (http://dpclo.defense.gov/Privacy/SORNSIndex/DODComponentArticleView/tabid/7489/Article/6235/t1300.aspx) ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: http://dpclo.defense.gov/Privacy/SORNSIndex/BlanketRoutineUses.aspx. DISCLOSURE Voluntary; however, failure to provide the requested information may preclude appointments.</p>		
SECTION I - APPOINTEE		
1. NAME (First, Middle Initial, Last and Rank or Grade)	2. DoD ID NUMBER	3. TITLE Fund Manager / Resource Manager Financial Analyst / Fiscal Clerk / Finance
4. DOD COMPONENT/ORGANIZATION Headquarters, U.S. Marine Corps M00084 Manpower and Reserve Affairs (M&RA) Department	5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN) Headquarters, U.S. Marine Corps M00084 Manpower and Reserve Affairs (M&RA) Department 3280 Russell Road Quantico, VA 22134-5103	
6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.)		
<input type="checkbox"/> DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN
<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER
<input checked="" type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN
7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE: Local Processing Office/Official (LPO) / Funds Certification / Funds Validation: M00084 - Ensure the OBLIGATION & ULO amount recorded in SABRS is sufficient to support the pending invoice(s) and the amount(s) to be paid. - Provide timely, accurate data to ensure payments are proper, supportable, legal, and correct. - Establish and maintain a system of internal controls to prevent erroneous / improper payments. Prevalidation is a procedure that requires a proposed payment be identified/matched to its applicable proper supporting obligation that has been recorded in the official accounting system that the SDN and ACRN (LOA) cited on the invoice/payment match the data recorded in SABRS. Your WAWF LPO DODAAC: M00084; Accounting Station (AAI/AAA): 067443; Vendor Pay DoDAAC: M67443; MARADMIN 0741/09 PREVALIDATION OF MARINE CORPS PAYMENTS; MARADMIN 426/05 -- PROCESSING MISC PAYMENTS Certifying Officer Legislation (COL) Training: https://rise.articulate.com/share/NjVprhNwYg8tOSdcoeFiU-xVDXDNmeJ (Commercial Pay) DoD Guidebook for Miscellaneous Payments https://www.dfas.mil/contractors/vendors/mispaymentguide.html		
8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES: DoDFMR, Vol. 5, Ch 5 (COs & DAOs): http://comptroller.defense.gov/Portals/45/documents/fmr/current/05/Volume_05.pdf DoDFMR, Vol. 10; Ch 4, 8, 11, 12, 13 and 16: http://comptroller.defense.gov/Portals/45/documents/fmr/current/10/Volume_10.pdf		
SECTION II - APPOINTING AUTHORITY		
9. NAME (First, Middle Initial, Last)	10. TITLE CG / CMDR / CO / Director Deputy / ExecDir / CoS	11. DOD COMPONENT/ORGANIZATION HQMC / M&RA
12. DATE (YYYYMMDD)	13. SIGNATURE	
SECTION III - APPOINTEE ACKNOWLEDGEMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.		
14. PRINTED NAME (First, Middle Initial, Last)	15. DATE (YYYYMMDD) (Not earlier than date in Item 12 or 13)	
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE	
SECTION IV - APPOINTMENT TERMINATION		
The appointment of the individual named above is hereby revoked.		18. APPOINTEE INITIALS
19. NAME OF APPOINTING AUTHORITY	17. DATE (YYYYMMDD)	20. APPOINTING AUTHORITY SIGNATURE
20. TITLE CG / CO / CoS / Delegated Authority to Appoint	21. APPOINTING AUTHORITY SIGNATURE	

DD FORM 577, NOV 2014

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 9.0

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.16 Annual Physical Inventory Results Certification

16. KSD: Annual Physical Inventory Results Certification	Yes	No	N/A	Comments
Does the Annual Physical Inventory Results Certification provide the following?				
A16. USMC unit/activity?				
B16. Correct Date				
C16. Does the "From" identify SupO for the unit/activity?				
D16. Does the "To" identify the CO				
E16. Does the "Subject" clearly state the inventory type? (include DoDAAC)				
F16. Is a listing of inventory gain and loss transactions as a result of the inventory included? (MCO 4400.201, Volume 4, Chapter 7, para 070301)				
G16. Does the report state any corrective action required or initiated to reduce future variances? (MCO 4400.201, Volume 4, Chapter 7, para 070302)				
H16. Is the report signed by the supply officer?				

Preparer Title: _____
Printed Name: _____
Signature: _____ Date: _____

Reviewer Title: _____
Printed Name: _____
Signature: _____ Date: _____

Example: Annual Physical Inventory Results Certification

page 1

(A16) [Unit Letterhead]

4400
SUPO
(B16) 30 Jun 20From: Supply Officer (C16)
To: Commanding Officer (D16)

Subj: RESULTS OF WALL-TO-WALL INVENTORY 9-19 JUNE 2020 FOR AAC-M35100 (E16)

Ref: (a) MCO 4400.201 Volume 3

Encl: (1) Recommended Property Adjustments (F16)

1. In accordance with the reference, a wall to wall inventory was conducted from 9 – 19 June 2020. A wall-to-wall inventory is used to support the determination of logistics and financial record accuracy of a supply account. The current wall to wall inventory was conducted in four phases in conjunction with FY20 3rd Quarter Consolidated Memorandum Receipt (CMR) reconciliation.

2. Phase I was conducted by Headquarters Company and DLI Responsible Officers (RO) from 20 April to 4 May. Phase II was conducted by (ACTS) ROs from 4-18 May. Phase III was conducted by Communications Training Battalion ROs from 18 May to 2 June. Upon adjudication of all CMRs discrepancies, Phase IV commenced on 9 June with the inventory of Supply CMRs YWHSE and YWIR, the reconciliation of Perpetual inventory, and validation of all TAMCN requisition items on the Due-In Status File (DASF).

3. The results of the inventory found that 33 lines items, listed in enclosure (2), and requiring adjustments to correct the property records.

4. The value of the account prior to the inventory was \$214,654,134.87 for the Install Base and \$2,018,656.93 for Perpetual for a total value of \$216,672,791.80.

a. Total dollar value/percentage of net losses: \$0.00/0%

(1) Total dollar value/percentage of net losses attributed to an administrative error that can be clearly supported in an audit trail through causative research: \$0.00/0%

(2) Total dollar value/percentage of net losses attributed to an on-hand decreases where less stock is found during an inventory: \$0.00/0%

b. Total dollar value/percentage of net gains: \$0.00/0%

(1) Total dollar value/percentage of net gains attributed to an administrative error that can be clearly supported in an audit trail through causative research: \$0.00/0%

(2) Total dollar value/percentage of net gains attributed to an on-hand increase where more stock is found during an inventory: \$0.00/0%

Note: MCO 4400.201 only requires a listing of inventory gain & loss transactions resulting from the inventory and any corrective action required or initiated to reduce future variances. Anything additional is optional as of the time of this publication.

Example: Annual Physical Inventory Results Certification

page 2

Subj: RESULTS OF WALL-TO-WALL INVENTORY 9-19 JUNE 2020 FOR AAC-M35100

5. The required corrections will yield a loss of \$23,678.10 (0.0109%) and gain of \$1,278.77 (0.0005%), resulting in an overall net loss of \$22,399.40.
6. The new value of the account, after all recommended adjustments are approved and transacted, will be \$214,654,134.87 for the Install Base and \$2,018,656.93 for Perpetual for a total value of \$216,672,791.80. This equates to a 0.0103% percent variance of the total dollar value of the account.
7. The preponderance of adjustments are related to a lack of internal controls during warehouse cyclic inventories to properly identify tariff sizes, the mismanagement of Individual Memorandum Receipts (IMR) during check-in/out procedures and temporary loans on Equipment Custody Receipts (ECR). Adjustments for these items are normal for wall to wall inventories, and are the mechanism for the command to do a roll up of adjustments to correct accounting errors which may have occurred, may have been over-looked or incorrectly adjusted throughout the year.
8. For equipment items having variances in overall "on hand" for TAMCN quantities, causative research was conducted to ensure no waste, fraud, or abuse had occurred. Department of Defense Form DD 200 "Financial Liability of Property Loss" (FLIPL) will be submitted, if applicable.
- G16 9. Corrective actions that need to be implemented to reduce further variances include, but are not limited to, additional training for Inventory Management clerks on proper gear issue/turn-in procedures, the training of the Supply Management clerks on the proper execution, retention of key supporting documentation and reconciliation of equipment redistributed from the command to other units.
10. Point of contact in this matter is Master Sergeant John J. Smith at (760) 830-1234.

H16 J. M. SUPPLY

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.17 Annual Physical Inventory Results Spreadsheet (Gains and Losses)

17. Annual Physical Inventory Results Spreadsheet (Gains and Losses)	Yes	No	N/A	Comments
Are the following fields recorded on the Annual Physical Inventory Results (Gains and Losses) Spreadsheet?				
A17. AAC				
B17. Unit Rollup UIC				
C17. Date of Inventory Completion				
D17. Total Value of the Account Prior to the Inventory				
E17. TAMCN, NSN, Nomenclature, and DOCUMENT Number (Have the reported items gains/losses been identified)				
F17. Has the Adj Type (gain/loss) been properly identified by the DIC?				
G17. Quantity, Inv Qty, and Discrepant Qty (Have the reported items gains/losses been accurately identified?)				
H17. Unit Price and Extended Price (Have the reported items gains/losses been provided and accurately calculated?)				

Preparer Title: _____
 Printed Name: _____ Date: _____
 Signature: _____

Reviewer Title: _____
 Printed Name: _____ Date: _____
 Signature: _____

Example: Annual Physical Inventory Results Spreadsheet (Gains and Losses)

ANNUAL PHYSICAL INVENTORY RESULTS (GAINS AND LOSSES)

AAC: A17
 UNIT ROLLUP UIC: B17
 DATE OF INVENTORY COMPLETION: C17
 TOTAL VALUE OF THE ACCOUNT PRIOR TO THE INVENTORY: D17

INVENTORY GAINS/LOSSES										
TAMCN	NSN	NOMENCLATURE	DOCUMENT NUMBER	DIC/ADJ TYPE	ACCT BAL/ RPT OH	INV QTY	DISCREPANT QTY (GAIN)	UNIT PRICE	EXTENDED PRICE	
E17	E17	E17	example	D8A	F17	20	22	2	\$5.00	\$10.00
						G17	G17	G17	H17	H17
										\$0.00
										\$0.00
										\$0.00
TOTAL VALUE OF INVENTORY GAINS/LOSSES									\$10.00	

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.18 Commander's Annual Physical Inventory Certification

18. Commander's Annual Physical Inventory Certification	Yes	No	N/A	Comments
Does the Commander's Annual Physical Inventory Certification provide the following?				
A18. Correct Date?				
B18. Does the Certification have the wall to wall inventory results completion Date identified?				
C18. Does the Certification state that all discrepancies have been reviewed and gain and loss transactions have been approved?				
D18. Does the Certification state that the commander has reviewed internal controls and directed appropriate corrective actions to be taken?				
E18. Does the Certification state that the inventory results, endorsement, and all supporting documentation will be maintained for three years (active) and then seven years (archive)?				
F18. Does the certification contain the Signature of the Commander?				

Preparer Title: _____
 Printed Name: _____
 Signature: _____

Date: _____

Reviewer Title: _____
 Printed Name: _____
 Signature: _____

Date: _____

Example: Commander's Annual Physical Inventory Certification

[Insert Unit Letterhead]

A18 4400
 (code)
 (Date)

FIRST ENDORSEMENT on Supply Officer ltr 4400 *(insert code)* of *(insert date)*

From: Commanding Officer
 To: Supply Officer

Subj: *(insert inventory type)* WALL TO WALL INVENTORY RESULTS FOR *(insert DoDAAC)*

- B18 1. I certify that I have reviewed your wall to wall inventory results which was completed on **(date)** and concur with your recommendations.
- C18 2. I have reviewed all inventory discrepancies and have approved all validated gain and loss transactions required to adjust the accountable property records.
3. I direct you to process the transactions required to properly adjust the property records.
- D18 4. I have reviewed current internal control procedures, and I direct you to take the following corrective actions to strengthen internal control procedures in order to reduce inventory variances in the future *(if applicable)*.
 - a. *(Insert corrective action(s))*
- E18 5. Upon completion of the approved property transactions identified in paragraph 2, a copy of the inventory results, this endorsement, and all supporting documentation will be maintained in the active supply file for 3years with subsequent retention in the archive supply file for 7 years. In addition, you will forward a copy of all documentation to *(insert higher headquarters)* for trend analysis.

F18
 (Signature)
(FI. MI. LAST Name of CO)

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

In accordance with Chapter 1 of MCO 4400.201, if a RO/property custodian elects to delegate their authority for the receipt, request, or turn-in of equipment affecting their CMR/CAR/sub-account, a NAVMC Form 11869 must be prepared by the RO/property custodian and forwarded to the SupO/APO. Quarterly, NAVMC Form 11869s must be certified by the RO/property custodian (semi-annually if approved in writing by the unit CO). If no changes have occurred during the quarter, the RO/property custodian will certify by initialing and dating the current NAVMC Form 11869 on file with the SupO/APO.

12.19 Navy Marine Corps (NAVMC) Form 11869: Notice of Delegation of Authority

19. KSD: NAVMC Form 11869: Notice of Delegation of Authority	Yes	No	N/A	Comments
Are the following fields recorded on the Notice of DOA (NAVMC Form 11869)?				
A19. Date				
B19. Organization Receiving Supplies (unit & the installation)				
C19. Location				
D19. Last Name, First Name, MI (Authorized Representative(s))				
E19. Authority: Request, Received, and Turn In (Has a “yes” or “no” been recorded for each Authorized Representative(s) listed?)				
F19. Signatures and Initials (for each Authorized Representative listed)				
G19. Delegates To / Withdraws From (Has the appropriate box been checked and the specific class of supplies been identified?)				

NAVMC Form 11869: Notice of Delegation of Authority.....continued

19. KSD: NAVMC Form 11869: Notice of Delegation of Authority	Yes	No	N/A	Comments
Are the following fields recorded on the Notice of DOA (NAVMC Form 11869)?				
H19. UIC				
I19. DoDAAC/Account Number				
J19. RO Name, Rank/Grade, Phone Number, and				
K19. Expiration Date of card				
L19. Signature of RO				
M19. Are NAVMC Form 11869s certified quarterly (semi-annually if approved in writing by the unit CO)? If no changes have occurred during the quarter, did the RO/property custodian certify by initialing and dating the current NAVMC Form 11869?				

Preparer Title: _____
 Printed Name: _____
 Signature: _____ Date: _____

Reviewer Title: _____
 Printed Name: _____
 Signature: _____ Date: _____

Example: NAVMC Form 11869: Notice of Delegation of Authority

NAVMC 11869 (11-12) (EF)

FOUO - Privacy sensitive when filled in.

NOTICE OF DELEGATION OF AUTHORITY				DATE: A19	
AUTHORIZED REPRESENTATIVE(S)					
2. ORGANIZATION RECEIVING SUPPLIES B19			3. LOCATION C19		
4. LAST NAME, FIRST NAME, MI D19			AUTHORITY		8. SIGNATURE AND INITIALS F19
			5. REQ	6. REC	7. TURN IN
			↑	↑	↑
			E19		
AUTHORIZATIONS BY RESPONSIBLE OFFICER, SUPPLY OFFICER, OR ACCOUNTABLE OFFICER					
9. THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
10. REMARKS G19					
I ASSUME FULL RESPONSIBILITY					
11. UNIT IDENTIFICATION CODE H19			12. DODAAC / ACCOUNT NUMBER I19		
13. LAST NAME, FIRST NAME, MI J19			14. GRADE J19	15. PHONE NUMBER J19	16. EXPIRATION DATE K19
17. SIGNATURE L19					

Completion instructions by block number for NAVMC 11869:

- (1) **Date** - Enter the calendar date the form is prepared.
- (2) **Organization receiving supplies** - Enter the name of the unit and, if prepared by a Responsible Officer to delegate authority to request, receipt, or turn-in supplies, the CMR account number or name of the section involved.
- (3) **Location** - Enter the name of the installation on which the unit is located.

AUTHORIZED REPRESENTATIVE(S) Section

- (4) **Last Name, First Name, Middle Initial** - Enter the name of authorized representative. When more than four persons are to be delegated and a follow on card is deemed necessary, enter the statement "Continuation to NAVMC 11869 dated" in the remarks block of the follow on card. Enter "not used" on next available line when all lines are not used.
- (5) **REQ** - Enter "YES" in this block for each person authorized to request supplies. Otherwise, enter "NO".
- (6) **REC** - Enter "YES" in this block for each person authorized to receive supplies. Otherwise, enter "NO".
- (7) **TURN IN** - Enter "YES" in this block for each person authorized to turn in supplies. Otherwise, enter "NO".
- (8) **Signature and initials** - Enter the signature and initials of authorized representative.

AUTHORIZATION BY RESPONSIBLE OFFICER OR ACCOUNTABLE OFFICER Section

- (9) Enter an "X" in the appropriate box "DELEGATES TO" or "WITHDRAWS FROM" to show that the authorized representative is delegated or withdrawn from the authority to request, receive, and/or turn-in supplies. Specify the classes of supplies for which the representatives may sign in "THE AUTHORITY TO:" section.
- (10) **Remarks** - Enter the Supply Section or other activity to which the form is being sent.

I ASSUME FULL RESPONSIBILITY Section

- (12) **Unit identification code** - Enter the assigned unit identification code (UIC).
- (13) **DODAAC/Account Number** - Enter the unit DODAAC and any locally assigned account number.
- (14) **Last Name, First Name, Middle Initial** - Enter the name of the responsible officer.
- (15) **Grade** - Enter the grade or rank of the responsible officer.
- (16) **Telephone number** - Enter the office telephone number of the responsible officer.
- (17) **Expiration date** - Enter the expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job.
- (18) **Signature** - Enter the signature of the responsible officer.

FOR OFFICIAL USE ONLY

Adobe LiveCycle Designer 9

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.20 NAVMC Form 604/604B: Combined Individual Clothing Requisition and Issue Slip

20. NAVMC Form 604/604B: Combined Individual Clothing Requisition and Issue Slip	Yes	No	N/A	Comments
Has the NAVMC Form 604/604B been filled out to accurately reflect the following?				
A20. Name and item(s) of the person ordering (in accordance with MCBul 10120)				
B20. Signature of the person ordering				
C20. Has the Approval Block been completed by the CO to reflect the type of issue/sale (e.g., checkage)?				
D20. Functional Account Number (FAN)?				
E20. Signed and dated by the individual's CO? If it is signed by an "acting" CO, is a copy of the DOA letter attached, along with a copy of the DD Form 577 authorizing the "acting" CO to obligate government funds?				
F20. Signed and dated by the appropriate parties (person ordering and witness, when applicable)				
G20. Has the SupO logged into Wide Area Workflow Miscellaneous Payments (WAWF-MP) as an acceptor to ensure the proper SDN, FY, and Accounting Classification Reference Number (ACRN) are associated to the applicable FAN for each NAVMC Form 604 entered on the WAWF-MP Voucher?				
H20. Has the SupO verified that the payment amount in WAWF-MP matches the NAVMC Form 604 and the attached sales slip?				
I20. Has the SupO accepted the miscellaneous payment for the NAVMC Form 604 in WAWF-MP?				

NAVMC Form 604/ 604B: Combined Individual Clothing Requisition and Issue Slip.....continued

Preparer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Reviewer

Title: _____

Printed Name: _____

Signature: _____

Date: _____

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.21 Money Value Gain/Loss (MVGL) Notice

21. KSD: Money Value Gain/Loss (MVGL) Notice	Yes	No	N/A	Comments
A21. Do all gain/loss adjustments listed on the MVGL Notice correspond with pre-approval letters signed by the CO/AO?				
B21. Is the proper AAC/Inventory Organization recorded on the MVGL Notice?				
C21. Is the TAMCN and item description for each gain/loss transaction recorded on the MVGL Notice?				
D21. Do all item serial numbers listed on the MVGL Notice have corresponding supporting documentation?				
E21. Has the MVGL Notice been signed and dated by the CO/AO?				

Preparer Title: _____
 Printed Name: _____ Date: _____
 Signature: _____

Reviewer Title: _____
 Printed Name: _____ Date: _____
 Signature: _____

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.22 Total Life Cycle Management - Operational Support Tool (TLCM-OST) Serial
No. Summary

22. KSD: Total Life Cycle Management – Operational Support Tool (TLCM-OST) Serial Number Summary	Yes	No	N/A	Comments
Are the following fields recorded on the TLCM-OST Serial Number Summary?				
A22. DoDAAC				
B22. UIC				
C22. Sub Unit code				
D22. Condition Code				
E22. Instance Usage Code				
F22. Service Request (SR) number				
G22. Status of transaction				
H22. SR UIC				
I22. SR Type				
J22. Operational Status				
K22. Description of asset				
L22. Days Open and Date Closed				

Preparer Title: _____
 Printed Name: _____
 Signature: _____ Date: _____

Reviewer Title: _____
 Printed Name: _____
 Signature: _____ Date: _____

Example: Total Life Cycle Management - Operational Support Tool (TLCM-OST) Serial Number Summary



Serial # - PE26231-0023

Serial Number PE26231-0023

TAMCN: E00767B
 NIIN: 995933083 UII: DK0824PE26231PE262310023
 Nomenclature: TANK DOZER BLADE CIIC: U



UIC - M21410

Identification		Lifecycle		Parts (0 Open)		Total Support Cost						
A22	B22	C22	D22	E22								
DoDAAC	UIC	Sub Unit Code	Condition Code	Instance Usage Code	Related NIIN	Related TAMCN	Related Nomenclature	Crane Reportable	Retail	Wholesale	Depot	Crane
M21410	M21410	YTKM	A	OUT_OF_ENTERPRISE				N	Y	N	N	N
Service Requests		G22	H22	I22	J22	K22						
Service Request	Status	UIC	SR Type	OP Status	Description	Parts on Order	Days Open	Date Closed				
27839110	Closed	M21410	Maintenance - CM	Operational - Degraded	DIRECT LINEAR VALVE	0	180	06-25-2019				
28572694	Closed	M21410	Maintenance - PM	Operational - Minor	SA SERVICE	0	0	06-25-2019				
28825534	Closed	M21410	Maintenance - SL3	Operational - Minor	REPLENISH SL3	0	275	04-22-2020				
29300934	Closed	M21410	Maintenance - PM	Operational - Minor	Perform Semi Annual PMCS	0	0	11-14-2019				

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.23 Army TEAMS Vehicle Birth Certificate

23. KSD: Army Total Enterprise Asset Management System (TEAMS) Vehicle Birth Certificate	Yes	No	N/A	Comments
Are the following fields recorded on the TEAMS Vehicle Birth Certificate?				
A23. USMC #				
B23. Variant				
C23. General Dynamics Land Systems (GDLS) Hull Number				
D23. Hull Type				
E23. Original Production Date				
F23. Original Manufacturing Age				
G23. Last Depot Production Date				
H23. Last Depot Production Age				
I23. TAMCN				
J23. NSN				
K23. Owing Unit organization information				
L23. Owing Unit ID				
M23. Asset Location				
N23. Asset Condition Code				
O23. Vehicle Status				

Preparer Title: _____
 Printed Name: _____
 Signature: _____ Date: _____

Reviewer Title: _____
 Printed Name: _____
 Signature: _____ Date: _____

Example: Army TEAMS Vehicle Birth Certificate

Vehicle Birth Certificate

Page 1 of 1



TEAMS
Total Enterprise
Asset Management System

THIS INFORMATION SYSTEM IS APPROVED FOR UNCLASSIFIED/FOUO DATA

TEAMS may be down intermittently on Thursday (28 May) between 2000-2330hrs EST for monthly server maintenance. Please plan your work accordingly.

Session Expires In: 28:10



Logged in to TEAMS
Log out

Close Save

LAV-25 A2, 521383 - Legacy

Details	Configuration	History	Notes	Usage
A23 USMC #: 521383		B23 Variant*: LAV-25 A2		
C23 GDLS Hull Number*: LAV-044-L83		D23 Hull Type: Legacy		
E23 Original Production Date: 5/31/1984		F23 Original Manufacturing Age: 36.0		
G23 Last Depot Production Date: 7/10/2015 (populated from MWS)		H23 Last Depot Production Age: 4.9		
I23 TAMCN: E0947		J23 NSN: 2355-01-539-3639		
K23 Owning Unit: 1st LAR Bn		L23 ID: 08594C		
M23 Location: CPE - CAMP PENDLETON, CA		N23 Condition Code: L23 A		
Gun S/N:		O23 Vehicle Status*: Operational		
Configuration Percentage Complete: L23 93% (28 modifications installed; 2 modifications available; 1 modifications not applicable)		WIR Date: <input type="text"/>		
Total Hours: 92		WIR Doc #: <input type="text"/>		
Total Kilometers: 1141		Armor Level: (select Armor Level)		
Total Rounds: 0				

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.24 Components Inventory List

24. KSD: Components Inventory List	Yes	No	N/A	Comments
Are the following fields recorded on the Components Inventory List				
A24. Is the components Inventory list the most current version? (TM 4700-15/1H, Paragraph 2-6; MCO 4400.201, Volume 3, Chapter 2, Paragraph 0214; MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 11; MMSOP/MMPL)				
B24. Is the header information completed to include the serial number (if applicable)? (TM 4700-15/1H, Paragraph 2-6; MCO 4400.201, Volume 3, Chapter 2, Paragraph 0214; MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 11; MMSOP/MMPL) Note: For non-serially tracked assets, it is recommended the GCSS-MC Installed Base Item Instance be recorded on the inventory list.				
C24. Are inventories conducted and documented consistent with published intervals (e.g. local Maintenance Management Standard Operating Procedures) (TM 4700-15/1H, Paragraph 2-6; MCO 4400.201, Volume 3, Chapter 2, Paragraph 0214; MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 11; MMSOP/MMPL)				
D24. Are remarks entered to identify missing components, associated service requests for requisitions and serial numbers of sub-components when required? (TM 4700-15/1H, Paragraph 2-6; MCO 4400.201, Volume 3, Chapter 2, Paragraph 0214; MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 11; MMSOP/MMPL)				
E24. Does the final page of the inventory list include the names, date, and signatures of the personnel conducting the inventory? (TM 4700-15/1H, Paragraph 2-6; MCO 4400.201, Volume 3, Chapter 2, Paragraph 0214; MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 11; MMSOP/MMPL)				

Components Inventory List.....continued

Preparer Title: _____
Printed Name: _____ Date: _____
Signature: _____

Reviewer Title: _____
Printed Name: _____ Date: _____
Signature: _____

Example: Components Inventory List

page 1

May 2020	SL-3-13264A
	PCN 123 132640 00 TAMCN A01987G
<hr/> <hr/> MARINE CORPS STOCKLIST <hr/> <hr/>	
	
COMPONENTS LIST FOR	
RADIO SET	
AN/PRC-160(V)5	
NSN 5820-01-683-9499	
SUPERSEDURE NOTICE: This publication supersedes SL-3-13264A, dated March 2020.	
DISTRIBUTION STATEMENT (C): Distribution authorized to U.S. government agencies and their contractors only for official administrative or operational use, 29 May 2020. Other requests for this document must be referred to Program Manager, Communications Systems (CS), Marine Corps Systems Command, 2200 Lester Street, Quantico, VA 22134-5010.	
DESTRUCTION NOTICE: Destroy by any method that will prevent disclosure of contents or reconstruction of the document.	
<hr/> FOR OFFICIAL USE ONLY <hr/>	

Example: Components Inventory List

page 2

SL-3-13264A		Marine Corps Stocklist				SL-3-13264A											
DATE OF PUBLICATION: <u>29 May 2020</u>						B24 SERIAL NUMBER: <u>1634RG</u>											
END ITEM NOMENCLATURE: <u>Radio Set, AN/PRC-160(V)5</u>																	
1 ITEM NO.	2 NSN	3 ITEM IDENTIFICATION	4 U / M	5 QTY IN UNIT	6 PERIODIC INVENTORY (See paragraph 8 in Preface.)												7 USING UNIT REMARKS
					J	F	M	A	M	J	J	A	S	O	N	D	
SUPPLY SYSTEM RESPONSIBILITY ITEMS																	
1	5985-01-516-0105	ACCESSORY KIT, Antenna: PN 10372-0240-02 CAGE 14304; c/o	EA	1										C			
2	5985-01-519-3642	1 - ADAPTER, Antenna to Transmitter: PN 10372-1260-01 CAGE 14304	EA											C	D24		
3	5985-01-424-8333	1 - ANTENNA: PN AT271A/PRC-25 CAGE 14304	EA											C			
4	5985-01-461-5348	1 - ANTENNA PEDESTAL SUBASSEMBLY: PN 10372-0277 CAGE 14304	EA											C			
5	5895-01-425-0306	1 - CASE, Electronic Equipment Cabinet: PN CW-503/PRC-25 CAGE 14304	EA											C			
6	5985-01-642-3300	ANTENNA ELEMENT: PN 10372-1270-01 CAGE 14304	EA	1									M	ordered on SR# 262177			
7	5895-01-584-1742	ANTENNA: GPS; PN RF-3070-AT242 CAGE 14304	EA	1										C			
8	6160-01-583-8140	BATTERY BOX: PN 12043-4800-01 CAGE 7QAK7	EA	1										C			
9	5995-01-633-3870	CABLE ASSEMBLY, Special Purpose, Electrical: PN 12043-2850-A006 CAGE 7QAK7	EA	1										C			
10	5965-01-463-7915	HANDSET: PN 10075-1399 CAGE 14304	EA	1										C			
11	5985-01-593-4842	KIT, Display Unit and Keypad: PN 10553-0100-02 CAGE 14304; c/o	EA	1										C			
12	5995-01-667-8516	1 - CABLE ASSEMBLY, Special Purpose, Electrical: PN 10511-0704-A006 CAGE 7QAK7	EA											C			
13	5895-01-620-6728	1 - INTERFACE UNIT, Communication Equipment: PN 10553-1300-02 CAGE 14304	EA											C			
14	5340-01-687-2255	1 - STRAP, Webbing: PN 10553-1450-01 CAGE 14304	EA											C			
15	5820-01-669-1163	RECEIVER-TRANSMITTER, Radio: PN 0N839880-1 CAGE 7QAK7	EA	1										C	RF Set# 6426		

Inventory Legend: C = Complete M = Missing U = Unserviceable

C24

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.25 Wide Area Work Flow (WAWF) Receiving Report

25. KSD: WAWF Receiving/Acceptance Report	Yes	No	N/A	Comments
Are the following fields recorded on the WAWF Receiving Report?				
Document Information				
A25. Contract Number Type (Does this Contract No. agree with the SF 26 contract number?) Contract Number / Effective Date				
B25. Shipment Number / Shipment Date / Final Shipment				
C25. Invoice Number / Invoice Date / Final Invoice / CLIN/SLIN(s) / Total (\$)				
Line Item Information				
D25. Item No. / Product/Service ID / Qualifier / NSP / Qty. Shipped / Unit of Measure / UoM Code / Unit Price (\$) / Qty. Received / Amount (\$)				
E25. SDN / ACRN / AAI / PR Number / Description / Line Item Total (\$)				
Address Information				
F25. Prime Contractor CAGE Code / Activity Name and Address				
G25. Administered By DoDAAC / Activity Name and Address				
H25. Ship To DoDAAC / Activity Name and Address				
I25. Payment Official DoDAAC / Activity Name and Address				
J25. Issued By DoDAAC / Activity Name and Address				
K25. Accept By DoDAAC / Activity Name and Address				

WAWF Receiving Report.....continued

25. KSD: WAWF Receiving/Acceptance Report	Yes	No	N/A	Comments
Are the following fields recorded on the WAWF Receiving Report?				
Misc Information				
L25. Initiator: Name / Date of Action / Action(s) / Org Email				
M25. Acceptor: Name / Date of Action / Action(s) / Org Email				
N25. Payment Official: Name / Date of Action / Action(s) / Org Email				

Preparer Title: _____
 Printed Name: _____
 Signature: _____ Date: _____

Reviewer Title: _____
 Printed Name: _____
 Signature: _____ Date: _____

Example: WAWF Receiving Report

page 1

Pay Official View Only - Receiving Report

Some document values differ from those in EDA. Click on the [View Validation Warnings](#) link to view.

[View Validation Warnings](#)

Expand All Collapse All

[-] Document Information

A25	Contract Number Type	Contract Number	Delivery Order Reference	Procurement Identifier	Effective Date	Inspection Point	Acceptance Point
	DoD Contract (FAR)	M6785419C4924			2019/09/30	D	D

B25	Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service
	INT0005	2020/03/27	N		<input checked="" type="radio"/>	<input type="radio"/>

C25	Invoice Number	Invoice Date	Final Invoice
	HUS2000639	2020/04/10	N

Submit Transportation Data Later	Transportation Account Code	TCN	Gross Weight	Cube	Transportation Method/Type	Serial Shipping Container Code	FOB
<input type="checkbox"/>							S

Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	Bill of Lading Type

Secondary Transportation Tracking Number	Tracking Type	Tracking Description

Special Package Markings / Special Handling Requirements

Summary of Detail Level Information

1 CLIN/SLIN(s)	Total (\$)
	1,230,419.00

[-] Line Item Information

D25	Item No.	Product/Service ID	Qualifier	NSP	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Qty. Received	Qty. Accepted	Amount (\$)
	0002AB	7010	FT	N	1	Each	EA	1,230,419	1	1	1,230,419.00

E25	SDN	ACRN	AAI	GFE	Advice Code	Project Code	Multi-Box Pack Ind.	PR Number
	M9545019SU94A78	AA	067443	N			N	M9545019SU94A78

Special Package Markings / Special Handling Requirements

Type Designation Method

Type Designation Value

Description

Equipment, Staging and Acceptance - See Attached Invoice and Backup

Line Item Total (\$):	1,230,419.00
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Example: WAWF Receiving Report

page 2

[-]Address Information																																																																																																																																	
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Country	Military Location Description																																																																																																																																
USA																																																																																																																																	

Example: WAWF Receiving Report

page 3

[.]Misc Information

Initiator

L25

Name:	Date of Action:	Phone #:	DSN:
	2020/04/10 1502 MDT	(xxx) xxx - xxxx	
Email:		Title:	Action(s):
		Federal Billing Accountant	[Submitted, Web, Combo]
Org Email: AccountsReivable@hexagonusfederal.com			
Attachments:			
INT0005_IUID_NON_IUID_Backup.xlsx		View Attachment	
INT0005_HUS2000639.pdf		View Attachment	
Comments: See Attached Invoice and Backup			

Acceptor

M25

Name:	Date of Action:	Phone #:	DSN:
(name here)	2020/04/29 1327 MDT	(xxx) xxx - xxxx	
Email:		Title:	Action(s):
@USMC.MIL		Management and Program Analysis	[Accepted, Processed via EDI]
Org Email			
Attachments:			
Comments:			

Payment Official

N25

Name:	Date of Action:	Phone #:	DSN:
	2020/04/29 1508 MDT		
Email:		Title:	Action(s):
			[Processed via EDI]
Org Email: cco.wawf-vp@dfas.mil			
Attachments:			
Comments: Document was processed by the entitlement system. This Receiving Report has been Accepted into CAPS DFAS Customer Service Telephone Number: 800-756-4571 Option 5 or 216-522-6998 Option 5			

[.]Workflow Information

ACTION BY: M67854 / PM10

- CQA
- Acceptance
- Reject to Initiator

Date Received	Acceptance Date
2020/04/10	2020/04/29

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

KEVAN KVENLOG

Signature Of Authorized Government Representative

ACTION BY: Payment Official

- Document Reviewed
- Document Processed
- Document Suspended
- Document Available For Recall

United States Marine Corps (USMC)
Key Supporting Documentation (KSD) Checklist

Please check whether the following elements are adequately addressed in the Key Supporting Documentation (KSD) and make comments, if necessary.

12.26 WAWF Invoice

26. KSD: WAWF Invoice	Yes	No	N/A	Comments
Are the following fields recorded on the WAWF Invoice?				
Document Information				
A26. Contract Number Type / Contract Number / Effective Date				
B26. Shipment Number / Shipment Date / Final Shipment				
C26. Invoice Number / Invoice Date / Final Invoice? / Invoice Received Date / CLIN/SLIN(s) / Total (\$)				
Line Item Information				
D26. Item No. / Product/Service ID / Qualifier / Qty Shipped / Unit of Measure / UofM Code / Unit Price (\$) / Qty Accepted / Amount (\$)				
E26. SDN / ACRN / AAI / PR Number / Description / Line Item Total (\$)				
Address Information				
F26. Prime Contractor CAGE Code / Activity Name and Address				
G26. Administered By DoDAAC / Activity Name and Address				
H26. Ship To DoDAAC / Activity Name and Address				
I26. Payment Official DoDAAC / Activity Name and Address				
J26. Issued By DoDAAC / Activity Name and Address				
K26. Accepted By DoDAAC / Activity Name and Address				

WAWFInvoice.....continued

26. KSD: WAWF Invoice	Yes	No	N/A	Comments
Are the following fields recorded on the WAWF Invoice?				
Misc Information				
L26. Initiator Date of Action/IRD / Phone # / DSN/ Email / Title/ Actions(s) / and Org Email				
M26. Payment Official Name / Date of Action / Phone # / DSN / Email / Title / Actions(s) / and Org Email				

Preparer Title: _____
 Printed Name: _____ Date: _____
 Signature: _____

Reviewer Title: _____
 Printed Name: _____ Date: _____
 Signature: _____

Example: WAWF Invoice

page 1

Pay Official View Only - Invoice

Some document values differ from those in EDA. Click on the [View Validation Warnings](#) link to view.

[View Validation Warnings](#)

[Expand All](#) [Collapse All](#)

[\[-\]Document Information](#)

A26	Contract Number Type DoD Contract (FAR)	Contract Number M6785419C4924	Delivery Order	Reference Procurement Identifier	Effective Date 2019/09/30
C26	Invoice Number HUS2000633	Invoice Date 2020/04/10	Final Invoice? N	Invoice Received Date 2020/05/06	
Summary of Detail Level Information					Total (\$)
7 CLIN/SLIN(s)					415,616.42
0 Miscellaneous Amount(s)					0.00
Document Total (\$):					415,616.42

B26	Shipment Number INT0004	Shipment Date 2020/03/27	Final Shipment N
------------	-----------------------------------	------------------------------------	----------------------------

[\[-\]Line Item Information](#)

D26	Item No. 0006AA	Product/Service ID 7010	Qualifier FT	Qty. Shipped 1	Unit of Measure EACH	UofM Code EA	Unit Price (\$) 29,072.25	Qty. Accepted	Amount (\$) 29,072.25
------------	---------------------------	-----------------------------------	------------------------	--------------------------	--------------------------------	------------------------	-------------------------------------	----------------------	---------------------------------

E26	SDN M9545019SU94A78		ACRN AA	AAI 067443	PR Number M9545019SU94A78				
Description MCAS Yuma-12 Months (2 of 4)									
Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Qty. Accepted	Amount (\$)	
0006AB	7010	FT	1	EACH	EA	72,705.00		72,705.00	
SDN M9545019SU94A78		ACRN AA	AAI 067443	PR Number M9545019SU94A78					
Description MCAS IWAKUNI-12 Months (2 of 4)									
Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Qty. Accepted	Amount (\$)	
0006AC	7010	FT	1	EACH	EA	33,293.25		33,293.25	
SDN M9545019SU94A78		ACRN AA	AAI 067443	PR Number M9545019SU94A78					
Description MCB Camp Lejeune-12 Months (2 of 4)									
Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Qty. Accepted	Amount (\$)	
0007AA	7010	FT	1	EACH	EA	51,484.41		51,484.41	
SDN M9545019SU94A78		ACRN AA	AAI 067443	PR Number M9545019SU94A78					
Description SEPM/SIL Operations-12 Months (6 pf 12)									
Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Qty. Accepted	Amount (\$)	
0007AB	7010	FT	1	EACH	EA	220,308.25		220,308.25	
SDN M9545019SU94A78		ACRN AA	AAI 067443	PR Number M9545019SU94A78					
Description SIL Interim Support 12 Months (2 of 4)									
Item No.	Product/Service ID	Qualifier	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Qty. Accepted	Amount (\$)	
0008AA	7010	FT	1	Each	EA	2,322.98		2,322.98	
SDN M9545019SU94A78		ACRN AA	AAI 067443	PR Number M9545019SU94A78					
Description MCAS Yuma Travel									

Example: WAWF Invoice

page 2

M9545019SU94A78	AA	067443	M9545019SU94A78
Description			
MCAS Camp Lejeune Travel			
			Line Item Total (\$): 415,616.42

[~]Address Information

F26 Prime Contractor			
CAGE Code	DUNS	DUNS + 4	Extension
63CL1	963395368		
Activity Name 1			
HEXAGON US FEDERAL, INC.			
Activity Name 2			
Activity Name 3			
Address 1			
14291 PARK MEADOW DR STE 350			
Address 2			
Address 3			
Address 4			
City	State	Zip	
CHANTILLY	VA	20151	
Country	Military Location Description		
USA			

G26 Administered By		
DoDAAC		
M67854		
Activity Name 1		
SUPPLY OFFICER		
Activity Name 2		
Activity Name 3		
Address 1		
MARINE CORPS SYSTEMS COMMAND		
Address 2		
2201A WILLIS ST		
Address 3		
Address 4		
QUANTICO VA 22134-6050		
City	State	Zip
QUANTICO	VA	22134-6050
Country	Military Location Description	
USA		

H26 Ship To		
DoDAAC	Extension	
M67854	PM10	
Activity Name 1		
SUPPLY OFFICER		
Activity Name 2		
Activity Name 3		
Address 1		
MARINE CORPS SYSTEMS COMMAND		
Address 2		
2201A WILLIS ST		
Address 3		
Address 4		
QUANTICO VA 22134-6050		
City	State	Zip
QUANTICO	VA	22134-6050
Country	Military Location Description	
USA		

I26 Payment Official		
DoDAAC	Extension	
M67443		
Activity Name 1		
DFAS CLEVELAND		
Activity Name 2		
Activity Name 3		
Address 1		
ATTN: USMC JAFBC		
Address 2		
1240 EAST NINTH STREET		
Address 3		
Address 4		
CLEVELAND OH 44199-2055		
City	State	Zip
CLEVELAND	OH	44199-2055
Country	Military Location Description	
USA		

Example: WAWF Invoice

page 3

J26 Issue By		
DoDAAC		
M67854		
Activity Name 1		
SUPPLY OFFICER		
Activity Name 2		
Activity Name 3		
Address 1		
MARINE CORPS SYSTEMS COMMAND		
Address 2		
2201A WILLIS ST		
Address 3		
Address 4		
QUANTICO VA 22134-6050		
City	State	Zip
QUANTICO	VA	22134-6050
Country	Military Location Description	
USA		

K26 Accept By		
DoDAAC		
M67854		
Extension		
PM10		
Activity Name 1		
SUPPLY OFFICER		
Activity Name 2		
Activity Name 3		
Address 1		
MARINE CORPS SYSTEMS COMMAND		
Address 2		
2201A WILLIS ST		
Address 3		
Address 4		
QUANTICO VA 22134-6050		
City	State	Zip
QUANTICO	VA	22134-6050
Country	Military Location Description	
USA		

[\[-\]Misc Information](#)

Initiator			
Name:	Date of Action / IRD:	Phone #:	DSN:
L26	2020/04/10 1417 MDT / 2020/04/10 1417 MDT		
Email:	Title:	Action(s):	
	Federal Billing Accountan	[Submitted, Web, Combo, Processed via EDI]	
Org Email:			
AccountsReceivable@hexagonusfederal.com			
Attachments:			
INT0004_HUS2000633.pdf	View Attachment		
Comments:			
See Attached Invoice			

Example: WAWF Invoice

page 4

Payment Official

Name: M26	Date of Action: 2020/04/13 1245 MDT	Phone #:	DSN:
Email:		Title:	Action(s): [Processed via EDI]
Org Email: cco.wawf-vp@dfas.mil			
Attachments:			
Comments: Document was processed by the entitlement system. This Invoice has been Accepted into CAPS DFAS Customer Service Telephone Number: 800-756-4571 Option 5 or 216-522-6998 Option 5			

Payment Official

Name:	Date of Action: 2020/05/05 0956 MDT	Phone #:	DSN: 791-3997
Email:		Title: Accounting Technician	Action(s): [Recalled, Rejected]
Org Email:			
Attachments:			
Comments: The invoice was rejected by the certifying officer per the following message: Name: Date of Action: Phone #: DSN: KEVAN KVENLOG 2020/04/29 1321 MDT 703 801 2168 Email: Title: Action(s): KEVAN.KVENLOG@USMC.MIL Management and Program Analysis [Rejected to Initiator] Org Email: lavonne.robinson@usmc.mil Attachments: Comments: CLINs 0008AA and 0008AC have the unit price and unit quantity switched. Pls correct and I will process ASAP.			

Initiator

Name:	Date of Action / IRD: 2020/05/06 0826 MDT / 2020/05/06 0826 MDT	Phone #:	DSN:
Email:		Title: Federal Billing Accountan	Action(s): [Resubmitted, Processed via EDI]
Org Email: AccountsReivable@hexagonusfederal.com			
Attachments:			
Comments: Corrected CLIN 0008AA & 0008AC resubmitted			

Example: WAWF Invoice

Payment Official

Name:	Date of Action:	Phone #:	DSN:
	2020/05/06 1216 MDT	800-756-4571 Option 5 or 216-522-6998 Option 5	
Email:		Title:	Action(s):
			[Processed via EDI]
Org Email: cco.wawf-vp@dfas.mil			
Attachments:			
Comments: Document was processed by the entitlement system. This Invoice has been Accepted into CAPS DFAS Customer Service Telephone Number: 800-756-4571 Option 5 or 216-522-6998 Option 5			

Payment Official

Name:	Date of Action:	Phone #:	DSN:
	2020/05/16 0043 MDT		
Email:		Title:	Action(s):
			[Paid]
Org Email: cco.wawf-vp@dfas.mil			
Attachments:			
Comments: Paid			

[.]Workflow Information

ACTION BY: Payment Official

- Document Accepted
- Document Processed
- Document Rejected
- Document Suspended
- Document in MyInvoice
- Document Paid

Appendix A - KSD Completion Instructions

Instructions: Award/Contract SF26

INSTRUCTIONS for STANDARD FORM 26

Instructions below correspond to blocks on the form. This form is NOT used for a solicitation.

1. Include the DPAS rating if applicable IAW FAR Subpart 11.6 and page information.
2. Insert the award PIIN once you've made award IAW DFARS 204.7003.
3. 19C., and 20C. The format for this form's date blocks is MM/DD/YY.
4. Insert the purchase requisition (PR) number from your PR form (i.e., DA 3953, NAVCOMP 2276, AF 9, etc.). This will normally be different from the PIIN. If applicable, you should also include the construction project number from your PR.
5. Insert the issuing contracting office information (and its code, if applicable).
6. Leave this blank unless administration functions are done somewhere other than the office shown block 5.
8. Place an X in the appropriate box to indicate whether Free on Board (FOB) will be Origin or Other (Destination or Government Pick Up). If Other, place the FOB in 15B or somewhere in the schedule (i.e., Section B).
9. Insert any discounts the contractor offered for expeditious payment.
10. Insert item 5, 6, 11, or 12, depending on where the contractor should address its invoice to receive proper and timely payment.
11. Insert the address the contractor should deliver item(s) or perform service(s) (and code, if applicable). If there will be multiple delivery points or performance areas, insert "see schedule, section ?-(usually F) and list the specific delivery points or performance areas in that section.
12. Insert the paying address (and code, if applicable).
13. See FAR Part 6.3 for guidance.
14. Insert the fund cite(s) from which you'll make payment. If the cite(s) will not fit in this block, insert "see schedule, section ?"-(usually G) and list your cite(s) in that section.
15. Complete these blocks as defined. If the item(s) will not fit in this block, insert "see schedule, section ?"-(usually B) and list your item(s) in that section.
16. Place an "X" in each section included in the solicitation / award and the number of pages in each applicable section. Note that since this is an award and not a solicitation, you will still include the numbering information in Part IV, sections K-M. However, you will not actually send those to the contractor as part of the award, but will keep them as part of your contract file. You will merely state those sections are incorporated by reference and remain in full force and effect.
- 17 or 18. Unless circumstance dictate otherwise, we recommend you check block 17 and obtain a bilateral agreement.
19. Insert the name and title of the contractor's authorized signature authority and have that person sign and date the offer before the contracting officer signs.
20. Insert the contracting officer's printed or typed name and have her / him sign and date. An award is not valid until the contracting officer completes these blocks.

Instructions: Military Interdepartmental Purchase Request (MIPR) DD Form 448

page 1

DFAS-IN Regulation 37-1**Chapter 12
H September 2000**

COMPLETION INSTRUCTION BY BLOCK NUMBER FOR DD FORM 448-MILITARY INTERDEPARTMENTAL PURCHASE REQUEST	
(1)	Enter number of pages (includes attachments).
(2)	Enter Federal supply classification, if applicable.
(3)	Enter control symbol number, if applicable.
(4)	Enter the date MIPR is prepared. For amendments, enter the date the amendment is prepared.
(5)	Enter MIPR number which is also the SDN for a MIPR. See Table 5-4, item FF.
(6)	Enter the amendment number of the MIPR. On issuance of the first MIPR, enter "INITIAL". Consecutively number future amendments to the MIPR starting with 01.
(7)	Enter the complete address of the agency/activity that will be accepting the MIPR.
(8)	Enter the complete address of the agency/activity that is ordering the work/services/supplies.
(9)	Check the appropriate blocks.
(9a)	Enter the item number that relates to the description. If the MIPR is requesting more than one type of item of work/service, consecutively number each item.
(9b)	Enter the description of work/services being requested, the appropriate statement if order is an Economy Act order or a Project Order and a POC. For amendments, explain reason for increase/decrease.
(9c)	Enter quantity, if applicable.
(9d)	Enter unit of issue, if applicable.
(9e)	Enter estimated unit price. For amendment, enter amount of increase/decrease.
(9f)	Enter estimated total price (quantity X estimated unit price). For amendment, enter amount of increase/decrease.
(10)	Self explanatory.
(11)	Enter the grand total of the MIPR. For amendments, enter revised grand total (original amount plus/minus amended amount).
(12)	Enter transportation accounting classification if FOB contractor's plant.
(13)	Enter the address and DODAAD of the OPLOC/FAO that supports the ordering activity. Bills will be sent to the OPLOC/FAO that supports the ordering activity. Ordering activities may request "copies" of bills with supporting detail to be provided if so stated on the MIPR and agreed to by the performing activity.
(14)	In the ACRN block, enter the accounting classification reference number, if applicable. In the following blocks enter the "billed to" accounting classification. If additional space is required for additional fund citations, provide in and attachment to the MIPR and make reference to

Military Interdepartmental Purchase Request (MIPR) DD Form 448

page 2

DFAS-IN Regulation 37-1

Chapter 12

H September 2000

	the attachment on the form. In the supplemental accounting classification block include the SDN which is the same as the MIPR number in block 5. For amendments, enter amount of increase/decrease.
(15)	Enter the authorizing officer name (typed or printed).
(16)	The authorizing officer will sign here. Electronic signature is authorized.
(17)	Enter the date the MIPR signed. For amendments, enter the date the amendment is signed.

COMPLETION INSTRUCTIONS BY BLOCK NUMBER FOR DD FORM 448-2 (ACCEPTANCE OF MIPR)

(1)	Enter the address of the ordering activity. Address will be the same as that entered on block 8 of the DD Form 448.
(2)	Enter the MIPR number. This number will be the same as entered on block 5 of DD Form 448.
(3)	Enter the amendment number. This number will be the same as entered on block 6 of DD Form 448.
(4)	Enter the signature date. This date will be the same date as entered on block 17 of DD Form 448.
(5)	Enter the amount as entered on block 11 of DD Form 448.
(6)	Check the appropriate block.
(7)	Check, if applicable and enter comment/reasons in block 13.
(8)	In blocks 8a through 8c (self explanatory) enter the appropriate data if accepted through reimbursement. For amendments, in Blocks 8c-8d, enter amount of increase/decrease.
(9)	In blocks 9a through 9c (self explanatory) enter the appropriate data if accepted as a direct fund cite. It is recommended that the ordering activity issue a message/letter using a direct fund cite instead of the MIPR. For amendments, in Blocks 9c-9d, enter amount of increase/decrease.
(10)	Self explanatory.
(11)	Enter the grand total of MIPR. If grand total is different than that on DD Form 448, block 11, notify the ordering activity. This will require an amendment. For amendments, enter revised grand total (original amount plus/minus amended amount).
(12a)	Check block, if applicable and enter the additional dollar amount needed. Show justification in block 13.
(12b)	Check block, if applicable and enter amount that is no longer required and to be withdrawn by the ordering activity. When this block is filled out and returned to the ordering activity, no change orders are required by the ordering activity. Upon receipt of DD Form 448-2 and block 12b is checked and amount shown, adjust obligations accordingly.
(13)	Enter remarks, if applicable. Enter the appropriate statement if order is an Economy Act order or a Project Order and a POC.
(14)	Enter the complete address of the accepting (performing) activity.

Instructions: Military Interdepartmental Purchase Request (MIPR) DD Form 448

page 3

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Chapter 12
H September 2000

(15)	Enter the typed/printed name of the authorized official that is accepting the order.
(16)	The authorized official accepting the order will sign here.
(17)	Enter date that DD Form 448-2 is signed.

Instructions: U.S. Government Bill of Lading (GBL) SF 1103

page 1

1. B/L NUMBER

Enter a bill of lading number. Each bill of lading number is unique.

See OBTAINING AND CREATING BILL OF LADING NUMBERS, Chapter 7 for information on bill of lading numbers.

2. TRANSPORTATION COMPANY TENDERED TO

Enter the full business name of the initial line-haul Transportation Service Provider (TSP) to which the shipment is tendered. The business name should include the words "Company," "Incorporated," or "Limited," as appropriate. (These words may be abbreviated as Co., Inc., and Ltd.) No other company or TSP abbreviation, initial, or symbol may be used.

If a different TSP actually picks up the shipment, the name of the pickup TSP should be indicated in parentheses following the name of the origin line-haul TSP.

For shipments tendered to TSPs under the GSA Centralized Household Goods Traffic Management Program (*civilian agencies only*), enter the name of the transportation company that is party to a GSA Tender of Service Agreement.

3. SCAC

Enter the origin line-haul TSP's four letter Standard Carrier Alpha Code (SCAC).

SCACs are a means of TSP identification and **must** be included on bills of lading. These codes are an integral part of the government's transportation management system.

SCACs are assigned by the National Motor Freight Traffic Association, Inc (NMFTA) for all TSPs except railroads. All SCACs are listed in the Directory of Standard Carrier Alpha Codes, published by NMFTA.

TSPs may request a SCAC by writing to NMFTA, 1001 North Fairfax Street, Suite 600, Alexandria, VA 22314. NMFTA's web site is <http://www.nmfta.org>.

Railroad companies should write the Association of American Railroads, 50 F Street, NW, Washington, DC 20001-1564.

4. DATE B/L PREPARED

Enter the date the first entry is made on the bill of lading.

5. DESTINATION NAME AND ADDRESS

Enter the final destination point where the TSP is to make actual delivery of the shipment to the consignee. Use the complete address (name of federal activity, street address, city, town or point, state and ZIP Code or country) and commercial telephone number.

Instructions: U.S. Government Bill of Lading (GBL) SF 1103

page 2

If there are two or more cities or towns of the same name in the same state, the name of the county must be shown in addition to the city or town and state.

Include any additional information that will ensure shipment delivery to the specified destination. For example, gate entrance, building or warehouse number, bus terminal, station identification, railroad team track, or private siding within the limits of which the consignee receives carload freight. If space is insufficient, add the words "See Marks and Annotations" and insert the information in the MARKS AND ANNOTATIONS space.

STANDARD POINT LOCATION CODE:

6. SPLC (DEST.)

7. SPLC (ORIG.)

Civilian agencies may disregard these spaces.

Enter the nine-digit Standard Point Location Code (SPLC) for a shipment's origin and destination as published in applicable TSP tariffs and tenders. These codes must be on all bills of lading issued by the Department of Defense (DOD). SPLC numbers are listed in the Continental Directory of Standard Point Location Codes, published by the National Motor Freight Traffic Association, Inc.

8. ORIGIN NAME AND ADDRESS

Enter the exact shipping point where shipment originates. Include the complete street address, city, town or metropolitan area, state and ZIP Code.

Complete information is necessary because shipping points, railheads, or billing stations are not always located in the same place. When there are several TSP stations within or adjacent to a metropolitan area, insert the full name of the city and state and the full name of the station or street address, including the ZIP Code where the shipment is tendered.

9. CONSIGNEE (Name and full address of installation)

Enter the full name and title, room number, and mailing address, including ZIP Code of the department, activity, and person designated to receive the shipment at its final destination.

Only one consignee should be listed in this space. When the person to be notified of the delivery differs from the consignee, the name of the person to be notified should also be shown, preceded by the word "Notify."

When the shipment is consigned for delivery to a person or location other than the mailing address shown, add the words, "See Marks and Annotations" and insert an explanation in the MARKS AND ANNOTATIONS space.

10. GBLOC (Cons.)

Civilian agencies may disregard this space.

Instructions: U.S. Government Bill of Lading (GBL) SF 1103

page 3

The GBL Office Code (GBLOC) should be completed on all DOD GBL's, including GBLs converted from commercial bills of lading.

Enter the GBLOC which identifies the military installation, activity or office that is the consignee for the shipment. The common code "1001" should be entered if the consignee has not been assigned a GBLOC.

GBLOCs assigned to DOD activities/shippers are listed in the Defense Transportation Regulation (DTR) DOD Regulation 4500.9-R.

11. SHIPPER NAME AND ADDRESS

Enter the proper name, address, and ZIP Code of the government shipping activity authorizing and responsible for the shipment. Initials or abbreviations of the activity should only be used when absolutely necessary.

When a bill of lading is furnished to a contractor to make a shipment that has been authorized by a government activity, the full name of that contractor should also be shown. In this case, the following statement must be added after the contractor's name: "For the account of" or "A/C" and the name of the government activity authorizing the shipment.

12. APPROPRIATION CHARGEABLE

Enter the complete government appropriation against which the cost of transportation is to be charged.

When more than one appropriation is involved, each item or weight should be referenced to the proper appropriation, and the total for each account should be inserted in this space. If more additional space is required, use the MARKS AND ANNOTATIONS or DESCRIPTION OF ARTICLES space on the GBL or SF 1109, U.S. Government Bill of Lading Continuation Sheet, and cross-reference the appropriation chargeable space.

Example:

MARKS AND ANNOTATIONS		
0.117.7.39139.522	1750	\$152.07
0.117.7.39139.528	1080	\$ 93.86
0.117.7.39139.535	6	\$.52

13. VIA (Route shipment when advantageous to the Government)

This space should usually be left blank. The origin TSP is obligated to forward shipments over a route which will provide the lowest published charges within the mode.

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Route Shipments when Advantageous to the Government

Enter the complete routing for carload quantities via rail, or equivalent quantities via motor or water, only when some substantial interest of the government is served thereby. If the space in this space is not sufficient for showing the full name of each TSP in the route, authorized initials or abbreviations may be used. Junction or interchange points should not be used unless they are required by tender or tariff.

Routings should be selected by experienced transportation personnel who are aware of various tariff restrictions and limitations. This will ensure that required transportation services are obtained at the lowest possible cost to the government.

Routing instructions on the bill of lading must be correct and legible. When there is doubt regarding the most advantageous route, do not specify TSP(s).

Rail Switching TSPs

When a rail switching TSP is required to complete delivery at destination, the authorized initials or abbreviations of the name of the switching TSP should be shown in parentheses next to the initials of the road or line-haul TSP, followed by the words "Switch Delivery"

VIA (Route shipment when advantageous to the Government)

CR-RFP-CSXT (NS). Switch Delivery

Classified and Sensitive Material

(DOD activities only)

VIA (Route shipment when advantageous to the Government)

SUBSTITUTE SERVICE NOT TO BE USED. CCOI 42011

For all motor movements of classified and sensitive material, annotate "Substitute Service Not to Be Used."

14. BILL CHARGES TO (Dept/agency, bureau/office mailing address and ZIP Code)

Enter the complete name and correct mailing address, including the ZIP Code, of the office that will pay and/or authorize the transportation charges. The TSP's bill, together with the original bill of lading properly certified by the TSP, will be forwarded to the name and address shown in this space. Initials or abbreviations of the federal activity should only be used when absolutely necessary.

When more than one office is responsible for payment of charges, enter the name and address of the disbursing office accountable for the largest portion of weight listed on the bill of lading.

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15. AGENCY LOC CODE

DOD activities may disregard this space.

Bills of lading involving shipments for civilian agencies should also have an Agency Location Code (ALC) entered in this space. ALCs are assigned in accordance with procedures in the Treasury Financial Manual for Guidance of Departments and Agencies, Volume 1, Part 2, Section 3320. The ALC to be used should be obtained from the agency's local finance or accounting officer.

16. MARKS AND ANNOTATIONS

This space should be filled out when special marks or identifying symbols are used on packages or boxes comprising the shipment. Special marks assist in handling, accounting, and storing, and serve other useful purposes after the shipment has been delivered.

Supplemental data may also be entered in this space when space in other spaces is insufficient. When used for this purpose, data should be cross-referenced to the appropriate space.

When shipments are intended at destination for some person other than the consignee or for trans-shipment, insert the word "For" followed by the name or code, if applicable, of the person or activity to whom the delivery is to be made.

When a shipment is made to a port of export, insert the words "For Export," and follow with the name of the destination country.

When accessorial or special services are ordered incident to the line-haul transportation, the bill of lading must be endorsed to show the name of the TSP upon which the request was made and the kind and special services ordered. The endorsement may be placed in this space or on SF 1109, U.S. Government Bill of Lading Continuation Sheet and signed by or for the person who ordered the service.

If additional space is required, special notations may be entered on SF 1109 and cross-reference in this space.

PACKAGES:

17. NO

18. KIND

This space should show the total number of each type of package applicable to each group of articles opposite the related description of such articles as shown in the DESCRIPTION OF ARTICLES space.

A separate entry must be made for each article that is classified differently. Each type of container or package used, such as barrels, boxes, crates, drums, or cylinders, must be shown. Customary abbreviations may be used to describe the type of container used in the shipment. Generally, only the type of outer container or package is entered in this space,

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since inner containers or packages do not determine the classification rating or the freight rate.

Household Goods

(Civilian agencies only)

Enter "1 LOT" in this space.

Pallet Loads

When articles are shipped on pallets, the number of packages comprising the pallet load must be shown (e.g., 2 pallets of 20 boxes each; 1 bundle of 4,000 board feet).

Articles Shipped Loose

If articles are shipped loose, the number of pieces or units and the related description of such articles should be entered.

Bulk Shipments

When carload shipments of bulk freight such as coal, ore, gravel, sand, or loose grain are made, this space should be disregarded.

19. HM (Hazardous Material)

Enter an "X" if the shipper is requesting transportation for any hazardous materials subject to the Department of Transportation Regulations (Title 49, Code of Federal Regulations (CFR)). Then list the hazardous material(s) under "DESCRIPTION OF ARTICLES".

20. DESCRIPTION OF ARTICLES *(Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description.)*

Enter the proper freight description and any other information or special instructions to the TSP concerning the items being shipped. When freight items are subject to a released valuation, such released valuation must be shown on the bill of lading.

The information in this space should conform to the governing TSP's classification, tender or tariff description. The description of articles provided in the TSP's freight classification determines the freight rate to be applied.

If there is doubt concerning the proper description, a clear, non-technical description should be placed in this space. Trade names may be added in parentheses to the description if it will aid in proper classification of the commodity shipped. It is important that "used" articles or property be so designated in the description of articles.

SF 1109, Continuation Sheet should be used if additional space is needed to complete the description of articles to be shipped.

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Water Shipments

Rail or motor commodity descriptions should not be used for water shipments, unless so provided in the TSP's tariff.

Hazardous Materials

When shipping the hazardous materials listed in Title 49 of the Code of Federal Regulations (49 CFR 172.101), the description must be shown as listed therein. If the hazardous material description differs from the governing applicable rate authority description, the hazardous material description, including the appropriate United Nations number, must be shown first, and immediately behind it in parentheses, the applicable rate authority description. The hazardous class number must be shown on all international shipments. Abbreviations must not be used. When both a hazardous material and a non-hazardous material are listed, the hazardous material must be shown first or entered in a contrasting color.

Since hazardous materials regulations are subject to change, it is recommended the U.S. Department of Transportation's Hazardous Materials Regulations (49 CFR, Parts 171 through 180) be reviewed prior to such shipments. The U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA) is responsible for coordinating a national safety program for the transportation of hazardous materials by air, rail, highway, and water. PHMSA Internet Web site, <http://www.phmsa.dot.gov/hazmat>, is designed to disseminate information about the agency's programs and activities and to assist in complying with the Hazardous Materials Regulations.

The following certification, as required by 49 CFR 172.204, should also be included in the Descriptions of Articles space, when hazardous materials are shipped by conveyances other than air TSPs:

"This is to certify that the above-named materials are properly classified, described, packaged, marked, and labeled, and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation."

Certifying Official

Shipments via air TSPs require the following certification:

"I hereby certify that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked and labeled, and in proper condition for carriage by air according to applicable national governmental regulations."

Certifying Official

These certifications must be legibly signed by a principal, officer, partner, or employee of the shipper or his agent. The signature may be manually produced by typewriter, or by other mechanical means.

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21. WEIGHTS* (POUNDS ONLY)

The gross weight of the package(s) must be shown separately in the weight column opposite the appropriate description of the package(s) in the DESCRIPTION OF ARTICLES space.

The weight of pallets, platforms, or skids on which a shipment may be loaded should be shown separately on the bill of lading because some TSP tariffs provide that no charge will be made for their weight when it is shown separately.

When continuation sheets are required for separate listings of all packages, their total weight should be shown on the original bill of lading with a reference to the continuation sheet.

Weights are specified as "actual," "estimated," or "agreed." When "agreed" weights are used, reference to the weight agreement and the name of the issuing bureau should be shown on the original bill of lading. When "actual" weights cannot be determined before the shipment is made, estimated weights should be shown and the notation "Estimated weights; weigh and correct" should be placed on the bill of lading.

When property is shipped in truckload, carload or equivalent quantities, and dunnage, such as blocking, temporary lining, racks, bracing, or strapping is required; the weight of the dunnage must be shown separately. Provisions for dunnage allowances vary under the applicable tariffs.

The importance of correctly stating the applicable weight for shipments is self-evident. Since TSP's freight charges are based primarily on weight, it becomes a controlling factor in the efficient and economical expenditure of government transportation funds.

*Show also cubic measurements for shipments via air, truck or water in cases where required.

FOR USE OF BILLING ONLY:

22. SERVICES

23. RATE

24. CHARGES

26. TOTAL CHARGES

This section is for the sole use of the billing TSP who inserts the services provided and the proper rates and charges.

This section is left blank on the original and all copies furnished to the TSP. (The issuing officer may use this space to show estimated transportation charges and such accounting classifications as may be administratively required.)

25. CLASSIFICATION ITEM NO.

Enter the Uniform Freight Classification or the National Motor Freight Classification number for the article described on the bill of lading. When the shipment consists of more than one commodity, the classification number should be shown after each commodity listed in the DESCRIPTION OF ARTICLES space. This space can then be left blank. When the commodity description is "Freight of All Kinds," the appropriate number shown in the

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applicable government freight tender or rules publication governing the movement of freight traffic should be used.

27. TARIFF/SPECIAL RATE AUTHORITY

For carload, truckload, container, or volume shipments enter the tariff reference or special rate quotation under the provisions of 49 U.S.C. 10721, 13712. This reference is entered as a source of information; an audit of charges will not be limited to what is referenced.

When special rate quotations provide a reduction in transportation costs for shipments, regardless of their weight, including less-than-carload quantities, these rate authorities should be indicated. One time only quotes and rate agreements should be shown and copies attached to the bill of lading. Use the TSP's SCAC followed by the tariff or rate quotation number.

28. CARRIER WAY/FREIGHT BILL NO. AND 29. DATE

The TSP should transfer their way or freight bill number to this space and provide the date prior to billing for charges. This information is useful to the shipper and consignee for tracing and claims purposes.

30. STOP THIS SHIPMENT AT

Rail and motor TSP tariffs generally provide stop off-in-transit to partially load or unload shipments. This TSP service permits a conveyance to be stopped at one or more intermediate points during transit for the purpose of loading or unloading freight prior to arrival at the final destination. Charges are based on the total maximum weight shipped from original point of origin to final destination plus the stop off charges. Combining several shipments moving to or from the same general geographical area often results in lower overall transportation costs.

It is important that complete instructions are provided to the TSP on the bill of lading to ensure that all parties involved with such shipments are aware of the special loading or unloading requirements.

When a shipment is to be stopped in transit for partial loading or unloading, the following information must be fully and completely shown on the bill of lading:

- The point at which the stop is to be made.
- The purpose for the stop (to complete loading or to partially unload).
- The full name and address of the party to be notified at the stopoff point.
- The quantity of freight to be loaded or unloaded at each stopoff point.

If this space does not provide enough room, additional information may be shown in the MARKS AND ANNOTATIONS, DESCRIPTION OF ARTICLES, or on SF 1109, U.S. Government Bill of Lading Continuation Sheet. Appropriate cross-reference should be made in this space.

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Each portion of the shipment to be partially loaded or unloaded at intermediate points should be identified in the DESCRIPTION OF ARTICLES space.

Inclusion of the above details concerning the material to be stopped in transit will enable TSPs to perform the service with a minimum of delay.

Notification to Consignees

It is also necessary that each intermediate consignee at the stop off points is notified promptly of the shipment. This may be accomplished by the consignor forwarding a copy of the bill of lading to the intermediate consignees at the time the shipment is tendered to the origin TSP.

Under the GBL distribution procedures where the original SF 1103 is furnished to the origin TSP at the time of shipment, the intermediate consignee at the stop off point will issue a certificate to the stop off TSP and furnish copies to any other intermediate consignee and the final consignee. This certificate will provide specific details concerning the material loaded or unloaded at the stop off locations (GBL number, conveyance number, final destination, seal numbers, stop off points, portion of shipment loaded or unloaded, date of stop off and any loss, damage, or other discrepancies noted at the time the shipment is received at the stop off point).

Reporting Loss & Damage

Each consignee who discovers losses, damages, or other discrepancies must report them on government prescribed forms to the government paying office and other designated offices, as required by the agency issuing the bill of lading.

31. FOR

Civilian Agencies Only

If the SF 1103 is used for a household goods movement and there is to be a pickup in addition to the one at the origin residence, the extra pickup address should be entered in the STOP THIS SHIPMENT AT space and the words "EXTRA PICKUP" should be entered in this space.

If a delivery is to occur in addition to that at the final destination residence or warehouse, the extra delivery address should be entered in the STOP THIS SHIPMENT AT space and the words "EXTRA DELIVERY" should be entered in this space.

32. CARRIER'S PICKUP DATE (*Year, month, and day*)

The TSP to whom the shipment is tendered must complete this space. The bill of lading is legally in effect and the TSP assumes responsibility for the shipment on the date appearing in this space.

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The applicable rate on any shipment is the one published and in effect on the date the shipment is accepted by the TSP. If the published rate changes while the shipment is en route, the TSP's pickup date, determines which rate applies.

FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS

SEAL NUMBERS:

33. APPLIED BY

When a shipment is made in one or more closed rail cars, closed motor vehicles, or containers and these commercial conveyances are sealed at the point of origin, this space should show each of the seal numbers and who applied them (shipper for rail cars and intermodal containers; shipper or TSP for motor vehicles). When shipments are made by commercial conveyance, the TSP has access to his equipment during transit, even if seals are applied. If motor vehicles are loaded to full visible capacity, they should be sealed by the shipper. Seals are applied to protect the cargo in transit from pilferage or damage. Sealing of a truck does not trigger application of exclusive use vehicle rates.

A record of the original seal numbers assists in determining liability when equipment arrives at the destination with broken or missing seals or when loss, damage, or shortage is subsequently discovered in the shipment. Any changes from the original seal numbers should be noted by the consignee on his copy of the delivering TSP's documents and the consignee's copy of the bill of lading, if available. All notations must be signed by the consignee and the TSP's agent.

LENGTH/CUBE:

34. ORDERED

35. FURNISHED

This space must be completed when a railcar, truck, or container of a specific length or cubic capacity is ordered to accommodate a shipment. The information is required to ensure that the lowest freight charge will be applied to the shipment.

Enter the length (in feet and inches) or cubic feet of railcar (TSP or government-owned), motor vehicle, container, or barge ordered and furnished.

When carload, truckload, or containerized shipments are involved, TSPs cannot always furnish equipment of the length and cubic capacity ordered. They may furnish units of greater length and cube. If the bill of lading does not show the length and cubic capacity of the conveyance ordered, charges will be assessed on the minimum weight or cube applicable to the conveyance furnished and used. If the bill of lading shows a conveyance smaller than that furnished was ordered, charges will usually be based on the size of the smaller conveyance, unless otherwise provided by TSP tariff or other governing publication.

This space should not be completed when less-than-truckload shipments are involved, unless required by tariff or tender.

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When Size Ordered is Not Available

If a TSP indicates prior to furnishing the conveyance that he does not have the size ordered and offers one of a greater size or capacity, the larger size conveyance may be accepted if the TSP is willing to have the bill of lading annotated:

"THIS SIZE CONVEYANCE FURNISHED FOR THE CONVENIENCE OF THE TSP"

This notation will generally protect the minimum weight or cube for the conveyance ordered.

WARNING: If a shipper permits the loading of his shipment on equipment provided by the TSP which is different than the one he ordered, that constitutes acceptance of the equipment provided, and charges will be assessed on the basis of the equipment actually used.

MARKED CAPACITY:

36. ORDERED

37. FURNISHED

When one or more railcar or container is ordered for a shipment, or when exclusive use of a vehicle is required, enter the desired capacity, and if available, the marked capacity of the equipment such as pounds and/or cubic feet.

Loading rail freight cars is normally the responsibility of the shipper. Care should be exercised to prevent overloading when heavy commodities are involved, as unloading or reloading excess weight is quite costly.

Disregard this space when shipments are made in less-than-truckload quantities.

38. DATE FURNISHED

This space must be completed when the shipment comprises one or more carloads, truckloads, or containers.

"DATE FURNISHED," means the date on which the conveyance is placed in a satisfactory condition for loading.

The date on which a conveyance is furnished serves as a basis for determining the application of demurrage or detention charges and will govern the free time allowed for loading and/or unloading. Omission of this date could result in the payment of erroneous demurrage or detention charges.

When shipments are by ship or barge, it is also important to show the date the vessel is available for loading.

Disregard this space when shipments are made in less-than-truckload quantities.

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39. MODE

Enter the type of transportation used for the shipment (motor, rail, air) or identify any special type of conveyance used to transport the shipment (boxcar, flatbed trailer, etc.).

For DOD Shipments Only

Use specific codes assigned for entry in these spaces. Codes are published in the Defense Transportation Regulation.

40. ESTIMATE

Enter the estimated transportation cost for the shipment, if required by the issuing agency.

41. NO. OF CLS/TLS (Carload Shipment/Trailer Load Shipment)

Enter the number of conveyances used. Cross out conveyance not used. (Disregard this space for less-than-truckload quantities.)

42. TYPE RATE

Enter the type of rate used for the shipment (class, commodity, Sections 10721, 13712, contract, or mileage). If space is insufficient use the MARKS AND ANNOTATIONS space or see GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS below if additional space is necessary.

For DOD Shipments Only

Use specific codes assigned for entry in these spaces. Codes are published in the DTR.

43. PSC (Protective Service Code)

Shipments requiring transportation protective services during transit must show the appropriate PSC shown in the applicable government rules publications governing the shipment.

For DOD Shipments Only

Use specific codes assigned for entry in these spaces. Codes are published in the Defense Transportation Regulations

44. REASON

For DOD Shipments Only

If a shipment cannot be sent via the lowest cost route, enter the appropriate reason code and the difference in cost in this space.

Specific codes assigned for entry in this space are published in the DTR.

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CERTIFICATE OF BILLING – CONSIGNEE MUST NOT PAY ANY CHARGES

45. DELIVERED ON (*Year, month, and day*)

This space certify that the TSP has performed the services required by the BL and must be completed by the delivering TSP before the government pays the charges.

FOR USE OF ISSUING OFFICE

46. ISSUING OFFICE (*Name and complete address*)

Enter the complete name and mailing address of the BL issuing office.

When GBL continuation sheets are used, the full name and complete mailing address of the issuing office must be shown in the space provided.

The issuing office is accountable for misuse, loss, or cancellation of a BL. Therefore, the specific office issuing the BL, as well as the department or agency, must be shown.

47. GBLOC

For DOD Shipments Only

Enter the GBLOC assigned to the issuing activity.

48. ISSUING OFFICER

Enter the typed or stamped name and title of the issuing officer. A manual or facsimile signature of the issuing officer's name is not required in this space except when issuing laser printed GBLs or when individual agency requires signature. When issuing laser printed GBLs, each original GBL should be signed in a color or ink other than black.

Only authorized personnel may issue GBLs. Regardless of whether the GBL is used by the issuing activity or by a contractor as shipper, only the name of the issuing officer or his authorized alternate is acceptable. Although the signature of the issuing officer is not required in this space, except as provided above, his typed name and title must appear on the original and all copies of the GBL. Therefore, if a facsimile name and title stamp is used, each copy of the GBL set must be individually stamped.

49. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY

Enter the number of the procurement document, contract or purchase order number, or other authority for making the shipment.

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When one BL covers several lots of material with each lot under a different shipping authority, reference each shipping authority in connection with the description of the respective item or groups of items shown in the Consignee space.

For household goods shipments (*civilian agencies only*), enter the travel authorization number.

When the bill of lading is to be used by a contractor as shipper, it is particularly important that the issuing officer furnish the contractor with the contract or purchase order number, or other authority for shipment, its date, and f.o.b. point. In the absence of such data on a bill of lading, the TSP may refuse to accept the shipment from a contractor as shipper.

50. DATED

Enter the date of the contract, purchase order, or other authority.

For household goods shipments (*civilian agencies only*), enter the date the relocation travel authorization was signed.

51. FOB POINT NAMED IN CONTRACT

Enter the fob point of shipment named in the procurement document.

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DFARS Appendix F

PART 4—PREPARATION OF THE DD FORM 250 AND DD FORM 250C

F-401 Preparation instructions.

(a) General.

- (1) Dates must use nine spaces consisting of the four digits of the year, three-position alphabetic month abbreviation, and two digits for the day. For example, 2000AUG07, 2000SEP24.
- (2) Addresses must consist of the name, street address/P.O. box, city, state, and ZIP code.
- (3) Enter to the right of and on the same line as the word "Code" in Blocks 9 through 12 and in Block 14—
 - (i) The Commercial and Government Entity Handbook (H4/H8) code;
 - (ii) The DoD activity address code (DoDAAC) as it appears in the DoD Activity Address Directory (DoDAAD), DoD 4000.25-6-M; or
 - (iii) The Military Assistance Program Address Directory (MAPAD) code.
- (4) Enter the DoDAAC, CAGE (H4/H8), or MAPAD code in Block 13.
- (5) The data entered in the blocks at the top of the DD Form 250c must be identical to the comparable entries in Blocks 1, 2, 3, and 6 of the DD Form 250.
- (6) Enter overflow data from the DD Form 250 in Block 16 or in the body of the DD Form 250c with an appropriate cross-reference. Do not number or distribute additional DD Form 250c sheets, solely for continuation of Block 23 data as part of the MIRR.
- (7) Do not include classified information in the MIRR. MIRRs must not be classified.

(b) Completion instructions.

- (1) Block 1—PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO. See paragraph [F-301\(b\)\(1\)](#).
- (2) Block 2—SHIPMENT NO. See [F-301\(b\)\(2\)](#), SHIPMENT NO. When the series is completely used, change the shipment number prefix and start with 0001.
- (3) Block 3—DATE SHIPPED. Enter the date the shipment is released to the carrier or the date the services are completed. If the shipment will be released after the date of CQA and/or acceptance, enter the estimated date of release. When the date is estimated, enter an "E" after the date. Do not delay distribution of the MIRR for entry of the actual shipping date. Reissuance of the MIRR is not required to show the actual shipping date (see [F-403](#)).
- (4) Block 4—B/L TCN. When applicable, enter—
 - (i) The commercial or Government bill of lading number after "B/L;"

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(ii) The transportation control number after "TCN" (when a TCN is assigned for each line item on the DD Form 250 under Block 16 instructions, insert "See Block 16"); and

(iii) The initial (line haul) mode of shipment code in the lower right corner of the block (see [F-402](#)).

(5) Block 5--DISCOUNT TERMS.

(i) The contractor may enter the discount in terms of percentages on all copies of the MIRR.

(ii) Use the procedures in F-406 when the MIRR is used as an invoice.

(6) Block 6--INVOICE NO./DATE.

(i) The contractor may enter the invoice number and actual or estimated date of invoice submission on all copies of the MIRR. When the date is estimated, enter an "E" after the date. Do not correct MIRRs other than invoice copies to reflect the actual date of invoice submission.

(ii) Use the procedures in [F-406](#) when the MIRR is used as an invoice.

(7) Block 7--PAGE/OF. Consecutively number the pages of the MIRR. On each page enter the total number of pages of the MIRR.

(8) Block 8--ACCEPTANCE POINT. Enter an "S" for Origin or "D" for destination.

(9) Block 9--PRIME CONTRACTOR/CODE. Enter the code and address.

(10) Block 10--ADMINISTERED BY/CODE. Enter the code and address of the contract administration office cited in the contract.

(11) Block 11--SHIPPED FROM/CODE/FOB.

(i) Enter the code and address of the "Shipped From" location. If identical to Block 9, enter "See Block 9."

(ii) For performance of services line items which do not require delivery of items upon completion of services, enter the code and address of the location at which the services were performed. If the DD Form 250 covers performance at multiple locations, or if identical to Block 9, enter "See Block 9."

(iii) Enter on the same line and to the right of "FOB" an "S" for Origin or "D" for Destination as specified in the contract. Enter an alphabetic "O" if the "FOB" point cited in the contract is other than origin or destination.

(iv) For destination or origin acceptance shipments involving discount terms, enter "DISCOUNT EXPEDITE" in at least one-half inch outline-type style letters across Blocks 11 and 12. Do not obliterate other information in these blocks.

(12) Block 12--PAYMENT WILL BE MADE BY/CODE. Enter the code and address of the payment office cited in the contract.

(13) Block 13--SHIPPED TO/CODE. Enter the code and address from the contract or shipping instructions.

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(14) Block 14--MARKED FOR/CODE. Enter the code and address from the contract or shipping instructions. When three-character project codes are provided in the contract or shipping instructions, enter the code in the body of the block, prefixed by "Proj"; do not enter in the Code block.

(15) Block 15--ITEM NO. See paragraph F301(b)(14) with the exception to F301(b)(2)(B)2 that line item numbers not in accordance with the Uniform Contract Line Item Numbering System may be entered without regard to positioning.

(16) Block 16--STOCK/PART NO./DESCRIPTION.

(i) Use single or double spacing between line items when there are less than four line items. Use double spacing when there are four or more line items. Enter the following for each line item:

(A) The national stock number (NSN) or noncatalog number. Where applicable, include a prefix or suffix. If a number is not provided, or it is necessary to supplement the number, include other identification such as the manufacturer's name or Federal supply code (as published in Cataloging Handbook H4-1), and the part number. Show additional part numbers in parentheses or slashes. Show the descriptive noun of the item nomenclature and if provided, the Government assigned management/material control code. The contractor may use the following technique in the case of equal kind supply items. The first entry shall be the description without regard to kind. For example, "Shoe-Low Quarter-Black," "Resistor," "Vacuum Tube," etc. Below this description, enter the contract line item number in Block 15 and Stock/Part number followed by the size or type in Block 16.

(B) On the next printing line, if required by the contract for control purposes, enter: the make, model, serial number, lot, batch, hazard indicator, or similar description.

(C) On the next printing lines enter—

(1) The MIPR number prefixed by "MIPR" or the MILSTRIP requisition number(s) when provided in the contract; or

(2) Shipping instructions followed on the same line (when more than one requisition is entered) by the unit for payment and the quantity shipped against each requisition.

Example:

V04696-185-750XY19059A	—	EA 5
N0018801776038XY3211BA	—	EA 200
AT650803050051AAT6391J	—	EA 1000

(D) When a TCN is assigned for each line item, enter on the next line the transportation control number prefixed by "TCN."

(ii) For service line items, enter the word "SERVICE" followed by as short a description as is possible in no more than 20 additional characters. Some examples of service line items are maintenance, repair, alteration, rehabilitation, engineering, research, development, training, and testing. Do not complete Blocks 4, 13, and 14 when there is no shipment of material.

(iii) For all contracts administered by the Defense Contract Management Agency, with the exception of fast pay procedures, enter and complete the following:

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Gross Shipping Wt. _____
State weight in pounds only.

(iv) Starting with the next line, enter the following as appropriate (entries may be extended through Block 20). When entries apply to more than one line item in the MIRR, enter them only once after the last line item entry. Reference applicable line item numbers.

(A) Enter in capital letters any special handling instructions/limits for material environmental control, such as temperature, humidity, aging, freezing, shock, etc.

(B) When a shipment is chargeable to Navy appropriation 17X4911, enter the appropriation, bureau control number (BCN), and authorization accounting activity (AAA) number (e.g., 17X4911-14003-104).

(C) When the Navy transaction type code (TC), "2T" or "7T" is included in the appropriation data, enter "TC 2T" or "TC 7T."

(D) When an NSN is required by but not cited in a contract and has not been furnished by the Government, the contractor may make shipment without the NSN at the direction of the contracting officer. Enter the authority for such shipment.

(E) When Government furnished property (GFP) is included with or incorporated into the line item, enter the letters "GFP"

(F) When shipment consists of replacements for supplies previously furnished, enter in capital letters "REPLACEMENT SHIPMENT." (See [F-401](#), Block 17, for replacement indicators.)

(G) On shipments of Government furnished aeronautical equipment (GFAE) under Air Force contracts, enter the assignment AERNO control number, e.g., "AERNO 60-6354."

(H) For items shipped with missing components, enter and complete the following:

"Item(s) shipped short of the following component(s): NSN
or comparable identification _____, Quantity
_____, Estimated Value _____, Authority
_____"

(I) When shipment is made of components which were short on a prior shipment, enter and complete the following:

"These components were listed as shortages on shipment number
_____, date shipped _____"

(J) When shipments involve drums, cylinders, reels, containers, skids, etc., designated as returnable under contract provisions, enter and complete the following:

"Return to _____, Quantity _____,
Item _____, Ownership (Government/contractor)."

(K) Enter the total number of shipping containers, the type of containers, and the container number(s) assigned for the shipment.

(L) On foreign military sales (FMS) shipments, enter the special markings, and FMS case identifier from the contract. Also enter the gross weight.

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(M) When test/evaluation results are a condition of acceptance and are not available prior to shipment, the following note shall be entered if the shipment is approved by the contracting officer:

“Note: Acceptance and payment are contingent upon receipt of approved test/evaluation results.”

The contracting officer will advise—

(1) The consignee of the results (approval/disapproval); and

(2) The contractor to withhold invoicing pending attachment of the approved test/evaluation results.

(N) The copy of the DD Form 250 required to support payment for destination acceptance (top copy of those with shipment) or ARP origin acceptance shall be identified as follows: enter “PAYMENT COPY” in approximately one-half inch outline type style letters with “FORWARD TO BLOCK 12 ADDRESS” in approximately one-quarter inch letters immediately below. Do not obliterate any other entries.

(O) For clothing and textile contracts containing a bailment clause, enter the words “GFP UNIT VALUE.”

(P) When the initial unit incorporating an approved value engineering change proposal (VECP) is shipped, enter the following statement:

This is the initial unit delivered which incorporates VECP
No. _____, Contract Modification
No. _____, dated _____

(17) Block 17--QUANTITY SHIPPED/RECEIVED.

(i) Enter the quantity shipped, using the unit of measure in the contract for payment. When a second unit of measure is used for purposes other than payment, enter the appropriate quantity directly below in parentheses.

(ii) On the final shipment of a line item of a contract containing a clause permitting a variation of quantity and an underrun condition exists, the prime contractor shall enter a “Z” below the last digit of the quantity. Where the final shipment is from other than the prime contractor's plant and an underrun condition exists, the prime contractor may elect either to—

(A) Direct the subcontractor making the final shipment to enter a “Z” below the quantity; or

(B) Upon determination that all subcontractors have completed their shipments, correct the DD Form 250 (see [F-405](#)) covering the final shipment of the line item from the prime contractor's plant by addition of a “Z” below the quantity. Do not use the “Z” on deliveries which equal or exceed the contract line item quantity.

(iii) For replacement shipments, enter “A” below the last digit of the quantity, to designate first replacement, “B” for second replacement, etc. Do not use the final shipment indicator “Z” on underrun deliveries when a final line item shipment is replaced.

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17. QUANTITY
SHIP/REC'D
1000
(10)
Z

(iv) If the quantity received is the same quantity shipped and all items are in apparent good condition, enter by a check mark. If different, enter actual quantity received in apparent good condition below quantity shipped and circle. The receiving activity will annotate the DD Form 250 stating the reason for the difference.

(18) Block 18--UNIT. Enter the abbreviation of the unit measure as indicated in the contract for payment. Where a second unit of measure is indicated in the contract for purposes other than payment or used for shipping purposes, enter the second unit of measure directly below in parentheses. Authorized abbreviations are listed in MIL-STD-129, Marking for Shipping and Storage. For example, LB for pound, SH for sheet.

18. UNIT
LB
(SH)

(19) Block 19--UNIT PRICE. The contractor may, at its option, enter unit prices on all MIRR copies, except as a minimum:

(i) The contractor shall enter unit prices on all MIRR copies for each item of property fabricated or acquired for the Government and delivered to a contractor as Government furnished property (GFP). Get the unit price from Section B of the contract. If the unit price is not available, use an estimate. The estimated price should be the contractor's estimate of what the items will cost the Government. When the price is estimated, enter an "E" after the unit price.

(ii) Use the procedures in [F-406](#) when the MIRR is used as an invoice.

(iii) For clothing and textile contracts containing a bailment clause, enter the cited Government furnished property unit value opposite "GFP UNIT VALUE" entry in Block 16.

(iv) Price all copies of DD Forms 250 for FMS shipments with actual prices, if available. If actual price are not available, use estimated prices. When the price is estimated, enter an "E" after the price.

(20) Block 20--AMOUNT. Enter the extended amount when the unit price is entered in Block 19.

(21) Block 21--CONTRACT QUALITY ASSURANCE (CQA).

(i) The words "conform to contract" contained in the printed statements in Blocks 21a and 21b relate to quality and to the quantity of the items on the report. Do not modify the statements. Enter notes taking exception in Block 16 or on attached supporting documents with an appropriate block cross-reference.

(ii) When a shipment is authorized under alternative release procedure, attach or include the appropriate contractor signed certificate on the top copy of the DD Form 250 copies distributed to the payment office or attach or include the appropriate contractor certificate on the

Instructions: Material Inspection and Receiving Report (MIRR) DD Form 250

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contract administration office copy when contract administration (Block 10 of the DD Form 250) is performed by the Defense Contract Management Agency.

(iii) When contract terms provide for use of Certificate of Conformance and shipment is made under these terms, the contractor shall enter in capital letters "CERTIFICATE OF CONFORMANCE" in Block 21a on the next line following the CQA and acceptance statements. Attach or include the appropriate contractor signed certificate on the top copy of the DD Form 250 copies distributed to the payment office or attach or include the appropriate certificate on the contract administration office copy when contract administration (Block 10 of the DD Form 250) is performed by the Defense Contract Management Agency. In addition, attach a copy of the signed certificate to, or enter on, copies of the MIRR sent with shipment.

(iv) *ORIGIN.*

(A) The authorized Government representative must—

(1) Place an "X" in the appropriate CQA and/or acceptance box(es) to show origin CQA and/or acceptance. When the contract requires CQA at destination in addition to origin CQA, enter an asterisk at the end of the statement and an explanatory note in Block 16;

(2) Sign and date.

(3) Enter the typed, stamped, or printed name, title, mailing address, and commercial telephone number.

(B) When alternative release procedures apply—

(1) The contractor or subcontractor shall complete the entries required under paragraph (A) and enter in capital letters "ALTERNATIVE RELEASE PROCEDURE" on the next line following the printed CQA/acceptance statement.

(2) When acceptance is at origin and contract administration is performed by an office other than the Defense Contract Management Agency, the contractor shall furnish the four payment office copies of the MIRR to the authorized Government representative for dating and signing of one copy and forwarding of all copies to the payment office.

(3) When acceptance is at origin and contract administration is performed by the Defense Contract Management Agency, furnish the contract administration office copy of the MIRR to the authorized Government representative for dating and signing and forwarding to the contract administration office (see F-501, Table 1).

(C) When fast pay procedures apply, the contractor or subcontractor shall enter in capital letters "FAST PAY" on the next line following the printed CQA/acceptance statement. When CQA is required, the authorized Government representative shall execute the block as required by paragraph (A).

(D) When Certificate of Conformance procedures apply, inspection or inspection and acceptance are at source, and the contractor's Certificate of Conformance is required, the contractor shall enter in capital letters "CERTIFICATE OF CONFORMANCE" as required by paragraph (b)(21)(iii) of this appendix.

(1) For contracts administered by an office other than the Defense Contract Management Agency, furnish the four payment office copies of the MIRR to the authorized

Instructions: Material Inspection and Receiving Report (MIRR) DD Form 250

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Government representative for dating and signing of one copy, and forwarding of all copies to the payment office.

(2) For contracts administered by the Defense Contract Management Agency, furnish the contract administration office copy of the MIRR to the authorized Government representative for dating and signing and forwarding to the contract administration office (see [F-401, Table 1](#)).

(3) When acceptance is at destination, no entry shall be made other than "CERTIFICATE OF CONFORMANCE."

(v) *DESTINATION.*

(A) When acceptance at origin is indicated in Block 21a, make no entries in Block 21b.

(B) When CQA and acceptance or acceptance is at destination, the authorized Government representative must—

(1) Place an "X" in the appropriate box(es);

(2) Sign and date; and

(3) Enter typed, stamped, or printed name, title, mailing address, and commercial telephone number.

(C) When "ALTERNATIVE RELEASE PROCEDURE" is entered in Block 21a and acceptance is at destination, the authorized Government representative must complete the entries required by paragraph (b)(21)(v)(B) of this appendix.

(D) Forward the executed payment copy or MILSCAP format identifier PKN or PKP to the payment office cited in Block 12 within four work days (five days when MILSCAP Format is used) after delivery and acceptance of the shipment by the receiving activity. Forward one executed copy of the final DD Form 250 to the contract administration office cited in Block 10 for implementing contract closeout procedures.

(E) When "FAST PAY" is entered in Block 21a, make no entries in this block.

(22) Block 22--RECEIVER'S USE. The authorized representative of the receiving activity (Government or contractor) must use this block to show receipt, quantity, and condition. The authorized representative must--

(i) Enter the date the supplies arrived. For example, when off-loading or in-checking occurs subsequent to the day of arrival of the carrier at the installation, the date of the carrier's arrival is the date received for purposes of this block;

(ii) Sign; and

(iii) Enter typed, stamped, or printed name, title, mailing address, and commercial telephone number.

(23) Block 23--CONTRACTOR USE ONLY. Self explanatory.

Instructions: Issue Release/Receipt Document DD Form 1348-1A

page 1

**DD FORM 1348-1A
ISSUE RELEASE/RECEIPT DOCUMENT FORMAT INSTRUCTIONS**

FIELD LEGEND	RECORD POSITION(s)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Perpetuate from requisition of source document unless otherwise indicated.
Routing Identifier (From)	4-6	Enter the RI code of the shipping activity.
Media and Status	7	Enter the M&S code assigned to the requisition or source document.
Stock or Part Number	8-22	Indicate the NSN or part number being released. See Block 25.
Unit of Issue	23-24	Indicate the U/I of the NSN or part number being released.
Quantity	25-29	Indicate the quantity being released. See Block 26.
Document Number	30-43	Enter the document number or requisition. See Block 24.
Suffix Code	44	Leave blank if the document represents release of the total quantity requisitioned. Indicate the appropriate suffix code assigned to indicate a partial quantity release. See Block 24.
Supplementary Address	45-50	Perpetuate from the original requisition or source document. See Block 26.
Signal	51	Perpetuate from the original requisition or source document.
Fund	52-53	Perpetuate from the original requisition or source document.
Distribution	54-56	Perpetuate from the original requisition or source document.
Project	57-59	Perpetuate from the original requisition or source document.
Priority	60-61	Perpetuate from the original requisition or source document.
Required	62-64	Perpetuate from the original requisition or source document.
Advice	65-66	Perpetuate from the original requisition or source document.
Routing Identifier	67-69	Perpetuate from the original requisition or source document.
Management	70-73	Perpetuate from the original requisition or source document.
Unit Price	74-80	Indicate the unit price of item being released. See Block 26.

Instructions: Issue Release/Receipt Document DD Form 1348-1A

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BLOCK(S)	ENTRIES
1	Total price.
2	DODAAC of shipping activity/DRMO. If reduced print is used, in-the-clear address may be entered in addition to the DODAAC.
3	DODAAC of the activity to receive the shipment, if applicable. If reduced print is used, in-the-clear address may be entered in addition to the DODAAC.
4	DODAAC of the MARK FOR recipient, if applicable. If reduced print is used, in the-clear address may be entered in addition to the DODAAC.
5	Document preparation date (enter numerical day of year).
6	National Motor Freight Classification Commodity Number.
7	Freight rate for the shipment.
8	Type of cargo code (see DoD MILSTAMP, DoD 4500.32-R, Vol. 1).
9	Enter applicable controlled inventory item code which describes the security/pilferage classification of the shipment from DoD 4100.39-M (FLIS Procedures Manual), volume 10, chapter 4. (Mandatory Entry)
10	Actual quantity received.
11	Unit pack of item shipped.
12	Unit weight of item shipped.
13	Unit cube of item shipped.
14	Uniform Freight Classification (UFC) Commodity Number.
15	Shelf life of item shipped. (Mandatory Entry)
16	Freight classification nomenclature.
17	Item nomenclature.
18	Type of container used for the shipment.
19	Number of container that make up the shipment.
20	Total weight of all containers that make up the shipment.

Instructions: Issue Release/Receipt Document DD Form 1348-1A

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- 21 Total cube of all containers that make up the shipment.
- 22 Received by, signature of receiver, or call sign/code if individual authorized access to the automated file.
- 23 Date received, date shipment was received.
- 24 Document Number - The document number assigned to the requisition. ¹
- Suffix Code - Blank if the document represents release of the total quantity requisitioned. If partial shipment, the appropriate suffix code assigned to indicate partial quantity released.
- 25 National Stock Number - Enter the stock or part number being released.
- Add - For subsistence items, enter the type of pack code in position 21.²

FOR OTHER THAN FMS SHIPMENTS

- 26 Routing Identifier - The RI code of the shipping activity.
- Unit of Issue - The unit of issue of the stock or part number being released.
- Quantity - The quantity being released.

¹Data will be prepared in two configurations; (1) three-of-nine bar code and (2) in the-clear. When prepared manually, bar code will not be included.

²See Footnote 1, above.

Condition Code - The supply condition code of materiel being released.

Distribution - Perpetuate from record positions 55 and 56.

Unit Price - The unit price for the NSN/part number being released. ³

- 26 Unit of Issue - two positions - the unit of issue of the stock or part number being released.
- Quantity - five positions - the quantity being released.
- Condition - one position - the supply condition code of materiel being released.

Instructions: Issue Release/Receipt Document DD Form 1348-1A

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Unit Price - seven positions - the unit price for the NSN/
part number being released.

Supplementary Address - the first position and last three
positions of the supplementary address.

This block may contain additional data including bar coding
for internal use. Data entered in this block is as required by
shipping activity by commodity. When data is entered in
this block, it will be clearly identified.

Instructions: Requisition and Invoice/Shipping Document DD Form 1149

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DoD 4161.2-M, December 1991

AP5. APPENDIX 5

INSTRUCTION FOR THE USE, COMPLETION, AND DISTRIBUTION OF DD FORM 1149, "REQUISITION AND INVOICE/SHIPPING DOCUMENT"

1. Use. The DD Form 1149 may be used for the following purposes (unless otherwise approved by the PA, CO, or contract):

a. Return of Government-Furnished Property (GFP) except for material obtained through the Military Standard Requisitioning and Issue Procedures (MILSTRIP) and Real Property. MILSTRIP material may be returned on DD Form 1348-1, as prescribed by DoD Manual 4000.25-1-M. Real Property will be transferred on DD Form 1354.

b. Shipment of Industrial Plant Equipment (IPE) controlled by the Defense Industrial Plant Equipment Center (DIPEC), Memphis, TN. (Use DD Form 1149 issued by DIPEC.)

c. Internal transfer of Government property accountability from one contract to another, with proper authorization; e.g., contract modification.

d. Shipment of Government Property to other contractors and subcontractors. DD Form 1149 may also be used for shipments to secondary locations of the prime contractor.

2. Preparation and Completion of DD Form 1149

a. The following information will be reflected in each appropriate block:

(1) From - Consignor (including contract number under which shipment is made).

(2) To - Consignee - Enter complete name. Do not abbreviate or use letter symbols.

(3) Ship to - Mark for - as indicated in the shipping instructions. Indicate contract number under which consignee will receive shipment, if furnished with shipping instruction.

Instructions: Requisition and Invoice/Shipping Document DD Form 1149

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(4) Accounting and Funding Data - Cite applicable data if specified in the shipping or other instructions. For Item 4 leave blank in all other cases. Items (4a) through (4i) shall be completed in all instances.

(4a) Item No. - Numerical sequence of items being shipped or transferred.

(4b) National Stock Number, Description and Coding of Material and/or Services - enter data listed in applicable Federal catalogs. Use Manufacturer's part number and description if item is not listed in Federal catalogs and so indicate in the description. If applicable, include in this block a listing of all attachments and accessories.

(4c) Unit of issue - as appropriate.

(4d) Quantity requested - enter quantity requisitioned by consignee, if appropriate. If not applicable, leave blank.

(4e) Supply action - enter quantity being shipped or transferred.

(4f) Type container - carton, wooden or metal box, skid, etc.

(4g) Container Numbers. Number each container if more than one and indicate in this block the container numbers in which the particular item is located.

(4h) Unit price - cost of each individual item. Use estimate when cost is not available.

(4i) Total cost - Unit price multiplied by the total number of the applicable item shipped.

(5), (6), (7) and (8) (Requisition date, number, requirement and priority) - Leave blank unless such data are included in the shipping instructions.

(9) Authority or purpose - cite document, contract modification, or other Government directive, which authorized shipment or transfer.

(10) Signature - leave blank.

Instructions: Requisition and Invoice/Shipping Document DD Form 1149

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(11a) Voucher number and date - enter number assigned by the shipping contractor or consignor to identify this shipping document and to credit his property account.

(11b) Indicate date the voucher number was assigned.

(12) Date shipped - enter date items are picked up by carrier. For in-place transfers, enter date transaction is completed.

(13) Mode of shipment - enter type of carrier used - railroad, commercial or Government truck, pick-up, commercial or Government aircraft.

(14) Bill of Lading number - enter the commercial or Government bill of lading number on which shipment is accomplished.

(15) Air Movement Designator or Port Reference No. - enter data when applicable.

(16) Transportation via MST'S Chargeable to - Cite appropriate funds for these items as called for in shipping instructions. Leave blank if not applicable.

(17) Special handling - enter special handling requirement specified in the shipping instructions or required by the nature of the items shipped; i.e., "fragile," "do not drop," etc.

(18) Recapitulation of shipment - enter appropriate data only when shipments are of such magnitude and complexity that this information will be helpful in controlling shipment. This block may be left blank at the discretion of the Consignor.

(19) Receipt data - for use by consignee.

b. QAR verification When appropriate, the QAR will place a verification stamp or signature in block (4b) following the last line item entered. DD Form 1149C, "Requisition and Invoice/Shipping Document (Continuation sheet)" will be used if more than one page is required for a single shipment.

Instructions: Requisition and Invoice/Shipping Document DD Form 1149

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3. Distribution

a. The DD Form 1149, as a minimum, will be distributed as follows:

Original - To Consignee w/shipment

1 Copy - Consignor

1 Copy - Mailed to consignee as advance copy

1 Copy - Attached to original copy of Bill of Lading

1 Copy - Attached to Transportation Office copy of GBL

1 Copy - Carrier

1 Copy - Quality Assurance Representative (QAR)

1 Copy - Plant Clearance Officer (PLCO) (if applicable)

1 Copy - Property Administrator (if required for information purposes)

b. Distribution should be reflected in the body of DD Form 1149 or 1149-1.

c. Classified shipments and documents will be marked and handled in accordance with existing security regulations.

Instructions: DoD Property in the Custody of Contractors DD Form 1662

REPORTING INSTRUCTIONS

GENERAL. The prime contractor shall report all DoD property (as indicated) in its custody or in that of its subcontractors as of September 30 to the Government Property Representative by October 31 of each year. Also report zero end of period balances when no DoD property remains accountable to the contract. Report data from records maintained in accordance with FAR Subpart 45.5 and DFARS Subpart 245.5.

REPORT AS OF 30 SEP _____. Fill in the appropriate year (*or other date*).

ITEM 1 - TO. Enter the name of the Government Property Representative, the Contract Administration Office or other office the Government Property Representative works for, and the full mailing address (*including City, State, and ZIP + 4*).

ITEM 2 - FROM. Enter the full name and address of the reporting contractor with the Division name stated after the Corporate name. Use the name as it appears on the contract but omit articles and insert spaces between company names that are made up of letters like XYZ Inc., for example. Also enter the Commercial and Government Entity (CAGE) Code.

ITEM 3 - IF GOVERNMENT-OWNED CONTRACTOR-OPERATED PLANT, ENTER GOVERNMENT NAME OF PLANT. Enter the Government name of the plant if the plant is Government-owned and Contractor-operated. Leave blank if it is a contractor-owned plant.

ITEM 4 - CONTRACT NO. (PIIN). Enter the 13-digit contract number or Procurement Instrument Identification Number (PIIN) under which the Government property is accountable. Use format XXXXXX-XX-X-XXXX.

ITEM 5 - CONTRACT PURPOSE. Enter one of the following 1-character alphabetic codes to identify the general purposes of the contract:

- A. RDT&E
- B. Supplies and Equipment (*deliverable end items*)
- C. Facilities Contract
- D. Lease of facilities by the contractor
- E. Maintenance, Repair, Modification, or Rebuilding of Equipment
- F. Operation of Government-Owned Plant or Facilities including test sites, ranges, installations
- G. Service contract performed primarily on Military Installations, test facilities, ranges or sites
- H. Contract for storage of Government Property
- I. Others

ITEM 6 - BUSINESS TYPE. Enter a 1-character alphabetic code indicating the type of business concern:

L = Large S = Small N = Non-profit

(*See FAR Part 19 for definition of Small Business and FAR 31.701 for definition of Non-profit Organizations.*)

ITEM 7 - OFFICIAL NAME OF PARENT COMPANY. Enter the name of the Parent Corporation of the Reporting Contractor. The Parent Corporation is one in which common stock has been issued whether or not the stock is publicly traded and which is not a subsidiary of another corporation.

ITEM 8 - PROPERTY LOCATION(S). Enter the primary location(s) of the property if it is located at site(s) other than that of the Reporting Contractor, e.g., location of subcontract property or property at alternate sites of the prime contractor. Location is the City, State and Zip or the Military Installation or the Foreign site. Limit input to 69 characters. NOTE: Can be used as a "REMARKS" field.

ITEM 9 - PLANT EQUIPMENT PACKAGE. Enter the Number and Use of a Plant Equipment Package (PEP) if one exists on this contract. Leave blank otherwise. Example: ARMY PEP #570 - 81 mm Shells.

ITEMS 10 - 18.b.(1) - ACQUISITION COST (BALANCE AT THE BEGINNING OF THE FISCAL YEAR). Enter the acquisition cost for each type of property as defined in FAR 45.5 or DFARS 245.5. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

ITEMS 10, 12 - 16.b.(2) - QUANTITY (BALANCE AT BEGINNING OF THE FISCAL YEAR). Enter the quantity for all categories of Government property except for Other Real Property and Material on hand at the beginning of the fiscal year. The amounts reported must agree with the amounts reported in the previous year for BALANCE AT END OF PERIOD.

ITEMS 10 - 15.c. - ADDITIONS (*in dollars*). For the property categories indicated, enter the acquisition cost for the total additions to the contract from any source during the fiscal year. Do not enter for Government Material or Military Property.

ITEMS 10 - 15.d. - DELETIONS (*in dollars*). For the property categories indicated, enter the acquisition cost for the total deletions from the contract during the fiscal year. Do not enter for Government Material or Military Property.

ITEMS 10 - 18.e.(1) - ACQUISITION COST (BALANCE AT THE END OF THE FISCAL YEAR). Enter the acquisition cost for each type of property as defined in FAR 45.5 or DFARS 245.5.

ITEMS 10, 12-16.e.(2) - QUANTITY (BALANCE AT END OF FISCAL YEAR). Enter the quantity for all categories of Government Property except for Other Real Property and Material on hand at the end of the fiscal year. These will be carried forward to reflect the balance at the beginning of the following year.

ITEMS 17 and 18 - GOVERNMENT MATERIAL. Report material as reflected on inventory records in accordance with FAR 45.505-3.

ITEM 19 - CONTRACTOR REPRESENTATIVE. Type the name of the contractor representative authorized by the property control system to sign this report.

ITEM 20 - DOD PROPERTY REPRESENTATIVE. Type the name of the DoD Property Administrator or other Authorized Property Representative, plus that individual's commercial area code and telephone number and DSN number (*if one exists*). Signature and date.

NOTE TO CONTRACTOR: When reporting more than one contract from the same location and the same contractor, you may elect to fill out Data Elements 1, 3, 6, 7, and 19 only once as long as each form can be readily identified if any form becomes separated from the others.

DD FORM 1662 (BACK), JUN 2003

Instructions: Consolidated Memorandum Receipt (CMR)

page 1

CMR/Sub-Custody Procedures

1. CONSOLIDATED MEMORANDUM RECEIPT (CMR)/SUB-CUSTODY ACCOUNTS

CMR/sub-custody accounts list all accountable property in the hands of responsible officers (ROs) or responsible individuals (RIs). They are tools used by commanding officers (COs) or accountable officers (AOs) to hold individuals within their organization responsible for property apportioned to them to support mission requirements.

2. RESPONSIBLE OFFICER/PROPERTY CUSTODIAN

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

- a. Accounting for property received and maintaining accurate custody records within the supply accountable property system of record (APSR).
- b. Conducting physical inventories of accountable property at required intervals (i.e., quarterly, annually, upon change of RO).
- c. Manual and/or automated tracking and recording of transactions affecting classes of supply under their functional control.
- d. Expedient reporting of automated and/or manual property record adjustments to the supply officer and CO/AO.
- e. Timely identification, reporting, and disposition of serviceable, unserviceable, reparable, and excess materiel.
- f. Maintenance and security of auditable and/or accountable key supporting documentation (KSD).
- g. Immediately reporting all incidents involving lost, stolen, or damaged government property to the CO/AO.

3. APPOINTMENT LETTERS

RO appointment letters and endorsements (RO acceptance letter) will be maintained by the supply officer for a period of 2 years in the active file and an additional 5 years in the archive files after the RO ceases to serve. A sample RO appointment letter can be found on page 69 of this publication.

- a. Endorsement. The RO is required to formally accept their CMR/sub-custody account by endorsing the appointment letter from the

Instructions: Consolidated Memorandum Receipt (CMR)

page 2

CO/AO within fifteen (15) calendar days after being appointed. A sample RO Acceptance Endorsement can be found on page 118 of this publication.

b. Delegation of Authority Letter. If an RO elects to delegate their authority for the receipt, request, or turn-in of property affecting their CMR/sub-custody account, a NAVMC Form 11869 "Notice of Delegation of Authority" must be prepared by the RO and forwarded to the supply officer in accordance with Chapter 2, Volume 3, Paragraph 020603.H of MCO 4400.201. Quarterly, NAVMC 11869s must be certified by the RO/Property Custodian. If no changes have occurred during the quarter, the RO/Property Custodian will certify by initialing and dating the current NAVMC Form 11869 on file with the supply officer/APO. A sample NAVMC Form 11869 can be found on page 139 of this publication.

1. CMR/SUB-ACCOUNT INVENTORIES

A physical inventory of accountable property managed by Ros/Property Custodians is required on a quarterly basis, or upon change of RO. Semi-annual vice quarterly inventories are authorized when approved in writing by the CO/AO. Physical inventories should be coordinated by the supply officer/accountable property officer. One of the quarterly inventories should coincide with the command-wide annual (wall-to-wall) physical inventory.

a. CMR/Sub-Custody Account Reconciliations. Once an RO receives a copy of their current CMR/sub-custody account from the supply officer, all on-hand assets and serial numbers will be physically verified and reconciled against what is listed on the CMR/sub-custody account. The RO will return a copy of the CMR/sub-custody account listing to the supply officer and initial the bottom of each page, signing and dating the final page. This will be accomplished within 15 calendar days from the date of the letter.

b. CMR/Sub-Custody Account Discrepancies. RO's will report all discrepancies, to include variances in NSN, quantity, or serial number to the supply officer/accountable property officer via a Discrepancy Letter. The RO will attempt to resolve all discrepancies with the supply officer as follows:

(1) If the supply officer and the RO agree that the CMR/sub-custody account is in error based on supporting documentation, the supply officer will make appropriate pen changes (NSN/NIIN, serial number, quantity) to the CMR/sub-custody account listing and both the supply officer and RO will initial the changes. The supply officer will then update the official CMR/sub-account property records accordingly.

(2) If after exhaustive causative research, the supply officer and RO are unable to resolve CMR/sub-custody account errors as identified in the RO Discrepancy Letter, the RO will still sign the CMR/sub-custody account listing. All unresolved discrepancies involving property loss or damage will then be document on and submitted from the RO via DD Form 200, following procedures outlined in volume 17 of MCO 4400.201.

Instructions: Consolidated Memorandum Receipt (CMR)

page 3

1. KEY SUPPORTING DOCUMENTATION

Ros/property custodians having custodial responsibility for the management of property must maintain key supporting documentation (KSD) that provide evidence of ongoing management and internal controls to account for property. The following guidance relative to CMR/sub-custody accounts applies:

a. Maintain the signed copy of each CMR/sub-custody account together with all pending adjustment transactions (receipts, issues and inventory adjustment documents).

b. The retention period for supporting documentation is 10 years (3 years active and 7 years archived).

REFERENCES:

DoD Supply Chain Material Management Policy	DoDI 4140.01
DoD Financial Management Regulations	DoD 7000.14-R
Management of Property in the Possession of the Marine Corps	MCO 4400.201
GCSS-MC User's Manual	UM 4000-125

Instructions: DD Form 577 Appointment/Termination Record-Authorized Signature

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE (Read Privacy Act Statement and Instructions before completing form.)		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. SORN T1300 (http://dodcio.defense.gov/Privacy/SORNs/index/DoDComponentArticleView/tabid/7489/Article/5235/11300.aspx) ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: http://dodcio.defense.gov/Privacy/SORNs/index/BlanketRoutineUses.aspx. DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointments.</p>		
SECTION I - APPOINTEE		
1. NAME (First, Middle Initial, Last and Rank or Grade)	2. DoD ID NUMBER	3. TITLE
4. DOD COMPONENT/ORGANIZATION	5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN)	
6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.)		
<input type="checkbox"/> DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN
<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER
<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN
7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:		
8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:		
SECTION II - APPOINTING AUTHORITY		
9. NAME (First, Middle Initial, Last)	10. TITLE	11. DOD COMPONENT/ORGANIZATION
12. DATE (YYYYMMDD)	13. SIGNATURE	
SECTION III - APPOINTEE ACKNOWLEDGEMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.		
14. PRINTED NAME (First, Middle Initial, Last)	15. DATE (YYYYMMDD) (Not earlier than date in Item 12 or 13)	
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE	
SECTION IV - APPOINTMENT TERMINATION		
The appointment of the individual named above is hereby revoked.	17. DATE (YYYYMMDD)	18. APPOINTEE INITIALS
19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE

DD FORM 577, NOV 2014

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 9.0

Instructions: WAWF Receiving Report

page 1

Prescription: Include the following clause in Section G of all solicitations and contracts (both services and supplies) to mandate invoicing in Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT), formally Wide Area Work Flow (WAWF).

252.232-9012 - Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) formally (WAWF) – RECEIPT AND ACCEPTANCE (RA) INSTRUCTIONS (JUN 2015)

(a) As prescribed in DFARS clause 252.232-7003 Electronic Submission of Payment Requests (Jun 2012), Contractors must submit payment requests in electronic form. Paper copies will no longer be accepted or processed for payment unless the conditions of DFARS clause 252.232- 7003(c) apply. To facilitate this electronic submission, the Defense Threat Reduction Agency (DTRA) has implemented the DoD sanctioned Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) for contractors to submit electronic payment requests and receiving reports. The contractor shall submit electronic payment requests and receiving reports via (iRAPT). **Vendors shall send an email notification to the Contracting Officer Representative (COR), Program/Project Manager or other government acceptance official identified in the contract by clicking on the Send Additional Email Notifications link upon every submission of an invoice/cost voucher in iRAPT. To access (iRAPT), go to <https://wawf.eb.mil>.**

**** For questions, contact the DTRA iRAPT Team at dtra.belvoir.J4-8C.mbx.dtra-wawf-help@mail.mil.**

(b) Definitions:

Acceptor: Contracting Officer’s Representative, Program/Project Manager, or other government acceptance official as identified in the contract/order.

Pay Official: Defense Finance and Accounting Service (DFAS) payment office identified in the contract/order.

SHIP To/Service Acceptor DoDAAC: Acceptor DoDAAC or DCMA DoDAAC (as specified in the contract/order).

DCAA Auditor DoDAAC: Needed when invoicing on cost-reimbursable contracts. (Go to www.dcaa.mil and click on the appropriate link under Locator to search for your DCAA DoDAAC.)

>>>>> **For contracts that are administered by the Office of Naval Research (ONR):**
<<<<<< Enter the ONR DoDAAC in the DCAA Auditor and Service Approver DoDAAC field in iRAPT.

(c) iRAPT Contractor Input Information:

The contractor shall use the following information in creating electronic payment requests in (iRAPT):

Invoice Type in iRAPT:

If billing for Cost Type/Reimbursable contracts (including T&M and LH), select “Cost Voucher”

If billing for Firm-Fixed Price (FFP) Materials Only, select

“Combo” If billing for FFP Materials and Service, select

“Combo”

If billing for FFP Services Only, select “2-n-1 (Services Only)”

Instructions: WAWF Receiving Report

page 2

** If the contract contains both FFP and Cost Type (including T&M and LH) line items, they must be invoiced separately on appropriate types mentioned above. Upon the written approval of the Project Manager or Contracting Officer's Representative, the contractor may invoice both line items in one type of invoice.

For iRAPT Routing Information, See Table Below:

Description	SF 26	SF 33	SF 1449	DD Form 1155
	Located in Block/Section			
Contract Number	2	2	2	1
Delivery Order	See Individual Order		4	2
CAGE Code	7	15a	17a	9
Pay DoDAAC	12	25	18a	15
Inspection	Section E (except SF 1449, See Entitled): INSPECTION AND ACCEPTANCE			
Acceptance	Section E (except SF 1449, See Entitled): INSPECTION AND ACCEPTANCE			
Issue Date	3	5	3	3
Issue By DoDAAC	5	7	9	6
Admin DoDAAC	6	24	16	7
Ship To / Service Acceptor DoDAAC	6	24	16	7
Ship to Extension	Do Not Fill In			
Services or Supplies	Based on majority of requirement as determined by monetary value			
Final Invoice?	Do not change "N" (no) to "Y" (yes) unless this is the last invoice and the contract is ready for closeout.			

(d) **Final Invoices/Vouchers -Final Payment** shall be made in accordance with the Federal Acquisition Regulation (FAR) 52.216-7, entitled "Allowable Cost and Payment."

Invoices - Invoice 2-n-1 (Services Only) and Invoice and Receiving Report (Combo) Select the "Y" selection from the "**Final Invoice?**" drop-down box when submitting the final invoice for payment for a contract. Upon successful submission of the final invoice, click on the **Send Additional Email Notifications** link to send an additional email notification to the Contracting Officer Representative (COR), Program/Project Manager or other government acceptance official identified in the contract.

Final Cost Vouchers - Once the final DCAA audit is complete for cost reimbursable contracts and authorization from DCAA is received, submit the final cost voucher to dtra.belvoir.J4-8C.mbx.closeouts@mail.mil .

****DO NOT SUBMIT FINAL VOUCHERS (ENDING IN "Z") VIA iRAPT, submit only to the e-mail listed above.**

(e) WAWF e-Business Suite Training may be accessed online at <https://wawftraining.eb.mil/wbt/>. To practice creating documents in iRAPT, visit the practice site at <https://wawftraining.eb.mil>. General DFAS information may be accessed using the DFAS website at <http://www.dfas.mil/>. Payment status information may be accessed using the

Instructions: WAWF Receiving Report

page 3

my Invoice system at <https://wawf.eb.mil>. Your contract number and shipment/invoice number will be required to check status of your payment.

Note: For specific invoice related inquiries, email: dtra.belvoir.j4-8c.mbx.vendor-pay@mail.mil. Vendors shall forward any additional DTRA related iRAPT questions to dtra.belvoir.J4-8C.mbx.dtra-wawf-help@mail.mil.

Appendix B - Tier 2 KSD

The following are examples of alternative supporting documentation that may fulfill financial statement assertions:

- Contract modifications, or change orders
- Approved work order
- Approved last invoice
- Signed lease for leased property
- Transfer letter and documents for transferred assets
- DoD Property in the Custody of Contractors (DD Form 1662)
- Selected Acquisition Report (SAR)
- Valuation Data Report with Program Listing
- Budget Item Justification Sheet (Exhibit P-40, DD Form 2454, Exhibit R-2)
- Production Schedule (Exhibit P-21, DD Form 2445)
- Cost Analysis Worksheet (P-5)
- Budget Procurement History and Planning (Exhibit P-5a, DD Form 2446)
- Procurement Program (Exhibit P-1)
- Appropriation Bill Report
- Extracts from Accounting Systems Supporting Data

Tier 2 KSD are expected to be maintained just as Tier 1 KSD to support a financial statement audit.

Appendix C - Key Supporting Documentation

BACKGROUND

The Military Standard Requisitioning and Issue Procedures (MILSTRIP) for the Marine Corps are covered in NAVMC 4000.6 “MILSTRIP Life cycle of a Requisition”. This document is intended to improve awareness and audit responsiveness within the Marine Corps by providing complete examples of MILSTRIP Key Supporting Documentation (KSD). The following documents support the internal control requirements of Office of Management and Budget (OMB) A-123 and financial reporting objectives of OMB A-136 Revised.

This document is to be used to compare with unit KSD, in order to ensure accuracy and completeness of all required key data attributes prior to submission.

Requisitioning Process

Overview

This brief overview is intended to provide context for what follows.

There are three basic phases of procurement; request, order and receipt. For the majority of the Operating Forces (OPFOR), there are two recognized categories of procurement in the Marine Corps, “off-line” and procurement via an authorized system. The two primary systems for procurement within the OPFOR are the Global Combat Support System – Marine Corps (GCSS-MC) and Purchase Request Builder (PR Builder). Both GCSS-MC and PR Builder provide an electronic method to route purchase requests from a requestor to the approver, irrespective of the method of procurement. GCSS-MC also provides a stand-alone method for MILSTRIP requisitioning.

MILSTRIP requisitioning that is not via GCSS-MC’s internal capability, is known as “off-line”. Off-line MILSTRIP purchase requests submitted via GCSS-MC or PR Builder provides an electronic record of the request from the requestor to the approver.

MILSTRIP Authorization KSD

Purchase Request – (PR)

Regardless of the method used to procure materials, all procurement begins with the identification of the requirement/s. Requirements development can be manual or electronic, centralized or decentralized, however most requirements development will be decentralized and manual. Meaning, for any one section/commodity/office, requirements may be developed based on input from multiple individuals and done so via manually annotated lists, screen capture and/or emails of requirements or copies of catalogues, all provided to one coordinator to compile. The RO, or his delegate, is required to review all requested materials to determine bona-fide need and make resource management determinations for his assigned section/commodity/office. Upon review of all requested materials, the RO may submit a consolidated formal request to the SupO for purchasing. Formal PRs may be submitted to the SupO via the PR Builder, GCSS-MC, may be manual or via other electronic means. Regardless of the medium used for transmitting requests, all PRs submitted by the RO to the SupO must include all the key data attributes seen in the following manual PR example

For Official Use Only (FOUO)				
GENERIC DETAIL PURCHASE REQUEST				
Requestor	M Sgt James Smith			
Requestor Title	Responsible Officer			
Requestor Signature:	<i>James Smith</i>			
Section	Motor Transport			
Date Submitted	12/15/2017			
NSN/PART NUMBER	NOMENCLATURE	QTY	Unit Price	Total Price
MC01PAP30301	PENCIL,#2 POLY LEAD,DISP	8	\$ 2.06	\$ 16.48
MC01XER106R0121	TONER CARTRIDGE, FOR XEROX	2	\$ 189.66	\$ 379.32
MC018105-01-195	TRASH BAGS	4	\$ 16.79	\$ 67.16
MC017510-01-511	CORRECT-IT MINI DISPENSER; correction tape	1	\$ 6.72	\$ 6.72
TL3A2VKP3	TIE-DOWN STRAP, RATCHET, 15 FT X 1 IN, PK2	1	\$ 13.53	\$ 13.53
MC01902427	LINER, 55G, HEAVY DUTY	1	\$ 34.16	\$ 34.16
MC01367989	TONER, LJ, HP MAGENTA	1	\$ 277.59	\$ 277.59
TL3A23NK20	Automatic Knife, Serrated, Tanto, 3-1/2 in	12	\$ 131.60	\$ 1,579.20
MC01806251	BOARD, PRCLN, P3CERAM, 3X2	4	\$ 121.84	\$ 487.36
MC017510-01-236	DOCUMENT PROTECTOR	10	\$ 5.45	\$ 54.50
MC01UBP75300222	ACCOUNTING BOOK, 192 PAGE	6	\$ 4.02	\$ 24.12
MC01423197	SHREDDER, 18 SHT, STRIP CUT	1	\$ 211.05	\$ 211.05
MC01185432	SANITIZER, HAND, PURELL, AL	2	\$ 4.64	\$ 9.28
MC017510-00-223	CLIPS,BINDER,MEDIUM 1/2IN	4	\$ 1.47	\$ 5.88
			Total	\$ 3,166.35
ACCOUNT	S4 MT			
Funds Available	Yes			
Supply Officer	1st Lt William Smith			
Approved	Yes			
Date Approved	12/16/2017			
Supply Officer Signature	<i>William Smith</i>			

Purchase Request Builder (PR Builder)

When an off-line MILSTRIP PR is submitted via PR Builder to the SupO, it can be evidenced by the following print out example:

For Official Use Only (FOUO)
Page 1 of 2 Pages

Approved

PR Number
 M02203-18-MD-OS202

PR number must be manually recorded on obligation KSD, or printed and attached to obligation KSD as this SDN does not obligate in SABRS

Warranty or CFP
 Yes No

Actual Price
 \$1,606.17
Priority
 15 (lowest)

Date Created
 12/13/2017 8:21:03PM
Financial System
 None Selected

Additional Information
 Sole Source
 Classified
DODX Rating

 Subject to Availability of Funds

Requestor Information

Originator Information
 Title: Sgt
 Name: albert hidalgo
 Bldg: 6216 Room:
 Address: H&S STATION PROPERTY
 SAN DIEGO, California 92145 US
 Phone: 658-577-7572
 Email: albert.a.hidalgo@usmc.mil

Comments

What is requested?

LINE ITEMS							
ACRN	CLIN	SLIN	Item Name	Quantity	Price	Unit of Issue	Amount
AA	0001		See Attached	1.0000	\$1,606.17	Lot	\$1,606.17

Line Item Description
 See Attached

Date Required 13 Dec 2017
POP Start Date
POP End Date

<input type="checkbox"/> Foreign	<input type="checkbox"/> Hazardous	Identification <input type="checkbox"/> IUID <input type="checkbox"/> OFF <input type="checkbox"/> Warranty <input checked="" type="checkbox"/> None	NSN PSC 0000 NIIN	TAMCN	NAICS	Item Type Commodity	Contract Type
----------------------------------	------------------------------------	--	----------------------	-------	-------	------------------------	---------------

Packaging Description

Ship To DODAAC M02203
 POC SGT HIDALGO
 Room 1 Bldg 6216
 STATION PROPERTY BLDG 6216 MCAS MIRAMAR
 SAN DIEGO, California 92145 US
 Phone 658-577-7573 Fax
 Email ALBERT.A.HIDALGO@USMC.MIL

USMC LOA										
Dept Code	FY	TA	Subhead	OC	BCN	SA	AAA	TT	PAA	Service
17	8	1106	BSS1	200	67805	0	067443	2D	000000	USMC

SUN	TAC	FY	Total Amount	Cost Code	ACRN
M02203-18-MD-OS202		8	\$1,606.17		AA

For Official Use Only (FOUO)

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For Official Use Only (FOUO)				Page 2 of 2 Pages			
RECOMMENDED SOURCES OF SUPPLY							
Cage Code	XXXX	Vendor	Servmart CampPen	POC	Patrick Gallagher	Room	Building
Address	Camp Pendleton North Oceanside, California 92055 US						
Phone	760-725-4701	Fax		Email	patrick.gallagher@usmc.mil		
URL							
ATTACHMENTS							
Attachment Type	Document Type	Description	FileName	Date			
MS Word	Other		131578811623580635Armo ry DSSC prb.pdf	12/13/2017			
TRACKING LOG							
Dear Favorite:	albert hidalgo\FY 18 DOCS			Current Owner:	albert hidalgo		
Originating Organization:	USMC\M87025\M02203			Current Routed Organization:			
Routed for Approval							
First Name	Last Name	Status	Days Prior To Alert	Alert Date	Status Date	Iteration	Approver
JOSELYN	LAZAGA	Approved	5		12/13/2017 6:34:	1	
Shantel	Limbo	Approved	5		12/14/2017 12:48	1	
SABRS	SABRS	Skipped	5		12/14/2017 12:48	1	
For Official Use Only (FOUO)							

Detailed attachment

Approver

Printed On: 20 December 2017 11:07:43

Detailed attachment

Doc# M0220317MD OS 202

DSSC REQUEST FORM				
UNIT: LOGISTIC ARMORY				
BEA/BESA: OS/OS			DATE: 20171205	
STOCK NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
	PEN,RETRACTABLE	25	\$ 3.98	\$ 99.50
	DESK CALENDAR	2	\$ 11.69	\$ 23.38
	INK,HP 940,BLACK	6	\$ 25.87	\$ 155.22
	INK,HP 940,YELLOW	7	\$ 19.90	\$ 139.30
	INK,HP 940,MAGENTA	2	\$ 19.90	\$ 39.80
	INK,HP 940,CYAN	2	\$ 19.90	\$ 39.80
	TRASH BAG BLACK	3	\$ 29.95	\$ 89.85
	HIGHLIGHTER,FREE INK	10	\$ 4.48	\$ 44.80
	ACCOUNTING BOOK 8X10-1/4	10	\$ 4.10	\$ 41.00
	ACCOUNTING BOOK 5-1/2XB	10	\$ 4.02	\$ 40.20
	KIT,STAMP	1	\$ 25.30	\$ 25.30
	AEROSOL DUST REMOVER	8	\$ 4.49	\$ 35.92
	PRINTER PAPER	10	\$ 35.52	\$ 355.20
	TRIGGER SPRAY BOTTLE	4	\$ 8.77	\$ 35.08
	3-RING BINDER	5	\$ 4.11	\$ 20.55
	TAPE DISPENSER	2	\$ 3.61	\$ 7.22
	RUBBER BANDS	5	\$ 7.45	\$ 37.25
	COTTON SWAB	20	\$ 18.84	\$ 376.80
	NAVMC 10359 ECR CARD	10	\$ -	\$ -
	NAVMC 10520	50	\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
APPROVED BY: SSgt Branscum, Ryan PROGRAM MANAGER			APPROVED BY: \$ 1,606.17 J. GOMEZ LAZAGA FUND ADMINISTRATOR 12/13/17	
SUP ADDRESS: 145930			FIP: M47865 OS OS AA 25N1 MFMR	

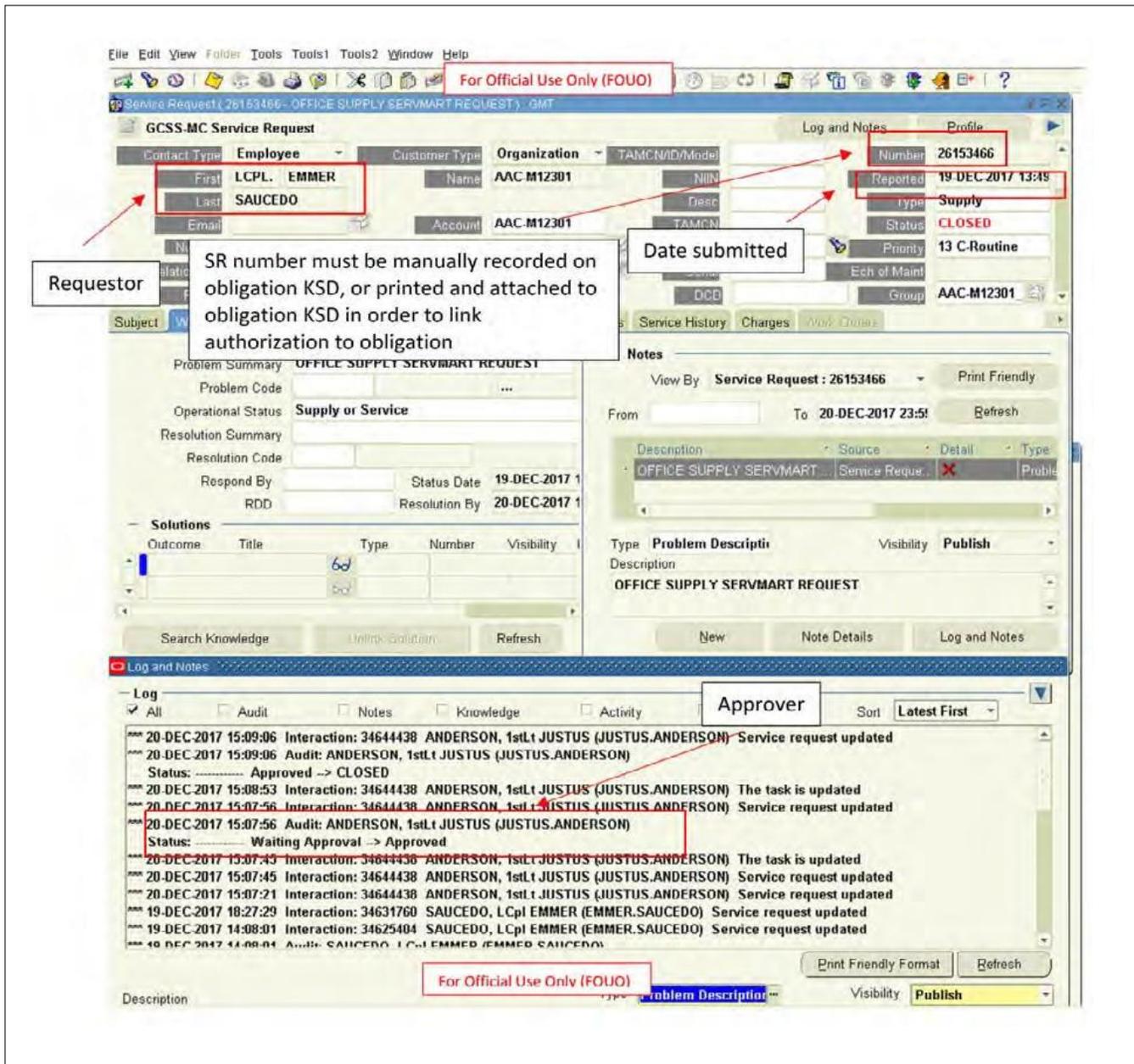
***NO CLEANING SERVICE IN OUR BUILDING

[Signature]

[Signature]
Sgt Branscum, Ryan
[Signature] Sgt Husman SA

Global Combat Support System – Marine Corps (GCSS-MC) PR

When an off-line MILSTRIP PR is submitted via GCSS-MC to the SupO, it can be evidenced by the following screenshot examples:



Service Request (26153466 - OFFICE SUPPLY SERV... **For Official Use Only (FOUO)**

GCSS MC Service Request Log and Notes Profile...

Contact Type: **Employee** Customer Type: **Organization** TAMCND/Model: **Number** 26153466
First: **LCPL. EMMER** Name: **AAC.M12301** NIIN: **Reported** 19.DEC.2017 13:49
Last: **SAUCEDO** Account: **AAC.M12301** Desc: **Type** **Supply**
Email: **Relationship** Email: **Instance** **Status** **CLOSED**
Number: **615900** Phone: **Serial** **Priority** **13 C-Routine**
Phone Type: **Phone Type** **Ech of Maint**

The approved purchase request attachment

Subject: Workbench Contacts Attachments: 26153466

Main	Source	Seq	Category	Description	Data Type	May Be Changed
		10	Miscellaneous		File	<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Entity Name: CS_INCIDENTS

Open Document

Include Related Documents

Publish to Catalog Document Catalog...

For Official Use Only (FOUO)

The approved purchase request attachment

For Official Use Only (FOUO)

SERVMART SHOPPING LIST (4481) NAVSUP FORM 1314 (REV 4-84) SNV 0106 (F.001.1314)		DRY	PAGE / OF 1 of 1	DATE 12/15/2017			
SECTION Y3000		Marine Corp Property		REQUISITION NO.	FUND CODE		
ITEM NO.	GOG SYN AND NSN	DESCRIPTION	U/I	QTY	UNIT PRICE	TOTAL PRICE	REQUIRING DEPT.
1	40635357	PADLOCKS	BX	1	\$ 186.41	\$186.41	
2	11167	DIVIDER TABS	PK	5	\$ 4.48	\$22.40	
3	11080	INDEX TABS	PK	5	\$ 3.52	\$17.60	
4	1532463	LABEL MAKER TAPE	EA	5	\$ 19.35	\$96.75	
5	504728	STICKY NOTES	EA	6	\$ 11.05	\$66.30	
6	645356	LETTER TRAYS	EA	12	\$ 3.15	\$37.80	
7	987048	VELCRO	EA	5	\$ 7.06	\$35.30	
8	595945	3 INCH BINDER	EA	12	\$ 14.49	\$173.88	
9	491845	MANILLA FOLDERS	EA	10	\$ 0.79	\$7.90	
10	235436	PENS	BX	6	\$ 14.53	\$87.18	
11	3241663	DRY EREASE MARKER SET	BX	1	\$ 21.52	\$21.52	
12						\$0.00	
13						\$0.00	
14						\$0.00	
15						\$0.00	
16						\$0.00	
17						\$0.00	
18						\$0.00	
19						\$0.00	
20						\$0.00	
21						\$0.00	
22						\$0.00	
23						\$0.00	
24						\$0.00	
25						\$0.00	
26						\$0.00	
27						\$0.00	
28						\$0.00	
29						\$0.00	
30						\$0.00	

Detail items requested

AUTHORIZED SHOPPER'S TYPED NAME, RANK, AND AUTHORIZED SIGNATURE

SAUCEDO, EMMER A / LCPL *[Signature]*

I CERTIFY THAT THE PURCHASE OF MATERIALS LISTED HEREON IS NECESSARY FOR THE OFFICIAL BUSINESS OF THE MARINE CORPS REQUESTED BY (FOR DIRECT TURNOVER MATERIAL):

APPROVED BY: *[Signature]* 20171219
Supply Officer's Signature

ANDERSON, JUSTUS / 1STLT *[Signature]*
Requester's Name, Rank, and Authorized Signature

UPON RETURN TO SUPPLY, THE FOLLOWING MUST BE COMPLETED: RECEIVED, INSPECTED AND VERIFIED ON:

DATE _____ BY: *[Signature]* For Official Use Only (FOUO) _____
Requester's Name, Rank, and Signature

MILSTRIP PR Checklist

Regardless of the medium used, all PRs must contain the following list of key data attributes. Check whether the following key data attributes are contained on the authorization KSD being reviewed; make comments as necessary.

KSD: Purchase Request - Authorization	Yes	No	N/A	Comments
Does the request contain the requestor's section/office, printed name and signature?				
Is the requestor appointed as the RO or delegated authority via NAVMC Form 11869?				
Was the request dated when submitted to the supply office?				
Does the request contain line item details of what is being requested to include the following?				
a. Nomenclature/description of material or service				
b. NSN/part number/catalogue number				
c. Unit of issue				
d. Unit price				
e. Quantity requested				
f. Total price				
Is there a total amount for the request identified?				
Does the request contain the account to be charged? i.e., FIP				
Does the request contain the approver's printed name and signature?				
Is the approver appointed via DD Form 577 to perform both the APO role and the Fiscal/Budget & Accounting Officer (FBAO) role				
Is the approval dated?				

MISTRIP Order/Receipt KSD

GSA Procurement Platforms

GSA procurement platforms include the GSA brick and mortar stores aboard most Marine Corps installations, aka ServMart, and all GSA web procurement portals. When a PR has been approved by the SupO for materials available via ServMart, there are two possible scenarios; the first scenario: authorized individual proceeds to ServMart to procure the approved items on the PR; this is an over the counter, point of sale transaction. The following is an example of an over the counter ServMart transaction, supporting the commitment, obligation (order) and expense (receipt) in SABRS, by document number.



**USMC
ServMart**

For Official Use Only (FOUO)

WIWO Sales Receipt

Camp Pendleton
CMSC Building 2280
Camp Pendleton, CA92055

AAC: M20371
JON: BH8CRG20002MHT

Ship To:
Name: Sgt Padilla, J
Address 1: CMSC Building 2280
Address 2: PO BOX 555004
Address 3:
City, State, Zip: Camp Pendleton, CA 92055
Phone: 760-725-9207
Email: RUSSELL.WHITAKER@USMC.MIL
Alt Email: RAUL.FERRON@USMC.MIL

Transaction #: 39650
Order #: 2200039650
Date #: 2017-12-18T14:46:01
Cashier #: Erica Collier
LID: PC28
Register #:
WO #-Call #:

Date of receipt must be after approval

Walk in / Walk out receipt; point of sale.

Detail items purchased

Item Lookup Code / Description	Document Number	Req Number	QTY	Unit Price	Extended
MC02BZL74297 CLEANER, MOP & GLO	M20371-7352- PE18	M20371-7352- PE18	6	EA \$ 8.78	\$ 52.68
MC027510-01-545-3753 CALENDAR BLOTTER 2018	M20371-7352- PE19	M20371-7352- PE19	5	EA \$ 4.97	\$ 24.85
MC02720969 FORK, BIOBASED, 100CT, BAG	M20371-7352- PE1A	M20371-7352- PE1A	1	BG \$ 7.80	\$ 7.80
TL3AA5200GLNKAS6-SO 70029 SETS OF SIXPADLOCKS ,	M20371-7352- PE1B	M20371-7352- PE1B	2	EA \$ 74.26	\$ 148.52
MC02BZL771R2 WIPES, LYSOL, CITRUS SCENT, 80CT	M20371-7352- PE1C	M20371-7352- PE1C	6	EA \$ 4.29	\$ 25.74

Camp Pendleton Servmart
Customer Service
1-760-725-4710
CPENCustomerService@gsa.gov

Number of Lines: 5
AAC Tendered: \$ 259.59

Appointed personnel performing receipt and acceptance.

Print Name: Jose Padilla Telephone: 760 7634609
Signature: [Signature] Date: 20171218
Name: Sgt Padilla, J

For Official Use Only (FOUO)

Note: Each item on the receipt must be on the approved PR. Receipt and acceptance must be evidenced by signature of appointed personnel

The second scenario for GSA ServMart stores is that the approved materials are not available, out of stock, when appointed personnel attempt to procure the materials. When this occurs, the GSA customer service section can place the approved items on referral (back ordered), which means the requested material will be delivered to the store and provided to the purchaser at a later date. The following is an example of a referral order, supporting the commitment and obligation (order) in SABRS.



USMC ServMart
GSA

For Official Use Only (FOUO)

Referral Sales Receipt

Camp Pendleton
CMSC Building 2280
Camp Pendleton, CA92055

AAC: M93426
JON: AE8FMSSTOMIT

Ship To:
Name: JOHN BALL
Address 1: 4600 BELLEAU AVE, BLDG 228
Address 2: 1020346/1317540
Address 3:
City, State, Zip: SAN DIEGO, CA 92140
Phone: 619-524-4383
Email: SIGMUND.HAZEL@USMC.MIL
Alt Email: JEFFREY.BORCHERS@USMC.MIL

Transaction #: 39728
Order #: 2200039728
Date #: 2017-12-20T10:41:00

Date of receipt must be after approval

Register #: 16
WO #-Call #: PR 1020346/1317540

Item Lookup Code / Description

Item Lookup Code / Description	Document Number	Req Number	QTY	UI Price	Extended
TL3A251009SWL02L500033HT37	M93426-7354	M93426-7354			
Gauge Pressure 0 to 5000 psi	PEI4	PEI4	4 EA	104.23	\$ 416.92

Detail items ordered

Each line item must be on the approved request

Camp Pendleton Servmart
Customer Service
1-760-725-4710
CPENCustomerService@gsa.gov

No receipt/acceptance signature because nothing has been received.

AAC Tendered: \$ 416.92

Print Name: _____ Telephone: _____

Signature: _____

For Official Use Only (FOUO)

Name: JOHN BALL

GSA Web orders

When a PR has been approved by the SupO for materials available via GSA web portals a couple of options are available to evidence an order has been placed, to support the commitment and obligation (order) in SABRS, to include screen captures from the website; example as follows.

The image contains two screenshots of web portals used for placing orders. Both screenshots include red boxes and arrows pointing to specific areas, with text annotations.

Top Screenshot: GSA Advantage! Online Shopping

- Annotations:**
 - "For Official Use Only (FOUO)" is written in a red box at the top right.
 - "Detail items ordered" is written in a white box with a red arrow pointing to the "Order History" section.
 - "Each line item must be on the approved request" is written in a white box with a red arrow pointing to the "GSA Requisitions" table.
 - "For Official Use Only (FOUO)" is written in a red box at the bottom right, near the shipping address.
- Table Data (GSA Requisitions):**

Requisition #	Item #	Qty	Price	Total	Deliv Days	Ship To	Status	Status Qty	PO#	Mode of Shipment	Bill Date	TCN/CBL	Track#	Cancel Request
7520 01 574 5970		1	\$5.29	\$5.29	17	1	Shipped	0	NP185G/R70	Motor, LTL				<input type="checkbox"/>
Requisitions Total: \$12.34														

Bottom Screenshot: USMC SERVMART

- Annotations:**
 - "For Official Use Only (FOUO)" is written in a red box at the top right.
 - "Detail items ordered" is written in a white box with a red arrow pointing to the "My Order" table.
 - "For Official Use Only (FOUO)" is written in a red box at the bottom right, near the shipping address.
- Table Data (My Order):**

Requisition #	Item #	Qty	Price	Total	Deliv Days	Ship To	Status	Status Qty	PO#	Mode of Shipment	Tracking #	Bill Date	TCN/CBL	Cancel
119392334531292	10381009951	1	\$22.37	\$22.37	2-3	COMB	Cancellation Requested (P2)	0						<input type="checkbox"/>
REQUISITIONS TOTAL: \$22.37														

If the requisitioning command has established email points of contact for their DoDAAC within the GSA systems, whenever an order is placed in any GSA platform a confirmation of sale email will be sent to all contacts; the following example could also be used to support the commitment and obligation (order) in SABRS.

[Non-DoD Source] Confirmation of Sale Order 0700017879

For Official Use Only (FOUO)

GSAglobalsupply@gsa.gov

<p>Customer Name Sgt Alexander 257-5635</p> <p>Ship To Address MARINE AIRCRAFT GROUP 24 1ST MARINE AIRCRAFT WING MCBH KANEOHE BAY HI 96863 0000</p> <p>Document Number: M00024-7027-PRCP</p>	<p>Order Number 700017879</p> <p>Date of Order 01/27/2017</p> <p>Telephone Number 808-257-2558</p> <p>Fax Number</p>
---	--

Thank you for your GSA Global Supply Order

For customer service, please call 1-800-525-8027 and select option #2. Please do not reply to this email.

For Detail items ordered or discrepancy reporting please call 1-800-488-3111 8pm Sunday thru 8:30pm Friday CST.

Delivery should be made within 5 - 7 days.
Please note your order may be coming from more than one location.

Item Description	Each line item must be on the approved request
------------------	--

MC01679702	01/27/2017
Document Number: M00024-7027-PRCP	
HP 507A BLACK LJ TONER CR 1 EA 164.96	164.96
MC01HEWCE260AG	01/27/2017
Document Number: M00024-7027-PRCQ	
TONER CARTRIDGE, FOR USE 4 EA 162.01	648.04
Total Cost	813.00

To check updates For Official Use Only (FOUO) der please log on to:
 >>> www.GSAglobalsupply.usa.gov/status <<<

Receipt and acceptance for referrals or web orders occurs when the material is received. The following screen capture provides evidence to support the receipt and acceptance, expense (EXP) in SABRS.

FOR OFFICIAL USE ONLY

Page 1 of 1



Camp Pendleton
CHSC Building 2280
Camp Pendleton, CA92055
AAC: M28310
JON: BK6PEES0002LST

Referral Sales Receipt

Transaction #: 17587
Order #: 2200017587
Date #: 2016-09-07T13:05:59
Cashier #: Donovan Sablan
LID: PC23

Ship To Name: _____
Address: _____
Address: _____
Address: _____
City, S: _____
Zip: _____
Phone: 760-763-3672

Each line item received has been annotated to identify receipt/acceptance. If receipt/acceptance occurred on different dates, each line item should also be annotated with the date received

Detail items received

Item Lookup Code / Description	Document Number	QTY	UI	Price	Extended	
TL3A60217CP 60217CP 4 X 8 X 15/32 3 OR 4 P	M28310-6251-PEI4 ✓	132	EA	\$ 23.74	\$ 3,133.68	RLVD
TL3A20PJ11 Masking Tape, Natural, 2In x 60	M28310-6251-PEI5 ✓	60	EA	\$ 5.25	\$ 315.00	RLVD
TL3A62079CP 62079CP Barrier Sheeting,	M28310-6251-PEI6 ✓	4	EA	\$ 254.34	\$ 1,017.36	RLVD
TL3A62082CP 62082CP Sealable Sheeting,	M28310-6251-PEI7 ✓	4	EA	\$ 730.57	\$ 2,922.28	RLVD

Receiver and date received.

Camp Pendleton Servmart
Customer Service
1-760-725-4710
CFENCustomerService@gsa.gov

Lines: 4
AAC Tendered: \$ 7,388.32

Print Name: T. Witte Telephone: 725-4579
Signature: *T. Witte* Date: 9/7/16

Name: TRENT WITTE

FOR OFFICIAL USE ONLY

MILSTRIP Order/Receipt KSD Checklist

Though not all sources of supply or platforms available for MILSTRIP requisitions are outlined in this document, each MILSTRIP order, or order/receipt, must contain the following key data attributes. Check whether the following key data attributes are contained on the order or order/receipt KSD being reviewed; make comments as necessary.

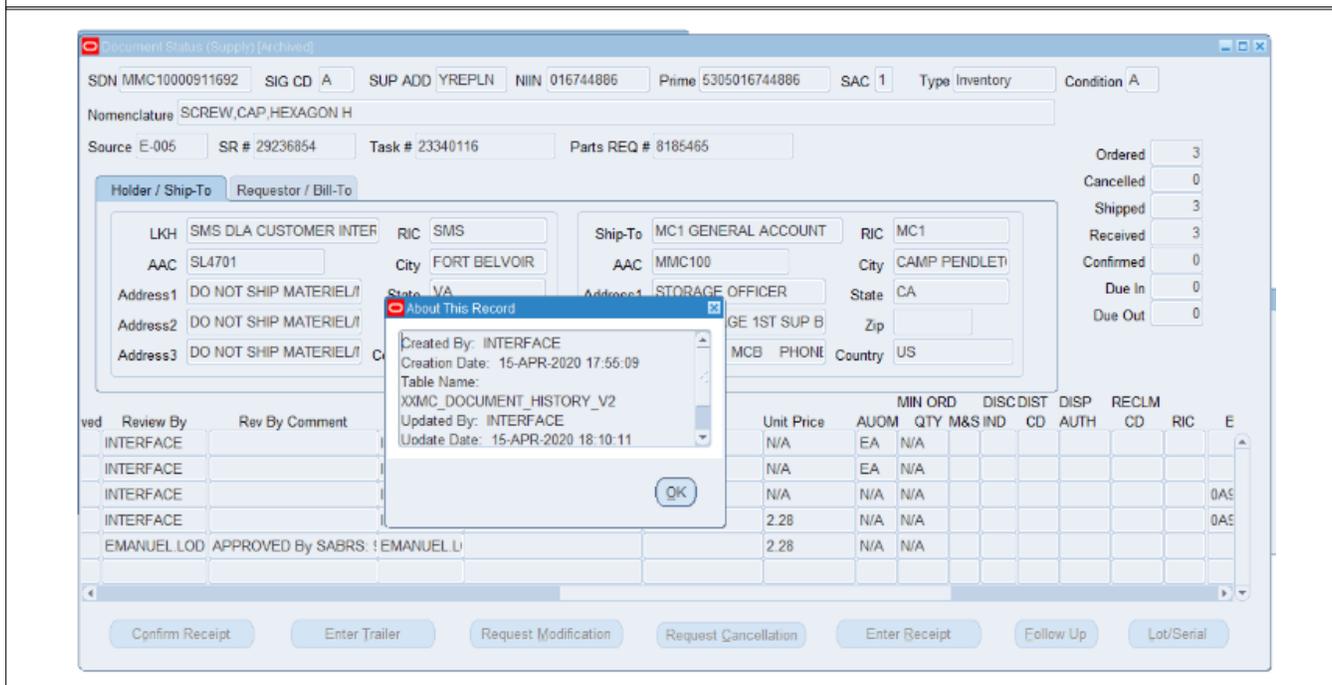
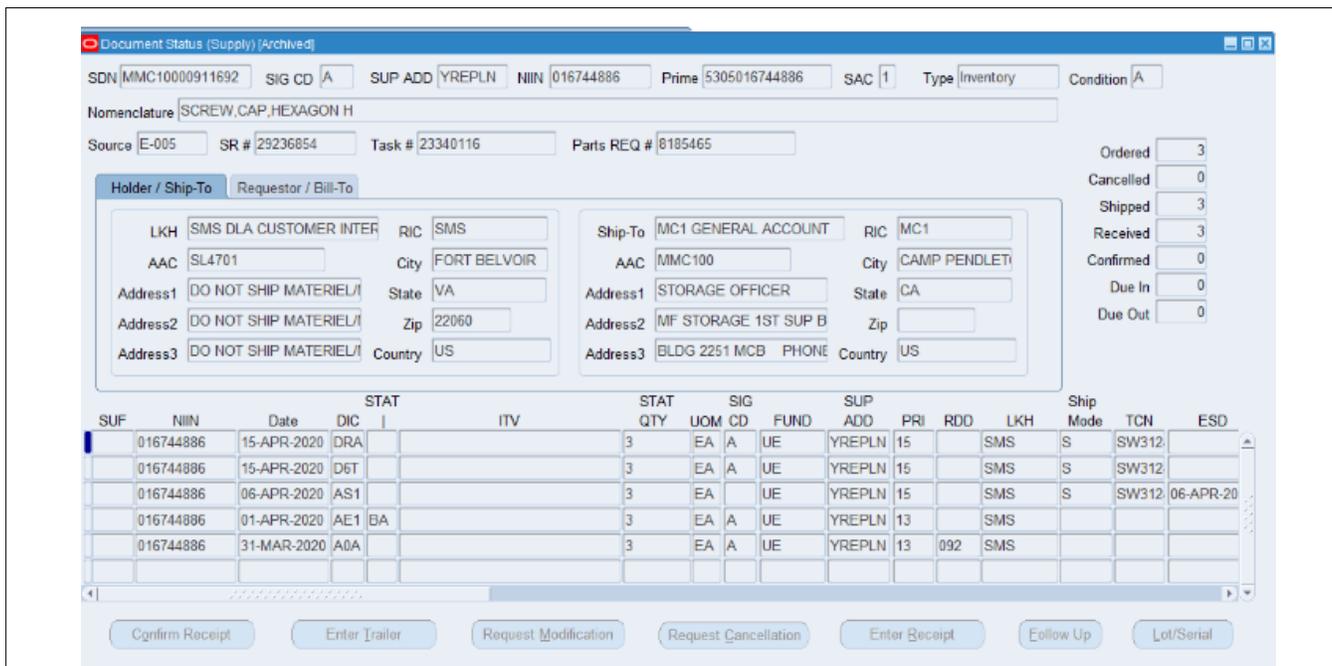
KSD: Order	Yes	No	N/A	Comments
Does the order contain the following details of what has been ordered per line item?				
a. Nomenclature/description of material or service				
b. NSN/part number/catalogue number				
c. Unit of issue				
d. Unit price				
e. Quantity requested				
f. Total price				
g. MILSTRIP document number				
Is there a total amount of the order placed?				
Does the order contain the account being charged? i.e. DoDAAC/Fund Code, FIP or JON				
Is the date the order was placed evidenced?				
Is there an approved PR to support this order?				
KSD: Order/receipt	Yes	No	N/A	Comments
In addition to the attributes listed for the order KSD, does the receipt contain the section/office, printed name and signature of the individual receiving the materials?				
Is the receiver appointed to perform receipt/acceptance via NAVMC Form 11869 or as the RO?				
If sub-issued to a requestor, are two sets of signatures on the receipt to evidence chain of custody?				

Other MILSTRIP

The following sections identify order and receipt KSD examples for several MILSTRIP requisitioning methods.

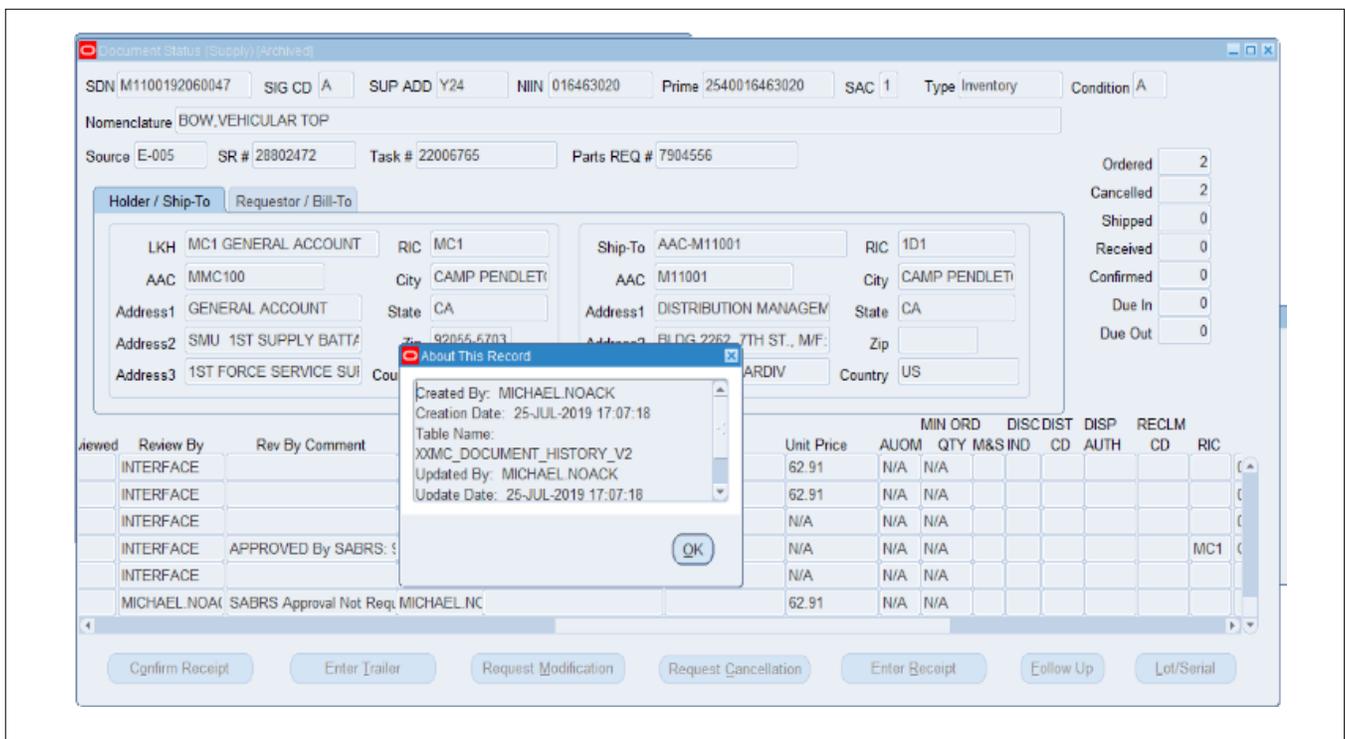
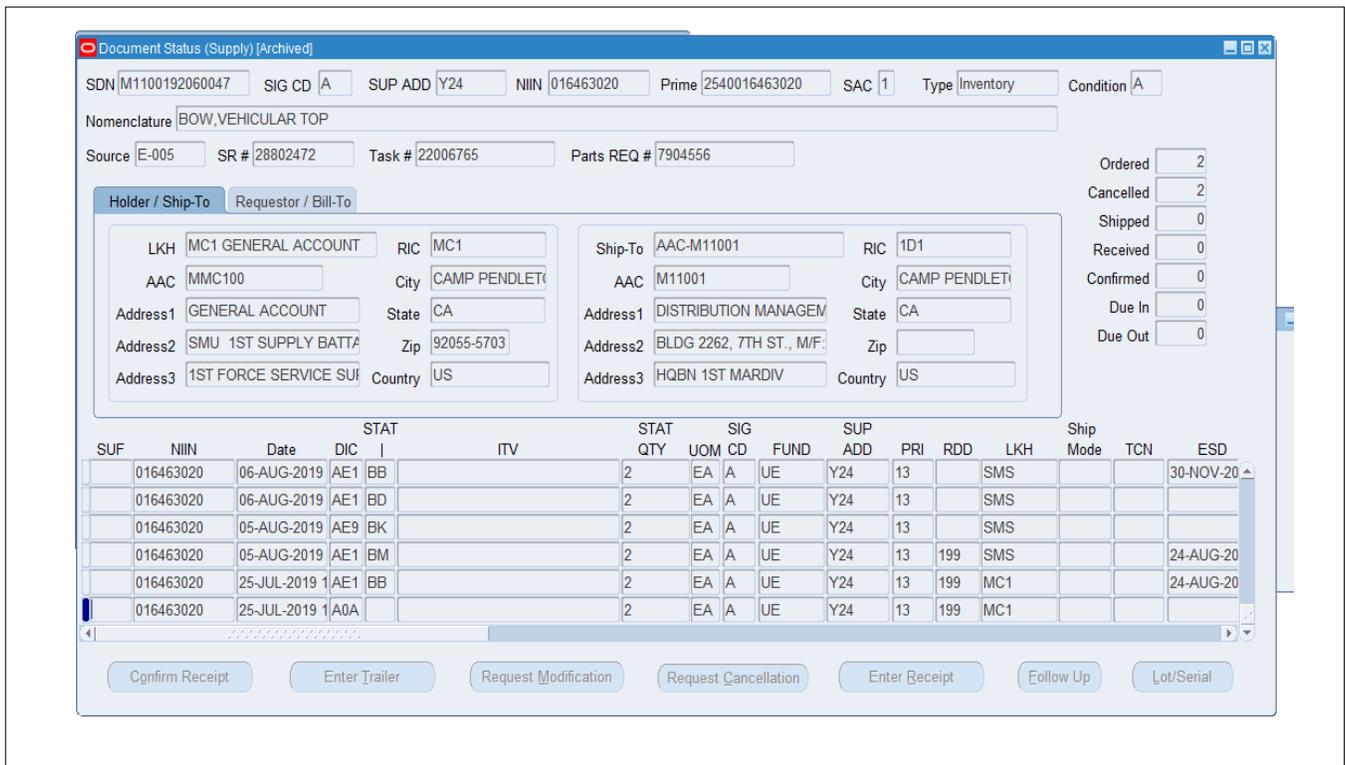
GCSS-MC

The commitment and obligation (COB) for GCSS-MC generated MILSTRIP requisitions, not “off-line”, can be supported by a screen capture of the AOA or status code BM transaction to a last known holder (LKH) outside of the Marine Corps, seen from the document management form within GCSS-MC. The following example is an AOA to a source of supply outside of the Marine Corps.



Note: Include approver by selecting the AOA, select “Help” and “Record History” from the menu bar.

The following example is of a BM status transaction, passing the requisition to a source of supply outside of the Marine Corps. **Note:** The importance of differentiating the BM from the A0A, is that the BM may be for a partial quantity and not the full quantity of the A0A.



Note: Depending on the details of the sample, the unit price amount may need to be researched via the document management to determine where/if a price change occurred. i.e., if the sample is for a dollar amount other than what was originally recorded as the unit price for the A0A. The following example shows a price change from the original A0A.

Document Status (Supply) [Archived]

SDN [M1100192060047] SIG CD [A] SUP ADD [Y24] NIIN [016463020] Prime [2540016463020] SAC [1] Type [Inventory] Condition [A]

Nomenclature [BOW,VEHICULAR TOP]

Source [E-005] SR # [28802472] Task # [22006765] Parts REQ # [7904556]

Holder / Ship-To Requestor / Bill-To

LKH	MC1 GENERAL ACCOUNT	RIC	MC1	Ship-To	AAC-M11001	RIC	1D1
AAC	MMC100	City	CAMP PENDLET	AAC	M11001	City	CAMP PENDLET
Address1	GENERAL ACCOUNT	State	CA	Address1	DISTRIBUTION MANAGEM	State	CA
Address2	SMU 1ST SUPPLY BATT	Zip	92055-5703	Address2	BLDG 2262, 7TH ST., MF	Zip	
Address3	1ST FORCE SERVICE SU	Country	US	Address3	HQBN 1ST MARDIV	Country	US

Ordered	2
Cancelled	2
Shipped	0
Received	0
Confirmed	0
Due In	0
Due Out	0

SUF	NIIN	Date	DIC	STAT	ITV	QTY	UOM	CD	FUND	SUP ADD	PRI	RDD	LKH	Ship Mode	TCN	ESD
	016463020	22-OCT-2019	AP1	BB		2	EA	A	UE	Y24	13		SMS			18-APR-20
	016463020	22-OCT-2019	AN1	BB		2	EA	A	UE	Y24	13		SMS			18-APR-20
	016463020	08-OCT-2019	AE1	BB		2	EA	A	UE	Y24	13		SMS			21-APR-20
	016463020	08-OCT-2019	AF1			2	EA	A		Y24	13		SMS			07-APR-20
	016463020	01-OCT-2019	AE1	B7		2	EA	A	UE	Y24	13		SMS			14-APR-20
	016463020	25-SEP-2019	AE1	BB		2	EA	A	UE	Y24	13		SMS			07-APR-20

Confirm Receipt Enter Trailer Request Modification Request Cancellation Enter Receipt Follow Up Lot/Serial

Document Status (Supply) [Archived]

SDN [M1100192060047] SIG CD [A] SUP ADD [Y24] NIIN [016463020] Prime [2540016463020] SAC [1] Type [Inventory] Condition [A]

Nomenclature [BOW,VEHICULAR TOP]

Source [E-005] SR # [28802472] Task # [22006765] Parts REQ # [7904556]

Holder / Ship-To Requestor / Bill-To

LKH	MC1 GENERAL ACCOUNT	RIC	MC1	Ship-To	AAC-M11001	RIC	1D1
AAC	MMC100	City	CAMP PENDLET	AAC	M11001	City	CAMP PENDLET
Address1	GENERAL ACCOUNT	State	CA	Address1	DISTRIBUTION MANAGEM	State	CA
Address2	SMU 1ST SUPPLY BATT	Zip	92055-5703	Address2	BLDG 2262, 7TH ST., MF	Zip	
Address3	1ST FORCE SERVICE SU	Country	US	Address3	HQBN 1ST MARDIV	Country	US

Ordered	2
Cancelled	2
Shipped	0
Received	0
Confirmed	0
Due In	0
Due Out	0

PURP CD	COND CD	ADV CD	Reviewed	Review By	Rev By Comment	Request By	Req By Comment	PROJ CD	Unit Price	AJOM	MIN QTY	ORD M&S	DISC IND	DIST CD
			Y	INTERFACE		INTERFACE			N/A	N/A	N/A			
			Y	INTERFACE		INTERFACE			N/A	N/A	N/A			
			Y	INTERFACE		INTERFACE			1796.58	N/A	N/A			
			Y	INTERFACE		ANTESHA.TA	REQUESTING UPDATE		N/A	N/A	N/A			
			Y	INTERFACE		INTERFACE			1796.58	N/A	N/A			
			Y	INTERFACE		INTERFACE			62.91	N/A	N/A			

Confirm Receipt Enter Trailer Request Modification Request Cancellation Enter Receipt Follow Up Lot/Serial

Receipt and acceptance for GCSS-MC requisitions is accomplished via form DD Form 1348. The following screen capture example provides evidence to support receipt and acceptance, the expense (EXP) for GCSS-MC requisitions.

For Official Use Only (FOUO)

1. TOTAL PRICE: 149980
 2. SHIP FROM: W62GZT
 3. SHIP TO: M02230

4. MARK FOR: M02230
 H&S SUPPLY OFFICER
 BLDG 328 SPEARS ST

5. DOC DATE: 17291
 6. NMFC: 149980
 7. FRT RATE: 621R9
 8. PS: U

10. QTY RECD: 2
 11. UP: 00001
 12. UNITY WEIGHT: 0000011.30
 13. UNITY CUBE: 0000.219
 14. UFC: U75080
 15. SL: 7

16. FREIGHT CLASSIFICATION NOMENCLATURE: PAINT AND RELATED MATERIALS
 17. ITEM NOMENCLATURE: THINNER, PAINT PRODU

22. RECEIVED BY: *Leonardo Caudillo*
 23. DATE RECEIVED: 20170225

Receiver: **Leonardo Caudillo**

Document number from sample: **8010001818080**

Detail item received: **M022307289R854**

DT7291/TT1851 D/C-E For Official Use Only (FOUO) DSG: PCN: RZDQPHT

Fuel

A draft fuel policy outlines source documentation options for supporting the commitment, obligation and expense (COE) transactions in SABRS. The following screen capture is an example of a manual fuel PR and receipt document that could be used to support the COE for MILSTRIP fuel; key data attributes outlined in red.

PRODUCT CODE E85	VEHICLE NO. N/A	DoDAAC M13101	FUEL PURCHASE REQUEST AND RECEIPT
QUANTITY 20	MEASURE UNIT GL	UNIT PRICE 2.38	REQUESTED BY: LCpl Michael W Smith
SERVICE LOCATION AND LOCATION Camp Pendleton, 14 Area		TOTAL PRICE 47.60	APPROVED BY: 1st Lt William Smith
TYPE POS		METHOD OF PAYMENT VIL KEY or WEX.	APPROVER Signature: <i>William Smith</i>
REMARKS and/or VOUCHER NUMBER DIESEL NSN: 913001470204 MILSTRIP: M131017350FF01		Key# Issued: 43251	Date Approved: 15-Dec-2017
		PRINT NAME and RANK LCpl Michael W. Smith	
		ISSUED BY (Print) LCpl Bruce Willis Fiscal Clerk	
		ISSUE DATE Date de Distribution 16-DEC-2017	RECEIVED BY (SIGNATURE) <i>Michael W Smith</i>

DD FORM 1898-E, JAN 2015 ENERGY SALES SLIP LiveCycle Designer 11

For Official Use Only (FOUO)

Other off-line methods of procurement and their KSD There are several off-line MILSTRIP purchasing methods available to the Marine Corps commands via the internet. Regardless of the method used to procure materials, the procurement process does not change. There are three basic steps in the Marine Corps MILSTRIP procurement process: in order, the request, the order and receipt. The following off-line methods of procurement follow the Marine Corps MILSTRIP process but may have subtle variation in source documentation depending on the particular commands understanding and implementation of guidance. The data attributes, for each KSD, for previously identified forms of procurement are required for each form of procurement, regardless of the method or source.

Purchase Place, a Science Applications International Corporation (SAIC) store portal Purchase Place is a DLA prime vendor store portal, hosted by SAIC. DLA's prime vendor program consists of contracted vendors who provide materials to all federal agencies. DLA pays the vendors for materials delivered and is reimbursed by billing the requestor via the MILSTRIP billing process. The following screen captures are examples provided to support the authorization, commitment, obligation and expense for Purchase Place requisitions.

Example: Purchase Place manual purchase request

SAIC PURCHASE PLACE
7002 - MCB CAMP PENDLETON

Date: 4/25/2017
 Name: Ms. Annette Kemprich
 Unit: 1ST MAINT BN
 Phone: 765-736-3848
 Email: annette.kemprich@usmc.mil

Ship To Address: 1st Maintenance Battalion
 Bldg 210645
 Camp Pendleton

BFO Number: 7002A-55508-A-25209

Requestor

Line #	Qty	UOM	Description	Part #	Manufacturer	Manufacturer P/N	Unit Cost	Total Cost
1	8	NO	INSTANT BUBBLE FILM - EXTRA LARGE, 12" X 1,147	35295918	ULINE	S 19742	\$284.86	\$1,424.31
2	1	EA	INSTAPACK A CHEMICAL 155 POUNDS/Case	30308162	VERITIV	5063174	\$801.11	\$801.11
3	2	PK	PACKING LIST ENVELOPES, ORANGE FULL-FACED	35307712	MSC	89819882	\$55.54	\$111.09
4	4	EA	THREE SHELF STEEL SERVICE CART, 30" X 16", 450 LBS. CAPACITY	35307713	US GENERAL	81185	\$56.80	\$227.21
5	10	EA	2 INCH X 55 YARD, CLEAR POLYPROPYLENE FILM SEALING TAPE	43983277	INTERTAPE POLYMER GROUP	F4070	\$2.47	\$24.75

Detail item requested

Approver

Estimated quote, final price through SAIC Purchase Place
 All returns are subject to SAIC Purchase Place approval

Approving Official: [Signature] CW03 Melinda Mendez

For Official Use Only (FOUO)

Example: Purchase Place commitment and obligation (COB) KSD

Hello, Annette Gonzales
Your Cart: (PO = 0 | RFQ = 0)

Today=0134 [home](#) [help](#) [logout](#)

70002 - MCB Camp Pendleton

Catalog
RFQs
POs
Budget/MIPR
Reports

Purchase Order / 70002A-06832-25000
?

Current Status: Delivered

Total PO Items: 19

PO#: 70002A-06832-25000

PO Total: \$13,230.42

Edit
Release PO
Add Cart to PO
Send expired items to RFQ Cart
Customer Receipt
Change Budget/MIPR
Print Friendly
Delete

Header Information

Created By:	Annette Gonzales	Date Created:	04/07/2020
Released By:	Annette Gonzales	Date Released:	04/07/2020
Approval Status:	Approved	Date Approved:	04/07/2020
Receipt Status:	Received	Payment Status:	
Received By:	Annette Gonzales	Date Received:	05/13/2020

Requisition:	MMFAG80072AG01	Original Delivery:	05/08/2020
Job Order:		Current Delivery:	05/12/2020
Customer PO:		Delivered Date:	04/28/2020
Contract No:	SPEBE32000007	Funding Mark-For:	MMFAG80072AG01
Delivery Order:	SPEBE320FBGGG	PO Priority:	Routine / Preventative Maintenance (not pre-approved)

RFQ Number(s):	70002A-06832-R-25000	Services:	Materials Only
Ship To Address:	Building 210845 RIP Camp Pendleton CA, 92055 USA	Payment Method:	Open Account
Mark For:	1STLT ANNETTE GONZALES	Budget/MIPR:	none
Order Type:	Normal	Fund Code:	LV
		Signal Code:	A
		Supp. Address:	

Date Required (if BOM):

Comments:

Project Code:

Line Information

Change View
Post Req
Save Req

Line #	Qty.	UOM	Description	Part #	Manufacturer	Manufacturer P/N	Unit Cost	Total Cost	SAIC PO
1	50	EA	14 x 12 x 6" 200 LB. TEST Corrugated Boxes	35534083	ULINE OR EQUAL	S-4530	\$1.53772	\$76.88600	45356683
2	175	EA	16 x 12 x 10" 200 LB. TEST Corrugated Boxes	35534080	ULINE OR EQUAL	S-4160	\$1.65201	\$289.10175	45356683
3	175	EA	18 x 12 x 10" 200 LB. TEST Corrugated Boxes	35534081	ULINE OR EQUAL	S-4189	\$1.74552	\$305.46600	45356683
4	200	EA	Economy Storage File Boxes - 24 x 12 x 10"	35534082	ULINE OR EQUAL	S-4570	\$2.49360	\$498.72000	45356683
5	200	EA	12 x 9 x 6 Corrugated Box, 200 lb. test	35533943	ULINE OR EQUAL	S-4406	\$1.53772	\$307.54400	45356683
6	20	EA	30 x 30 x 30 Boxes, 275 lb Double Wall Corrugated Boxes	35534084	ULINE OR EQUAL	S-4867	\$16.15645	\$323.12900	45356683
7	20	EA	40 X 40 X 40 BOXES, 1,100 lb Triple Wall Box with Lid	35534085	ULINE OR EQUAL	S-18973	\$60.32434	\$1,206.48680	45356683
8	50	EA	9 X 9 X 30" Tall Corrugated Boxes, 25 PER BUNDLE	35534086	ULINE OR EQUAL	S-4699	\$1.94293	\$97.14650	45356683
9	30	EA	26 X 26 X 6" Corrugated BOXES,	35534087	ULINE OR EQUAL	S-4664	\$3.84430	\$115.32900	45356683
10	3	CL	1/2 X 23 Standard Grade Steel Strapping	35534088	ULINE OR EQUAL	S-825	\$180.31845	\$540.95535	45356683
11	2	EA	MACHINE STRAPPING 3/8" w	35533944	ULINE OR EQUAL	S-5691	\$86.72533	\$173.45066	45356683
12	6	CS	Industrial Reinforced Kraft Tape - 3" x 450' 10 rolls per case	35535675	ULINE OR EQUAL	S-2351	\$98.72578	\$592.35468	45356683
13	12	BX	Side Loading Packing List Envelopes - Clear, 6 x 9"	35534089	ULINE OR EQUAL	S-3473	\$93.92560	\$1,127.10720	45356683
14	4	BX	Side Loading Packing List Envelopes - Clear, 9 1/2 x 12"	35534090	ULINE OR EQUAL	S-753	\$73.53003	\$294.12012	45356683
15	10	RO	Super Duty Bubble Roll - 24" x 125', 1 1/2", Perforated	35534091	ULINE OR EQUAL	S-20055P	\$66.32976	\$663.29760	45356683
16	8	BD	Heavy Duty Bubble Roll - 24" x 250', 1 1/2", Perforated	35534092	ULINE OR EQUAL	S-7542P	\$137.12722	\$1,097.01776	45356683
17	9	EA	Instant Bubble Film - Extra Large, 12" x 1,167'	35534093	ULINE OR EQUAL	S-19742	\$306.33876	\$2,757.04884	45356683
18	6	RL	WRAPPING PAPER, CLASS 2, 36 X 200	35534122	MILSPEC	MIL-PRF-131K	\$430.76940	\$2,584.61640	45356684
19	2	EA	TYVEK Bag Desiccants, 300 BAGS PER CONTAINER	35534094	ULINE OR EQUAL	S-5166	\$90.32027	\$180.64054	45356683
								\$13,230.42	

Previous 1 Next

Key: ✘ Expired Quote, ⏸ Under Review, ✔ Approved, ✈ Air Freight, 📍 Tracking Available

Contact Us:

224

Example: Purchase Place receipt and acceptance, expense (EXP), KSD

NSOE#: 164098471



89312179205841

For Official Use Only (FOUO)

* * * * *
* * * * *
* * * * *
* * * * *

SAIC: DLA SUPPORT
ATTN: ACCOUNTS PAYABLE
155 PASSAIC AVE STE 700
FAIRFIELD, NJ 07004-3562

RMC R/P CAMP PENDLETON
ATTN: LYNN SANGIACOMO
BLDG 210845

CAMP PENDLETON, CA 92055
973-575-6620
ATTN: Ms. Annette Kampnich



2300 EAST NEWLANDS DRIVE
FERRISLEY NV 89408

SORP
SHIP TO: 07055688
CA 555-9AR

APPROVAL CODE 339	CUSTOMER ORDER NO. B43 - 45176543	SHIP TO ORDER NO. B43 - 45176543	PACKING SLIP NUMBER 8931217 M 00	SALES PERSON L99	SA NO
ORDER DATE 4/26/17	ACCOUNT NUMBER 221827	SHIP VIA UPS GROUND 04	SPECIAL INSTRUCTIONS SORP		

LINE#	PICKING LOCATION	CATALOG ITEM NO.	QUANTITY	DESCRIPTION	MFG/UPC NO.	Your Line#		
001	2180	75-1B-26	62473236	10	10	7100 2"X55YD CLEAR IPG CARTON SEALING TAPE www.mscrect.com/customer-service/usa/usa.html#msc-62473236	MFG F4070	001

THIS ITEM HAS A SDS

Message: LN: T
UM: SA
PN: 4380277

MSDS MISC# DOWNLOAD

MSCDIRECT.COM/CUSTOMER-SERVICE/MSDS/ORDCT#MSDS

OR BY CALLING 1 888 810 0719

*** THIS COMPLETES YOUR ORDER. THANK YOU ***

This purchase is governed exclusively by the Terms and Conditions of purchase agreement with MSC that continuously to be in effect on the date of your order. Such agreement, depending upon its terms, may supersede MSC's Terms and Conditions.

***** Certificate of Conformity *****
MSC certifies that to the best of its knowledge without due inquiry,

Rec'd at Camp Pendleton JUN 7 2017
554 Aaron Principi

Detail item received

Document number from sample

Receiver information

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Note: The preceding examples are for one item from a group of items ordered under one MILSTRIP document number. The sample total dollar amount would reflect the total order; this example is to show traceability through receipt/acceptance, without including every individual receipt.

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Replenishment List

Org ID: M97111

Org Desc: MEDLOG COMPANY

Current Date: 09-Mar-2017

Assemblege												Short		Order		Stock %	
Asm Id	Incr-Num	Sub-Asm Description	BCN	RDD	Critical	Due In	On Hand	Allow	UP Price	UP	Qty	Dollars	Qty	Dollars	Crit	Noncrit	
699-01-47-000		FLEET MARINE FORCE (FMF)- SICKCALL DEFERRED															
<input type="checkbox"/>	6515014854041	SPLINT FINGER STRIP 18I			0	0	0	1	\$11.87	PG	1	\$11.87	1	\$11.87	100		
699-01-47-000		FLEET MARINE FORCE (FMF)- SICKCALL DEFERRED															
<input checked="" type="checkbox"/>	6515014941951	SPLINT SAM ALUMINUM 4			0	0	0	10	\$10.77	EA	10	\$107.70	10	\$107.70	100		
699-01-47-000		FLEET MARINE FORCE (FMF)- SICKCALL DEFERRED															
<input checked="" type="checkbox"/>	6515014977354	DRUTCH ALUMINUM ADUI			0	0	0	1	\$250.49	CS	1	\$250.49	1	\$250.49	100		
699-01-47-000		FLEET MARINE FORCE (FMF)- SICKCALL DEFERRED															
<input checked="" type="checkbox"/>	6515015046096	PACK MOIST HEAT THER			0	0	0	2	\$53.61	EA	2	\$107.22	2	\$107.22	100		
699-01-47-000		FLEET MARINE FORCE (FMF)- SICKCALL DEFERRED															
<input checked="" type="checkbox"/>	6515015217376	TOURNIQUET EMERGENC			0	0	0	2	\$23.91	EA	2	\$47.82	2	\$47.82	100		
699-01-47-000		FLEET MARINE FORCE (FMF)- SICKCALL DEFERRED															
<input checked="" type="checkbox"/>	6515015388302	BLADE,SCALPEL,NUMBER			0	0	0	2	\$28.82	BX	2	\$57.64	2	\$57.64	100		
699-01-47-000		FLEET MARINE FORCE (FMF)- SICKCALL DEFERRED															
<input type="checkbox"/>	6515015590741	SYRINGE CARTRIDGE RE			0	0	5	0	\$0.01	EA	1	\$0.01	0	\$0.00	03		
699-01-47-000		FLEET MARINE FORCE (FMF)- SICKCALL DEFERRED															
<input type="checkbox"/>	6515016059796	PAD DEFIBRILLATOR UNI			0	0	0	0				00.82	0	\$200.82	100		
699-01-47-000		FLEET MARINE FORCE (FMF)- SICKCALL DEFERRED															
<input checked="" type="checkbox"/>	6515016526821	PETZL TACTIKKA RGB HE			0	0	0	4	\$45.03	EA	4	\$183.72	4	\$183.72	100		
699-01-47-000		FLEET MARINE FORCE (FMF)- SICKCALL DEFERRED															
<input checked="" type="checkbox"/>	6530014577587	BRUSH SCRUB SURGICAL			0	0	0	1	\$13.79	BX	1	\$13.79	1	\$13.79	100		
699-01-47-000		FLEET MARINE FORCE (FMF)- SICKCALL DEFERRED															
<input checked="" type="checkbox"/>	6530015049351	LITTER FOLDING CASUAL			0	0	0	4	\$462.98	EA	4	\$1,851.92	4	\$1,851.92	100		
699-01-47-000		FLEET MARINE FORCE (FMF)- SICKCALL DEFERRED															
<input checked="" type="checkbox"/>	6530015724462	PREMIUM PERINEAL COL			0	0	0	2	\$52.13	CS	2	\$104.26	2	\$104.26	100		
699-01-47-000		FLEET MARINE FORCE (FMF)- SICKCALL DEFERRED															
<input type="checkbox"/>	6530016187384	ALLEVAC COMPACT TREA			0	0	0	2	\$1,626.06	EA	2	\$3,252.12	2	\$3,252.12	100		
699-01-47-000		FLEET MARINE FORCE (FMF)- SICKCALL DEFERRED															
<input type="checkbox"/>	6545016603282	USMC BAS MINOR INSTR			0	0	0	2	\$235.32	SE	2	\$470.64	0	\$0.00	0		
699-01-47-000		FLEET MARINE FORCE (FMF)- SICKCALL DEFERRED															
<input checked="" type="checkbox"/>	6850014711613	DETERGENT LIQUID CON			0	0	0	1	\$18.97	BX	1	\$18.97	1	\$18.97	100		

Detail item requested



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Example: DMLSS receipt and acceptance, expense (EXP), KSD



Cardinal Health
d/b/a Cardinal Health

For Official Use Only (FOUO)

4551 E. Philadelphia Street
Ontario, CA 91761

Ship to:
1ST MEDLOG CAMP PENDLETON M97111
DOD PV USG ITEMS ONLY
BLDG 220110
CAMP PENDLETON, CA 92055-6627

PO: BV37SPM2DV11D9007

DELIVERY NOTE: 8069367103
Order: 1039589811
Shipment Nr:
Cust: 21121787
GLN: 0000000000000
Route: C870M
Stop: 2
Transacted/Shipped: 03/15/2017
Date ordered: 03/14/2017 09:51

74-M
ICDG
tar ID
IL Code

FOR CUST SERVICE CALL: 866-487-4667

Please be aware of a labeling issue regarding Cardinal Health Esteem XP (N8850XP-N8854XP) and NOVAPLUS Esteem XP (VN8850XP-VN8854XP) Powder-Free Nitrile Examination Gloves. These gloves, which are 11-12 in length, were inadvertently labeled as 12 in Length on the packaging. These gloves continue to meet or exceed the requirements of the U.S. FDA and ASTM testing standards D6978 and F739.

PO Line	Qty Shipped	UM	Catalog #	Description	Expiration
Cust Loc	Qty to Follow		Factory Cat #	Packaging (Pack Factors)	
			Cust Item #	GTIN/	
				Let Quantity	Expiration
000001	2	CS	11447-010	VLP340 PREMIUM PERINEAL COLD PACKHAZ CHEM - DO NOT SHIP BY AIR 24EA/CS	52.13
			11447-010	24 EA/CS	104.26

AMMONIUM NITRATE

Document number from sample

M97111-7073-4204

Receiver

Hm³ RALSTON



received

BDG 7075

7074

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Navy One Touch

Another web based MILSTRIP requisitioning platform used by several commands in the Marine Corps for the purchase of hazardous material. The following screen captures are examples provided to support the authorization, commitment, obligation and expense for Navy One Touch purchases.

Example: One Touch manual purchase request KSD

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SEARCH AND RESCUE - HHS

DATE: 3-Oct-17 *Jandra Camarillo* SECTION: SAR MAINTENANCE
 REQUESTOR: Sgt Camarillo PHONE #: 2452

Funding Account: **HMMS**

NSN:	3439002559935	DESCRIPTION:	Flux
QUANTITY:	1	UNIT OF ISSUE:	Pound
SUBTOTAL:	\$8.88	UNIT PRICE:	\$8.88 \$8.88
NSN:	6260010744229	DESCRIPTION:	Green chem light
QUANTITY:	50	UNIT OF ISSUE:	Box
SUBTOTAL:	\$852.00	UNIT PRICE:	\$17.04 \$17.10
NSN:	8040001429193	DESCRIPTION:	Super Glue
QUANTITY:	1	UNIT OF ISSUE:	Box
SUBTOTAL:	\$14.16	UNIT PRICE:	\$14.87 \$14.16
NSN:	8030010777674	DESCRIPTION:	Tq Stripe
QUANTITY:	3	UNIT OF ISSUE:	Tube
SUBTOTAL:	\$44.14	UNIT PRICE:	\$14.70 \$2.49
NSN:	8010001818080	DESCRIPTION:	Paint Thinner
QUANTITY:		UNIT OF ISSUE:	Gallon
SUBTOTAL:	\$33.70	UNIT PRICE:	\$10.00 \$22.62
NSN:	6810008556160	DESCRIPTION:	Alcohol
QUANTITY:	2	UNIT OF ISSUE:	Can
SUBTOTAL:	\$100.14	UNIT PRICE:	\$54.57 \$54.37
NSN:	6135008264798	DESCRIPTION:	AAA Battery
QUANTITY:	7	UNIT OF ISSUE:	Package
SUBTOTAL:	\$21.28	UNIT PRICE:	\$3.04 \$3.04
NSN:	6135008357210	DESCRIPTION:	D Battery
QUANTITY:	7	UNIT OF ISSUE:	Package
SUBTOTAL:	\$63.00	UNIT PRICE:	\$9.00 \$9.00
NSN:	6135009857845	DESCRIPTION:	AA Battery
QUANTITY:	5	UNIT OF ISSUE:	Package
SUBTOTAL:	\$27.90	UNIT PRICE:	\$5.58 \$5.58
NSN:		DESCRIPTION:	
QUANTITY:		UNIT OF ISSUE:	
SUBTOTAL:	\$0.00	UNIT PRICE:	

\$1,151.67 ACTUAL COST: \$1,175.17

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SIGNATURE OF ACCOUNTABLE OFFICIAL Funding Approval

Request routed via PR Builder

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PR - BUILDER

PR/Contract Information

Document Information

PR/CD Number	Name	Status
M0223018CC00015-Basic	M0223018CC00015 - ONE TOUCH ORDER FOR SAR	Approved

Workflow List - PR Builder

Workflow Route	Actual Route	Status	Days Prior to Alert	Alert Date	Status Date	Iteration	Comments
McKinney, Donald	McKinney, Donald	Approved	1	10/18/2017	10/17/2017	1	
Moore, Jonas	Moore, Jonas	Approved	1	10/18/2017	10/17/2017	1	
BURROWS, ANNA	BURROWS, ANNA	Approved	1	10/18/2017	10/17/2017	1	
luck, kari VITO, JEFFREY	VITO, JEFFREY	Approved	1	10/18/2017	10/18/2017	1	John Comments
Moore, Jonas	Moore, Jonas	Approved	1	10/19/2017	10/18/2017	1	

Originator Information

Last Name	First Name	Building Room	Address	Email	Phone
McKinney Donald		328W	HazMat Off ATTN Receiving Officer MCAS Yuma PO BOX 99137	donald.mckinney@usmc.mil	928-269-5364

Workflow List - SPS

PR/Contract Information

PR Number	Document Type	Document Title	Requested Vendor Name	Total Requested Quantity	Total	Requested Delivery	Requested
M0223018-CC-00015	DD1149	M0223018CC00015 - ONE TOUCH ORDER FOR SAR		1	\$1,175.17		

Line Item Information

Line Item Number	Description	Quantity	Unit Cost	Delivery UIC
0001	0-439002559935 1 \$ 8.88 6260017444229 50 \$882.00			
	8040001429193 1 \$ 14.87 8036010777674 3 \$ 44.34			
	8010001818080 2 \$ 33.76 810008556160 2 \$109.14	1	\$1,175.17	
	6135008264798 7 \$ 21.28 6135008357210 7 \$ 63.00			
	6135009857845 5 \$ 27.90			

Contract Award Information

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Example: One Touch order supporting commitment and obligation (COB) KSD

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17-OCT-2017 10:31:26 Page 1 of 2

Order Material Request

Status: Ordered **Request Number:** 22377

Issue Point: SAR **Zone:** SAR
User: camarillok **Date:** 16-OCT-2017
TRIC: ISU **Delivery Destination:**

Issue Exception Code : **NSN:** 8010001818080
Unit of Issue: Gallon **Item Name:** THINNER, PAINT PRODUCTS
Quantity: 2

Document Number:

Activity Cd: BENCH STOCK **Organization:** **Shop Cd:** **Doc Date:** 7

Detail item ordered

Demand Code: R **Ship To:**
Tex Code: **Fund:** AQ
Distribution: SMS **Project Code:** YY9
Priority: 03 **Required Delivery Date:** 296
UJC:

Mark For

Serial Nr/Misc: SRD : **Work Unit Code:** **Command Code:**
Ship To Location: **Job Order Number:**
JOCAS Nr: 33,76

Requisition Transaction Status Code: BV

Status Description: Item procured and on contract for direct shipment to consignee. The contract shipping date is entered in rp 70-73. Cancellation, if requested, may result in billing for contract termination and/or transportation costs, if applicable.

Projected Delivery Date: 306 **Date Complete:**

Existing Material Controls

License: NO DATA **MATA:** YES

Inventory Information

Serial Number Count: 0

Activity Details 1587165-1587166

User	Group	Start Date	Completion Date	Action Taken
mckinneydw	AUL	16-OCT-2017 13:23:43	17-OCT-2017 10:31:04	Approved

Remarks :

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For Official Use Only (FOUO)

HAZMAT LIST FOR ONE TOUCH ORDERS 7289R8

NSN	NOMENCLATURE	U/I	U/P	QTY	REQ	TOTAL	DOC NUMBER
3439002559935	FLUX, SOLDERING	LB	\$ 8.88	1	\$	8.88	M02230 7289 R850
6260017844229	LIGHT, CHEMILUMINESCENT	BX	\$ 17.04	50	\$	852.00	M02230 7289 R851
8040001429193	ADHESIVE	BX	\$ 14.87	1	\$	14.87	M02230 7289 R852
8030010777674	SEALING COMPOUND	TIJ	\$ 14.78	3	\$	44.34	M02230 7289 R853
8010001818080	THINNER, PAINT PRODUCTS	GL	\$ 16.88	2	\$	33.76	M02230 7289 R854
6810008556160	ISOPROPYL ALCOHOL, TECHNICAL	CN	\$ 54.57	2	\$	109.14	M02230 7289 R855
6135008264798	BATTERY, NONRECHARGABLE	PG	\$ 3.04	7	\$	21.28	M02230 7289 R856
6135008357210	BATTERY, NONRECHARGABLE	PG	\$ 9.00	7	\$	63.00	M02230 7289 R857
6135009857845	BATTERY, NONRECHARGABLE	PG	\$ 5.58	5	\$	27.90	M02230 7289 R858
TOTAL \$						1,175.17	

Detail item ordered with document number from sample

Example: Purchase Place commitment and obligation (COB) KSD

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1. TOTAL PRICE										2. SHIP FROM		3. SHIP TO							
7778 8900										DDJC SAN JOAQUIN TRACY, CA 95376		M02230							
UNIT PRICE										DOLLARS		CTS							
DOLLARS										CTS		MARK FOR							
00000016 88										0000000032 76		M02230							
5. DOC DATE										8. NMFC		7. FR. RATE		8. TYPE CARGO		9. PS			
17291										149980				621R9		U			
10. QTY RECD										11. UP		12. UNIT WEIGHT		13. UNIT CUBE		14. UPC		15. SL	
2										00001		0000011.30		0000.219		U75080		7	
18. FREIGHT CLASSIFICATION NOMENCLATURE																			
PAINT AND RELATED MATERIALS																			
17. ITEM NOMENCLATURE																			
THINNER, PAINT PRODU																			
18. TY CONT				19. HO CONT				20. TOTAL WEIGHT				21. TOTAL CUBE							
22. RECEIVED BY														23. DATE RECEIVED					
Leonardo Caudillo														2/17/05					
Receiver																			
RZDQPH																			
JON:																			
REC O																			
SPI:																			
DMIL: A																			
ECC: F2																			
CIIC: U																			
HCC MSG: FLAMMABLE LIQUID, DOT																			
TY CARGO MSG: FLAMMABLE LIQUIDS																			
MFRDT 201704 EXPDT 202004																			
STOCK FUND																			
BIN:																			
DT7291/II1851																			
D/C-E																			
MSNG NSWR																			
STOCK FUND																			
DSG:																			
PCN: RZDQPH																			

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SUMMARY: There are several other MILSTRIP requisitioning web-based platforms, to include FEDMALL, Stores-NT for subsistence, DLA WEBREQ, DLA Troop Support and other methods of placing MILSTRIP orders with vendors to include calling the vendor on the telephone to place the order. All of these methods follow the same 3 MILSTRIP requisitioning steps of request, order and receipt. Each KSD in each step of the MILSTRIP procurement process requires the same key data attributes identified in the attribute's checklist.

12.27 Example Forms: DD Form 577 and DD Form 2875 System Authorization Access Request (SAAR)

Example: Govt Admin - Access Manager DD Form 577

page 1

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i>														
PRIVACY ACT STATEMENT														
<p>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. SORN T1300 (http://dpco.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6235/1300.aspx) ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: http://dpco.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx. DISCLOSURE Voluntary; however, failure to provide the requested information may preclude appointments.</p>														
SECTION I - APPOINTEE														
1. NAME <i>(First, Middle Initial, Last and Rank or Grade)</i> Alfred Masters, GySgt USMC	2. DoD ID NUMBER	3. TITLE Gov't - User Access Administrator / User Access Manager												
4. DOD COMPONENT/ORGANIZATION •5TH ANGLICO M21631 •III MEF HQ GROUP •OKINAWA, JP 96606-5607	5. ADDRESS <i>(Include ZIP Code, email address, and telephone number with area code and DSN)</i> •5TH ANGLICO M21631 •III MEF HQ GROUP •OKINAWA, JP 96606-5607													
<p>6. POSITION TO WHICH APPOINTED <i>(X appropriate box - one only. Checking more than one invalidates the appointment.)</i></p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> DISBURSING OFFICER: DSSN _____</td> <td><input type="checkbox"/> CASHIER</td> <td><input type="checkbox"/> CHANGE FUND CUSTODIAN</td> </tr> <tr> <td><input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____</td> <td><input type="checkbox"/> PAYING AGENT</td> <td><input type="checkbox"/> IMPREST FUND CASHIER</td> </tr> <tr> <td><input type="checkbox"/> CERTIFYING OFFICER</td> <td><input type="checkbox"/> COLLECTIONS AGENT</td> <td><input type="checkbox"/> SAFEKEEPING CUSTODIAN</td> </tr> <tr> <td><input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL</td> <td><input type="checkbox"/> DISBURSING AGENT</td> <td><input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN</td> </tr> </table>			<input type="checkbox"/> DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER	<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN	<input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN
<input type="checkbox"/> DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN												
<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER												
<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN												
<input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN												
<p>7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:</p> <ul style="list-style-type: none"> - You are the access control point for all users within your group / location code (M21631); - Promptly grant access to authorized users within your group / location code (M21631); - Promptly remove / deny access to unauthorized users within your group / location code (M21631); - Promptly reset authorized user certificates and passwords when required; - Promptly respond to and resolve help desk requests from within your group / location code (M21631); - Monitor the system daily and respond immediately to security or usability concerns; - Ensure required user access key supporting documents (KSDs) are attached within PIEE: i.e. DD2875s, DD577s, IA Cert, Cyber Cert, ...etc - Perform periodic reviews of active user accounts, access levels and KSDs at least quarterly; <p>Your DODAAC: M21631; USMC (SABRS) Accounting Station (AAI/AAA): 067443; DFAS (USMC) Vendor Pay DoDAAC: M67443; RE: NIST SP 800 -53, Security and Privacy Controls for Federal Information Systems and Organizations; Appendix F - Revision 4;</p>														
<p>8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES: OMB Circular No. A-123, Management's Responsibility for Enterprise Risk Management and Internal Control; M-16-17, 15 July 2016 Federal Information System Controls Audit Manual (FISCAM);</p>														
SECTION II - APPOINTING AUTHORITY														
9. NAME <i>(First, Middle Initial, Last)</i> I. M. Ncharge	10. TITLE CO / XO / CoS Delegated Authority to Appoint	11. DOD COMPONENT/ORGANIZATION III MEF HQ GROUP												
12. DATE <i>(YYYYMMDD)</i>	13. SIGNATURE													
SECTION III - APPOINTEE ACKNOWLEDGEMENT														
<p>I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.</p>														
14. PRINTED NAME <i>(First, Middle Initial, Last)</i> Alfred Masters	15. DATE <i>(YYYYMMDD) (Not earlier than date in Item 12 or 13)</i>													
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE													
SECTION IV - APPOINTMENT TERMINATION														
The appointment of the individual named above is hereby revoked.		17. DATE <i>(YYYYMMDD)</i>												
19. NAME OF APPOINTING AUTHORITY		18. APPOINTEE INITIALS												
20. TITLE	21. APPOINTING AUTHORITY SIGNATURE													

Example: Govt Admin - Access Manager DD Form 577

page 2

**INSTRUCTIONS FOR COMPLETING
APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE**

Use this form to:

1. Appoint disbursing officers and their agents, e.g., deputy disbursing officers, disbursing agents, paying agents, cashiers, imprest fund cashiers, change fund custodians, and collection agents.
2. Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.
3. Appoint departmental officials. Departmental officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service on which a certifying officer relies when certifying vouchers as correct and proper for payment.
4. Appoint safekeeping custodians or assistants. Appointees to these positions are not subject to pecuniary liability.
5. Governing guidance is in the Department of Defense Financial Management Regulation, Volume 5 (Disbursing Policy).

SECTION I.

1. Enter the Appointee's name and rank or grade.
2. Enter the Appointee's 10-digit DoD Identification Number.
3. Enter the Appointee's title.
4. - 5. Enter the name, complete address (to include e-mail address), and telephone number (include DSN when available) of the DoD Component or activity to which appointed.
6. Mark X in the appropriate box to indicate the duty the appointee will perform (select only one). If appointing a disbursing officer or deputy disbursing officer, enter the appropriate DSSN in the space provided.
7. The appointing authority identifies the types of payments affected, but need only be specific as he or she considers necessary, and may include any other pertinent, applicable information (e.g., system involved).
8. List all publications the Appointee must review and follow in order to adequately fulfill the requirements of the appointment.

SECTION II.

9. - 12. Enter the appointing authority's name, title, DoD Component/Organization location, and date signed.
13. The appointing authority must enter his or her manual or digital signature. If signature is digital, completing item 12 is not required since the digital signature includes the date; enter only after completion of items 1 through 11, as this signature will "lock" those items.

SECTION III.

14. - 16. The appointee enters his or her name and digital (16a) or manual (16b) signature, or both, depending on type(s) of signature(s) to be employed, in the appropriate spaces. If the signature is manual (16b), complete item 15, but if the signature is ONLY digital (16a), completing item 15 is not required since the digital signature includes the date. If the appointee enters both manual and digital signatures, the dates in items 15 and 16a must match. The date in item 15 (or 16a if signed digitally) cannot be earlier than the date in item 12 or 13. The appointment is effective on the date of acceptance by the appointee, and is not in force without his or her acknowledgement.

SECTION IV.

Completing this section terminates the original appointment. If partial authority is to be retained, complete a new DD Form 577.

17. Enter the date the termination is effective. Completion of this item is not required if item 21 is signed digitally, since the electronic signature includes the date.
18. The appointee initials in the space provided acknowledging revocation of the appointment.
19. - 21. The appointing authority enters his or her name, title and signature (which may be digital) in the spaces provided.

DD FORM 577 (BACK), NOV 2014

Example: WAWF-Miscellaneous Pay (MISCPay) AO DD Form 577

page 1

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <small>(Read Privacy Act Statement and Instructions before completing form.)</small>														
PRIVACY ACT STATEMENT														
<p>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. SORN T1300 (http://dpclo.defense.gov/Privacy/SORNSIndex/DODComponentArticleView/tabid/7489/Article/6235/1300.aspx) ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: http://dpclo.defense.gov/Privacy/SORNSIndex/BlanketRoutineUses.aspx. DISCLOSURE Voluntary; however, failure to provide the requested information may preclude appointments.</p>														
SECTION I - APPOINTEE														
1. NAME (First, Middle Initial, Last and Rank or Grade) Opha May Johnson	2. DoD ID NUMBER	3. TITLE AO / RO / PM Supply Officer / Supply Chief / LogO												
4. DOD COMPONENT/ORGANIZATION 4th Recruit Training Battalion M81230 Recruit Training Regiment Eastern Recruiting Region	5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN) 4th Recruit Training Battalion M81230 Marine Corps Recruit Depot Parris Island, S.C., 29905													
<p>6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> DISBURSING OFFICER: DSSN _____</td> <td style="width: 33%;"><input type="checkbox"/> CASHIER</td> <td style="width: 33%;"><input type="checkbox"/> CHANGE FUND CUSTODIAN</td> </tr> <tr> <td><input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____</td> <td><input type="checkbox"/> PAYING AGENT</td> <td><input type="checkbox"/> IMPREST FUND CASHIER</td> </tr> <tr> <td><input type="checkbox"/> CERTIFYING OFFICER</td> <td><input type="checkbox"/> COLLECTIONS AGENT</td> <td><input type="checkbox"/> SAFEKEEPING CUSTODIAN</td> </tr> <tr> <td><input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL</td> <td><input type="checkbox"/> DISBURSING AGENT</td> <td><input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN</td> </tr> </table>			<input type="checkbox"/> DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN	<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER	<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN	<input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN
<input type="checkbox"/> DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN												
<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER												
<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN												
<input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN												
<p>7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE: WAWF MISC Pay (MP) -- Authorizing / Approving Official / Acceptance Official (AO):</p> <ul style="list-style-type: none"> - Provide confirmation of delivery, performance and receipt. - Provide timely and accurate data to the Pay Office (DO) to ensure payments are proper, supportable, legal, and correct. - Establish and maintain a system of internal controls to prevent erroneous or improper payments. - Ensure reimbursement to entities or individuals only occur if the underlying expense was properly authorized and the claim is legally payable. <p>Your WAWF MP DODAAC: M81230; USMC Accounting Station (AAI/AAA): 067443; USMC Vendor Pay DoDAAC: M67443</p> <p>DoD Guidebook for Miscellaneous Payments, http://www.dfas.mil/contractorsvendors/miscpaymentguide.html Certifying Officer Legislation (COL) Training: https://dfas4dod.dfas.mil/training/Courses/coltraining.htm (Commercial Pay)</p>														
<p>8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES: DoDFMR, Vol. 5, Ch 5 (DAOs): http://comptroller.defense.gov/Portals/45/documents/fmr/current/05/Volume_05.pdf DoDFMR, Vol. 10; Ch 1, 7 & 12 (Control, PPA & MP): http://comptroller.defense.gov/Portals/45/documents/fmr/current/10/Volume_10.pdf</p>														
SECTION II - APPOINTING AUTHORITY														
9. NAME (First, Middle Initial, Last) I. M. Nchange	10. TITLE CO / XO / CoS Delegated Authority to Appoint	11. DOD COMPONENT/ORGANIZATION 4th Recruit Training Battalion												
12. DATE (YYYYMMDD)	13. SIGNATURE													
SECTION III - APPOINTEE ACKNOWLEDGEMENT														
<p>I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.</p>														
14. PRINTED NAME (First, Middle Initial, Last)		15. DATE (YYYYMMDD) (Not earlier than date in item 12 or 13)												
16.a. DIGITAL SIGNATURE		16.b. MANUAL SIGNATURE												
SECTION IV - APPOINTMENT TERMINATION														
The appointment of the individual named above is hereby revoked.		17. DATE (YYYYMMDD)												
19. NAME OF APPOINTING AUTHORITY		18. APPOINTEE INITIALS												
20. TITLE		21. APPOINTING AUTHORITY SIGNATURE												

DD FORM 577, NOV 2014

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 9.0

Example: WAWF-MISCPay AO DD Form 577

page 2

**INSTRUCTIONS FOR COMPLETING
APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE**

Use this form to:

1. Appoint disbursing officers and their agents, e.g., deputy disbursing officers, disbursing agents, paying agents, cashiers, imprest fund cashiers, change fund custodians, and collection agents.
2. Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.
3. Appoint departmental officials. Departmental officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service on which a certifying officer relies when certifying vouchers as correct and proper for payment.
4. Appoint safekeeping custodians or assistants. Appointees to these positions are not subject to pecuniary liability.
5. Governing guidance is in the Department of Defense Financial Management Regulation, Volume 5 (Disbursing Policy).

SECTION I.

1. Enter the Appointee's name and rank or grade.
2. Enter the Appointee's 10-digit DoD Identification Number.
3. Enter the Appointee's title.
- 4 - 5. Enter the name, complete address (to include e-mail address), and telephone number (include DSN when available) of the DoD Component or activity to which appointed.
6. Mark X in the appropriate box to indicate the duty the appointee will perform (select only one). If appointing a disbursing officer or deputy disbursing officer, enter the appropriate DSSN in the space provided.
7. The appointing authority identifies the types of payments affected, but need only be specific as he or she considers necessary, and may include any other pertinent, applicable information (e.g., system involved).
8. List all publications the Appointee must review and follow in order to adequately fulfill the requirements of the appointment.

SECTION II.

9. - 12. Enter the appointing authority's name, title, DoD Component/Organization location, and date signed.
13. The appointing authority must enter his or her manual or digital signature. If signature is digital, completing item 12 is not required since the digital signature includes the date; enter only after completion of items 1 through 11, as this signature will "lock" those items.

SECTION III.

14. - 16. The appointee enters his or her name and digital (16a) or manual (16b) signature, or both, depending on type(s) of signature(s) to be employed, in the appropriate spaces. If the signature is manual (16b), complete item 15, but if the signature is ONLY digital (16a), completing item 15 is not required since the digital signature includes the date. If the appointee enters both manual and digital signatures, the dates in items 15 and 16a must match. The date in item 15 (or 16a if signed digitally) cannot be earlier than the date in item 12 or 13. The appointment is effective on the date of acceptance by the appointee, and is not in force without his or her acknowledgement.

SECTION IV.

Completing this section terminates the original appointment. If partial authority is to be retained, complete a new DD Form 577.

17. Enter the date the termination is effective. Completion of this item is not required if item 21 is signed digitally, since the electronic signature includes the date.
18. The appointee initials in the space provided acknowledging revocation of the appointment.
19. - 21. The appointing authority enters his or her name, title and signature (which may be digital) in the spaces provided.

DD FORM 577 (BACK), NOV 2014

Example: WAWF-MISCPay LPO DD Form 577

page 1

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. PRINCIPAL PURPOSE(S): To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. SORN T1300 (http://dpclo.defense.gov/Privacy/SORNSIndex/DODComponentArticleView/tabid/7489/Article/6235/1300.aspx) ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: http://dpclo.defense.gov/Privacy/SORNSIndex/BlanketRoutineUses.aspx. DISCLOSURE Voluntary; however, failure to provide the requested information may preclude appointments.</p>		
SECTION I - APPOINTEE		
1. NAME <i>(First, Middle Initial, Last and Rank or Grade)</i> Margaret A. Brewer	2. DoD ID NUMBER	3. TITLE Fund Manager / Resource Manager Financial Analyst / Fiscal Clerk
4. DOD COMPONENT/ORGANIZATION Headquarters, U.S. Marine Corps M00084 Manpower and Reserve Affairs (M&RA) Department	5. ADDRESS <i>(Include ZIP Code, email address, and telephone number with area code and DSN)</i> Headquarters, U.S. Marine Corps M00084 Manpower and Reserve Affairs (M&RA) Department 3280 Russell Road Quantico, VA 22134-5103	
6. POSITION TO WHICH APPOINTED <i>(X appropriate box - one only. Checking more than one invalidates the appointment.)</i>		
<input type="checkbox"/> DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN
<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER
<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN
<input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN
7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE: Local Processing Office/Official (LPO) / Funds Certification / Funds Validation: M00084 - Ensure the OBLIGATION & ULO amount recorded in SABRS is sufficient to support the pending invoice(s) and the amount(s) to be paid. - Provide timely, accurate data to ensure payments are proper, supportable, legal, and correct. - Establish and maintain a system of internal controls to prevent erroneous / improper payments. Prevalidation is a procedure that requires a proposed payment be identified/matched to its applicable proper supporting obligation that has been recorded in the official accounting system that the SDN and ACRN (LOA) cited on the invoice/payment match the data recorded in SABRS. Your WAWF LPO DODAAC: M00084; Accounting Station (AAI/AAA): 067443; Vendor Pay DoDAAC: M67443; MARADMIN 0741/09 PREVALIDATION OF MARINE CORPS PAYMENTS; Certifying Officer Legislation (COL) Training: https://dfas4dod.dfas.mil/training/Courses/coltraining.htm (Commercial Pay)		
8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES: DoDFMR, Vol. 5, Ch 5 (DAOs): http://comptroller.defense.gov/Portals/45/documents/fmr/current/05/Volume_05.pdf DoDFMR, Vol. 10; Ch 1, 7 & 12 (Control, PPA & MP): http://comptroller.defense.gov/Portals/45/documents/fmr/current/10/Volume_10.pdf		
SECTION II - APPOINTING AUTHORITY		
9. NAME <i>(First, Middle Initial, Last)</i> I. M. Ncharge	10. TITLE CG / CO / Comptroller / Delegated Authority to Appoint	11. DOD COMPONENT/ORGANIZATION HQMC / M&RA
12. DATE <i>(YYYYMMDD)</i>	13. SIGNATURE	
SECTION III - APPOINTEE ACKNOWLEDGEMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.		
14. PRINTED NAME <i>(First, Middle Initial, Last)</i>	15. DATE <i>(YYYYMMDD) (Not earlier than date in item 12 or 13)</i>	
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE	
SECTION IV - APPOINTMENT TERMINATION		
The appointment of the individual named above is hereby revoked.		17. DATE <i>(YYYYMMDD)</i>
		18. APPOINTEE INITIALS
19. NAME OF APPOINTING AUTHORITY I. M. Ncharge	20. TITLE CG / CO / Comptroller / Delegated Authority to Appoint	21. APPOINTING AUTHORITY SIGNATURE

DD FORM 577, NOV 2014

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 9.0

Example: WAWF-MISCPay LPO DD Form 577

page 2

**INSTRUCTIONS FOR COMPLETING
APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE**

Use this form to:

1. Appoint disbursing officers and their agents, e.g., deputy disbursing officers, disbursing agents, paying agents, cashiers, imprest fund cashiers, change fund custodians, and collection agents.
2. Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.
3. Appoint departmental officials. Departmental officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service on which a certifying officer relies when certifying vouchers as correct and proper for payment.
4. Appoint safekeeping custodians or assistants. Appointees to these positions are not subject to pecuniary liability.
5. Governing guidance is in the Department of Defense Financial Management Regulation, Volume 5 (Disbursing Policy).

SECTION I.

1. Enter the Appointee's name and rank or grade.
2. Enter the Appointee's 10-digit DoD Identification Number.
3. Enter the Appointee's title.
4. - 5. Enter the name, complete address (to include e-mail address), and telephone number (include DSN when available) of the DoD Component or activity to which appointed.
6. Mark X in the appropriate box to indicate the duty the appointee will perform (select only one). If appointing a disbursing officer or deputy disbursing officer, enter the appropriate DSSN in the space provided.
7. The appointing authority identifies the types of payments affected, but need only be specific as he or she considers necessary, and may include any other pertinent, applicable information (e.g., system involved).
8. List all publications the Appointee must review and follow in order to adequately fulfill the requirements of the appointment.

SECTION II.

9. - 12. Enter the appointing authority's name, title, DoD Component/Organization location, and date signed.
13. The appointing authority must enter his or her manual or digital signature. If signature is digital, completing item 12 is not required since the digital signature includes the date; enter only after completion of items 1 through 11, as this signature will "lock" those items.

SECTION III.

14. - 16. The appointee enters his or her name and digital (16a) or manual (16b) signature, or both, depending on type(s) of signature(s) to be employed, in the appropriate spaces. If the signature is manual (16b), complete item 15, but if the signature is ONLY digital (16a), completing item 15 is not required since the digital signature includes the date. If the appointee enters both manual and digital signatures, the dates in items 15 and 16a must match. The date in item 15 (or 16a if signed digitally) cannot be earlier than the date in item 12 or 13. The appointment is effective on the date of acceptance by the appointee, and is not in force without his or her acknowledgement.

SECTION IV.

Completing this section terminates the original appointment. If partial authority is to be retained, complete a new DD Form 577.

17. Enter the date the termination is effective. Completion of this item is not required if item 21 is signed digitally, since the electronic signature includes the date.
18. The appointee initials in the space provided acknowledging revocation of the appointment.
19. - 21. The appointing authority enters his or her name, title and signature (which may be digital) in the spaces provided.

DD FORM 577 (BACK), NOV 2014

Example: DD Form 2875 (SAAR)

page 1

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
PRIVACY ACT STATEMENT			
AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act. PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. ROUTINE USES: None. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.			
TYPE OF REQUEST <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID			DATE (YYYYMMDD) 20181231
SYSTEM NAME (Platform or Applications) PIEW WAWF EDA MRS CDR DCAS CEDMS SCRT DTS PRB GCSS SYNCADA		LOCATION (Physical Location of System) web apps	
PART I (To be completed by Requestor)			
1. NAME (Last, First, Middle Initial) Frank Emmanuel Petersen Jr.		2. ORGANIZATION MCCDC M30701	
3. OFFICE SYMBOL/DEPARTMENT CDD / JCID		4. PHONE (DSN or Commercial) (703) 784-2415	
5. OFFICIAL E-MAIL ADDRESS		6. JOB TITLE AND GRADE/RANK Logistics 0431 / Capt USMC	
7. OFFICIAL MAILING ADDRESS •COMMANDING GENERAL •MCCDC M30701 •3300 RUSSELL ROAD •QUANTICO VA 22134-5135		8. CITIZENSHIP <input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	
9. DESIGNATION OF PERSON <input checked="" type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR			
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input checked="" type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD) 20181231			
11. USER SIGNATURE			12. DATE (YYYYMMDD) 20181231
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)			
13. JUSTIFICATION FOR ACCESS Access required to perform duties, responsibilities and analysis on transactions that affect / impact Marine Corps appropriations, accounts, reports and all associated supporting documentation. Financial and Administrative Control Support (ICOFR / ICOFS) Financial Improvement Audit Remediation (FIAR) / Key Supporting Documentation (KSDs) /			
14. TYPE OF ACCESS REQUIRED: <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input checked="" type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
17. SUPERVISOR'S NAME (Print Name)		18. SUPERVISOR'S SIGNATURE	
19. DATE (YYYYMMDD)			
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT		20a. SUPERVISOR'S E-MAIL ADDRESS	
20b. PHONE NUMBER			
21. SIGNATURE OF INFORMATION OWNER/OPR		21a. PHONE NUMBER	
21b. DATE (YYYYMMDD)			
22. SIGNATURE OF IAO OR APPOINTEE		23. ORGANIZATION/DEPARTMENT	
24. PHONE NUMBER		25. DATE (YYYYMMDD)	

DD FORM 2875, AUG 2009

PREVIOUS EDITION IS OBSOLETE.

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Example: DD Form 2875 (SAAR)

page 2

26. NAME (Last, First, Middle Initial)		
Frank Emmanuel Petersen Jr.		
27. OPTIONAL INFORMATION (Additional information)		
"Documents and transactions within IT/business systems may contain personal identifiable information (PII) that is protected under The Privacy Act of 1974, 5 U.S.C 552a. My signature indicates I understand I am to access only documents required in the performance of my duties and will protect any information gathered from routine or non routine disclosure."		
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION		
28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION (YYYYMMDD)
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE 32. DATE (YYYYMMDD)
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION		
TITLE:	SYSTEM	ACCOUNT CODE
	DOMAIN	
	SERVER	
	APPLICATION	
	DIRECTORIES	
	FILES	
	DATASETS	
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)

DD FORM 2875 (BACK), AUG 2009

Example: DD Form 2875 (SAAR)

page 3

INSTRUCTIONS

The prescribing document is as issued by using DoD Component.

A. PART I: The following information is provided by the user when establishing or modifying their USER ID.

- (1) Name. The last name, first name, and middle initial of the user.
- (2) Organization. The user's current organization (i.e. DISA, SDI, DoD and government agency or commercial firm).
- (3) Office Symbol/Department. The office symbol within the current organization (i.e. SDI).
- (4) Telephone Number/DSN. The Defense Switching Network (DSN) phone number of the user. If DSN is unavailable, indicate commercial number.
- (5) Official E-mail Address. The user's official e-mail address.
- (6) Job Title/Grade/Rank. The civilian job title (Example: Systems Analyst, GS-14, Pay Clerk, GS-5)/military rank (COL, United States Army, CMSgt, USAF) or "CONT" if user is a contractor.
- (7) Official Mailing Address. The user's official mailing address.
- (8) Citizenship (US, Foreign National, or Other).
- (9) Designation of Person (Military, Civilian, Contractor).
- (10) IA Training and Awareness Certification Requirements. User must indicate if he/she has completed the Annual Information Awareness Training and the date.
- (11) User's Signature. User must sign the DD Form 2875 with the understanding that they are responsible and accountable for their password and access to the system(s).
- (12) Date. The date that the user signs the form.

B. PART II: The information below requires the endorsement from the user's Supervisor or the Government Sponsor.

- (13) Justification for Access. A brief statement is required to justify establishment of an initial USER ID. Provide appropriate information if the USER ID or access to the current USER ID is modified.
- (14) Type of Access Required. Place an "X" in the appropriate box. (Authorized - Individual with normal access. Privileged - Those with privilege to amend or change system configuration, parameters, or settings.)
- (15) User Requires Access To. Place an "X" in the appropriate box. Specify category.
- (16) Verification of Need to Know. To verify that the user requires access as requested.
- (16a) Expiration Date for Access. The user must specify expiration date if less than 1 year.
- (17) Supervisor's Name (Print Name). The supervisor or representative prints his/her name to indicate that the above information has been verified and that access is required.
- (18) Supervisor's Signature. Supervisor's signature is required by the endorser or his/her representative.
- (19) Date. Date supervisor signs the form.
- (20) Supervisor's Organization/Department. Supervisor's organization and department.
- (20a) E-mail Address. Supervisor's e-mail address.
- (20b) Phone Number. Supervisor's telephone number.

(21) Signature of Information Owner/OPR. Signature of the functional appointee responsible for approving access to the system being requested.

(21a) Phone Number. Functional appointee telephone number.

(21b) Date. The date the functional appointee signs the DD Form 2875.

(22) Signature of Information Assurance Officer (IAO) or Appointee. Signature of the IAO or Appointee of the office responsible for approving access to the system being requested.

(23) Organization/Department. IAO's organization and department.

(24) Phone Number. IAO's telephone number.

(25) Date. The date IAO signs the DD Form 2875.

(27) Optional Information. This item is intended to add additional information, as required.

C. PART III: Certification of Background Investigation or Clearance.

(28) Type of Investigation. The user's last type of background investigation (i.e., NAC, NACI, or SSB).

(28a) Date of Investigation. Date of last investigation.

(28b) Clearance Level. The user's current security clearance level (Secret or Top Secret).

(28c) IT Level Designation. The user's IT designation (Level I, Level II, or Level III).

(29) Verified By. The Security Manager or representative prints his/her name to indicate that the above clearance and investigation information has been verified.

(30) Security Manager Telephone Number. The telephone number of the Security Manager or his/her representative.

(31) Security Manager Signature. The Security Manager or his/her representative indicates that the above clearance and investigation information has been verified.

(32) Date. The date that the form was signed by the Security Manager or his/her representative.

D. PART IV: This information is site specific and can be customized by either the DoD, functional activity, or the customer with approval of the DoD. This information will specifically identify the access required by the user.**E. DISPOSITION OF FORM:****TRANSMISSION:** Form may be electronically transmitted, faxed, or mailed. Adding a password to this form makes it a minimum of "FOR OFFICIAL USE ONLY" and must be protected as such.**FILING:** Original SAAR, with original signatures in Parts I, II, and III, must be maintained on file for one year after termination of user's account. File may be maintained by the DoD or by the Customer's IAO. Recommend file be maintained by IAO adding the user to the system.

DD FORM 2875 INSTRUCTIONS, AUG 2009

12.28 Buy/Sell Intragovernmental Transactions (IGT) Performance Delivery and Receipt Acceptance Minimum Data Elements

1. Servicing Agency (Seller) Performance/Delivery Documentation. When the Marine Corps is the seller for a buy/sell IGT, they perform the necessary actions to fill the requesting agency (buyer) order and generate a performance/delivery document which is forwarded to the buyer.
 - a. Within the Marine Corps, the preferred type of performance/delivery documentation is the DD Form 250 or system equivalent; however, performance/delivery documentation may include, but is not limited to, the DD Form 250, system-generated performance/receiving report (i.e., WAWFIGT Performance Evidence Receiving Report), U.S. Government Bill of Lading (GBL), DD Form 1348-1A, or DD Form 1149.
 - b. The table below identifies the minimum data requirements required for a document to serve as the buy/sell IGT performance/delivery document.
 - c. The column titled “Servicing Agency (Seller)” provides the Marine Corps specific instructions for completing the DD Form 250 to serve as the performance/delivery document. An example is provided on page 256 of this Enclosure (Appendix C-KSD).

Data #	Data Element	Description	Servicing Agency (Seller)
1	Agreement Type	This is the type of agreement such as intragovernmental.	1. Identify "IGT" as the Agreement Type in the first block of the header.
2	Intra-Gov Order/Modification Number	<p>The Order Number is a unique number that must be established between the requesting agency (buyer) and servicing agency (seller) that will track each IGT order from the beginning through the completion or termination. This number is the same as the General Terms and Conditions (GT&C) number with the first digit being replaced with an “O” vice the GT&C “A.” The format is OYYMM-RRR-SSS-NNNNNN, where: “A”= literal; “YY”= 2-digit current year; “MM”= 2-digit current month; “RRR”= 3 digit requesting agency (buyer) Department Code; “SSS”= 3-digit servicing agency (seller) Department Code; and “NNNNNN”= 6-digit Sequence Number (e.g., A1808-017-097-000002). The Sequence Number starts at 1 and is incremented for every new GT&C. The numbering restarts every MONTH at 1.</p> <p>The Modification Number is a unique number that identifies the creation of subsequent orders (to include modifications to an existing order) against the same GT&C Number. The first order placed against the GT&C (agreement) will simply be identified with the GT&C Order Number. All subsequent orders against the GT&C will use the same GT&C Order Number and be individually tracked using a Modification Number beginning with “1” and incrementally increased by 1 for each subsequent order (e.g., initial order is O1808-017-097-000002.0, subsequent orders will be O1808-017-097-000002.1, O1808-017-097-000002.2, etc.).</p>	<p>1. Identify the IGT Order/Modification Number for the goods to be delivered or services to be performed in Block 1. Refer to Enclosure (4) for additional details.</p> <p>Note: The requesting agency (buyer) Order Number will also be identified in Block 1 following the IGT Order Number and separated by “/”. Example: “O1808-017-097-000002.0/M9999906MP00001”</p> <p>Note: In the absence of the G-Invoicing-generated IGT Order Number, only the requesting agency (buyer) Order Number will be provided.</p>

Buy/Sell IGT Performance Delivery and Receipt Acceptance Minimum Data Elements			
Data #	Data Element	Description	Servicing Agency (Seller)
3	Requesting Agency (Buyer) Order Number	This is the Order Number associated with the buyer's (requesting trading partner) ordering system. This will be the SDN used on the purchase order (i.e., DD Form 448, Navy Comptroller (NAVCOMPT) Form 2275)	<p>1. Identify the requesting agency (buyer) Order Number for the goods to be delivered or services to be performed in Block 1.</p> <p>Note: The IGT Order Number will also be identified in Block 1 preceding the Requesting Agency (Buyer) Number and separated by “/”. Example: “O1808-017-097-000002.0/M9999906MP00001”</p> <p>Note: In the absence of the G-Invoicing-generated IGT Order Number, only the Requesting Agency (Buyer) Order Number will be provided.</p>
4	Shipment Number	This is the number used to identify the shipment. It is a 7-digit code. The first 3-digits shall be letters and can be any letters desired; however, the same letters must be used for the life of the IGT purchase order. The last 4-digits shall be numbers corresponding to the number of shipments being made. Shipment number one would be “0001” and increase by increments of one (e.g., “0002”, “0003”, etc.). Therefore, the entire shipment number would be “ABC0001.”	<p>1. Identify the Shipment Number for the goods to be delivered or service to be performed in Block 2.</p> <p>Note: The Final Shipment Indicator will also be identified in Block 2 following the Shipment Number. Example: “ABC0001N.”</p>
5	Final Shipment Indicator	Identifies if the shipment is the final shipment. Appropriate values are: “Y” (yes) or “N” (no).	<p>1. Identify the Final Shipment Indicator for the goods to be delivered or service to be performed in Block 2. The Final Shipment Indicator will be identified as a “Y” for yes and “N” for no as the last digit of the Shipment Number (e.g., ABC0001N, ABC0008Y)</p> <p>Note: The Shipment Number will also be identified in Block 2 preceding the Final Shipment Indicator. Example: “ABC0001N”</p>
6	Shipment Date	The date the shipment is released to the carrier or the date the services are completed.	1. Identify the date the goods were released to the carrier for delivery or the date the service was completed in Block 3.

Buy/Sell IGT Performance Delivery and Receipt Acceptance Minimum Data Elements			
Data #	Data Element	Description	Servicing Agency (Seller)
7	Shipped from DoDAAC/AAC	Identifies the servicing agency (seller) shipping the goods. For DoD agencies this will be the 6-digit DoDAAC. For non-DoD agencies, this will be the 5-digit AAC.	1. Identify the DoDAAC of the servicing agency (seller) shipping the goods or performing the service in Block 11 (code section).
8	Shipped to DoDAAC/AAC	Identifies the requesting agency (buyer) receiving the goods or services. For DoD agencies, this will be the 6-digit DoDAAC. For non-DoD agencies, this will be the 5-digit AAC.	1. Identify the DoDAAC of the requesting agency (buyer) receiving the goods or service in Block 13 (code section).
9	Order Line Number	This is the line number associated with the order line. This is a 4-digit numeric character as identified on the IGT purchase order (i.e., DD Form 448, NAVCOMPT Form 2275)	1. Identify the Item Line Number for the goods to be delivered or services to be performed Block 15 (first section). Note: If the IGT purchase order does not identify a specific Order Line Number, it will be populated with “0001” for every item.
10	Sub-Line Number	The sequential sub-line structure below an Item Line Number. It contains detailed financial information and shipping information. This is a 2-digit numeric character as identified on the IGT purchase order (i.e., DD Form 448, NAVCOMPT Form 2275).	1. Identify the Sub-Item Number for the goods to be delivered or services to be performed in Block 15 (second section). Note: If the IGT purchase order does not identify a Schedule Number, it will be populated with “AA” for every item.
11	Product Service Code (PSC) or National Stock Number (NSN)	This is the PSC or NSN of the goods delivered or services provided. The primary option is to provide the 4-digit Federal Supply Class (FSC). If an FSC is not available (i.e., services) the PSC code shall be used. PSCs are identified in the Federal Procurement Data System Product and Service Code Manual (https://www.acquisition.gov/PSC_Manual) FSCs are the first 4 digits of the NSN.	* Identify the 4-digit PSC, FSC, or NSNC the goods to be delivered or services to be performed in Block 16. Note: The Item Description will also be identified in Block 16 following the PSC, FSC, or NSN, and separated by “/”. Example: “1730151994109/TOW BAR, AIRCRAFT, P/N 129-39000-02-113, S/N 12345, 23456” or “S112/ UTILITIES – ELECTRIC.”

Buy/Sell IGT Performance Delivery and Receipt Acceptance Minimum Data Elements			
Data #	Data Element	Description	Servicing Agency (Seller)
12	Item Description	This is the basic description of the item being exchanged. The item description shall include the nomenclature, part number (when applicable), and serial number (when applicable).	<p>1. Identify the Item Description of the goods to be delivered or services to be performed in Block 16.</p> <p>Note: The PSC, FSC, or NSN will also be identified in Block 16 preceding the Item Description and separated by “/”. Example: “1730151994109/TOW BAR, AIRCRAFT, P/N 129-39000-02-113, S/N 12345, 23456” or “S112/ UTILITIES – ELECTRIC.”</p> <p>Note: If additional space is needed, proceed to the next line in Block 16.</p>
13	Quantity Shipped	The quantity shipped by the servicing agency (seller)	* Identify the Quantity Shipped of the goods delivered or services performed in Block 17 (first section).
14	Quantity Received	The quantity received by the requesting agency (buyer).	1. No action required, requesting agency (buyer) only.
15	Unit of Issue	The Unit of Issue as indicated in the IGT order. A 2-digit alpha value that indicates of Unit of Issue.	1. Identify the Unit of Issue for the goods to be delivered or services to be performed in Block 18.
16	Unit Price	This is the Unit Price for the goods delivered or services performed. The Unit Price is the unit price annotated on the IGT order.	1. Identify the Unit Price for the goods to be delivered or services to be performed in Block 19.
17	Sub-Line Amount	This is the monetary amount for the Sub-Line Number. The dollar value amount of the product of quantity shipped and unit price for each respective Sub-Item Number.	1. Identify the Order Schedule Amount for the goods to be delivered or services to be performed in Block 20 of the DD Form 250.

Buy/Sell IGT Performance Delivery and Receipt Acceptance Minimum Data Elements			
Data #	Data Element	Description	Servicing Agency (Seller)
18	Date of Acceptance	The date the goods or services are accepted by an authorized individual from the requesting agency (buyer).	1. No action required, requesting agency (buyer) only.
19	Signature of Acceptor	The signature of the authorized individual from the requesting agency (buyer) accepting the goods or services.	
20	Name of Acceptor	The printed name of the authorized individual from the requesting agency (buyer) accepting the goods or services.	
21	Title of Acceptor	The billet description of the authorized individual from the requesting agency (buyer) accepting the goods or services.	
22	Address of Acceptor	The address of the requesting agency (buyer) accepting the goods or services. The address is identified by the command name.	
23	Telephone Number of Acceptor	The commercial phone number of the authorized individual from the requesting agency (buyer) accepting the goods or services. The commercial phone number must include the full number to include extension if applicable. Example: 999-9999-9999, ext. 9999.	
24	Date of Receipt	The date the goods or services are received by an authorized individual from the requesting agency (buyer).	
25	Signature of Receiver	The signature of the authorized individual from the requesting agency (buyer) receiving the goods or services.	
26	Name of Receiver	The printed name of the authorized individual from the requesting agency (buyer) receiving the goods or services.	1. No action required, requesting agency (buyer) only.
28	Address of Receiver	The address of the requesting agency (buyer) receiving the goods or services. The address is identified by the command name.	
29	Telephone Number of Receiver	The commercial phone number of the authorized individual from the requesting agency (buyer) receiving the goods or services. The commercial phone number must include the full number to include extension if applicable. Example: 999-9999-9999, ext. 9999.	

Buy/Sell IGT Performance Delivery and Receipt Acceptance Minimum Data Elements			
Data #	Data Element	Description	Servicing Agency (Seller)
29	Telephone Number of Receiver	The commercial phone number of the authorized individual from the requesting agency (buyer) receiving the goods or services. The commercial phone number must include the full number to include extension if applicable. Example: 999-9999-9999, ext. 9999.	
30	General Terms and Conditions (GT&C) Number	The GT&C Number is a unique agreement number that must be established between the requesting agency (buyer) and servicing agency (seller) that will be used to track each IGT from the beginning through the completion or termination. This number is auto-generated by G-Invoicing when the GT&C is loaded into the system using the following format: AYYMM-RRR-SSS-NNNNN, where "A" = literal; "YY" = 2-digit current year; "MM" = 2-digit current month; "RRR" = 3 digit requesting agency (buyer) Department Code; "SSS" = 3-digit servicing agency (seller) Department Code; and "NNNNN" = 6-digit Sequence Number (e.g., A1808-017-097-000002). The Sequence Number starts at 1 and is incremented for every new GT&C. The numbering restarts every MONTH at 1.	<p>1. Identify the GT&C Number of the goods to be delivered or services to be performed in Block 23 as such "GT&C Number: xxxxx-xxx-xxx-xxxxx."</p> <p>Note: The GT&C Number is the G-Invoicing-generated GT&C Number. If the servicing agency (seller) is not fully implemented in G-Invoicing, the locally-generated GT&C Reference Number used in the GT&C (i.e., MOU, MOA, Inter-Service Support Agreement (ISSA), DD Form 1164, or FS Form 7600A) should be used.</p>

2. Requesting Agency (Buyer) Receipt and Acceptance Documentation. When the Marine Corps is the buyer for a buy/sell IGT, they are required to produce evidence of receipt and acceptance as documented proof that the goods were delivered or services were performed.
- Within the Marine Corps, the preferred type of receipt and acceptance documentation is the DD Form 250 or system equivalent; however, receipt and acceptance documentation may include, but is not limited to, the DD Form 250, system-generated performance/receiving report (i.e., WAWFIGT Performance Evidence Receiving Report), GBL, DD Form 1348-1a, or DD Form 1149.
 - The table below identifies the minimum data requirements required for a document to serve as the buy/sell receipt and acceptance document.
 - The column titled "Requesting Agency (Buyer) – Provided" provides Marine Corps-specific instructions for completing the receipt and acceptance document when a performance/delivery document is provided by the seller. An example is provided on page 252 of this Enclosure.
 - The column titled "Requesting Agency (Buyer) – DD Form 250" provides Marine Corps-specific instructions for completing the DD Form 250 to serve as the receipt and acceptance document when a performance/delivery document is not provided by the seller. An example is provided on page 253 of this Enclosure.

Data #	Data Element	Description	Requesting Agency (Buyer) - Provided	Requesting Agency (Buyer) - DD Form 250
1	Agreement Type	This is the type of agreement such as intragovernmental.	1. Identify the "IGT" on the top of the servicing agency (seller)-provided performance/delivery document.	1. Identify "IGT" as the Agreement Type in the first block of the header.
2	IntraGov Order/ Modification Number	The Order Number is a unique number that must be established between the requesting agency (buyer) and servicing agency (seller) that will be used to track each IGT order from the beginning through the completion or termination. This number is the same as the GT&C Number with the first digit being replaced with an "O" vice the GT&C "A." The format is OYYMM-RRR-SSS-NNNNNN, where "A" = literal; "YY" = 2-digit current year; "MM" = 2-digit current month; "RRR" = 3 digit requesting agency (buyer) Department Code; "SSS" = 3-digit servicing agency (seller) Department Code; and "NNNNNN" = 6-digit Sequence Number (e.g., A1808-017-097-000002). The Sequence Number starts at 1 and is incremented for every new GT&C. The numbering restarts every MONTH at 1.	1. Validate the IGT Order/ Modification Number for the delivered goods or performed services as identified on the servicing agency (seller) performance/delivery document. If not, write the IGT Order Number on the provided document. Refer to Enclosure (4) for additional details. Note: In the absence of the G-Invoicing-generated IGT Order Number, only the requesting agency (buyer) Order Number will be provided.	1. Identify the IGT Order/ Modification Number of the delivered goods or performed services in Block 1. Refer to Enclosure (4) for additional details. Note: The requesting agency (buyer) Order Number will also be identified in Block 1 following the IGT Order Number and separated by "?". Example: "O1808-017-097-000002.0/ M9999906MP00001" Note: In the absence of the G-Invoicing-generated IGT Order Number, only the requesting agency (buyer) Order Number will be provided.

Buy/Sell IGT Performance Delivery and Receipt Acceptance Minimum Data Elements				
Data #	Data Element	Description	Requesting Agency (Buyer) - Provided	Requesting Agency (Buyer) -DD Form 250
3	Requesting Agency (Buyer) Order Number	This is the Order Number associated with the buyer's (requesting trading partner) ordering system. This will be the Standard Document Number used on the purchase order (i.e., DD Form 448, NAVCOMPT Form 2275)	<p>1. Validate the requesting agency (buyer) Order Number for the delivered goods or performed services as identified on the servicing agency (seller) performance/delivery document. If not, hand write the requesting agency (buyer) Order Number on the provided document.</p> <p>Note: In the absence of the G-Invoicing-generated IGT Order Number, only the requesting agency (buyer) Order Number will be provided.</p>	<p>1. Identify the requesting agency (buyer) Order Number of the delivered goods or performed services in Block 1.</p> <p>Note: The IGT Order Number will also be identified in Block 1 preceding the requesting agency (buyer) Order Number and separated by “?”. Example: “O1808-017-097-000002.0/M9999906MP00001”</p> <p>Note: In the absence of the G-Invoicing-generated IGT Order Number, only the requesting agency (buyer) Order Number will be provided.</p>
4	Shipment Number	This is the number used to identify the shipment. It is a 7-digit code. The first 3 digits shall be letters and can be any letters desired; however, the same letters must be used for the life of the IGT purchase order. The last 4 digits shall be numbers corresponding to the number of shipments being made. Shipment number one would be "0001" and increase by increments of one (e.g., "0002", "0003", etc.). Therefore, the entire shipment number would be "ABC0001."	<p>1. Validate the Shipment Number for the delivered goods or performed services as identified on the servicing agency (seller) performance/ delivery document. If not, hand write the Shipment Number on the provided document.</p> <p>Note: In the absence of servicing agency (seller) Shipment Number, the first 3 digits shall be “BUY” to indicate they were generated by the buyer. Example: “BUY0001”, “BUY0002.”</p> <p>Note: The Final Shipment Indicator will also be identified in Block 2 following the Shipment Number. Example: “BUY0001N.”</p>	<p>1. Identify the Shipment Number of the delivered goods or performed services in Block 2.</p> <p>Note: In the absence of servicing agency (seller) Shipment Number, the first 3 digits shall be “BUY” to indicate they were generated by the buyer. Example: “BUY0001”, “BUY0002.”</p> <p>Note: The Final Shipment Indicator will also be identified in Block 2 following the Shipment Number.</p>

Buy/Sell IGT Performance Delivery and Receipt Acceptance Minimum Data Elements				
Data #	Data Element	Description	Requesting Agency (Buyer) - Provided	Requesting Agency (Buyer) -DD Form 250
5	Final Shipment Indicator	Identifies if the Shipment is the final shipment. Appropriate values are: "Y" (Yes) or "N" (No).	1. Validate the Final Shipment Indicator for the delivered goods or performed services as identified on the servicing agency (seller) performance/delivery document. If not, hand write "N" after the shipment number.	1. Identify the Final Shipment Indicator of the delivered goods or performed services in Block 2 as "N." Note: The Shipment Number will also be identified in Block 2 preceding the Final Shipment Indicator. Example: "BUY0001N"
6	Shipment Date	The date the shipment is released to the carrier or the date the services are completed.	1. No action required, servicing agency (seller) only.	1. No action required, servicing agency (seller) only.
7	Shipped from DoDAAC/ Activity Address Code (AAC)	Identifies the servicing agency (seller) shipping the goods or performing services. For DoD agencies, this will be the 6-digit DoDAAC. For non-DoD agencies, this will be the 5-digit AAC.	1. Validate the DoDAAC/ AAC of the servicing agency (seller) who shipped the delivered goods or performed the services as identified on the servicing agency (seller) performance/delivery document. If not, hand write the DoDAAC/ AAC on the provided document.	1. Identify the DoDAAC/ ACC of the servicing agency (seller) who delivered the goods or performed the services in Block 11 (code section).
8	Shipped to DoDAAC/ AAC	Identifies the requesting agency (buyer) receiving the goods or services. For DoD agencies, this will be the 6-digit DoDAAC. For non-DoD agencies, this will be the 5-digit AAC.	1. Validate the DoDAAC/ AAC of the requesting agency (buyer) receiving the goods or services as identified on the servicing agency (seller) performance/delivery document. If not, hand write the DoDAAC/ AAC on the provided document.	1. Identify the DoDAAC/ ACC of the requesting agency (buyer) receiving the goods or services in Block 13 (code section).

Buy/Sell IGT Performance Delivery and Receipt Acceptance Minimum Data Elements				
Data #	Data Element	Description	Requesting Agency (Buyer) - Provided	Requesting Agency (Buyer) -DD Form 250
9	Order Line Number	This is the Order Line Number associated with the Order Line. This is a 4-digit numeric character as identified on the IGT purchase order (i.e., DD Form 448, NAVCOMPT Form 2275)	1. Validate the Item Line Number (from the IGT purchase order) for the delivered goods or performed services is identified on the servicing agency (seller)-generated performance/delivery document. If not, write the Order Line Number on the provided document.	1. Identify the Item Line Number of the delivered goods or performed services in Block 15 (first section). Note: If the IGT purchase order does not identify a specific Order Line Number, it will be populated with "0001" for every item.
10	Sub-Line Number	The sequential sub-line structure below an Item Line Number. It contains detailed financial information and shipping information. This is a 2-digit numeric character as identified on the IGT purchase order (i.e., DD Form 448, NAVCOMPT Form 2275)	1. Validate the IGT Sub-Item Number from the IGT purchase order for the delivered goods or services performed as identified on the servicing agency (seller)-generated performance/delivery document. If not, hand write the Schedule Number on the provided document. Note: If the IGT purchase order does not identify a Schedule Number, it will be populated with "AA" for every item.	1. Identify the Sub-Item Number of the delivered goods or performed services in Block 15 (second section). Note: If the IGT purchase order does not identify a Schedule Number, it will be populated with "AA" for every item.
11	Product Service Code (PSC) or National Stock Number (NSN)	This is the PSC or NSN of the goods delivered or services provided. The primary option is to provide the Federal Supply Class (FSC). If an FSC is not available (i.e., services) the PSC code shall be used. PSCs are identified in the Federal Procurement Data System Product and Service Code Manual (https://www.acquisition.gov/PSCManual) FSCs are the first 4 digits of the NSN.	* Validate the PSC, FSC, or NSN for the delivered goods or performed services as identified on the servicing agency (seller)- generated performance/ delivery document. If not, write the PSC, FSC, or NSN on the provided document. Note: The Item Description will also be identified in Block 16 following the PSC, FSC, or NSN and separated by "/". Example: "1730151994109/ TOW BAR, AIRCRAFT, P/N 129-39000-02-113, S/N 12345, 23456" or "S112/ UTILITIES – ELECTRIC."	* Identify the 4-digit PSC or FSC; or the 15-digit NSN of the delivered goods or performed services in Block 16. Note: The Item Description will also be identified in Block 16 following the PSC, FSC, or NSN and separated by "/". Example: "1730151994109/ TOW BAR, AIRCRAFT, P/N 129-39000-02-113, S/N 12345, 23456" or "S112/ UTILITIES – ELECTRIC."

Buy/Sell IGT Performance Delivery and Receipt Acceptance Minimum Data Elements				
Data #	Data Element	Description	Requesting Agency (Buyer) - Provided	Requesting Agency (Buyer) -DD Form 250
12	Item Description	This is the basic description of the item being exchanged. The Item Description shall include the nomenclature, part number (when applicable), and serial number (when applicable).	<p>1. Validate the Item Description for the delivered goods or performed services as identified on the servicing agency (seller)-generated performance/delivery document. If not, write the Item Description on the provided document.</p> <p>Note: The PSC, FSC, or NSN will also be identified in Block 16 preceding the Item Description and separated by “/”. Example: “1730151994109/TOW BAR, AIRCRAFT, P/N 129-39000-02-113, S/N 12345, 23456” or “S112/UTILITIES – ELECTRIC.”</p>	<p>1. Identify the Item Description of the delivered goods or performed services in Block 16.</p> <p>Note: The PSC, FSC, or NSN will also be identified in Block 16 preceding the Item Description and separated by “/”. Example: “1730151994109/TOW BAR, AIRCRAFT, P/N 129-39000-02-113, S/N 12345, 23456” or “S112/UTILITIES – ELECTRIC.”</p> <p>Note: If additional space is needed, use the next line in Block 16.</p>
13	Quantity Shipped	The Quantity Shipped by the servicing agency (seller)	No action required, servicing agency (seller) only.	No action required, servicing agency (seller) only.
14	Quantity Received	The Quantity Received by the requesting agency (buyer).	1. Validate the Quantity Shipped of the delivered goods or performed services as identified on the servicing agency (seller)- generated performance/ delivery document AND validate that it matches the Quantity Received. If not, hand write the Quantity Received on the provided document next to the item description.	1. Identify the Quantity Received of the delivered goods or performed services in Block 17 (first section) and place an “X” in Block 17 (second section).
15	Unit of Issue	The Unit of Issue as indicated in the IGT order. A 2-digit alpha value that indicates the unit of issue, per the American National Standards Institute.	1. Validate the Unit of Issue for the delivered goods or performed services as identified on the servicing agency (seller)-generated performance/delivery document. If not, write the Unit of Issue on the provided document.	1. Identify the Unit of Issue of the delivered goods or performed services in Block 18.

Buy/Sell IGT Performance Delivery and Receipt Acceptance Minimum Data Elements				
Data #	Data Element	Description	Requesting Agency (Buyer) - Provided	Requesting Agency (Buyer) -DD Form 250
16	Unit Price	This is the Unit Price for the goods delivered or services performed. The unit price is the unit price annotated on the corresponding IGT order.	1. Validate the Unit Price for the delivered goods or performed services as identified on the servicing agency (seller)-generated performance/delivery document. If not, write the Unit Price on the provided document.	1. Identify the Unit Price of the delivered goods or performed services in Block 19.
17	Sub-Line Amount	This is the monetary amount for the Sub-Line Number. The dollar value amount of the product of quantity shipped and unit price for each Sub-Item Number.	1. Validate the Sub-Item Amount for the delivered goods or provided services as identified on the servicing agency (seller) generated performance/ delivery document. If not, hand write the Order Schedule Amount on the provided document.	1. Identify the Sub-Item Amount of the delivered goods or performed services in Block 20.
18	Date of Acceptance	The date the goods or services are accepted by an authorized individual from the requesting agency (buyer).	1. Write the date the goods or services were received on the provided document.	1. Identify the date the goods or services were accepted in Block 21a (Date).
19	Signature of Acceptor	The signature of the authorized individual from the requesting agency (buyer) accepting the goods or services.	1. Sign the provided document.	1. Authorized acceptor places an "X" in Block 21b (Acceptance), signs in Block 21b (Signature of Authorized Government Representative).
20	Name of Acceptor	The printed name of the authorized individual from the requesting agency (buyer) accepting the goods or services.	1. Print the name on the provided document.	1. Identify the name of the authorized acceptor in Block 21b (Typed Name).
21	Title of Acceptor	The billet description of the authorized individual from the requesting agency (buyer) accepting the goods or services.	1. Write the billet description on the provided document.	1. Identify the authorized acceptor billet description in Block 21b (Title).
22	Address of Acceptor	The address of the requesting agency (buyer) accepting the goods or services. The address is identified by the command name.	1. Write the Command Name on the provided document.	1. Identify the Command Name in Block 21b (Mailing Address).

Buy/Sell IGT Performance Delivery and Receipt Acceptance Minimum Data Elements				
Data #	Data Element	Description	Requesting Agency (Buyer) - Provided	Requesting Agency (Buyer) -DD Form 250
23	Telephone Number of Acceptor	The commercial phone number of the authorized individual from the requesting agency (buyer) accepting the goods or services. The commercial phone number must include the full number to include extension if applicable. Example: 999-9999-9999, ext. 9999	1. Write the telephone number on the provided document.	1. Identify the phone number of the authorized acceptor in Block 21b.
24	Date of Receipt	The date the goods or services are received by an authorized individual from the requesting agency (buyer).	1. Write the date the goods or services were received on the provided document.	1. Identify the date the goods or services were received in Block 22 (Date Received).
25	Signature of Receiver	The signature of the authorized individual from the requesting agency (buyer) receiving the goods or services.	1. Sign the provided document.	1. Authorized receiver signs in Block 22 (Signature of Authorized Government Representative).
26	Name of Receiver	The printed name of the authorized individual from the requesting agency (buyer) receiving the goods or services.	1. Print the name on the provided document.	1. Identify the name of the authorized receiver in Block 22 (Typed Name).
27	Title of Receiver	The billet description of the authorized individual from the (Buyer) receiving the goods or services.	1. Write the billet description on the provided document.	1. Identify the authorized receiver in Block 22 (Title).
28	Address of Receiver	The address of the requesting agency (buyer) receiving the goods or services. The address is identified by the Command name.	1. Write the Command Name on the provided document.	1. Identify the Command Name in Block 22 (Mailing Address).

Buy/Sell IGT Performance Delivery and Receipt Acceptance Minimum Data Elements				
Data #	Data Element	Description	Requesting Agency (Buyer) - Provided	Requesting Agency (Buyer) -DD Form 250
29	Telephone Number of Receiver	The commercial phone number of the authorized individual from the requesting agency (buyer) receiving the goods or services. The commercial phone number must include the full number to include extension if applicable. Example: 999-9999-9999, ext. 9999	1. Write the telephone number on the provided document.	1. Identify the phone number of the authorized receiver in Block 22 (Commercial Telephone Number).
30	General Terms and Conditions (GT&C) Number	The GT&C Number is a unique agreement number that must be established between the requesting agency (buyer) and servicing agency (seller) that will be used to track each IGT from the beginning through the completion or termination. This number is auto-generated by G-Invoicing when the GT&C is loaded into the system using the following format: AYYMM-RRR-SSS-NNNNNN, where "A" = literal; "YY" = 2-digit current year; "MM" = 2-digit current month; "RRR" = 3 digit requesting agency (buyer) Department Code; "SSS" = 3-digit servicing agency (seller) Department Code; and "NNNNNN" = 6-digit Sequence Number (e.g., A1808-017-097-000002). The Sequence Number starts at 1 and is incremented for every new GT&C. The numbering restarts every MONTH at 1.	1. Write the GT&C Number on the provided document. Note: The GT&C Number is the G-Invoicing-generated GT&C Number. If the requesting agency (buyer) is not fully implemented in G-Invoicing, the locally generated GT&C Reference Number in the GT&C (i.e., MOU, MOA, ISSA, DD Form 1164, or FS Form 7600A) should be used.	1. Identify the GT&C Number of the delivered goods or performed services in Block 23 as such "GT&C Number: xxxxx-xxx-xxx-xxxxxx." Note: The GT&C Number is the G-Invoicing-generated GT&C Number. If the requesting agency (buyer) is not fully implemented in G-Invoicing, the locally generated GT&C Reference Number in the GT&C (i.e., MOU, MOA, ISSA, DD Form 1164, or FS Form 7600A) should be used.

Enclosure 13 - Access Management and Internal Controls for Electronic Commerce Systems



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HEADQUARTERS UNITED STATES MARINE CORPS
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MARINE CORPS BULLETIN 4000

From: Commandant of the Marine Corps
To: Distribution List

Subj: ACCESS MANAGEMENT AND INTERNAL CONTROLS FOR ELECTRONIC COMMERCE
SYSTEMS

Ref: See Enclosure (1)

Encl: (1) References

1. Situation

a. Federal agencies have become increasingly dependent on using electronic commerce (e-commerce) systems to acquire goods and services. Although e-commerce facilitates operational efficiency, the lack of established user access internal controls and management oversight increases the risk of fraud, waste, and abuse. Accordingly, this Bulletin establishes policy and internal controls for managing user access to e-commerce systems in compliance with references (a) through (d).

b. E-commerce definition. Per reference (e), e-commerce is the interchange and processing of information using electronic techniques for accomplishing business transactions (i.e., acquire goods and services) based upon the application of commercial standards and practices. E-commerce systems draw on technologies such as mobile commerce, electronic funds transfer, internet marketing, online transaction processing, Electronic Data Interchange (EDI), inventory management systems, and automated data collection systems.

2. Mission. Establish clear roles, responsibilities, and procedures in order to ensure effective access management and internal controls over e-commerce systems. This Bulletin is in accordance with references (a) through (w).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Establish Marine Corps policy for access management and internal controls over e-commerce systems utilized by the Marine Corps. This will strengthen end-to-end requisition management, to include those actions

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that result in or result from procurement activities, while meeting the standards and requirements established in references (a) through (j).

(b) Marine Corps E-commerce systems. This Bulletin will focus on managing e-commerce systems with the greatest impact on the Marine Corps accounting system, Standard Accounting, Budget, and Reporting System. This includes: Global Combat Support System - Marine Corps (GCSS-MC), Purchase Request Builder (PR Builder), Procurement Integrated Enterprise Environment (PIEE) - Wide Area Work Flow (WAWF), Federal Mall/Electronic Mall, General Services Administration Advantage, and USMC ServMart virtual web site (ServMart online).

(2) Concept of Operations. Effective use of e-commerce systems requires the establishment of effective user access controls, management oversight, and system advocacy. This Bulletin codifies necessary roles and responsibilities of unit-level Commanding Officers/Accountable Officers (CO/AO), higher echelons throughout the chain of command, and Headquarters Marine Corps (HQMC) system advocates. Per reference (k), the term CO/AO refers to a commander, Commanding General (CG), Commanding Officer (CO), or accountable officer (AO) with requisition authority (Authority Code "00" Department of Defense Activity Address Code (DoDAAC)) that operates under U.S. Code Title 10/31.

(a) User Access Controls. E-commerce user access controls consist of two components: (1) User system access in which a user is granted access to a respective e-commerce system, and (2) user role/permission assignment in which a user is granted system-specific roles and permissions commensurate with appointed authorities. Most e-commerce systems used by the Marine Corps have a unique role title for the individual who manages "access rights" for the users in a given system (e.g., Unit User Account Manager (UUAM), Government Administrator, Group Access Manager (GAM), System Administrator, disburser administrator, etc.). For the purposes of this Bulletin, this individual will be referred to as the User Access Manager (UAM).

1. Depending on the e-commerce system, the above two components may be accomplished as a single step by an individual administrator (e.g., GCSS-MC UUAM grants user access and assigns roles/permissions at the same time), or they may be divided into two steps executed by two individuals (e.g., PIEE-WAWF users are granted access to the system by a PIEE-WAWF system administrator but roles/permissions are added by a command-appointed GAM).

2. For effective user access control, both components must be managed to prevent the potential for fraud, waste, and abuse.

3. Primary responsibility for e-commerce system user access control and management oversight at the lowest level belongs to the CO/AO of commands with requisition authority. This responsibility is delegated to the CO/AO-appointed UAM.

4. User Access Manager (UAM) Responsibilities. UAMs are primarily responsible for performing or coordinating user activation/deactivation and assignment of roles/permissions in e-commerce systems at the unit level. Specific UAM responsibilities include the following.

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a. Prior to the activation of any user role, review the user's DD 2875 "System Authorization Access Request (SAAR)" ensuring that proper reviews and signatures are completed. E-commerce system SAAR forms must be retained for one (1) year following termination of a user's access to the system.

b. Ensure that e-commerce system access requests have documentation supporting the user's roles/permissions. Depending on the user's roles/permission, supporting documentation may include a CO/AO appointment letter, DD 577 "Appointment/Termination Record-Authorized Signature", and/or NAVMC 11869 "Notice of Delegation of Authority" identified in references (k), (l), and (n).

c. Per reference (n), ensure users with permissions to fill a certifying officer role (e.g., PIII-WAWF acceptor or local processing official) complete an approved certifying officer training course applicable to their mission prior to their appointment and activation within the system. Refresher training must be completed annually.

d. Per reference (o), ensure users with permission to execute funds control (e.g., PR Builder supply officer role) complete fiscal/appropriations law training and the online budget execution courses. Reference (n) defines fund control individuals as those who receive or issue Appropriated Funds (APF) or generate purchase requests for APF (e.g., supply, contracting, etc.).

e. If the e-commerce system does not support uploading user documentation, maintain all supporting user access documentation physically or electronically in accordance with document retention requirements established in this Bulletin and reference (l). When a system supports uploading user documentation, ensure all supporting documentation is uploaded prior to granting access to the e-commerce system.

f. Establish and manage check-in and check-out procedures within the unit to ensure deactivation of users prior to departure from the unit (e.g., end of active service, permanent change of station, etc.). Prior to endorsing the user's check-out sheet, UAMs must remove the user's e-commerce system roles and permissions and disable access to the system.

g. Per reference (p) and as part of the supply officer internal controls review program (reference (q)), perform and document semi-annual e-commerce system user account reviews to ensure user access and account privileges are commensurate with job functions; military or support contractor status are accurate; and user access documentation and training certificates are on file.

(1) E-commerce system users with an identified discrepancy during the review represent a potential risk. Corrective action must be taken to resolve user discrepancies to prevent potential fraud, waste, and abuse.

(2) Evidence of user access reviews must be documented and maintained in accordance with reference (q).

h. For e-commerce system access obtained prior to SAAR completion (e.g., access granted by federal agencies outside the Marine

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Corps), ensure that authorized e-commerce system users complete the required user documentation as described in paragraph 3a(2)(a)4 of this Bulletin.

i. Ensure all guest accounts (for private contractor personnel) are sponsored by the appropriate government member of the administrative organization managing the contract (i.e. contracting officer or contracting officer representative). Ensure that valid guest account sponsorship documentation is properly completed and maintained on file.

j. Reset user accounts and re-associate new user certificates as required.

k. As necessary, serve as the command consolidation point for reviewing, vetting, and forwarding respective system Engineering Change Proposals (ECPs) via the chain of command to the HQMC e-commerce system advocate.

(b) Management Oversight. Management oversight responsibilities extend to higher echelon commanders, CGs, or COs throughout the chain of command (e.g., regimental, Major Subordinate Command, Marine Expeditionary Force, and Marine Force-level). These individuals shall leverage their functional end-to-end requisition management subject matter experts (i.e., logisticians) in executing their management oversight responsibilities. Specific responsibilities include the following.

1. Provide management oversight of subordinate organization CO/AO-appointed UAMs.

2. As necessary, serve as the command consolidation point for reviewing, vetting, and forwarding respective system ECPs via the chain of command to the HQMC e-commerce system advocate.

3. Provide coordination, oversight, and enforcement of all e-commerce system issues to include emerging requirements, future initiatives, and external audit findings that result in required action by subordinate organization UAMs.

4. Ensure a semiannual review of subordinate unit e-commerce system UAM accounts is conducted to ensure that UAMs are valid for each e-commerce system.

a. Evidence of UAM reviews must be documented and maintained in accordance with reference (q).

b. Ensure unauthorized UAMs are terminated to prevent potential fraud, waste, and abuse.

5. As dictated by the e-commerce system advocates, some e-commerce systems require a higher echelon UAM (e.g., regimental UAM) to assign subordinate unit UAM roles (e.g., battalion-level UAM role) within the system. In these instances, higher echelons will appoint UAMs to take appropriate action.

6. Facilitate user access support to all subordinate users, to include aspects of both system use and business process requirements of the respective system.

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7. Monitor and enforce timely resolution of business event errors received from internal or higher headquarters generated reports (i.e. receiving reports, invoices identified as delinquent, and user access reports).

(c) System Advocacy. In support of commands with requisition authority and their respective higher headquarters, HQMC e-commerce system advocates are assigned to each of the e-commerce systems identified in paragraph 3a(1)(b). Specific responsibilities include the following.

1. Publish user access requirements and instructions for each e-commerce system used by the Marine Corps. At a minimum, provide the following information:

a. Clarification of e-commerce system terminology compared to Marine Corps policy. As an example, an e-commerce system role may be called "approver" which is equivalent to a CO/AO-appointed supply officer and personnel with fund approval authority (DD 577).

b. Clarification of support hierarchies for UAM assignments and management oversight. As an example, a CO/AO-appointed UAM is granted system access to GCSS-MC from the GCSS-MC Program Office; however, system access to PICE-WAWF is granted from a higher headquarters UAM.

c. Specific instructions for granting and removing user access, roles, and permissions for each e-commerce system.

d. Identification of UAM and user training requirements for each e-commerce system.

2. Coordinate with the program manager for each e-commerce system (Marine Corps systems and non-Marine Corps systems) to develop system specific training for managing system accounts and user access.

3. Ensure an annual review of e-commerce system UAM accounts is conducted to ensure that UAMs are valid for each e-commerce system.

a. Evidence of UAM reviews must be documented and maintained.

b. Coordinate the termination of unauthorized UAMs to prevent potential fraud, waste, and abuse.

4. On a quarterly basis, disseminate user account information to Marine Corps UAMs to facilitate semi-annual user account reconciliations.

5. Coordinate the resolution and timely response of e-commerce error reports.

6. Coordinate appropriate e-commerce system changes (i.e., ECPs) to improve effective management of system accounts and user access.

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b. Subordinate Element Missions

(1) Deputy Commandant, Installations and Logistics

(a) Appoint in writing HQMC system advocates for each of the e-commerce systems identified in paragraph 3a(1)(b) to execute the responsibilities listed in paragraph 3a(2)(c).

(b) As necessary, publish Marine Corps specific user access requirements and UAM instructions for each e-commerce system within one year of the release of this Bulletin.

(c) Coordinate with Deputy Commandant, Information (DC I) to ensure the procedures identified in this Bulletin are included in applicable user access management guidance.

(d) Conduct an annual review of e-commerce system UAM accounts to ensure that UAMs are valid for each e-commerce system.

(e) Evaluate compliance of this Bulletin via Internal Controls and Audit Readiness Team or regional Field Supply and Maintenance Analysis Office inspections.

(f) Incorporate the contents of this Bulletin within MCO 4400.201 and reference (g).

(2) Commander, Marine Corps Systems Command

(a) Maintain system oversight of applicable e-commerce systems to ensure effective system controls are in place in accordance with references (c) and (d).

(b) Ensure privileged user access for UAMs is restricted to authorized individuals.

(c) In coordination with the respective HQMC system advocate, ensure compliance with this Bulletin and provide additional guidance as necessary.

(3) Marine Corps Commanders and Accountable Officers

(a) Appoint in writing UAMs for each of the e-commerce systems identified in paragraph 3a(1)b to execute the responsibilities identified in paragraph 3a(2)(a)4.

(b) Ensure compliance with this Bulletin and provide amplifying guidance as necessary.

(c) Revise local Standard Operating Procedures (SOP) to ensure compliance with this Bulletin.

4. Administration and Logistics

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

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medium. Refer to reference (w) for Marine Corps records management policy and procedures.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (reference (s)) and implemented per reference (t).

5. Command and Signal

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

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

C. G. CHIAROTTI
Deputy Commandant
Installations and Logistics

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References

- (a) OMB Circular A-123, "Management's Responsibility for Enterprise Risk Management and Internal Control," 15 July, 2016
- (b) FISICAM, 2 February, 2009
- (c) NIST Special Publication 800-53, Revision 4, April, 2013
- (d) NIST Special Publication 800-34, Revision 1, May, 2010
- (e) DoDD 8190.1, "DoD Logistics Use of Electronic Data Interchange (EDI) Standards," 5 May, 2000
- (f) Under Secretary of Defense (Comptroller)/Chief Financial Officer, Financial Improvement and Audit Readiness (FIAR) Guidance, 3 April, 2017
- (g) DoDI 8510.01 CH-2, "Risk Management Framework (RMF) for DoD Information Technology (IT)," 28 July, 2017
- (h) SECNAVINST M-5239.2
- (i) MCO 5239.2B
- (j) MCO 7510.5A
- (k) MCO 4400.201 Volume 1
- (l) MCO 4400.201 Volume 3
- (m) CMC L EGEM Washington DC, 2417442, January, 2017
- (n) DoD 7000.14-R, "Financial Management Regulation," date varies by volume
- (o) MARADMIN 350-11
- (p) MCO 5200.24E
- (q) NAVMC 4000.5C
- (r) SECNAV M-5210.1 CH-1
- (s) 5 U.S.C. 552a
- (t) SECNAVINST 5211.5F
- (u) CMC Washington DC L EGEM 2314572, September, 2016
- (v) SECNAV Notice 5210
- (w) MCO 5210.11F

Acronyms

Acronym	Description
AAP	Abnormal Accounts Payable
ABN	Abnormal
A&E	Ammunition and Explosives
A/I	Accountable Item
AA&E	Arms, Ammunition, and Explosives
AAC	Activity Address Code
AAO	Approved Acquisitioning Objectives
ACRN	Accounting Classification Reference Number
ADAL	Authorized Dental Allowance Lists
ADC	Assistant Deputy Commandant
AF / AM / AT	Document Identifier Codes
AIS	Automated Information System
AMAL	Authorized Medical Allowance Lists
AMAR	Ammunition Management and Accountability Review
AMPS	Account Management and Provisioning System
AO	Accountable Officer
APO	Accountable Property Officer
APSR	Accountable Property System of Record
ARMS	Access Request Management Service
ASP	Ammunition Supply Point
AVO	Audit and Verification Officer
BEA	Budget Execution Activity
BESA	Budget Execution Sub-Activity
BL	Bill of Lading
BUMEDINST	Bureau of Medicine and Surgery Instruction
CAP	Corrective Action Plan
CAR	Custodian Asset Report
CBL	Carrier Bill of Lading
CBT	Computer Based Training
CCI	Controlled Cryptographic Item
CEC	Combat Essentiality Code
CG	Commanding General
CIIC	Controlled Inventory Item Code
CLIN	Contract Line Item Number
CLM	Continuous Learning Module

Acronym	Description
CLS	Contractor Logistics Support
CMC	Commandant of the Marine Corps
CMR	Consolidated Memorandum Receipt
CMS	Communications Security Material System
CO	Commanding Officer
COB	Commitment and Obligation
COE	Commitment, Obligation and Expense
COL	Certifying Officer Legislation
COMSEC	Communications Security
COR	Central Office of Record
CPMS	Contractor Property Management System
CQA	Contract Quality Assurance
CSIB	Controlled Substance Inventory Board
DAO	Departmental Accountable Official
DAR-Q	Dormant Account Review-Quarterly
DASF	Due-In and Status File
DASN	Deputy Assistant Secretary of the Navy
DC	Deputy Commandant
DCMA	Defense Contract Management Agency
DFARS	Defense Federal Acquisition Regulation Supplement
DIC	Document Identifier Code
DLA	Defense Logistics Agency
DLM	Defense Logistics Manual
DLMS	Defense Logistics Management Standards
DMLSS	Defense Medical Logistics Standard Support
DOA	Delegation of Authority
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDAAD	Department of Defense Activity Address Directory
DoDI	Department of Defense Instruction
DoDIC	Department of Defense Identification Code
DoDM	Department of Defense Manual
DoN	Department of the Navy
DPAS	Defense Property Accountability System
DTR	Daily Transaction Report
DTRA	Defense Threat Reduction Agency
E&C	Existence and Completeness

Acronym	Description
E-Commerce	Electronic Commerce
EEBS	Enterprise External Business Systems
EXP	Expense
FAN	Functional Account Number
FAR	Federal Acquisition Regulation
FBAO	Fiscal/Budget & Accounting Officer
FEDMALL	Federal Mall
FIAR	Financial Improvement and Audit Readiness
FIP	Financial Improvement Plan
FLIPL	Financial Liability Investigation of Property Loss
FLO	Financial Liability Officer
FM&C	Financial Management and Comptroller
FMFIA	Federal Manager's Financial Integrity Act
FMR	Financial Management Regulation
FO	Fiscal Officer
FOB	Freight on Board
FSC	Federal Supply Class
FSMAO	Field Supply and Maintenance Analysis Office
FY	Fiscal Year
GAM	Group Access Manager
GBL	Government Bill of Lading
GCPC	Government Commercial Purchase Card
GCSS-MC	Global Combat Support System-Marine Corps
GDLS	General Dynamics Land Systems
GFP	Government Furnished Property
GME	Garrison Mobile Equipment
GP	Garrison Property
GSA	General Services Administration
GT&C	General Terms and Conditions
HQMC	Headquarters Marine Corps
I&L	Installations and Logistics
IBER	Internal Budget Execution Report
ICART	Internal Controls and Audit Readiness Team
IGT	Intragovernmental Transactions
IIP	Initial Issue Provisioning
iRAPT	Invoicing, Receipt, Acceptance and Property Transfer
ISL	Inventory Stockage Levels

Acronym	Description
ISSA	Inter-Service Support Agreement
IUID	Item Unique Identification
JLTV	Joint Light Tactical Vehicles
JON	Job Order Number
KMI	Key Management Infrastructure
KO	Contracting Officer
KPI	Key Performance Indicator
KSD	Key Supporting Documentation
LE	Local Element
LGTE	Liquidations Greater Than Expenses
LKH	Last Known Holder
LOA	Letter of Agreement
LOA	Line of Accounting
LPO	Local Processing Office
MAGTF	Marine Air-Ground Task Force
MAL	Mechanized Allowance List
MANMED	Manual of the Medical Department
MARADMIN	Marine Administrative Message
MARCORLOGCOM	Marine Corps Logistics Command
MARCORSYSCOM	Marine Corps Systems Command
MARFOR	Marine Forces
MARFOR/SE	Marine Corps Forces/Supporting Establishment
MCA	Management Control Activity
MCBul	Marine Corps Bulletin
MCO	Marine Corps Order
MCVISTA	Marine Corps Visual Inter-Fund System Transaction Accountability
ME	Military Equipment
MEDLOG	Medical Logistics
MEF	Marine Expeditionary Force
MICP	Managers' Internal Control Program
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MIRR	Material Inspection and Receiving Report
MLSR	Missing, Lost, Stolen or Recovered
MMCT	Maximum Maintenance Cycle Times
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding

Acronym	Description
MSC	Major Subordinate Command
MVGL	Money Value Gain/Loss
NAVCOMPT	Navy Comptroller (Order for Work and Services)
NAVMC	Navy and Marine Corps
NAVSUPINST	Naval Supply Instruction
NIIN	National Item Identification Number (9 dig)
NKO	Navy Knowledge Online
NMCARS	Navy Marine Corps Acquisition Regulation Supplement
NSN	National Stock Number
NSWC	Naval Surface Warfare Center
NULO	Negative Unliquidated Obligation
OIC	Officer in Charge
OM&S	Operating Materials & Supplies
OMB	Office of Management and Budget
OPFOR	Operating Force
OST	Order Ship Times
OUSD	Office of the Under Secretary of Defense
OUSD(C)	Office of the Undersecretary of Defense (Comptroller)
P&R	Programs and Resources
PFAT	Property Financial Accounting Treatments for Military Equipment
PIEE	Procurement Integrated Enterprise Environment
PM	Program Manager
POA&M	Plan of Action and Milestones
POC	Point of Contact
POS	Point of Sale
PP&E	Property, Plant, and Equipment
PPM	Personal Property Manager
PR	Purchase Request
PR Builder	Purchase Request Builder
PSC	Product Service Code
PSS	Physical Security Survey
QA	Quality Assurance
RCO	Regional Contracting Office
RD&A	Research, Development and Acquisition
RDT&E	Research, Development, Test and Evaluation
RI	Responsible Individual
RIC	Routing Identifier Code

Acronym	Description
RIP	Reparable Issue Point
RNSN	Record National Stock Number
RO	Responsible Officer
SAAR	System Authorization Access Request
SABRS	Standard Accounting, Budgeting, and Reporting System
SAIC	Science Applications International Corporation
SAR	Selected Acquisition Report
SDN	Standard Document Number
SDR	Supply Discrepancy Report
SE	Supporting Establishment
SecDef	Secretary of Defense
SECNAVINST	Secretary of the Navy Instruction
SF	Standard Form
SMARTS	SABRS Management Analysis Retrieval Tools System
SMU	Supply Management Unit
SNCO	Staff Non-Commissioned Officer
SOA	Statement of Assurance
SOD	Segregation of Duties
SOICP	Supply Officer's Internal Control Program
SOP	Standard Operating Procedures
SOS	Source of Supply
SR	Service Request
SRRB	Service Requirement Review Board
SSRI	Supply System Responsible Item
STRATIS	Storage Retrieval Automated Tracking Integrated System
SupO	Supply Officer
T/A	Training Allowance
T/E	Table of Equipment
T/E RQMT	Table of Equipment Requirement
TAC	Transportation Account Code
TAMCN	Table of Authorize Materiel Control Number
TAR	Tri-Annual Review
TCN	Tracking Control Number
TEAMS	Total Enterprise Asset Management System
TFSMS	Total Force Structure Management System
TLCM-OST	Total Life Cycle Management - Operational Support Tool
TM	Technical Manual

Acronym	Description
TOECR	Table of Organization & Equipment Change Request
UAM	User Access Manager
UDO	Undelivered Order
UIC	Unit Identifier Code
UII	Unique Item Identification
ULO	Unliquidated Obligation
UMD	Unmatched Disbursement
UMT	Unmatched Transaction
USMC	United States Marine Corps
UUAM	Unit User Account Manager
WAWF	Wide Area Workflow
WAWF-MP	Wide Area Workflow Miscellaneous Payments



For more information visit:

<https://eis.usmc.mil/sites/HQMCLP/EGEM/EGEM-2/ICART/default.aspx>