DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO P4400.151B
LPP-2
9 Jul 92

MARINE CORPS ORDER P4400.151B ~~W/CH 1~~

From: Commandant of the Marine Corps
To: Distribution List

Subj: INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL

Encl: (1) LOCATOR SHEET

1. Purpose. To provide policy guidance concerning intermediate-level supply management.

2. Cancellation. MCO P4400.151A.

3. Information. The definitions in appendix A are included to clarify the text and to provide general information on logistics terms. Appendix B lists those directives which contain policy that have been superseded by this Manual. Appendix C contains a list of useful abbreviations and acronyms that will enhance the understanding of this Manual. Significant revisions have been made to this Manual, and it should be reviewed in its entirety.

4. Summary of Revision. This revision provides information on the Department of Defense/Marine Corps Inventory Reduction Plan, policy for the materiel obligation validation, stock levels, assignment of safety levels, retention of assets, reparable issue points, clothing, management of part-numbered items, and missing, lost, stolen, or recovered reporting requirements.

5. Recommendation. Recommendations concerning the contents of the Intermediate-Level Supply Management Policy Manual are invited. Such recommendations will be forwarded to the Commandant of the Marine Corps (LPP-2) via the appropriate chain of command.

6. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

7. Certification. Reviewed and approved this date.

R. J. WINGLASS
Deputy Chief of Staff
for Installations and Logistics

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MCO P4400.151B CH 1. INTERMEDIATE-LEVEL SUPPLY MANAGEMENTMARADMIN 481/00

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REF/A/MSG/CMC WASH DC/L/170101Z SEP98//

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NARR/REF A ANNOUNCED THE DECISION TO PLACE AND CENTRALLY MANAGE O&M FUNDS FOR LOW DENSITY (LD) DEPOT LEVEL REPARABLES (DLR'S) AT THE FORCE SERVICE SUPPORT GROUPS (FSSG). REF B IS FOLLOW-ON GUIDANCE REGARDING MANAGEMENT OF O&M FUNDING FOR LD DLR'S WITHIN THE FSSG'S. REF C PROVIDED AN UPDATE AND ADDITIONAL GUIDANCE CONCERNING PHASE I IMPLEMENTATION OF O&M FUNDING FOR LD DLR'S. THE MOVEMENT OF LD DLRS TO THE INTERMEDIATE LEVEL OF SUPPLY WITHIN THE FSSG'S REQUIRES BASIC MANUAL BE UPDATED.//

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RMKS/1. THIS CHANGE IS APPLICABLE TO MARINE CORPS ACTIVITIES ON PCN 10205247500.

2. PURPOSE: TO DIRECT PEN CHANGES TO THE BASIC MANUAL.

3. THIS CHANGE IS EFFECTIVE IMMEDIATELY UPON RECEIPT.

4. ACTION

A. CHAPTER 3, PARAGRAPH 3006.4A(2), PAGE 3-12; CHANGE FROM LESS THAN 800 TO READ LESS THAN 15,000.

B. CHAPTER 3, FIGURE 3-2, PAGE 3-20; CHANGE 1. LESS THAN 800 TO READ LESS THAN 15,000.

C. CHAPTER 3, FIGURE 3-2, PAGE 3-20; CHANGE 2. GREATER THAN 800 BUT LESS THAN 15,000 TO READ GREATER THAN 15,000.

D. CHAPTER 3, FIGURE 3-2, PAGE 3-20; DELETE 3. GREATER THAN 15,000 AND RENUMBER 4. AND 5. TO READ 3. AND 4.

E. CHAPTER 3, FIGURE 3-3, PAGE 3-21; DELETE NONCONTROLLED ITEMS.

F. CHAPTER 3, FIGURE 3-3, PAGE 3-21; CHANGE UP TO 800 TO READ UP TO 15,000.

G. CHAPTER 3, FIGURE 3-3, PAGE 3-21; CHANGE UP TO 15,000 TO READ UP TO 100,000.

H. CHAPTER 3, FIGURE 3-3, PAGE 3-21; CHANGE UP TO 100,000 OIC, SMU/DSSC/DETACHMENT (OR CORRESPONDING CO) TO READ UP TO 350,000 OIC SMU/DSSC.

I. CHAPTER 3, FIGURE 3-3, PAGE 3-21; ADD UP TO 500,000 DETACHMENT/BN/CORRESPONDING CO OR DESIGNATED REPRESENTATIVE.

J. CHAPTER 3, FIGURE 3-3, PAGE 3-21; CHANGE 100,000.01 AND ABOVE TO READ 500,000.01 AND ABOVE.

PCN 10205247501

K. CHAPTER 3, FIGURE 3-3, PAGE 3-20, UNDER CONTROLLED ITEMS; DELETE UP TO 100,000, OIC, SMU/DSSC/DETACHMENT (OR CORRESPONDING CO), 100,000.01 AND ABOVE, AND CG/CO BSSG/FSSG/MCB.

5. SUMMARY OF CHANGES. THIS CHANGE UPDATES DOLLAR LIMITS FOR MINIMUM RESEARCH REQUIREMENTS FOR POTENTIAL OR ACTUAL PHYSICAL INVENTORY ADJUSTMENTS, AND UPDATE ADJUSTMENT AUTHORIZED SIGNATURE DOLLAR VALUES.

6. FILING INSTRUCTIONS. FILE THIS CHANGE IMMEDIATELY FOLLOWING THE SIGNATURE PAGE OF THE BASIC MANUAL.

7. THIS CHANGE IS APPLICABLE TO THE MARINE CORPS RESERVES.//

BT

LOCATOR SHEET

Subj: INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL

Location: _____
(Indicate the location(s) of the copy(ies) of this Manual.)

ENCLOSURE (1)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL

CONTENTS

INTRODUCTION

0001. PURPOSE. To establish supply policies necessary in the effective control of intermediate-level inventories. It is recognized that the current systems (i.e., Supported Activities Supply System/Marine Corps Unified Materiel Management System (SASSY/MUMMS)) may not conform to policy stated in this Manual. To the greatest extent possible, the provisions are to be adhered to until systems are brought into conformity.

0002. LEVELS OF INVENTORY

1. Levels of inventory within the Department of Defense (DoD) are defined as follows:

a. Wholesale-Level of Inventory. Inventories, regardless of funding source, over which an inventory manager at the inventory control point has asset knowledge and exercises unrestricted asset control to meet worldwide (DoD/service) inventory management responsibilities.

b. Retail-Level of Inventory. Supplies/materiel held below the wholesale level. The retail-level of inventory is further defined as follows:

(1) Intermediate-Level of Inventory. An inventory, regardless of funding source, that is required between the consumer- and wholesale-levels of inventory for support of a defined geographic area or tailored support of specific organizations or activities.

(2) Consumer-Level of Inventory. An inventory, regardless of funding source, usually of limited range and depth, held only by the final element in an established supply distribution system for the sole purpose of internal consumption. See MCO P4400.150 for policy guidance.

2. The following general types of materiel are examples of intermediate-level inventory:

a. Initial issue provisioning (IIP) stock.

b. Prepositioned war reserve (PWR) materiel, regardless of the storage location.

c. Assets managed by the direct support stock control (DSSC) activities, to include subsidiary inventories in self-service, shop stores, or similar intermediate-level stock points.

d. Materiel in FMF combat service support units (i.e., general accounts (GA), medical logistics companies, ration platoons, etc.) to satisfy consumer-level requirements.

e. Reparables managed by the main reparable issue points (RIP) at each force service support group (FSSG) and/or reparables (designated as stocked nondemand) held by the Commander, Marine Corps Logistics Bases (COMMARCORLOGBASES) in support of consumer-level (i.e., critical low-density (CLD)) RIP's.

f. Materiel in a Marine air-ground task force (MAGTF) to satisfy consumer-level requirements.

0003. INTERMEDIATE SUPPLY MANAGEMENT FUNCTIONS

1. Intermediate supply support must satisfy users' requirements when and where needed. Supply management is conducted according to the uniform policies published by Headquarters Marine Corps.

2. Supply management is a command function, and accountability is inherent in the command. It is the responsibility of commanding officers, commanders, and officers in charge to perform internal supply management. There are several peripheral functional areas required for supply management, such as transportation and procurement; however, this Manual will primarily address stockage policy, stock control, storage and physical inventory control, and excesses, disposal, and utilization policy.

0004. RECORDS DISPOSITION

1. Instructions concerning the records disposal system are contained in SECNAVINST P5215.5. Records retention for records contained in this Manual are as follows:

a. Inventory control record (ICR) to include all data elements and supporting documentation.

Retention period: 2 years

b. Paper and/or electronic record copies of dues/followups established or ICR's.

Retention period: Until receipt of materiel, completion or cancellation of requisition, or receipt of notice of shipment, as appropriate.

c. Requests to transport and ship materiel and equipment over 10,000 pounds or more.

(1) Marine Corps field command copies.

Retention period: 2 years; collocated with shipping/disposal documents.

(2) Commandant of the Marine Corps (CMC) (LFT) copies.

Retention period: 6 months

d. Clarification inquiries as to the proper disposal of serviceable and unserviceable materiel.

(1) Marine Corps field command copies.

Retention period: 2 years

(2) CMC (LPP-2) copies.

Retention period: 2 years

e. Storage area floor plans used as a basis for storage area planographs.

Retention period: until superseded or obsolete

f. Records of controls for the receipt, storage, and subsequent distribution of hazardous, classified, perishable, pilferable, dated/deteriorated, and/or sensitive items (to include small arms).

Retention period: 2 years

g. Stock location surveys, locator file updates, and location audit reconciliation reports.

Retention period: until superseded or obsolete

h. Records of selective sensitive inventory items coded with Security/Pilferage Codes R and Q.

Retention period: until record is superseded or until materiel is returned or expended.

i. Records of physical security program procedures for materiel in storage to include random sampling records of inventory in stock.

Retention period: 2 years

j. Records of potential and/or actual physical inventory of stock to include reports and/or investigations of discrepancies between physical counts and recorded balances.

Retention period: 2 years after all action is completed

k. Accounting and reporting records for class V(W) materiel to include document control records, disposal of unserviceable materiel records, and all supporting documentation.

Retention period: 2 years

l. Automated Digital Network/Marine Corps Data Network (AUTODIN/MCDN) electronic and paper records of transaction reporting for Marine Corps Headquarters and field commands.

Retention period: 2 years

m. Records maintained by Marine Corps field commands for RIP assets to include repair, replenishment, unserviceability, rebuild, allowance reports (e.g., consolidated allowance listings), and all supporting documentation.

Retention period: 2 years

n. Commercial Vendor Repair Status Report.

Retention period: 2 years

o. Audit trail records of controlled/noncontrolled assets to include change of custody transactions.

Retention period: 2 years

p. Local stock number (LSN) and consolidated nonsystem item (NSI) file records.

Retention period: until superseded or obsolete

2. Record inspections will be conducted by representatives of the CMC, major commands (as directed by commanding officers), and by authorized personnel and agencies. Inspections should be used as a secondary training and management tool.

0005. DIRECTIVES AND PUBLICATIONS

1. Policy guidance is published by Headquarters Marine Corps (HQMC) while procedural guidance is published by the COMMARCORLOGBASES. Reference publications are currently disseminated by HQMC and the Marine Corps Logistics Base (MCLB), Albany.

2. Supply personnel must have on hand (or on order) all directives/publications and changes thereto that are applicable to intermediate-level inventory management.

3. Commanders will ensure that local standing operating procedures (SOP) are established and published for internal supply management and operation.

0006. CONFLICTS OF INTEREST. Commanding officers (CO) shall ensure that the supply officers and responsible officers are not assigned additional duties which may pose a conflict of interest with their duties concerning supply management/ operation.

0007. TRAINING. It is the commander's responsibility to ensure adequate training is provided in supply management operations.

0008. PROCEDURES. The COMMARCORLOGBASES is responsible for publishing and updating appropriate user manuals which are applicable to the management of an intermediate-level inventory. User manuals establish Marine Corps standard procedures and are not directive in nature. In cases where policy conflicts arise between this Manual and a user manual, this Manual takes precedence.

0009. INVENTORY REDUCTION PLAN

1. General. The DoD Inventory Reduction Plan (IRP) is a comprehensive, integrated approach to managing DoD inventories in light of world events, national policy, force reductions, and budget realities. The essential elements include:

a. Moving toward a new and more efficient organization for managing the DoD supply system.

b. Establishing an improved, integrated information management system through DoD's Corporate Information Management (CIM) effort.

c. Implementing a series of policy and functional management improvements and applying technology to provide greater support at a lower cost with smaller inventories.

2. Ten-Point Program. In May 1990, the Under Secretary of Defense (Acquisition) developed and published a 10-point program which provided consistent and explicit direction to reduce current onhand inventories and future annual budget requirements

while preserving weapon system and personnel readiness. This 10-point program was the genesis of the DoD IRP. The program contains the following points:

a. Develop and implement mechanisms including accelerated automated data processing modernization to respond quickly to changing requirements inherent in rapidly changing force structures and operating/contingency scenarios.

b. Establish materiel purchase request and contract termination coordinators at each inventory control point to ensure management emphasis on canceling procurements that exceed new requirements.

c. Set quantitative, time-phased goals to reduce materiel replenishment stockage objectives (i.e., safety levels, additive and nondemand based levels, procurement lead times, repair cycle requirements, order quantities, etc.) to minimum essential requirements.

d. Accelerate full implementation of the DoD Secondary Item Weapons System Management Concept and the DoD Provisioning Policy Action Plan.

e. Fully implement systems modernization enhancements to improve onhand and intransit asset visibility below the wholesale-level. Improve materiel returns and redistribution management procedures and ensure timely implementation of the DoD Physical Inventory Control Plan.

f. Emphasize item standardization and materiel quality.

g. Review all categories of materiel retention stocks. Establish objectives for timely disposal of nonessential or inactive materiel.

h. Review materiel stockage and retention objectives at intermediate- and consumer-levels to ensure only essential levels are stocked.

i. Vigorously pursue all practical alternatives to materiel stockage by using commercial items and commercial distribution systems/practices.

j. Institutionalize the above points by establishing a comprehensive program that will achieve long-term reduction of inventories while preserving military readiness.

3. Objectives. The DoD IRP was initiated in May/June 1990 to meet the challenge of resizing inventories while maintaining. Published and coordinated under the auspices of the Assistant

Secretary of Defense (Production and Logistics), it provides clear, concise direction to implement the broad-based guidance provided in the 10-point program. While the overall goal of the IRP is to reduce the cost of doing business, specific objectives are:

a. Minimize the quantity of new items entering the supply system.

b. Reduce the number of items currently in the system.

c. Reduce quantities of materiel stocked.

d. Pursue commercial alternatives to materiel stockage.

e. Improve materiel control and asset visibility.

4. Marine Corps IRP

a. In September 1990, the Marine Corps was specifically tasked with developing a Marine Corps IRP based upon the 10-point program. The Marine Corps IRP closely parallels the DoD version and forms the basis for Marine Corps efforts in the IRP arena. On a quarterly basis, the Marine Corps focal point for the IRP at HQMC (LPP-2) is required to provide an update on the status of each milestone assigned to the Marine Corps. Marine Corps progress is then charted against the progress of all other DoD components and promulgated in a quarterly update.

b. The IRP is a high visibility program designed to meet the challenge inherent in providing logistics support in a time of diminishing resources and force reductions. Though it encompasses a myriad of milestones and actions across a wide spectrum of functional areas, a central theme runs throughout the program: do business better and smarter with less inventory. The Marine Corps IRP is the vehicle used to implement the broadbased changes mandated by the DoD into a framework which supports operational requirements of the Marine Corps. Innovative application of the ideas/concepts in the IRP is the key to success in the streamlining and improvement of inventory management at the intermediate-level of supply within the Marine Corps.

CHAPTER 1

STOCKAGE POLICY AND STOCK CONTROL

FIGURE

CHAPTER 1

STOCKAGE POLICY AND STOCK CONTROL

1000. GENERAL INFORMATION

1. Secondary item stockage for the intermediate-level of supply shall provide optimum stockage for each materiel category by incorporating a balance between performance and economy with consideration of military essentiality.

2. Stockage computations shall employ actual demand history as the primary basis for stockage. The construction of stockage levels will be based on a combination of operating level (OL), actual order/ship time (OST) or procurement lead time (PLT), when available, and defined safety levels. This method of computing stockage levels should minimize total variable costs for any given supply performance or investment objectives.

1001. AUTHORIZED STOCK ITEMS

1. Stock/Nonstock Decisions. The intermediate-level inventory manager must determine whether or not an item will be stocked at a particular activity. All items on the balance file of the intermediate-level activity will be assigned a reason for stockage category (RSC) to provide visibility of the reasons an item is stocked or not stocked.

a. If the determination is made that an item will be stocked at the activity, an RSC will be assigned consistent with paragraph 1002. Items that will be stocked will be subject to the stockage computation process and requisitioning objectives (RO) established based upon the stockage criteria specified in paragraph 1004, following.

b. If the decision is made not to stock an item (e.g., not authorized, obsolete, previous reject status, management decision, etc.), a fixed requirement code and an RSC of NC will be assigned. See paragraph 1003, following.

2. The GA's will stock materiel for direct day-to-day support of Fleet Marine Force (FMF) using units and special accounts less items supported by a collocated DSSC activity when in garrison.

3. The DSSC activities are authorized to stock the following items:

a. General housekeeping and administrative supplies for base and tenant units.

b. Maintenance materiel and repair parts for the direct support of base units.

c. Subsistence items. See chapter 8 for further guidance.

d. Ammunition. See chapter 4 for additional guidance.

e. Petroleum and related products/coal. Additional guidance is provided in chapter 7.

f. Individual equipment.

g. Blocking, bracing, and chocking materiel required to support contingency operations. MCO P4400.39 applies.

h. Lumber and other wood products.

4. Certain DSSC activities are also authorized to operate retail clothing outlets (to include stocking and selling Marine Corps uniform material). See chapter 6 for additional guidance.

5. MAGTF intermediate-level stocks will consist of all materiel normally stocked by the DSSC activity and GA required for the direct support of all units within the MAGTF.

6. Intermediate activities in the same geographic area (within a 25-mile radius of each other) will not stock like items, except for the following:

a. Individual equipment (782 gear) items will be stocked by the GA to support requisitions from FMF units and the DSSC activity for authorized sale to individuals to replace lost items.

b. FMF PWR stocks held at the GA may contain items stocked by a DSSC activity. GA's will ensure that PWR items with shelf-life codes are rotated with DSSC stocks or issued in sufficient time to preclude unserviceability due to shelf-life expiration.

c. The GA may stock handtools used in support of the FMF. The DSSC activity will be the first source of supply for all non-FMF-peculiar handtools.

7. The normal first source of supply for supporting establishment (SE) units is the DSSC activity. The DSSC activity stock supporting the SE will not be routinely used as a secondary source of supply by FMF units.

8. The normal first source of supply for FMF units is the GA. GA stock supporting the FMF will not be routinely used as a secondary source of supply for SE units.

9. If common items are stocked at both a DSSC activity and a GA within the same geographic area, FMF demands at the DSSC activity for common stocks should generally be considered nonrecurring. Likewise, SE demands at the GA for common stocks should also be considered nonrecurring.

10. It is recognized that, due to operational, economical, etc., reasons, certain items (e.g., administrative supplies, etc.) will be stocked at only one intermediate-level activity; and both the FMF and SE will use that activity as the first source of supply. In those cases, all demands will be treated as recurring; and steps will be taken to ensure that transfers of usage and/or stocks between intermediate-level activities are accomplished as required to support operational/deployment requirements.

1002. REASON FOR STOCKAGE CATEGORIES FOR STOCKED ITEMS

1. General Information

a. There are various reasons for stocking items in the intermediate inventory. The stockage reasons fall into two broad categories: demand and nondemand. To further classify each inventory item, reason for stockage categories are used. These categories reflect the applicable stockage computation or decision rule and may be used for inventory stratification and management purposes.

b. Multiple RSC's may be assigned to the same item. For example, an item may be stocked because it is demand-based and has a prepositioned war reserve materiel requirement (PWRMR). Though multiple RSC's can be used, care must be taken to ensure that assignment of different categories is compatible.

2. Demand-Supported Category. This category includes only those items that meet the criteria for stockage on a stocked demand basis. The RSC is stocked demand (SD). The decision to stock, not to stock, or continue stockage is based upon actual demands previously recorded or transferred to that particular intermediate-level activity. The transfer of usage data is applicable when operating units are transferred, or equipment is actually transferred, from one location to another.

3. Nondemand-Supported Category. Items which fall into this category are stocked for reasons other than historical usage. Stockage of these items should be strictly controlled. The nondemand-supported category includes items stocked in the following RSC's:

a. Stocked Insurance (SI). A nondemand-supported item for which replacement is not anticipated as a result of normal usage

and for which an unacceptable lead time (procurement or OST) has been established. However, if failure is experienced or loss occurs through accident, abnormal equipment or system failure, or other unexpected occurrences, the lead time required to obtain a replacement would seriously hamper the operational capability of a critical facility or weapon system.

b. Stocked Numeric (SN). A nondemand-supported item for which there is anticipated usage but the item does not meet the established stockage criteria, or an item for which the computed demand-based quantity is less than the assigned stockage level. The established RO is based upon anticipated usage or to support a special requirement.

c. Stocked Provisioning (SP). A nondemand-supported item specifically stocked to support a newly introduced end item for that period of time until requirements are forecast entirely upon actual demands.

d. Stocked Prepositioned War Reserve Materiel (SW). An item that is designated to satisfy the PWR materiel requirement.

4. No Stockage Objective (NS). An item for which there is no established RO. The item has been subjected to the stockage computation process and inventory or usage data may be present; however, the establishment of an RO is not warranted (e.g., it does not meet any of the stockage criteria delineated in paragraph 1004, following) and stock replenishment is not initiated.

1003. REASON FOR STOCKAGE CATEGORY FOR NONSTOCKED ITEMS

1. If the inventory manager determines that an item will not be stocked regardless of usage, an RSC of not considered (NC) and a fixed requirement code will be assigned. The item will be excluded from the stockage computation process, and no RO will be established.

2. All fixed requirement codes will be validated at least once annually to ensure assignment is still appropriate.

1004. STOCKAGE CRITERIA FOR CONSUMABLE SECONDARY ITEMS. The stockage criteria delineated in this paragraph pertains to consumable secondary items. The stockage criteria for reparable (nonconsumable) secondary items is contained in chapter 5 of this Manual.

1. Demand-Supported Items. The following stockage criteria is authorized for those items with an RSC of SD:

a. Stock-Funded Activity. Ten recurring demands (issues) 12 months are required to stock an item.

b. Operation and Maintenance, Marine Corps (O&MMC)-Funded Activity

(1) Three recurring demands (issues) in 12 months are required to stock an item if the item is combat essential; e.g., Combat Essentiality Code (CEC) is 5 or 6.

(2) Six recurring demands (issues) in 12 months are required to stock an item if it is not combat essential.

(3) Once a demand-supported RO is generated, the RO will not routinely be deleted until it fails to meet stockage criteria for a 12-month period.

2. Nondemand-Supported Items. Items not meeting the usage criteria for a demand-based RO may be stocked as a nondemand-supported item. Materiel will be stocked on an exception basis only and must be correctly identified to a specific RSC. Stockage is limited to a specifically identified requirement and must be tightly controlled. All stocks that are not demand-based will be revalidated at least annually.

a. Insurance Items. The RSC is SI. Items categorized as insurance items must meet the criteria set forth in paragraph 1002.3a, preceding.

(1) An intermediate-level activity may maintain slowmoving, long lead time, critical insurance items. Examples of such items are those which are vital to the continuous operation of a facility aboard a base or combat essential (e.g., CEC of 5) materiel in support of CLD equipment.

(2) If insurance items are held at the consumer-level of supply, intermediate-level stockage will only be on a demand-supported basis.

b. Stocked Numeric. The RSC is SN. Items categorized as stocked numeric must meet the criteria set forth in paragraph 1002.3b, preceding.

(1) Items under this category must be specifically requested to be stocked by supported activities and approved by a specific reference held at the intermediate-level activity.

(2) Approval would normally be authorized by the major subordinate commander for a specific purpose and duration.

c. Initial Issue Provisioning. The RSC is SP.

(1) The established RO for secondary items (consumables and reparables) is based upon the asset positioning policy and anticipated usage determined during the provisioning process per MCO P4400.79.

(2) IIP secondary items will be protected during the demand development period (2 years). At the expiration of the demand development period, the RSC SP will be changed to the most applicable RSC. If insufficient usage has been generated to develop a demand-based RO at the end of 2 years, protection may be extended for 1 additional year.

d. Stocked PWR Materiel. The RSC is SW.

(1) The PWRMR is 60 days of supply for consumables, nonconsumables, and principal end items. This 60-day level is representative of estimated combat needs. Requirements determination will be made per MCO P4400.39.

(2) Class IX PWRMR will be commingled on the accounting records with the peacetime operating stocks of the operating forces. This essentially requires that these war reserve items will be managed in the same manner as the peacetime operating stock.

(3) Once the war materiel requirement (WMR) is determined, it must be offset by a portion of the peacetime operating stocks and safety level stocks. Because D-day can occur at any given time, an average level of materiel on hand will be used. This quantity will consist of the sum of one-half the operating level plus the safety level.

(4) The MAGTF PWRMR represents a proportionate share of the Marine expeditionary force (MEF) allowance. The PWRMR may be located with the operating stocks.

e. No Stockage Objective. The RSC is NS. Stockage of these items is authorized once stockage criteria is met.

f. Not Considered. The RSC is NC. Stockage of these items is not authorized.

3. MAGTF

a. Initial stocks to support a MAGTF deployment will be determined by combining historical usage and operator input, taking into account the equipment density and length of deployment of the MAGTF.

b. In addition, shop overhead and DSSC items, based upon estimated requirements, must be added to the deployment stocks.

c. After initial stocks are determined, the stockage criteria in paragraph 1004.1b, preceding, will be used.

1005. OPERATING LEVEL

1. Operating level is that quantity of materiel required to sustain operations during the interval between the initiation of replenishment action and the arrival of successive replenishment shipments into the supply system. Operating level is not geographic-dependent.

2. Intermediate-level activities are authorized a 60-day operating level of materiel.

1006. SAFETY LEVEL

1. Safety levels will be assigned on the basis of combat essentiality and reasons for stockage. Safety levels identified in figures 1-1 and 1-2 are the maximum amounts permitted. While inventory managers may not exceed stated maximum amounts, assignment of safety levels less than the maximum is permissible.

2. Demand-Based Items (RSC SD). For items that are combat essential (e.g., CEC of 5 or 6) or have a PWRMR, the maximum authorized safety level is 30 days. For all other items, with the exception of subsistence items, the maximum authorized safety level is 15 days.

a. Nonperishable subsistence items are authorized a maximum safety level of 15 days. Perishable subsistence items are not authorized a safety level.

b. Due to variances from the mean OST/PLT, intermediate-level activities on Okinawa are authorized a 30-day safety level for all nonsubsistence items regardless of combat essentiality.

3. Nondemand-Based Items (RSC's SI, SN, SP, SW, NS, and NC). No safety levels are authorized.

1007. ORDER/SHIP TIME AND PROCUREMENT LEAD TIME LEVELS

1. OST/PLT is the time, in days, between the initiation of stock replenishment action and the receipt of the materiel resulting from such action.

a. Actual OST shall be computed on an item-by-item basis under normal circumstances for all items requisitioned from a DoD activity or the General Services Administration (GSA).

b. Actual PLT shall be computed on an item-by-item basis under normal circumstances for all items that are procured, vice those that are requisitioned.

2. OST/PLT will be recomputed at least quarterly using a weighted average computation that reflects the most current OST/PLT information. The following abnormal conditions will be excluded from consideration in computing OST/PLT:

a. Other than routine requisition priorities (Urgency of Need Designator C is considered routine).

b. Other than the usual transportation mode.

c. Stock out at the supply source.

3. A fixed or defined OST/PLT may be computed on a similar group rather than on an individual item basis when the mean OST/PLT cannot be computed on the basis of past history. When sufficient history becomes available, the mean of actual OST/PLT will be computed.

4. Force commanders shall develop estimated OST's applicable to the various geographic areas of potential deployment. The average resupply times furnished to the commanders by the Joint Chiefs of Staff shall be used as the basis for these estimates.

1008. AUTHORIZED STOCK LEVELS

1. Demand-Based Items. Stock levels are equal to the sum of the operating level, safety level, and OST/PLT level.

2. Nondemand-Based Items. As a general rule, stock levels are limited to a specifically defined requirement.

a. RSC SI. Stock levels are limited to a specifically prescribed level. No safety level or retention of excess materiel is authorized. Items stocked as insurance items must be validated annually and documentation retained for 2 years.

b. RSC SN. Stock levels are limited to a specifically prescribed level. No safety level or retention of excess materiel is authorized. Items stocked as stocked numeric items (e.g., special allowances) must be validated annually and documentation retained for 2 years.

c. RSC SP. Stock levels are determined per MCO P4400.79 and protected for 2 years. No safety level is authorized. If insufficient usage to generate a demand-based RO has occurred at the end of 2 years, protection may be extended for a maximum of 1 additional year. See chapter 2 for additional guidance on authorized retention levels.

d. RSC SW. A 60-day stock level is authorized per MCO P4400.39. No safety level or retention of excess materiel above the 60-day stock level is authorized.

e. RSC NS. No stock or retention levels are authorized.

f. RSC NC. No stock or retention levels are authorized.

3. See figures 1-1 and 1-2 for the authorized stockage and retention levels for intermediate-level activities. Specific retention guidelines are contained in chapter 2.

1009. STOCK CONTROL

1. General Information. Stock control is the management of the inventory to ensure that the materiel requirements of the supported organization are fulfilled in an efficient and economical manner so that it may carry out its assigned mission. Stock control is made up of six basic elements: the ICR, requirements determination, replenishment/buy, receipt control, issue control, and processing excess materiel. Exception management will be used in controlling these functions.

2. ICR. The ICR is the record of the inventory for which the commander is accountable. The ICR will contain, by item, at least the following data elements: onhand balance, stockage levels, purpose code, condition code, ownership, location, dues, materiel obligations, and supply management technical data. An audit record of all transactions that affect the onhand balance of the ICR will be maintained for a period of 2 years.

3. Requirements Determination

a. Requirements determination will be accomplished per the criteria previously outlined in this chapter.

b. All items managed by an intermediate-level activity will be assigned a requirement code. Fixed requirement codes will be assigned/defined locally and validated at least annually.

4. Replenishment/Buys

a. Generally, a replenishment action will be initiated whenever the onhand quantity plus the dues less back orders is equal to or less than the reorder point (ROP). However, the asset level at which the replenishment buy is initiated will be determined by the local inventory manager using such factors as funding levels, essentiality, frequency of demands, etc.

b. Consolidation of requisitions, especially for low-dollar items, should be effected to the maximum extent possible when it is cost-effective and operationally possible.

c. Requisitions for replenishment will reflect priorities consistent with MCO 4400.16. The commanding generals (CG)/CO's of intermediate-level supply activities are responsible for the accurate assignment of priority designators consistent with the authority issued by higher headquarters. Rigid enforcement of the priority system is a command responsibility.

d. A review of suspect unit prices should be incorporated into the replenishment process. All challenges of unit prices will be made to the source of supply. The COMMARCORLOGBASES (Code 850) should be an information addressee on all correspondence.

5. Receipt Control. Receipts will be posted to the ICR for materiel received from any source. All receipts will be posted to the ICR within the established Uniform Materiel Management and Issue Priority System (UMMIPS) timeframes. Shipment discrepancies will be processed per MCO 4430.3. When materiel is processed or requested, a due will be established on the ICR. The following five functions are part of receipt control:

a. Status. Supply and shipment status will be posted to the due record.

b. Followups. All dues will be followed up when status data is not on hand to indicate a delay in receipt of materiel beyond the standard delivery date or required delivery date, when the estimated delivery date or required delivery date for back-order status or shipment status has passed,or when the UMMIPS timeframe has elapsed. See UM 4400-123 for information concerning followup timeframes.

c. Cancellation. Cancellation action will be initiated for all dues in excess of requirements, but the dues will remain open until confirmation of the cancellation request is received. Upon confirmation, the due record will be updated.

d. Modification. A requisition modifier may be submitted when force/activity designators (F/AD) are upgraded or downgraded, or the urgency of need has changed. A requisition modifier may be used to reflect an increase or decrease in the priority designator (PD) or required delivery date, and changes in the media and status code in combination with the distribution code. All requisition priority modifications must be consistent with the policy and procedures contained in MCO 4400.16.

e. Materiel Obligation Validation (MOV)

(1) A materiel obligation is that unfilled portion of a requisition (for a stocked or nonstocked item) that is not immediately available for issue but is recorded as a commitment for future issue, either by direct delivery from the vendor or back-ordered from stock. Accordingly, the MOV pertains to those requisitioned items assigned Status Codes BB, BC, BD, BV, and BZ.

(2) An MOV is conducted between a requisitioner and the source of supply to validate obligations held at the supply source. Accordingly, the purpose of an MOV is twofold: validation of need and reconciliation of records.

(3) Materiel obligations will be included in the MOV process when the following conditions are met:

(a) UMMIPS PD 01-08 requisitions have aged to 30 days past the date contained in the document number of the requisition.

(b) UMMIPS PD 09-15 requisitions have aged to 75 days past the date contained in the document number of the requisition.

(4) Special validations may be requested without regard to the age of the materiel obligations involved.

(5) Schedule for Cyclic Validation

(a) The MOV between the source of supply and requisitioner is conducted once every 3 months. The annual schedule of cyclic validations is shown in figure 1-3.

(b) Deployed fleet units (or other deployed units) which are unable to acknowledge receipt, or to respond by prescribed dates, may request temporary suspension of

cancellation action. This suspension will be effective until such time as the appropriate fleet commander (or other responsible commander) furnishes an estimated date as to when the activity will be able to work the MOV process. Requests for temporary suspension of the MOV should be coordinated through the CMC (LPP-2).

(6) Responsibilities

(a) Due to the variety of transmission means (e.g., AUTODIN, mail, etc.) and the intensity and time sensitivity of the MOV process, control at the local level is paramount. Intermediate-level activities will establish local procedures and assign responsibilities for control of all functions relating to the MOV for themselves and supported requisitioning activities.

(b) Requisitioning activities not loaded to SASSY are unable to process reconciliation request transactions during the MOV subsystem process. Therefore, nonloaded units will acknowledge receipt, validate, and respond to reconciliation request transactions as outlined in UM 4400-15.

6. Issue Control

a. Issues will be made only to authorized customers and will be posted to the ICR.

b. A proof of delivery/issue file will be established. Dollar thresholds for obtaining signatures from customers upon issuance of items from the intermediate-level may be established locally. Regardless the dollar threshold established, the intermediate-level activity will obtain signatures from the receiving activity/individual when issuing hazardous, classified, perishable, pilferable, dated/deteriorated, and/or sensitive items (to include small arms). See paragraph 0004.1f, preceding, for the retention period.

c. Walk throughs will only be used for Issue Priority Group (IPG) I requirements which are certified as an emergency by the CO of the requesting unit; however, exceptions to this rule can be made on a case-by-case basis by the intermediate-level activity if required.

d. Status

(1) Supply status will be provided and transmitted to the customer for requisitions and followups within the following timeframes:

PD	Time
01-08	2 days
09-15	5 days

(2) Shipment status will be provided and transmitted to the customer for requisitions and followups within the following timeframes:

(a) Shipment

PD	Time
01-03	24 hours
04-08	48 hours
09-15	3 working days

(b) Followups

PD	Time
01-03	24 hours
04-08	48 hours
09-15	3 working days

e. Followups. All followups will be matched against the materiel obligation record, posted as required, and appropriate action initiated within the timeframes contained in UM 4400-123 for supply and shipment status.

f. Cancellations. Customer obligations for nonstocked materiel will remain open until confirmation has been received. The materiel obligation record will be updated and confirmation provided for completed action.

g. Modification. The materiel obligation record will be updated.

h. Materiel Obligation (Back Orders). Back orders will be established for stocked and locally procured items.

i. Back-Order Obligation Validation (BOV). Back orders maintained at the intermediate-level will be validated on a quarterly basis through the use of a BOV process initiated at the local level.

j. Passing Orders. Requisitions will be passed for nonstocked items, IPG I requirements, and not mission capable supply (NMCS) requisitions. A materiel obligation will not be established. An audit trail will be established to indicate the next recipient of the requisition. Passing action will occur within the following timeframes:

PD	Time
01-03	1 day
04-08	1 day
09-15	2 days

Stockage/Requisitioning Objective

The stockage/requisitioning objective for all intermediate-level FMF activities is a follows:

Operating level .....60 days

Safety level 1/ .....30/15 days

Order/ship time .....actual

Retention Level. Retention levels are based upon essentiality. See chapter 2 for guidance concerning authorized retention levels.

1/ Safety levels are based upon combat essentiality and reasons for stockage. See paragraph 1006 for specific guidance in the assignment of safety levels.

Figure 1-1.--Maximum Authorized Demand Base Stockage/ Requisitioning Objective and Retention Level for Intermediate-Level FMF Activities.

Category	Stockage/Requisitioning Objective Operating Level	Safety Level 1/	Procurement Lead Time
Shop Stores	60 days	30/15 days	actual
Self-Service	60 days	30/15 days	actual
Retail Clothing Outlet	60 days	30/15 days	actual
Fuel	60 days	30 days	actual
Subsistence:			
Perishable	30 days	none	actual
Nonperishable	30 days	15 days	actual

Retention Level. 12 months.

1/ Safety levels are based upon combat essentiality and reasons for stockage. See paragraph 1006 for specific guidance in the assignment of safety levels.

Figure 1-2.--Maximum Authorized Demand Base Stockage/ Requisitioning Objective and Retention Level for Intermediate-Level Supporting Establishment Activities.

Cycle Number	Cutoff Date for IMM to Prepare and Forward MOV Request	Maximum Ending Date by Which MOV Responses are Due Back to IMM
1	20 Jan	5 Mar
2	20 Apr	5 Jun
3	20 Jul	5 Sep
4	20 Oct	5 Dec

Figure 1-3.--Cyclic Schedule for the MOV.

CHAPTER 2

EXCESSES, DISPOSAL, AND UTILIZATION

CHAPTER 2

EXCESSES, DISPOSAL, AND UTILIZATION

2000. GENERAL INFORMATION. Every effort will be made to avoid the accumulation of assets that are excess to authorized stockage objectives. Aggressive management action to minimize excesses, both onhand and due-in, is critical to the success of the intermediate-level supply activity. The retention policy in this chapter supersedes policy contained in MCO 4440.31.

2001. RETENTION GUIDELINES

1. FMF Activities

a. For those items that are combat essential (i.e., CEC of 5 or 6) or have a PWRMR, the authorized maximum retention limit is the sum of the RO and/or planned requirement and 24 months of stock at anticipated issue or wash-out rates.

b. If the prepositioned war reserve materiel stock (PWRMS) is not being commingled with operating stock, the authorized maximum retention limit is the sum of the RO, the PWRMR, and a maximum of 24 months of usage.

c. For those items which are not combat essential or do not have a PWRMR, the authorized maximum retention limit is 18 months of anticipated issue or wash-out rates.

2. Supporting Establishment Activities. The authorized maximum retention limit is the sum of the RO and/or planned requirement and 12 months of stock at anticipated issue or wear-out rates.

3. Insurance Items. Retention of insurance items is indefinite for intermediate-level supply activities. However, items designated as insurance items (RSC SI) will be validated at least annually and documentation of the validation maintained for 2 years.

4. IIP. IIP stocks will be maintained for 24 months to provide a demand development period. If the IIP assets have insufficient usage to generate a demand-based RO at the end of this time, the entire quantity may be retained for a maximum of 1 additional year. Refer to paragraphs 1004.2c and 1008.2c, preceding.

5. Weapon System Items

a. Assets that are serviceable or economically reparable and have application to a weapon system in active use shall be retained per paragraph 2001, preceding.

b. Assets in excess of retention levels stipulated in paragraph 2001, preceding, will be declared via the Materiel Returns Program (MRP) to the appropriate integrated materiel manager (IMM) for disposition instructions. Assets directed for return, either creditable or noncreditable, will be returned to the IMM. Disposal is authorized when the IMM indicates the materiel is not returnable. However, to the maximum extent possible, redistribution within the Marine Corps (to include both wholesale- and intermediate-level activities) will be attempted before disposal action is initiated.

c. The retention of weapon system items should not constitute an unnecessary burden. Accordingly, the limits of retention shall be subject to shelf-life, storage space, essentiality, and weapons system population/projected life considerations.

6. Stores Account Code (SAC) 2/3 Reparables. The retention limit for SAC 2 or 3 reparables is the sum of the RO plus 12 months of stock at anticipated wash-out rates.

2002. EXCESSES

1. Excess Due-In Assets. Cancellation action will be taken on materiel that is due in and is in excess of requirements (RO plus back orders). While a reasonable attempt should be made to avoid the routine cancellation of previous year documents, requisitions which are in excess of established allowances will be canceled. Cancellation action taken by O&MMC-funded activities may result in the reversion of previous fiscal year funds; however, that fact does not justify an exception to this policy.

2. Excess Onhand Assets. Stock in excess of the retention limit will be reported to the appropriate IMM using the MRP. Supervisory personnel will ensure that aggressive management action is undertaken to identify, declare, and return/dispose/redistribute excess assets.

2003. RETURN/CREDIT POLICY

1. General. The intermediate-level source of supply will perform the functions of consolidation and declaration of

excesses for supported units. As such, excesses at consumer-level activities will be rolled back/identified to the intermediate-level source of supply for appropriate action or disposition instructions.

2. O&MMC-Funded Activities. Intermediate-level activities which are O&MMC-funded will accept all serviceable, noncontrolled excess from supported units for consolidation and reporting via the MRP. As a general rule, no credit will be provided for returned excess. However, exceptions to this rule can be made on a case-by-case basis by the intermediate-level activity if required.

3. Stock-Funded Activities

a. Intermediate-level activities which are stock-funded will accept serviceable excesses from supported units for stocked items for consolidation and reporting via the MRP.

b. As a general rule, credit may be provided for assets up to the RO. No credit will be provided for excess which increases the asset posture of the intermediate-level activity above RO.

c. In light of stock-funding inventory requirements, the intermediate-level activity, based upon stock levels, funding position, etc., will make the final determination as to the level of excess returned and credit granted.

2004. MATERIEL RETURNS PROGRAM

1. General

a. The purpose of the MRP is to provide a standard automated system which will facilitate the reporting of materiel excesses, process excess responses from item managers, and provide output to parent inventory subsystems causing the generation of issue transactions and financial data.

b. Utilization of the MRP is the primary means for intermediate-level activities to declare excess and obtain disposition instructions. Therefore, effective management of the MRP is essential to minimize excess onhand inventory and the costs associated with maintaining such excess, and the recoupment of funds for additional investment.

2. Frequency of Declaration

a. All assets which exceed economic retention levels, per paragraph 2001, preceding, will be reported as excess.

b. Declaration of excess via the MRP will be accomplished at least quarterly, or more often as required or directed.

3. Assets Excluded From Declaration. The following categories of materiel are excluded from excess reporting via the MRP:

a. Part-numbered and locally-assigned national stock numbers (NSN).

b. Perishable subsistence items.

c. Class V(W) ground (surface) ammunition.

d. Lumber products (with the exception of lumber product items stocked by GSA).

e. Excess automated data processing equipment (ADPE).

f. Industrial plant equipment identified only by plant equipment code/manufacturer's part number.

g. Items under Defense Nuclear Agency management, such as Federal Supply Group (FSG) 11 and all Department of Energy special design and quality controlled items, and all DoD items designed specifically for use on or with nuclear weapons.

4. For additional information concerning the MRP, see the appropriate system user manual.

2005. DEFENSE PROGRAM FOR REDISTRIBUTION OF ASSETS (DEPRA)

1. The DEPRA system is a service and an integral part of the Defense Automated Addressing System (DAAS), Dayton, OH. DEPRA was established in 1975 for the redistribution of materiel in the European and Pacific Commands, and was designated as the Defense European and Pacific Redistribution Activity. Effective 13 June 1988, the Assistant Secretary of Defense (Production and Logistics) approved a redefinition of DEPRA which expanded its role to allow the participation of all DoD activities. Accordingly, DEPRA has been redefined as the Defense Program for Redistribution of Assets.

2. Objectives. DEPRA provides a central system for screening and redistribution of DoD assets declared excess to service requirements for the purpose of:

a. Maximizing the redistribution of assets among authorized participants.

b. Precluding the nonconcurrent procurement and disposal of identical items by separate service supply systems.

c. Reducing the expenditure of transportation funds to ship items to an activity when similar items are available from another activity within the same geographic area.

d. Preventing the expenditure of funds for the development and operation of separate redistribution systems among the service agencies.

3. Assets Excluded From Redistribution

a. The following categories of materiel will not be redistributed by DEPRA:

(1) All materiel reported other than Condition Code A.

(2) Bulk petroleum products (Federal Supply Classes (FSC) 9110, 9130, 9135, 9140, and 9150).

(3) Perishable subsistence.

(4) Small arms (FSC's 1005, 1010, 1020, 1035, 1040, 1045, 1055, 1070, 1080, 1090, and 1095).

(5) Ammunition (FSG 13).

(6) Nonappropriated fund assets.

(7) Medical materiel in FSC 6545.

(8) Medical materiel with less than 6 months of remaining potency/shelf-life.

(9) Exclusive of medical materiel, shelf-life materiel with less than 12 months remaining.

(10) Special weapons.

(11) Military construction materiel in the hands of contractors.

(12) Reparable items requiring depot overhaul.

(13) Classified materiel, crypto materiel, FSC 5810 and 5811 communications, security equipment, components, and ADPE software, supplies, and support equipment (FSG 70).

(14) Unique or service-peculiar items desired to be excluded by the services with the approval of the DoD executive agent for DEPRA.

(15) Defense Industrial Plant Equipment Center property.

(16) Registered publications.

(17) Thermal batteries.

(18) Missile materiel.

(19) Precious metals and bulk metal products in FSC's 9545, 9610, 9620, 9630, 9640, 9650, 9660, 9670, and 9680.

(20) Part-numbered, locally-assigned, and non-NSN items.

(21) Principal items.

(22) Condemned items.

4. Shipping activities will be reimbursed by the receiving activity the standard unit price of items redistributed. The shipping activity is responsible for the packing, crating, handling, and transportation costs associated with redistribution.

5. For additional information concerning the DEPRA, see the appropriate system user manual.

2006. DISPOSAL

1. Materiel will be transferred to the Defense reutilization and marketing office (DRMO) per MCO 4500.11 as a result of authorized excess disposition, obsolescence, or discovery of unserviceable, irreparable stock.

2. The determination of materiel serviceability will be completed per the appropriate technical manual.

3. Unserviceable materiel will not be commingled with serviceable materiel. Separate accounting and handling of unserviceable materiel will be required per current directives.

4. Radiological hazardous items will be disposed of per MCO P4400.105.

5. Precious metals (gold, silver, and the platinum family of metals; i.e., platinum, palladium, iridium, rhodium, osmium, and ruthenium) will be handled as specified in MCO 4555.3.

6. ADPE and ADPE components will be disposed of using the procedures specified in IRM-5238-02 published under the authority of MCO 5271.1.

7. Some property must be disposed of using expedient means. Such circumstances may arise because of the peculiar nature of an item including its potential influence on public health, safety, or security, or the possible stress it may exert on private industry. The following types of items represent materiel requiring special disposal attention: medicinals; chemical, biological, and radiation-related items; subsistence; petroleum and petroleum-related products; batteries; compressed gas cylinders; fluorescent lamps; small arms; etc. Clarifications concerning this provision should be addressed to the CMC (LPP-2).

2007. REUTILIZATION

1. Available excess property will be used to fill valid intermediate inventory requirements, such as known and anticipated replenishment buys, back orders, and passing orders.

2. Materiel will be requisitioned from the DRMO per locally established procedures. Authorized requisitioners will be determined per the criteria in MCO 4500.11.

CHAPTER 3

STORAGE AND PHYSICAL INVENTORY CONTROL

CHAPTER 3

STORAGE AND PHYSICAL INVENTORY CONTROL

3000. GENERAL INFORMATION

1. This chapter provides policy for storing materiel, maintaining accurate records, conducting physical inventories, location surveys and reconciliations, researching potential inventory discrepancies, and quality control of work processes which influence inventory accuracy.

2. Intermediate inventories will be maintained in a serviceable, ready-for-issue condition and stored with suitable storage aids.

3. The inventory held by intermediate-level activities shall be maintained in a modern industrial warehouse system. In addition, FMF SASSY management units (SMU) will develop an SOP for the support of rapid deployment requirements. This plan will include provisions to "pick and pack" materiel within the timeframes established in contingency plans and should provide for sufficient field warehousing containers; training; preservation, packaging, and packing (PP&P); etc.

4. DoD 4145.19-R-1 and MCO P4450.7 will be used as technical storage guides for all intermediate-level activities.

5. Safety will be included in and made an integral part of training and storage operations. Systematic training programs will be developed and implemented to ensure the continued availability of trained personnel as well as adequate and properly maintained equipment.

3001. STORAGE LAYOUT

1. A storage area floor plan will be developed and used as a basis for the storage area planographs. Materials to be used in storage areas as well as basic mechanical operations are contained in MCO P4450.7.

2. Uniform techniques will be used for proper space control, to include the type of space, specific functional use (such as receiving, issuing, etc.), and broad materiel groupings.

3002. STORAGE PROCEDURES POLICY

1. Prompt and accurate processing of receipts is a prime requisite of an effective supply system. Special handling and

controls will be established for the storage and subsequent distribution of hazardous, classified, perishable, pilferable, dated/deteriorative, and sensitive items (including smallarms).

2. Receipt documents will be controlled to avoid confusion in document handling and to provide timely status information.

3. Shipping operations depend upon accurate recording of receipts, proper storage, and correct marking of stock. When a shipment is to be made, the supplies should be properly packed, documented, marked, inspected, and assembled in a convenient area.

4. A uniform stock location system will be utilized and will provide a centralized stock locator file. When feasible, a mechanized locator file will be used in consonance with the supporting system user manual. A record should reflect, as a minimum, the stock number, condition code, unit of issue, and location(s). Additional data may be entered as deemed essential to operations; e.g., nomenclature, physical security/pilferage codes, shelf-life codes, expiration dates, or lot numbers. Planning storage locations for classified or sensitive materiel and controlled substances will include coordination with the fire department and provost marshal. Procedures must be established to ensure positive control of all additions, deletion, and changes to the locator file. A location survey and location audit reconciliation will be conducted per paragraph 3005, following.

5. Sensitive inventory items coded with Physical Security/Pilferage Codes R and Q must be identified, accounted for, secured, or segregated in such a manner that ensures their protection and integrity. Procedures will be implemented to ensure that sensitive materiel is not received and issued without applying proper controls; i.e., the utilization of operations codes.

6. A surveillance program for the care of supplies in storage will be established to include the following areas:

a. Warehousing practices, to include checks of storage controls, stock rotation, shelf-life, identification of materiel in storage, and location accuracy.

b. Issues and receiving practices, to include checks of documentation, stock identity, quantity, condition, unit of issue, markings on outgoing shipments, and verification of input to location system.

c. Locator file updates, to sample the accuracy of changes posted to the locator file at least weekly.

d. Inventory practices, to include checks of all inventory counts, location surveys, reconciliations, causative research, and adjustments.

7. These procedures for care-in-storage will appear in a local SOP. Warehousing, receiving, and issuing practices, as well as automated data and inventory practices, will be monitored to ensure acceptable levels of performance. These objectives are:

Category	Percentage
Materiel release denial rate	1
Receipts processing:	
Percentage posted within standard	85
Percentage stored within standard (5 working days)	85
Location audit program	
Location survey accuracy	97
Location reconciliation accuracy	97
Sample inventory	85 (with 95 percent confidence level)

8. Controlled humidity space will be occupied at all times to the maximum practicable extent with priority to materiel with the highest rate of deterioration.

9. Items not carried as end items but subsequently required as end items will be subject to assembly. Controls will be established to ensure that components are accounted for on the ICR. When assembly has been completed, the components will be dropped from the inventory record and picked up as an end item. If a standard unit price (SUP) is not available for the assembled end item, the total of the SUP's for all components will be used.

10. The storage section will establish controls during disassembly of an end item to ensure that components are located and accounted for on the ICR.

11. Issues to repair, test, or calibration (care-in-storage) as well as modification kit applications will be scheduled for appropriate action by the storage section.

12. Security of materiel in storage is paramount. A physical security program will be established and will include at a minimum:

a. Adequate inventory and control measures.

b. Inspection of delivery and vendor vehicles.

c. Investigation of all suspected losses.

d. An effective key and lock control system.

e. Controls for the storage and issue of highly pilferable stocks.

f. Accurate methods for physical inventory, stock procurement accounting, and salvage.

g. Separate storage of small arms from other pilferable and sensitive items.

h. Regular search of locator file for physical security coded (PSC) materiel. PSC items will be relocated to a storage area appropriate to the classification.

i. Inspection of trash areas for possible concealment of stocks, and periodic search of warehouse workers' vehicles.

3003. MATERIEL HANDLING EQUIPMENT (MHE)

1. Handling of materiel will be minimized.

2. MHE will be used for appropriate tasks.

3. A program for the training, testing, and licensing of personnel will be established per MCO P11240.106. Only licensed operators will operate MHE.

3004. PHYSICAL INVENTORY PROGRAM

1. The Physical Inventory Program, as prescribed by DoD 4000.25-2-M, establishes uniform policy for maintaining accurate records, conducting physical inventories and location surveys/reconciliations, researching inventory discrepancies and cause for adjustments, and for quality control of work processes.

2. The Physical Inventory Program described in this chapter establishes management control policy for all assets held at the intermediate-level, to include all classes of supply regardless of funding source.

3. The purpose of the Physical Inventory Program is to:

a. Ensure materiel accountability.

b. Ensure accurate inventory records in support of customer requirements and readiness by performing physical inventories and location surveys/reconciliations.

c. Identify and help resolve problems in supply system work processes/internal control/SOP's which affect inventory records.

d. Identify repetitive processing errors and maintain accurate records for supply system transactions generated within the supply system by researching inventory record imbalances and potential discrepancies.

e. Ensure inventory discrepancies and causes for adjustments are researched and documented.

3005. LOCATION AUDIT PROGRAM. Each activity will implement a location audit program which consists of both location surveys and location reconciliations.

1. A complete location survey and audit reconciliation of all items will be conducted at least once each fiscal year.

2. Minimum accuracy standards are as follows:

a. Locator record accuracy, 97 percent.

b. Locator audit reconciliation, 97 percent (98 percent for ammunition).

3. Locator changes (unit of issue, condition code, etc.) will be sampled weekly to verify accuracy.

4. During the conduct of the location survey/audit reconciliations, procedures should be established to ensure the following common problem areas are examined:

a. Accountable records show a positive stock balance with no supporting locator record.

b. A locator record is established while no physical assets are in storage.

c. Physical assets are in storage without supporting locator records. (Storage activities that routinely save locations may not be adversely affected by all of the preceding criteria.)

d. Locator record with no supporting accountable record (location reconciliation error only).

e. Mismatch of common data elements.

5. Location Survey. Location survey requires a physical verification (other than actual count) between assets and recorded location data to ensure information is properly recorded, such as location, identity, condition, shelf-life, and unit of issue. When a discrepancy is identified during the location survey program, the storage activity will conduct prompt research and determine the need for an unscheduled inventory.

a. A complete location survey of all locations at each storage activity will be conducted not less than once each fiscal year, and more frequently if the need is indicated.

b. The proper sequence of operating a location survey requires the comparing of assets in storage locations with locator records. This sequence of operation is important to detect assets in unrecorded locations.

c. When permanent locations are reserved for items, recorded locations which are unoccupied will be identified and/or verified during the location survey.

d. The following are common discrepancies found during a location survey and should have prompt corrective action taken:

(1) Locator record deleted. The removal or change of a locator record when there is a recorded location but there are no physical assets (unless the location is being held open for new receipts).

(2) Locator record established. The recording of locations when assets are physically found in storage and no locator records exist, or when the recorded NSN disagrees with the materiel in the location.

(3) Locator record corrected. Changes to the locator record when physical assets' characteristics differ on any of the following data elements:

(a) Unit of issue.

(b) Supply condition code.

(c) Controlled inventory item codes. Verification of the code will consist of ensuring that assets are stored in areas providing the degree of security commensurate with the assigned code.

(d) Shelf-life code.

(e) Date of pack/date of expiration for shelf-life materiel.

(f) Type of pack code (subsistence).

(g) Lot number or serial number (ammunition).

(h) Completeness and accuracy of magazine data card (ammunition).

e. To ensure storage activity accuracy, unscheduled inventories should be performed when assets found are in an erroneous or unrecorded location or when there are mismatches in the unit of issue that may result in a quantity variance.

6. Location Reconciliation

a. Location reconciliation requires a match between valid storage activity records and the accountable records (balance files) to identify and correct the following situations:

(1) Items are in physical storage but not on the record.

(2) Items are on the record but not in storage.

(3) The following common elements of data do not match:

(a) Unit of issue.

(b) Supply condition code.

(c) Controlled inventory item code.

(d) Type of pack code (subsistence).

(e) Shelf-life code.

(f) Quantity discrepancy.

b. When record mismatches are discovered during the location reconciliation process, adjustments to applicable records must be made in an expeditious manner. All initial rejects/mismatches from the location reconciliation match should be researched to assure consideration of all pending documents.

c. Unscheduled inventories (e.g., spot) required as a result of location reconciliation mismatches will be accomplished immediately.

d. A complete location reconciliation will be conducted not less than once each fiscal year, and more frequently if the need is indicated.

3006. PHYSICAL INVENTORIES

1. General. The dynamic nature of the physical inventory control function and the cost of counting and reconciling records require that the approach be more selective than the "100 percent wall-to-wall total item count" concept. Inventory resources shall be directed toward those discrepancies, controlled inventory items, high value items, and high usage items for which maximum returns can be expected to be derived from the resources which are applied.

2. Preinventory Planning

a. The potential for count inaccuracies will be reduced by conducting preinventory planning, to include:

(1) Actions to ensure location integrity by correcting such situations as unbinned/loose materiel, questionable identity of materiel in location, single location containing multiple condition codes, inadequately labeled shelf-life items, and/or materiel lots stored in a single location.

(2) Documented cleanup to ensure to the extent possible that adjustments and transaction reversals are posted to the record, in-process receipts are stored in location, and other transactions are posted prior to the established physical inventory cutoff date.

b. Physical inventory and requisitioning processing procedures should be designed to minimize the volume of in-process accountable documents during the inventory period.

3. Scheduled Inventories. Scheduled inventories will be conducted per the following guidance:

a. The following items are subject to a complete inventory, not less than once each fiscal year:

(1) Items with a Management Value Factor (MVF) Code equal to A. MVF Code A items are those items that comprise the top 10 percent dollar value investment.

(2) Controlled items.

(3) Class VIII medical items in FSC 6505.

(4) Class V(W) ammunition items.

b. Inventory frequency for clothing, fuel, and subsistence items are found in chapters 5 through 7 of this Manual, respectively.

c. Items not otherwise scheduled for a complete inventory under the criteria prescribed in paragraph 3006.3a, preceding, will be inventoried as follows:

(1) One-third of the remaining items will be subjected to an inventory each year. All items on the balance file with a quantity greater than zero or with a zero balance but having a locator record will be considered as candidates for inventory. The one-third of the inventory from which the sample is to be drawn may be determined using a variety of methods, to include:

(a) Random selection.

(b) Inventory segments such as blocks of locations or NSN's.

(2) If a random selection process is not used, the intermediate-level activity will ensure that all items are included in the population subject to random sampling at least once over a 3-year period.

(3) A random sample of sufficient size to ensure a 95 percent confidence level will be selected from the candidates for inventory (the one-third population selected per paragraph 3006.3c(1), preceding). Figure 3-1 provides information on how to determine the size of the random sample to ensure adequate confidence levels.

(4) An inventory of those items selected during the random sampling will be conducted.

(a) If the sample inventory accuracy (e.g., onhand quantities match) level is equal to or greater than 85 percent (with a precision of plus or minus 2 percent), the inventory process is complete. The remaining items in the inventory population do not need to be inventoried.

(b) If the sample inventory fails to achieve an 85 percent accuracy level, the entire inventory segment (as determined in paragraph 3006.3c(1), preceding,) will be inventoried within 90 days of the initial failure.

4. Unscheduled Inventories

a. In addition to unscheduled inventories required per paragraphs 3005.5e and 6c, preceding, spot inventories will be initiated for the following reasons:

(1) A total or partial materiel denial on controlled inventory items.

> CH 1 (2) If the total value of noncontrolled assets lost, as a result of any denial, constitutes a major inventory < variance (< $15,000).

b. Storage activities will accomplish all requests for spot inventories.

3007. RESEARCH OF POTENTIAL/ACTUAL PHYSICAL INVENTORY ADJUSTMENTS. Activities will ensure that potential or actual adjustments are researched per figure 3-2, recognizing the value of the adjustment and type of item involved. The criteria as set forth in figure 3-2 will be used as the basis for research of supply system materiel. More stringent research requirements may be imposed by local commanders/activities based upon the limits of resources available and upon specific asset control problems.

1. Objectives. Analysis of inventory adjustments is vital in order to:

a. Identify failures in the control systems so improvements can be made.

b. Reduce similar discrepancies in the future.

c. Ensure that the proper adjustment was made.

d. Evaluate indicators of trends or system problems for corrective action.

e. Detect negligence, abuse, or theft of materiel.

2. Postcount Validation. Postcount validation is a comparison of the physical count with potential recorded balances or another count with consideration of transactions that have occurred recently. The purpose of postcount validation is to determine the validity of the count. Postcount research ends when the accuracy of the count has been verified or when any necessary recounts have been taken. In no case will actual inventory adjustments be processed against items without required preadjustment research having been performed (see figure 3-2).

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

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

a. This research identifies administrative errors that have been made which may negate the need to investigate and/or process a gain/loss transaction. More importantly, causative research helps to identify procedural deficiencies which can then be corrected to prevent waste or theft and to improve supply support.

b. These benefits must be weighed against the time required to perform the research. Timely adjustment of the balance record is necessary so that action to dispose of excesses and replenish deficiencies can occur. Consequently, adjustments to accountable records may be made prior to the conclusion of causative research and required vouchering per paragraph 3008.2.

c. An investigation of discrepancies (i.e., gains and losses) consisting of (as a minimum) a complete review of all transactions is required. This review will include supporting documentation, catalog change actions, shipment discrepancies, and unposted or rejected documentation occurring since the last complete inventory, the last location reconciliation which included quantity, or back 1 year, whichever is sooner.

d. Causative research ends when the cause of the discrepancy has been discovered or when, after review of the transaction, no conclusive findings are possible.

5. Timeliness of Research. Timely completion of the research of potential adjustments is essential. Delay only increases the complexities of adequate research and reduces the probability of conclusive findings.

a. Preadjustment research must be completed within 30 calendar days from the initiation of scheduled inventories and 10 calendar days from the initiation of unscheduled inventories.

b. Causative research must be completed within 90 calendar days from the date the adjustment transaction was posted.

3008. INVENTORY ADJUSTMENTS

1. Potential discrepancies between the actual physical count of materiel and the inventory record balance shall be researched and resolved per figure 3-2 either by:

a. Correctly posting supply transactions (e.g., receipts, issues, adjustments, etc.) discovered during the research process that were previously incorrect or unposted resulting in the record imbalance.

b. Posting an inventory adjustment to correct the record imbalance.

2. Adjustments to accountable records (for controlled and noncontrolled items) may be made after completion of preadjustment research and prior to the conclusion of causative research and required vouchering. However, complete research and vouchering requirements must be met.

3. Use of the correct type of gain/loss transaction is necessary because it is the primary indicator in the mechanized record of the nature of the gain/loss. Inventory gain/loss transactions (Document Identifier Code (DIC) D8A/D9A) are authorized only for adjustments as a result of scheduled or unscheduled inventories.

3009. REVERSAL OF INVENTORY ADJUSTMENTS

1. Reversal of inventory adjustments is a required capability which must be implemented with proper controls and supported by proper documentation. Procedures for reversing adjustments will contain, as a minimum, the following control features:

a. Posted/Unposted Source Documents. Reversals required to correct inventory records when posting previously unposted or incorrectly posted supply transactions (e.g., receipts, issues, etc.) must use the original document number and are limited to 1 year from the date of the original transaction.

b. Inventory Adjustment Corrections. Reversals required to correct physical inventory adjustments which were made on

incorrect/incomplete information are limited to 1 year from the date of the original adjustment. All reversals must be properly documented.

2. Limitations. Reversals will not be processed solely on the basis of a previous offsetting physical inventory adjustment. If an inventory has been conducted between the date of adjustment and the date on which the reversal is attempted, the reversal will not be permitted.

3010. VOUCHERING

1. Authorized Signatures. Authorized signatures must be obtained for transactions which adjust the onhand balance of the ICR.

a. The CG FSSG/Marine Corps base (MCB) will appoint the CO/officer in charge (OIC) or designated representative in writing and indicate the dollar value and type of adjustments which the CO/OIC or designated representative is authorized to approve.

b. The general criteria for authorized signatures is presented in figure 3-3. This criteria must be tempered with the realization that intermediate-level activities are diverse in organizational makeup and structure. More stringent criteria may be prescribed if desired/required.

c. The signature of the CO/OIC (or designated representative) will attest to the exoneration of liability and that further investigative action is not required.

d. If an investigation is deemed warranted due to the nature or circumstances surrounding the gain/loss, the policy contained in MCO P4400.150 will be used in the conduct of the investigation.

2. Voucher File

a. All gain/loss transactions must be supported by explanatory statements signed or endorsed by the designated individual, per paragraph 3010.1, preceding, or requests for completed investigations. This supporting documentation constitutes the voucher file.

b. All loss, gain, return, disposal, transfer, and issue transactions as well as documentation, regardless of dollar value, for controlled assets (either principal end items (PEI) or secondary items) will be maintained in the voucher file.

c. Loss, gain, return, disposal, transfer, issue, and letter of unserviceable property transactions and documentation for noncontrolled assets which exceed an extended dollar value of $800 will be maintained in the unit's voucher file.

d. The voucher file will be maintained in such a manner as to easily cross-reference between gain/loss transactions and supporting documentation. Any explanatory notations, exoneration of liability, and appropriate signature will be maintained with the accounting transaction/documentation per the appropriate supporting system user manuals.

3011. AUDIT TRAIL. Sufficient supporting documentation will be retained to show that materiel reflected on the change of customer transaction (losses, gains, returns, issues, disposals, redistributions, and transfers) was delivered.

1. Supporting documentation can consist of receipt documentation or letters of unserviceable property (LUP) issued in lieu of return of property from repair. At a minimum, supporting documentation must contain the NSN, quantity, document number, condition code of the materiel, signature of the person authorized to accept custody of the materiel, and date received. When the supporting documentation (e.g., LUP) contains no document number or contains a document number different from that of the transaction used to adjust the property record, a copy of the associated change of custody transaction will be made and attached to the supporting documentation.

2. Files providing an audit trail will be maintained in such a manner as to easily cross-reference between change of custody transaction and supporting documentation.

3. The retention period for loss, gain, return, issue, disposal, or transfer transactions (with supporting documentation) to be maintained in the unit's voucher file is 2 years from the time of the adjustment. Documents include:

a. Source documents which specify accountability changes, such as receipts, issues, shipments, redistributions, disposals, and transfers.

b. Records, files, tapes, and data in a format useful for audit trail purposes.

c. Backup documentation that directly pertains to individual cases of physical inventory adjustment research efforts.

3012. QUALITY CONTROL

1. Goals and Objectives. Each intermediate-level activity will establish a quality control program. Quality control results will assist management in identifying those human procedural or system errors which adversely affect the asset accuracy and will assist in achieving better control over physical assets and warehousing practices. All quality control programs will ensure that the following work processes are included:

a. Warehousing Practices. To include checks of storage practices, stock rotation, shelf life, identification of materiel in storage, mixed stock, location accuracy, and rewarehousing projects.

b. Receiving Practices. To include documentation, materiel identity, quantity, materiel supply condition code, processing timeliness, and verification of daily input data to the location system.

c. Issuing Practices. To include checks of legibility of issue documents and accuracy of stock selection as to identity, quantity, unit of issue, shelf life, supply condition code, type of pack (subsistence), and marking of outgoing shipments.

d. Validity of Automated Data. To include receipt, issue, and adjustment transaction data entries against input documentation.

e. Inventory Practices. To include inventory counts, location surveys, location reconciliation corrective actions, causative research, and adjustments to both the ICR and locator records.

f. Locator File Updates. To include accuracy of changes posted to the locator file; e.g., all additions, deletions, and changes of unit of issue, supply condition code, shelf life, etc.

g. Report of Discrepancy (ROD) Processing. To include the accuracy of ROD initiation, followup, reply, processing timeliness, investigative research to determine and correct supply errors, and adjustment of accountable and financial records.

2. Command Emphasis. Continued command emphasis and review of performance are essential for the success of the quality control program. Commanders must ensure effective organizational interrelationships among the functional elements concerned with the physical inventory control program, such as comptroller,

data systems, transportation, warehousing, maintenance, quality control, and supply management. The quality control program will include initiation of corrective action when acceptable quality levels are not met.

Population Size	Required Sample Size
Less than 500	Total Population
501 - 1,000	464
1,001 - 5,000	738
5,001 - 10,000	796
10,001 - 25,000	836
25,001 - 50,000	850
50,001 - 100,000	857
100,001 - 500,000	863
Greater than 500,000	864

NOTES:
1. The required sample sizes were obtained from the Statistical Accuracy Techniques and Measurements Analysis Users Manual dated 7 Jun 1985.
2. A 90 percent sample estimated accuracy was assumed. This indicates that 90 percent of the time the results of the sample inventory count, on a line-by-line basis, matches the actual quantity of assets in the storage facility. This is not a measurement of accountable record accuracy. Rather, it attempts to measure the accuracy of the counts conducted during the sample inventory.

Figure 3-1.--Sample Sizes.

Condition of Discrepancy	Required Research		
	Post-count Validation	Pre adjustment Research	Causative Research
1. < $15,000	No	No	No
2. > $15,000	Yes	Yes	Yes
3. Controlled Item	Yes	Yes	Yes
4. Suspected Fraud, Waste, or Abuse	Yes	Yes	Yes

>CH 1 Figure 3-2.--Minimum Research Requirements for Potential or Actual Physical Inventory Adjustments.

Adjustment	Authorized Signature
Up to $15,000	OIC, Stock Control (GA)
Up to $100,000	OIC, GA/RIP
Up to $350,000	OIC, SMU/DSSC
$100,000.01 and above	CG/CO BSSG/FSSG/MCG
Up to $500,000	Detachment/BN/Corresponding CO or Designated Representative
$500,000.01 and above	CG/CO BSSG/FSSG/MCB
Controlled Items	

> CH 1 Figure 3-3.--Authorized Signatures.

CHAPTER 4

AMMUNITION AND REPORTING OF CLASS V(W) MATERIEL

CHAPTER 4

AMMUNITION AND REPORTING OF CLASS V(W) MATERIEL

4000. PURPOSE

1. The purpose of this chapter is to provide policy for class V(W) materiel to assist the intermediate-level activities (DSSC's, local ammunition supply points (ASP), etc.) in the systematic accounting and reporting of class V(W) materiel. Essential features of ammunition accounting/reporting include:

    a. The use of military standard requisitioning and issue procedures (MILSTRIP) forms and codes for requisitions, cancellations, followups, and transfers of class V(W) materiel.

    b. The incorporation of specific information to ensure effective management of class V(W) materiel.

2. The guidelines set forth in this chapter are minimum requirements and are not to be considered restrictive in nature.

3. The key to sound ammunition management is an accurate accounting system, without sacrifice of control or reliability.

4001. GENERAL CHARACTERISTICS OF CLASS V(W) MATERIEL

1. The Commander, Marine Corps Systems Command (COMMARCORSYSCOM) is the inventory control point (ICP) for class V(W) materiel within the Marine Corps. COMMARCORSYSCOM's Ammunition Branch (AM) is responsible for directing the acquisition, storage, issue, distribution, renovation, maintenance, and disposal of class V(W) materiel.

2. Due to the hazardous nature of class V(W) materiel, stringent controls for storing, handling, and utilizing the materiel are mandatory. Numerous safeguards are imposed to protect personnel and equipment.

3. Generally, requirements are developed from allowances (both training and war reserve) as opposed to demands based on specific fiscal year.

4. Interchangeability/substitutability patterns fluctuate with the situation, geographic locations of the user, and the intended use of the item. As opposed to other classes of supply, in which there is a preferred item and some limited number of substitutes (which are substitutes in all cases), many items of

class V(W) materiel have multiple substitute items on which preference depends on the situation and intended use.

5. PLT for class V(W) materiel is normally discussed in terms of years. Requisitioning and administrative leadtimes are discussed in weeks. The normal UMMIPS (see MCO 4400.16) is not always compatible with materiel that moves in increments of tons and is subject to stringent Department of Transportation (DOT) and U.S. Coast Guard restrictions.

4002. MAJOR CONCEPTS OF PROCESSING AND ACCOUNTING FOR AMMUNITION

1. Essential to the processing of ammunition transactions is the need for an accurate asset file maintained by NSN/Department of Defense identification code (DoDIC) and condition code which will reflect the correct stock status at all times. Records must also be available to indicate quantities on hand by NSN/DoDIC, condition code, location, lot number, and earmarked/protected stock. The Ammunition Logistics System (AMMOLOGS) modernizes and streamlines the basic processes which occur within an ASP. Regardless of the name of the process, the local system must permit ease of issue without sacrifice of control, reliability, or proper audit trail.

2. In certain instances, the ammunition DoDIC is specified for use in ammunition processes. The DoDIC consists of four alpha/numeric characters which denote interchangeability between like items of ammunition having different NSN's; e.g., A011. The Department of Defense ammunition code (DoDAC) consists of the DoDIC preceded by the four-digit FSC; i.e., the first four digits of the NSN (e.g., 1305-A001).

3. All input and output from intra-Marine Corps transactions, other than local, will be via AUTODIN to the Marine Corps Ammunition Accounting and Reporting System (MAARS). Only MILSTRIP transactions will be processed in MAARS. There will be no output from the supported activity to subsystem 04 (stores) of MUMMS. The MAARS at COMMARCORSYSCOM (AM) will produce all output to stores.

4. In some cases, the required output to MAARS may be compatible with the local activity's reconciliation requirements. Since the data and format prescribed for output in MAARS are mandatory, programming output concurrently in a format and content for local use may be desired.

4003. STOCK LEVELS

1. Where storage space and security permit, supported activities are authorized to stock ammunition on hand to satisfy the total annual projected training and the established Reserve/ contingency/security requirements.

2. Should decreased demands and/or other circumstances result in this quantity being exceeded, the overages may also be retained so long as the item is active; i.e., training issues are being made or demands are anticipated beyond the year in question.

4004. INVENTORY CONTROL

1. Frequency of Inventories. The frequency and conduct of inventories will be per chapter 3 of this Manual.

2. Adjustments. If a report of investigation is not used as the basis for the gain/loss adjustment, an adjustment will be prepared using the DoD Single Line Item Requisition System Document (DD Form 1348) described as follows:

a. An inventory gain/loss adjustment will be used to pick up/drop ammunition on the property records which previously was unaccounted for or discovered missing during a regularly scheduled periodic inventory. Each inventory adjustment increase/decrease will contain an explanatory note and will be approved by the CG or designated representative thereof.

b. A miscellaneous gain/loss adjustment will be used to record gains/losses on the property record not as a result of taking a physical inventory. The miscellaneous gain/loss adjustment must contain a complete explanation and must be approved by the CG or designated representative thereof.

3. Vouchering

a. Approval by the CG or the CG's designated representative is required on all adjustment vouchers.

b. If the CO appoints a designated representative, the appointment will be in writing; and the designee will be an officer in the chain of command between the CG and the officer responsible for the accounting of ammunition. The appointment letter will specify any adjustment voucher limitations. Paragraph 3021 of UM 4400-15 applies to signatures on all adjustment vouchers.

c. The voucher file will contain all adjustment documents, vouchered reports of investigations, and the missing, lost,

stolen, or recovered (MLSR) documentation (see chapter 9 of this Manual and MCO 4340.1). The file will be maintained in document number or document number within DoDIC sequence.

d. The voucher files will be retained per the retention guidelines contained in paragraph 0004, preceding, and SECNAVINST 5212.5.

4. Investigations

a. Losses and gains of ammunition are subject to an investigation under either of the following conditions:

(1) If the cause of such condition is not known.

(2) If required to relieve an individual of responsibility or to determine responsibility.

b. Investigations will be conducted per the JAG Manual, chapter II, and MCO P4400.150.

4005. DOCUMENT CONTROL REGISTER. Supported activities will establish and maintain a document control register to reflect those documents originated by the activity. This register will be utilized to preclude originating duplicate document numbers.

4006. TRANSACTION REPORTING. AUTODIN or MCDN will be used to the maximum extent possible to transmit data between the supported activity and the COMMARCORSYSCOM (AM) and, when appropriate, between the supported activity and the ICP of another service. The use of AUTODIN during "minimize" may be authorized.

4007. RECLASSIFICATION OF CLASS V(W) MATERIEL

1. Occasionally, class V(W) materiel fails to perform as designed. In these instances, a notice of ammunition reclassification (NAR) is published to apprise all users of appropriate restrictions on its use. MCO 8020.1 and MCO 8025.1 provide additional information on this subject.

2. Upon receipt of reclassification instructions or when it is determined or suspected that ammunition on hand may be hazardous to use, ammunition in stock will be segregated from other stock and conspicuously marked to preclude unauthorized issue.

4008. DISPOSITION OF RECLASSIFIED, SUSPENDED, UNSERVICEABLE, OR EXCESS AMMUNITION

1. Items determined to be excess to local requirements (normally items for which no requirement exists or is anticipated) will be reported to COMMARCORSYSCOM (AM) for disposition. Additionally, any items which have been reclassified to "no use" and whose continued storage at the ASP creates a storage problem will also be reported. Disposition requests should cite NSN/DoDIC, lot number, quantity, condition code, reasons for the request, and a statement concerning local capability of explosive ordnance disposal personnel to accomplish demilitarization.

2. Supported activities are authorized to dispose of unserviceable ammunition (field returns) turned in by supported units without recourse to HQMC, except materiel awaiting the results of an investigation (less those items considered too hazardous for storage).

a. The unserviceable materiel will be received into the inventory as a DIC D6_ transaction.

b. When the command is prepared to effect appropriate demilitarization, the materiel will be issued to disposal (DIC D7J), citing a DSSC activity-originated document number.

3. When inspection of the returned unserviceable materiel indicates that materiel was relegated to an unserviceable category due to mishandling, lack of packaging, and/or improper transportation, a request for investigation will be forwarded, per MCO P4400.150, to the command which returned the item(s). A copy of the request will be provided to the COMMARCORSYSCOM (AM). Sound judgment should be exercised in determining whether an investigation should be requested. For example, materiel rendered unserviceable due to being worn out in service or damaged in normal operations in the field does not require an investigation.

4. Small arms ammunition returned without lot identity (normally classified as unserviceable) which is otherwise serviceable can be returned to a usable condition if it can be determined that the returned cartridges were issued from a specific lot and the lot has not since been reclassified by NAR or local action. In these instances, assign the lot number from which the ammunition was originally drawn; and issue this ammunition to the next requisitioner from the parent command from which turn-in was received.

5. The supported activity should coordinate the collection and proper disposal of expended cartridge casings from end item users. Stockpiling of expended "brass" must be kept to a minimum and assets turned over to the local DRMO on a routine basis. Local SOP's must provide for proper screening prior to turn-in from the using unit to avoid any possibility of mixing live and expended ordnance.

CHAPTER 5

REPARABLE ISSUE POINT

CHAPTER 5

REPARABLE ISSUE POINT

5000. GENERAL INFORMATION

1. This chapter applies to intermediate-level RIP's, both automated and manual accounts, located in the operating forces; supporting establishments; MCLB's, Albany and Barstow; and those Marine Corps Reserve organizations assigned a RIP. The policy contained in this Manual does not pertain to consumer-level (e.g., CLD) RIP's. Policy for consumer-level RIP's is contained in MCO P4400.150.

2. Although RIP's are covered in this chapter, such activities are not exempt from adhering to applicable policies found elsewhere in this Manual.

5001. MISSION

. The mission of the RIP is to provide the sole source for direct exchange of secondary depot reparable (SDR) items and field level reparable (FLR) items (as published in the RIP catalog) in support of second, third, and fourth echelon maintenance.

5002. CONCEPT

1. RIP's are authorized and established by HQMC. Regardless of the number of RIP's established within each MEF, a single RIP asset posture will be provided for each command.

2. Each main RIP will normally have at least one sub-RIP. Sub-RIP's will be assigned a separate activity address code and have separate accounting records.

3. Sub-RIP's are normally established for geographically separated customers and/or deployed units.

4. The primary functions of RIP's are to:

a. Compute RIP allowances at least once annually and determine RO's within the RIP allowances.

b. Produce, at least annually, a RIP catalog for supported customers, major commands, CMC (LP), and MCLB's Albany and Barstow.

c. Requisition additional allowance and replacement assets.

d. Receive and distribute assets from supply sources and maintenance to fill customer back orders and RIP RO replenishment.

e. Return RIP items to depot maintenance activities (DMA) or to commercial vendors, as directed. SI-4400-15/3 applies.

f. Budget and manage funds required for RIP asset replenishment. This includes charging the customer for SAC 1 assets when there is no turn-in.

g. Control repair cycle assets between the user and the intermediate maintenance activity (IMA)/depot level. Although the RIP does not control the repair facility at the IMA, exchange, positioning, and disposition must be coordinated through the RIP.

5. The primary functions of RIP OIC's are to:

a. Allocate RIP RO within the total RIP allowance.

b. Inventory, identify, and redistribute RIP assets and excesses.

c. Maintain close liaison with supporting maintenance activities to ensure adequate RIP support.

d. Serve as the focal point within the command for command-wide SDR/FLR management responsibilities.

5003. CATEGORIES OF SECONDARY REPARABLES

1. Depot-Level Reparables

a. An SDR item is a depot level reparable item other than a PEI. These items have a Source, Maintenance, and Recoverability (SMR) Code of D or L.

b. SDR items meet at least one of the following criteria as determined by the COMMARCORLOGBASES:

(1) The item cannot be assembled in the field from finished parts authorized for supply system stockage.

(2) Rebuild at lower than fifth echelon is impractical or will adversely diminish the mobility or dilute the maintenance support capability of the FMF.

(3) Repair/rebuild requires skills, tools, test equipment, or facilities not available locally.

c. The COMMARCORLOGBASES identifies SDR items in the list of reportable items computed during the annual allowance recomputation process. During that process, 80000-series item identification (ID) numbers are used to identify SDR items and to distinguish them from FLR items.

d. SDR items are managed on a controlled item basis. When such an item is beyond the repair capability of lower maintenance echelons, it must be reported to the COMMARCORLOGBASES for disposition instructions per the guidance contained in MCO P4400.82.

2. Field-Level Reparables

a. FLR items (SMR Codes O, F, and H) are repaired by field maintenance activities. Repair is accomplished at the lowest echelon of maintenance authorized to effect the required action.

b. FLR items are condemned or disposed of at maintenance echelons below the level of the DMA indicated by the item's SMR code.

5004. AUTHORIZED STOCK ITEMS

1. The RIP is the sole stock point for all depot- and field-level reparables listed in the RIP catalog. FLR's not included in the RIP catalog will be obtained from the supporting SMU general account through normal requisitioning procedures.

2. The RIP account at each major command provides management responsibility for that command's asset posture of SDR and FLR items. Additionally, the OIC of the RIP exercises full accounting responsibility, maintains records, and performs issues and exchanges of controlled assets. Each RIP is independent of other RIP's; however, frequent communication between RIP's is encouraged. Such action allows improvements in operating procedures and disposition of excess materiel.

3. RIP's may preposition assets to support customer requirements. When assets are prepositioned, they are accounted for by the supporting RIP.

4. Requests for Management/Stockage of Reparables

a. RIP customers may recommend via letter that secondary reparables be managed/stocked by the supporting RIP. The following information should be required:

(1) Projected annual usage, justification for special allowance or mount out (if required), and equipment density supported by item.

(2) Combat criticality.

(3) Combat readiness impact.

b. The RIP OIC will evaluate each recommendation for inclusion in the next item review.

5. SMR Code Z

a. SMR codes are defined in UM 4400-71. The fifth position of the code indicates recoverability. If the fifth position of the SMR code is "Z," the RIP will not stock the asset.

b. Challenges to "Z" coded assets will be addressed to the COMMARCORLOGBASES per the procedures contained in the supporting system user manual. "Z" coded assets currently stocked may be retained pending response to the challenge.

5005. STOCK LEVELS

1. Per figure 1-1, the RIP's are authorized a maximum stockage objective equal to the sum of 60 days OL plus 30 days SL plus actual OST. Paragraph 1006, preceding, provides specific guidance in the assignment of SL's.

2. Authorized stock levels shall not be exceeded without specific authorization from the CMC (LPP).

3. RO computations will be computed per the supporting system user manual and will include actual RIP OST, resupply rate, repair cycle requirements, and SL.

4. During the annual allowance recomputation process, RIP OIC's will forward to the COMMARCORLOGBASES (via the chain of command) recomputed and all other authorized allowances for SDR items. This will facilitate central review and management. The RIP OIC's will ensure that all changes to allowances at the local level are forwarded to the COMMARCORLOGBASES for appropriate management action.

5006. ALLOWANCES

1. The total RIP allowance is a combination of RO, PWR allowances, special allowances, insurance levels, and provisioning allowances.

2. Reasons for Stockage. Reasons for stockage categories will be assigned each reparable per guidance contained in chapter 1 of this Manual and the following paragraphs:

a. RO. The RSC is SD.

(1) The RIP RO is computed at least on an annual basis for depot and field reparables and is comprised of operating level time (OLT), order and shipping requirement (OSR), SL, and repair cycle requirement (RCR).

(2) SL should include variances in demand, repair cycle time (RCT), OST, repair rate, and washout rate and will be assigned on the basis of the combat essentiality of the reparable.

b. PWR. The RSC is SW. The PWRMS may be loaded to a separate RIP account to enhance attainment of the PWRMR; and, when authorized, those stocks may be issued during deployment. PWRMR assets may be commingled with operating stock using the procedures specified in the supporting system user manual. The PWR portion of the RIP inventory must be readily identifiable, and issuance of PWR assets is to be strictly controlled. Each decision to issue PWRMS must be supported by a plan to promptly replenish the stock. PWR system requirements are specifically addressed in MCO P4400.39.

c. Insurance. The RSC is SI. Insurance items are considered a part of the operating stock held at the lowest unit level and are not duplicated in the PWRMR. Insurance items will not normally be stocked by RIP-supported units if the supporting RIP has demand-based stockage criteria for those items. Units that deploy without combat service support (CSS) would be possible exceptions to the preceding.

d. IIP. The RSC is SP.

(1) IIP allowances for SDR and FLR items in support of newly-introduced pieces of equipment are determined during the provisioning process. These IIP allowances will not be reduced during the course of the initial 2-year demand development period. The 2-year development period helps prevent premature redistribution/reutilization of RIP allowances based on no or low initial usage.

(2) If usage data obtained during the initial 2-year period is insufficient to merit stockage of the item on a demand basis, protection may be extended for a maximum of 1 additional year. If increased demands are experienced, the RIP allowances should be adjusted accordingly. However, such adjustments may

not cause the computed allowance quantity to drop below the IIP allowance quantity (until the demand development period expires).

(3) Upon expiration of the initial and any additional demand development periods, RIP allowances will be computed per instructions in the supporting system user manual.

e. Special. The RSC is SN.

(1) Special allowances will be approved/authorized by the major subordinate commander for a specified purpose, which may include the commander's specific authorization of insurance items that do not meet usage, stockage, or directed allowance criteria for combat readiness.

(2) Documentation authorizing special allowances will be maintained at the RIP for the duration of the special allowance and validated at least annually.

(3) Special allowances will be additive to RO.

5007. RETENTION LEVELS

1. Retention levels for reparable items will be per guidelines in chapter 2 of this Manual.

2. Serviceable SAC 1 assets which exceed economic retention limits should be returned to the SMU GA for appropriate action under the MRP. Repair of unserviceable SAC 1 assets in excess of retention limits is not authorized unless they are used to satisfy deficiencies elsewhere.

3. Unserviceable but economically reparable SAC 2 excesses will be reported to the COMMARCORLOGBASES prior to authorizing repair. Selected item redistribution may be directed by COMMARCORLOGBASES.

5008. REPLENISHMENT

1. RIP asset replenishment is required when allowance items are unserviceable and disposition is authorized, or when an issue is made without exchange. In such a case, the RIP is the only authorized requisitioner. Detailed procedures for asset requisitioning are provided in the supporting system user manual.

2. When field-level reparables cause the deadlining of combat-essential end items owned by an FMF using unit and the required repair parts have not been received within 30 days, RIP's are

authorized to requisition replacement nondepot reparables on a one-for-one basis until the required parts are received. Repair parts requisitions must have been placed on order with an NMCS indicator to warrant one-for-one replacement.

5009. SOURCES OF SUPPLY

1. Repair is the primary source of replenishment for SDR/FLR items and will be accomplished at the lowest echelon of maintenance authorized to complete the required repairs. When unserviceable items require repair, serviceable items are made available by exchange or rapid repair. A supply of reparable items, normally collocated with the designated repair activity, facilitates such replacement.

2. Unserviceable items are picked up on the RIP accounting records and turned in to the supporting IMA for repair. Economically reparable items which cannot be repaired at the IMA due to a shortage of requisite skills, facilities, or time are passed to the next higher maintenance echelon for exchange. An active repair program at all echelons of repair is vital to the effectiveness of the RIP program.

5010. ISSUE/EXCHANGE POLICY

1. The RIP's purpose is to exchange unserviceable items turned in by using units for serviceable like items on hand at the RIP.

2. When onhand does not exist, the customer's requirement will be back-ordered. Customers will be charged for all back orders for SAC 1 items when there is no turn-in. Semimonthly back-order validation is required between each customer and the RIP.

3. Customers will be charged for reparable exchanges (SAC 1) only when an issue is required without a turn-in.

4. Customers requiring a reparable item when a turn-in is not available will submit a survey letter to the RIP OIC stating why a turn-in is unavailable. If the survey exceeds $800 in value, the signature of the unit's CO is necessary. These letters will be retained at the RIP for 2 years.

5. Assets designated to support unreleased IIP projects are protected and cannot be issued until the specified level of attainment has been achieved or otherwise authorized by higher headquarters.

6. Defective Item Issue

a. Periodically, a defective item may be issued/exchanged inadvertently from a RIP. Two general categories of defects normally exist:

(1) Defects other than those associated with maintenance/repair.

(2) Defects as a result of maintenance/repair.

b. RIP OIC's should approve the exchange of defective assets (as a result of maintenance or repair) if the situation is identified by the owning unit within 5 working days of the original issue. Units operating on a reimbursable basis with the IMA will obtain IMA certification prior to conducting the exchange with the supporting RIP.

c. The RIP OIC may approve, on a case-by-case basis, exchange of defective assets identified after 5 working days from the date of issue.

7. The RIP will not accept FLR/SDR items for exchange unless required lower echelon maintenance has been performed, except for the following:

a. Repair of the defective item is beyond the authorized maintenance level of the owning unit.

b. When a deadlined PEI significantly degrades unit readiness and replacement of the defective item will result in a reduction of total deadline time.

c. Repair parts support has not been responsive (requisitioned items will not be received within 30 days), and the resulting delay will result in significantly degraded unit readiness.

d. The one-time repair cost exceeds the percentages specified in MCO 4710.8 and MCO P4400.82.

8. Organizational diagnosis will be performed on FLR/SDR items to the extent authorized, regardless whether replacement is elected. Usage data will be accumulated via history transactions for the repair parts identified. The usage recorded should be applied to general guidelines as follows:

a. If the required replacement/repair part is not normally stocked at the RIP, the usage will be applied to the PEI.

b. If the required replacement/repair part is stocked at the RIP, the history will be applied to the FLR/SDR to enable the RIP to benefit from the data.

9. Limited Technical Inspection (LTI)

a. The customer is responsible for ensuring an LTI is conducted prior to exchange of an asset with the supporting RIP.

b. Certain circumstances may prevent the preceding requirement from occurring. They include:

(1) Geographic limitations.

(2) Unavailability of resources, including:

(a) Maintenance shops.

(b) Trained technicians.

(c) Repair space.

(d) Appropriate tools and equipment.

(3) Inadequate echelon of repair authorized.

c. The MEF commander or designated representative thereof may waive the customer LTI requirement if factors exist such as those listed in paragraph 5010.9b, preceding. Waivers may be granted only on a case-by-case basis and must be executed in writing.

d. If the customer's LTI is waived, upon exchange (if intermediate repair capability is available), the owning RIP will ensure that an LTI is conducted by the IMA before repair. If no intermediate repair capability exists, the asset will be transferred to the succeeding echelon of repair.

e. LTI's will verify both serviceability and modification status of the item.

f. LTI procedures are addressed in the supporting system user manual.

10. Calibration. Due to the volume of assets exchanged and loss of visibility of serial numbers, RIP's are not responsible for ensuring owned assets are calibrated prior to exchange. TM 4700-15/1 provides detailed procedures for maintenance facilities to track assets for calibration purposes.

5011. INVENTORY REQUIREMENTS. Inventory frequency, research of potential or actual physical inventory adjustments, and vouchering policy will be accomplished per chapter 3.

5012. EVACUATION POLICY

1. Field-Level Reparables

a. Repair of FLR's is accomplished at the lowest echelon of maintenance authorized. FLR items are evacuated for fifth echelon repair only under exceptional circumstances and only after the specific approval of the COMMARCORLOGBASES.

b. When the estimated repair cost (ERC) exceeds 65 percent of the SUP, RIP's are authorized to initiate disposal.

2. Depot-Level Reparables

a. When the ERC does not exceed 40 percent of the SUP, repair of depot reparables is accomplished at the lowest echelon of maintenance authorized to effect repairs.

b. If repairs require fifth echelon capability or the ERC is between 41 and 65 percent of the SUP, the item is either automatically evacuated to a fifth echelon facility or disposition instructions are requested from the COMMARCORLOGBASES per MCO P4400.82.

c. When SDR items meet the criteria for repair at the field maintenance level but cannot be repaired there, a recoverable item report (DIC WIR) is submitted to the COMMARCORLOGBASES per MCO P4400.82.

d. SDR items which meet the criteria for repair at field maintenance facilities, but which cannot be repaired due to lack of repair parts, are reported to the COMMARCORLOGBASES when this situation results in the involuntary deadlining of combat-essential equipment.

5013. MISCELLANEOUS

1. Interservice Support. The RIP will support requests for FLR and SDR exchanges from other collocated DoD service components. Reimbursement for average repair costs will be obtained at the time of exchange. For issues without exchange, actual replacement cost will be reimbursed. Specific procedures are in the supporting system user manual.

2. Discrepancies in Shipment. Instructions for processing unacceptable, damaged, short quantity, or excessive quantity are contained in MCO 4430.3.

3. Modification. Modification status must be provided by maintenance activities for reparables returned.

a. LTI's for modification will be conducted for all reparables for which positive modification status cannot be determined.

b. Assets awaiting modification will be returned to the RIP under Condition Code D until issued to modification or accepted voluntarily by a customer.

c. Automatic issue of Condition Code D assets will not be made. Unmodified assets will only be issued if a customer is willing to accept them. Coordination to achieve the modification then rests between the owning unit and the maintenance facility.

d. Automatic notification of assets placed in Condition Code D will be provided to customers with the highest priority back orders resident, with an optional "default-to-lower-priorities" function provided to the RIP OIC if customers with higher priorities do not wish to get unmodified assets to fill their requirements.

e. TI-5600 will provide NSN's and ID numbers of reparables involved in a modification.

4. Commercial Vendor Repair Status Report

a. The COMMARCORLOGBASES will provide, on a quarterly basis, a report listing the current status of all items held by commercial vendors for repair under the "repair and return" program. This report will be provided for reconciliation purposes to each unit owning SDR's or FLR's which, due to the nature of the repairs required to return the item to service, require repair by a commercial vendor.

b. Upon receipt, the unit will accomplish the required reconciliation per the accompanying cover letter and the applicable supporting system user manual. The reconciliation will be completed, and the report will be annotated and returned under cover letter to the COMMARCORLOGBASES (Code 841-2) within 30 working days from the date of the cover letter.

CHAPTER 6

CLOTHING

CANCELED VIA MCO P10120.28G

CHAPTER 7

PETROLEUM AND RELATED PRODUCTS/COAL

CHAPTER 7

PETROLEUM AND RELATED PRODUCTS/COAL

7000. GENERAL INFORMATION. The purpose of this chapter is to provide policy for the management of bulk petroleum and related products/coal. This chapter applies to all intermediate-level activities which receive, issue, and store bulk and packaged petroleum and related products/coal.

1. When a service station operation is not under control of the DSSC activity, the agency that affects "service station" type operations will be considered the intermediate-level issue activity.

2. Tanks that hold heating fuel and are directly connected to a building heating system are not considered DSSC activity storage tanks.

3. This chapter combines and supersedes policy currently contained in MCO P4400.76A, MCO 4400.170, and MCO 10340.19A.

7001. MISSION. The mission of Marine Corps petroleum storage and service facilities is to ensure the effective management, control, security, and accounting of petroleum and related products/coal until issued to authorized customers. When petroleum and related products/coal are issued by the intermediate-level activity to a consumer-level activity for subsequent storage and/or distribution, the receiving activity shall assume responsibility for the effective management, control, security, and accounting for those items.

7002. STOCK LEVELS

1. Stockage Objective

a. Intermediate-level activities are authorized a maximum stockage objective equal to the sum of 60 days OL plus 30 days SL plus actual OST/PLT. See paragraph 1006, preceding, for specific guidance in the assignment of safety levels.

b. Authorized stock levels shall not be exceeded without specific authorization from the CMC (LPP).

2. Retention Level. A retention level of 12 months of stock above the RO is authorized.

7003. REQUISITIONING AND SUPPLY SOURCE. Requirements for both bulk petroleum, oil, and lubricants (POL) and coal will be identified per DoD 4140.25-M and MCO 4215.47. Identified requirements for bulk POL will be procured per the Defense Logistics Agency (DLA) contract bulletin issued by the Defense Fuel Supply Center (DFSC), Cameron Station, Alexandria, VA. Requirements for coal will be procured from applicable DLA contracts.

7004. ACCOUNTING RECORDS

1. Accounting records will be established for all fuels stored in storage tanks, containers, and mobile refuelers.

2. All receipts, issues, and adjustment transactions will be posted to the accounting records in a timely manner. Supporting documentation must be maintained in completed transaction/voucher files to support receipts, issues, and adjustments.

3. Each storage tank, service station, and mobile refueling unit is to be established, maintained, and managed as a separate entity. Individual local records of receipts, issues, and gain/loss statements are to be maintained for each fuel dispensing point. These local records are required as supporting documentation to adjust the primary accounting records maintained by the command/unit/facility and serve to readily identify conditions where investigative action or repairs may be necessary if unacceptable/unexplainable variances occur in stock levels.

7005. ISSUES

1. Fuel will normally be issued to end use only through a metered device.

2. Credit cards, vehicle numbers, or serially-numbered local forms are appropriate controls to assure that an issue is limited to authorized customers. Strict controls over issues into other than end use equipment should be established; i.e., portable containers used for delivery to stationary equipment.

7006. SECURITY/QUALITY CONTROL

1. Adequate security must be provided for tank openings and dispensing equipment during nonoperating hours; lock-and-key security should be provided.

2. Controls must be established for the entrance and departure of petroleum tank trucks from the installation.

3. A separation of functions between personnel responsible for the physical custody and control of fuels and personnel responsible for document verification, recording, and accounting controls must be effected to prevent conflict of interest.

4. Fuel receipts and issues will be monitored, certified, and verified by appropriately trained personnel.

5. All above ground tanks and refueling tankers will be checked at least weekly for structural integrity and inventory maintenance. To the maximum extent possible, all tanks will be purged of water/contaminates during the inspection. Contaminates will be disposed of per current DoD policy and procedures relevant to hazardous wastes.

6. Metering equipment (i.e., fuel metering devices) must be calibrated, storage tanks checked for tilt or contamination, and pressure checks performed at least annually and/or whenever a frequent error factor or unexplainable inventory variance is noted. Specific guidance is contained in MIL-HDBK-201 for the maintenance of fuel dispensing activities.

7. Procedures must be established to account for and properly dispose of contaminated fuels.

8. Strapping charts must be developed and on hand for each tank to facilitate and ensure the accuracy of gauging the tanks.

9. It is the responsibility of those activities storing, issuing, and consuming fuels to exercise due caution to maintain the materiel suitable for use as prescribed in MIL-HDBK-200.

a. Bulk petroleum products should be sampled and tested upon receipt, periodically while in storage, and upon issue (if deemed necessary). The frequency of testing each product is specified in MIL-HDBK-200.

b. Receiving tests are not necessary on packaged petroleum products, provided the containers are externally satisfactory and the markings adequately identify the products. The frequency of testing each product is specified in MIL-HDBK-200.

c. Quality control inspections as enumerated in MIL-HDBK-200 will be accomplished for fuels held at the intermediate-level activity.

d. In the event contamination is suspected or visual and/or water content inspections at the consumer-level indicate further testing is required, such tests will be coordinated through the supporting intermediate-level issue activity.

7007. INVENTORY CONTROL

1. Operating Variances and Tolerances

a. Quantities of products lost or gained through normal operations are called operating variances. Such variances are caused by evaporation, temperature change, minor unmeasurable leaks or spills, and handling. Some loss or gain of fuel is expected during the normal course of business because of volumetric change due to temperature and evaporation during storage and loss during loading, discharging, pipeline blending, etc.

b. Tolerance factors are established as a management tool to highlight levels of unexplained gains/losses which require additional management attention. Unexplained gains/losses above the tolerances indicate possible problems in materiel handling (i.e., leakage), internal control procedures (i.e., theft), etc., which require review for corrective action. The term "allowable" and the associated factors are not to be construed as the quantity authorized for adjustments. Rather, inventory reports and receiving documents, etc., will be adjusted by only that quantity which is actually lost or gained. The following tolerance criteria will be used in determining whether a gain or loss requires additional management action:

Tolerance Criteria

Type of Bulk Fuel	Intransit	Storage
Aviation and Motor Gas	0.5%	0.5%
Jet Fuels and Diesel Fuel	0.5%	0.25%
JP4 Only	0.5%	0.3%

c. When the total operating variance of a bulk petroleum product due to unexplained gains/losses exceeds the storage tolerance criteria, appropriate causative research must be conducted and documented to ascertain causes and possible corrective action. As a good management practice, losses within the allowable tolerance but inconsistent with past gain/loss experience should also be researched by the responsible officer/property administrator.

d. Calculation of Gain/Loss Percentages. Storage gain/loss percentage is derived by dividing the quantity gained/lost for the month (difference between book and physical inventory) minus positively explained gains/losses by the sum of the beginning inventory, receipts, and internal system gains

(regrading, downgrading, or additive injections). Multiply the result by 100 to convert the decimal to a percentage gain/loss.

2. Frequency of Inventories

a. Working tanks (to include mobile refuelers) containing fuel products will be inventoried at a minimum of once a week (7 days) or more often if required or directed.

b. For all inventories, remove and annotate the amount of water removed on all inventory records.

c. Cumulative register numbers from each dispensing pump will be recorded at the beginning and end of each working day. In the event of a 24-hour workday, tank gauging and recording of register numbers should always be verified at the same time. This information, in addition to the total gallons of fuel received from vendors/suppliers and the total gallons of fuel issued during the working day, will be recorded on a daily basis to permit a rapid means of determining gains/losses. These results will be reviewed and certified by a responsible individual; i.e., DSSC activity issue point manager.

d. Inactive tanks will be checked at least once per week for structural integrity and inventory maintenance.

e. A physical inventory of Marine Corps-owned bulk petroleum products will be accomplished by the responsible/accountable officer for each type/grade stocked reflecting the inventory as of the last working day of the month.

3. Volume Correction

a. Measured volumes of bulk petroleum products, other than residual fuels, which equal or exceed 3,500 gallons will be corrected to 60oF. Measured volumes of such fuels which are less than 3,500 gallons are to be determined on an actual volume basis without correction of temperature.

b. Local commanders in geographic areas where ambient temperatures are either consistently above or consistently below 60oF may elect and are authorized to correct all measured volumes of Government-owned fuel products to 60oF. This alternative is not authorized for petroleum product deliveries of less than 3,500 gallons to Marine Corps installations when supplied by commercial contractors. All deliveries of bulk residual fuels, regardless of quantity, will be corrected to 60oF. Bulk quantities of POL requiring volume correction will be corrected using tables 35 and 36 of ASTM-D 1250.

4. Inventory Reconciliation

a. Commanders will ensure that inventory reconciliations are accomplished at the time of the inventory for issue activities where fuel issues and receipts are made. The inventory date and time, supporting receipt and issue documents, along with any required explanations, will be verified.

b. Each activity receiving and dispensing fuels will prepare a weekly statement (with supporting documentation enclosed or referenced) for each POL issue point to identify gains/losses by line items and associated causes. The purpose of this weekly statement is to provide management visibility of real or potential fuel adjustments.

c. Periodic audits of operations and inventory counts are to be accomplished and documented by the responsible officer during each month to authenticate documentation.

d. A monthly reconciliation will be accomplished in conjunction with the monthly inventory to adjust the primary accounting records.

5. Vouchering Gains/Losses. Research of potential or actual physical inventory adjustments and vouchering policy will be accomplished per chapter 3. If cumulative differences (gains and losses) in a calendar month are in excess of tolerances stipulated in paragraph 7007.1b, preceding, appropriate causative research must be done by the responsible officer and results explained in writing.

7008. DETERMINATION OF FUEL ALLOCATION PRIORITIES

1. During periods of international tension or limited war, disruption of procurement, supply, and distribution of petroleum products may result in POL deficiencies. When a Marine Corps activity is unable to obtain delivery of petroleum products, either under local purchase authorization or through a DFSC contract, the following areas will be closely examined to resolve the problem at the local area:

a. The validity of the requirement.

b. The ability to satisfy the requirement locally by diversion from less critical requirements.

c. The use of substitute fuels.

d. The ability to purchase from alternate local sources.

2. If the activity cannot resolve the problem using the aforementioned procedures, it will advise DFSC or the cognizant DFSC field office (for DFSC-funded contracts only) of the problem by message (information copies to the CMC (LPP and LC)).

3. For additional information, see chapters 14 and 15 of DoD 4140.25-M.

7009. SPECIAL INSTRUCTIONS FOR COAL

1. Stockage Criteria. Stock levels (except for heating and powerplants) will be established and maintained based on usage history, command judgment, and the storage capabilities of the activity concerned. MCO 11370.1 cites specific storage levels for heating and powerplants. Local controls are to be established to ensure that excessive quantities are not being stockpiled.

2. Accounting records will be established for all coal products by assigning NSN's/LSN's, as appropriate. Issues, receipts, and adjustments will be posted to the accounting records in a timely manner.

3. Inventories of coal products will be accomplished on a semiannual basis and subsequently reconciled with the primary accounting records.

4. Local procedures are to be developed to accomplish the following:

a. Provide for the inspection of all deliveries to ensure the quality and quantity of the product are as specified in the delivery order or applicable DFSC contract.

b. Establish standardized inventory procedures to determine the volume of coal being stored.

c. Establish procedures to ensure the accuracy of all issues.

7010. REQUEST FOR WAIVERS. Requests for waivers required for commands/units whose geographic location, physical constraints, or other unique circumstances prevent full implementation of the procedures in this chapter will be forwarded to the CMC (LPP) on a case-by-case basis.

CHAPTER 8

SUBSISTENCE

CHAPTER 8

SUBSISTENCE

8000. GENERAL INFORMATION. This chapter provides policy for the management of subsistence; applies to all intermediate-level activities which receive, issue, and store subsistence items; and supersedes policy contained in MCO P4400.76A.

8001. MISSION. Intermediate-level activities which manage subsistence assets maintain planned prepositioned requirements of perishable and semiperishable food commodities to meet customers day-to-day demands. Close liaison with supported customers in the determination of requirements and issuance of subsistence items is essential to the effectiveness of supply support provided.

8002. FUNCTIONS. Intermediate-level activities responsible for the management of subsistence assets will:

1. Maintain updated inventory files and collateral records.

2. Establish a receipt control file, daily transaction register file, and listings of planned customer requirements.

3. Prepare daily input transactions for updating inventory files and collateral records.

4. Requisition subsistence items, based on customer planned requirements.

5. Maintain close liaison with the supported base food service officer to assist in the determination of future requirements; i.e., special buys, forced issues, etc.

6. Receive output status and make sound management decisions based on the information contained in the output; and, in the case of requisitioning, known requirements by using units will be utilized.

7. Receive and process the documentation required to update inventory and management files.

8. Take proper corrective action on all error and exception data created from daily output.

9. Initiate file maintenance to ensure the information on the records is correct.

10. Inspect subsistence items in storage for deficiencies and prepare necessary documentation.

11. Maintain a rotation system to eliminate spoilage.

8003. STOCKAGE LEVELS

1. Perishable subsistence items are authorized a 30-day OL, actual OST/PLT, and no SL. Semiperishable subsistence items are authorized a 30-day OL plus a 15-day SL plus actual OST/PLT. Figure 1-2 applies.

2. The inventory limits imposed by paragraph 8003.1, preceding, may be exceeded by:

a. Monetary value of forced issue "B" ration components on hand at the time of inventory.

b. Monetary value of subsistence items which were requisitioned to support anticipated personnel input.

8004. PLANNED REQUIREMENTS AND REPLENISHMENT

1. It is the responsibility of the requisitioning activity to request subsistence items. As required, they must ensure that any changes in personnel or requirements be immediately forwarded to the intermediate-level source of supply for updating of planned requirements.

2. Replenishment of semiperishable subsistence items will be furnished by the Subsistence Division at DPSC, Philadelphia, PA. DPSC also furnishes guidance periodically for all activities that procure perishable subsistence items from DPSC regional headquarters. See MCO P10110.14 for additional information on sources of supply for subsistence items.

8005. RECEIPT CONTROL

1. Per paragraph 1009.5, preceding, procedures will be established to ensure efficient, accurate, and timely receipt control.

2. Receipt, issue, and inventory by average case weight are permissible when subsistence items (e.g., meat products) are shipped and billed by the wholesale source of supply using average vice actual case weight.

8006. ISSUE PRIORITY/CONTROL

1. Perishable Subsistence

a. All shipments should be segregated and marked in a manner to ensure that the oldest lots are issued first, except when it may become necessary to issue a lot quickly to avoid loss by spoilage or when another lot of the same commodity is in a better condition for continued storage.

b. Odd lots of chilled or frozen subsistence should not be allowed to accumulate in storage rooms but should be issued promptly or surveyed if unfit for use. Frozen products will not be accepted in a partially thawed condition nor will such products be refrozen after having been defrosted.

2. Semiperishable Subsistence. Shipments should be segregated and clearly marked so that the oldest lots, as packed and not as received, are issued first, unless the newer lots show evidence of deterioration or spoilage.

3. See paragraph 1009.6, preceding, for additional issue control requirements.

8007. INVENTORY REQUIREMENTS. A complete inventory of all subsistence assets will be conducted at least semiannually or more often if required or directed. Inventory and vouchering requirements are detailed in chapter 3.

8008. STORAGE

1. Perishable Subsistence

a. General. All chilled and frozen subsistence is highly perishable and subject to rapid deterioration when improperly stored. Storage at temperatures which are too high or too low, under unfavorable conditions of humidity, and in the absence of proper air circulation in unsanitary storerooms will result in rapid spoilage and eventual loss of product. Most spoilage of chilled and frozen subsistence is caused by micro-organisms, and the contamination spreads rapidly from the decayed items to the surrounding subsistence. Therefore, frequent inspection while in storage, followed by sorting and removal of the decayed items, is basic to maintaining products in top condition and in keeping losses to a minimum.

b. Air Circulation. Along with proper temperature and humidity, air circulation in a storage room is an important factor in the proper storage of chilled and frozen stored

subsistence. This is facilitated by stacking the products on pallets in such a manner that will provide a 4-inch wall clearance, 2-foot ceiling clearance, and sufficient working aisleway. Generally, when the recommended temperature in all parts of the refrigerated space is uniform and is maintained within the stacks in the freezer space, the circulation of air may be considered adequate.

c. Storage Compatibility. Although it may be necessary to store various fresh fruits and vegetables together, there are some products which should be separated whenever possible. See DoD 4145.19-R-1 for perishable subsistence compatibility groups.

d. Storage Life

(1) General. Storage life is the total elapsed time from date of pack to date of issue for immediate consumption. The approximate storage life provided in DoD 4145.19-R-1 for frozen and chilled perishable subsistence is the best estimate of expected life, based upon experience gained through subsistence procured and stored per applicable specifications and regulations. Specific lots of subsistence may be expected to show signs of quality loss within plus or minus 20 percent of the times listed. Therefore, procedures will be established to provide surveillance from time of receipt until the subsistence is issued. The frequency of inspection should be established through actual experience with various products and as prescribed in pertinent military publications.

(2) Frozen Perishable Subsistence

(a) Storage temperature for all frozen subsistence shall not exceed 0oF.

(b) In no case should a product received in a thawed state be refrozen for storage. Thawing will reduce the average storage life of most frozen subsistence items below the desired economical storage period.

(c) The nature and condition of the packages are important factors which influence storage life expectancy. A program should be established to reseal or repackage all damaged frozen cargo before it is stored or shipped.

(3) Chilled Perishable Subsistence. Chilled storage is generally within a temperature range of 32oF to 35oF. DoD 4145.19-R-1 provides additional information on chilled storage of perishable subsistence.

2. Semiperishable Subsistence

a. General. Semiperishable subsistence refers to food items that are canned, dried, dehydrated, or otherwise processed to the extent that such items may, under normal conditions, be stored in nonrefrigerated spaces. While semiperishable subsistence is not nearly as susceptible to spoilage as perishable subsistence, spoilage can and will occur if the products are mishandled, improperly stored, or stored for excessive periods of time. It is important to remember that the length of storage should be based on the date of packing and not on the date of receipt.

b. Storage Precautions. Careful, correct storage methods not only prevent damage to items in storage, but assure speed and efficiency in the receipt, handling, and issue of such items. Accordingly, the following storage precautions should be taken to ensure maximum effectiveness and efficiency:

(1) Items will not be stacked so high as to cause a bursting or crushing of the bottom layers, or exposure of top layers to higher temperatures more prevalent near the ceiling or overhead.

(2) Stacking in close proximity to steam or other heated pipes shall be avoided.

(3) Pallets will be used to raise subsistence off the floor and individual lots piled in such a way to permit the circulation of air around the lots. All items should be properly cross stacked to keep the stack solid and prevent it from toppling.

(4) Bagged items should not be stored in large masses in corners of the storeroom or directly against the walls. Such storage leaves insufficient room for cleaning and inspecting.

c. Storage Life

(1) General. The safe storage period for semiperishable subsistence items varies greatly, depending on such elements as temperature, humidity, care in handling, protection from weather, quality of food when received, and the packing. Consequently, table 5-8, "Dry Storage of Semiperishable Subsistence," in DoD 4145.19-R-1 should be used only as a guide. This table is based on the optimum rather than the maximum storage life.

(2) Overaged Stock. The fact that subsistence is received or has been on hand older than the limit of the "safe" storage period does not mean that the subsistence is unfit, undesirable, or should be surveyed. Rather, the subsistence should be inspected carefully for spillage, leakage, or other

damage and, if still good, issued as soon as practicable. Such items will be given priority of issue over newer stocks.

(3) Spoilage. All foodstuffs are subject to varying degrees of natural deterioration. It should not, however, be confused with the action of micro-organisms, chemical agents, or outside agents. Aggressive management action should be undertaken to prevent unnecessary losses from such factors as:

(a) Insects (roaches, flies, weevils, and moths).

(b) Rodents (rats and mice).

(c) Freezing.

(d) Heat (high temperature).

(e) Excessive moisture (humidity).

(f) Inadequate ventilation.

(g) Light.

d. Refer to DoD 4145.19-R-1 for additional information relative to the storage of semiperishable subsistence items.

3. Infestible Materiel

a. All storage areas containing infestible materiel shall be maintained in such a manner as to assure that a high degree of sanitation is achieved. Spilled food, waste/packing materiel, lumber, or other debris will be cleaned up and disposed of prior to the end of each workday. In no case shall such spills or trash be allowed to exist within a storage area in excess of 24 hours.

b. All infestible materiel will be stored in the following manner:

(1) In a single section or isolated to the maximum extent possible to allow for the concentration of pest management procedures.

(2) Stacked away from all walls a minimum of 24 inches with inspection/control aisles of not less than 24 inches maintained between each three stacks/rows of infestible items. No three-stack groupings will combine items produced under different contracts. These spaces are essential for the proper inspection of the materiels for infestation and in-place fumigations, if necessary.

8009. TRANSFER OF SUBSISTENCE ITEMS. Subsistence items may be transferred to commissary stores for resale. Sales will be made only when items can be spared without unduly reducing the quantity and quality available for general mess issue. For further detailed instructions, see MCO P10110.14.

8010. RETURN OF EXCESS

1. Subsistence items may be returned to stock at the intermediate-level source of supply by using units under the following circumstances:

a. Items are excess to requirements.

b. When directed to do so by higher authority.

2. No items will be accepted for return unless the item constitutes a full standard pack.

3. When appropriate, inspection and certification of subsistence items by the local veterinarian are required prior to acceptance by the DSSC activity.

4. The reduction of excesses through menu changes or intermessing between dining facilities is encouraged to reduce the amount of subsistence items returned to the DSSC activity.

5. Additional information concerning return of assets is contained in paragraph 2003, preceding.

CHAPTER 9

MISCELLANEOUS SUPPLY MANAGEMENT TOPICS

CHAPTER 9

MISCELLANEOUS SUPPLY MANAGEMENT TOPICS

9000. GENERAL INFORMATION. Special situations may require inventory control procedures other than those prescribed by this Manual and by other HQMC directives. Proposed procedures to meet such situations will be submitted to the appropriate user manual sponsor.

9001. GAS CYLINDERS

1. Accounting. Cylinders, whether filled or empty, will be carried on the ICR under the applicable stock numbers and SUP's for empty cylinders. The contents of the cylinders will be carried under the applicable stock numbers and SUP's for the materiel.

2. Issues

a. The normal issue of the contents of gas cylinders includes an exchange of serviceable cylinders; e.g., an empty cylinder for a full cylinder. In such issues, the requisitioner/customer is only charged for the contents of the cylinder; and the ICR reflects the issue of said contents. The returned cylinder is refilled and returned to inventory.

b. In those cases where a serviceable cylinder is not available for exchange, the customer will be charged the SUP for a cylinder and its contents. The ICR will be adjusted to show the issue of both a cylinder and the contents.

3. The intermediate-level activity may elect to purchase empty cylinders for use as spares to ensure the timely replacement of cylinders damaged or rendered unserviceable during the normal course of business. In these cases, the cylinders will be purchased with O&MMC funds and accounted for on an ICR separate from cylinders purchased through the stock fund. Such assets will not be capitalized into the stock fund.

4. Cylinders may be designated as locally controlled.

5. For additional information, see MCO 10330.2.

9002. INVESTIGATIONS. The policy contained in MCO P4400.150 will be used to conduct investigations.

9003. MISSING, LOST, STOLEN, OR RECOVERED (MLSR) GOVERNMENT PROPERTY

1. The following types of Government property are reportable under the MLSR reporting program:

a. All arms, ammunition, and explosives (AA&E) and similar incendiary or destructive devices regardless of value. Quantities which require an MLSR message report are set forth in MCO 4340.1.

b. Retail supply system stock in the distribution system under control of Marine Corps components for ultimate sale or issue to users.

c. All Government property other than supply system stock, regardless of dollar value. Marine Corps property items include:

(1) Marine Corps-funded accountable and allowance items.

(2) Nonappropriated fund items, including resale items.

(3) Foreign or captured items.

(4) All other property, regardless of ownership, which is legitimately in custody of the Department of the Navy.

2. Intermediate-level activities will report all MLSR incidents involving AA&E, sensitive items (i.e., precious metals, drug abuse items, hazardous items, etc.), and Government property other than supply system stock per MCO 4340.1.

3. Intermediate-level activities are required to report significant losses of supply system stock when both the following conditions are met:

a. The loss is in excess of $10,000 per line item.

b. Evidence of negligence is of such a magnitude that the commander feels the chain of command to HQMC should be appraised of the situation via an MLSR message report.

4. See MCO 4340.1 for additional information on MLSR reporting requirements and procedures.

9004. SUPPLY SUPPORT OF CRYPTOGRAPHIC EQUIPMENT

1. An operating level will be maintained only in support of an authorized support cryptographic site (SCS). Stockage level

criteria established for the GA will be used to support allowance change requests.

2. Cryptographic repair parts/reparables will be managed in the Marine Corps Supply System per the provisions of this Manual and the supporting system user manual, and the Communications Security Materiel System per the Department of the Navy Communications Security Materiel System Manual (CMS 4). Neither system has precedence; the requirements of both systems must be met.

9005. TRANSFER OF PROPERTY TO FOREIGN GOVERNMENTS. Appropriate accounting instructions for the transfer of Marine Corps property to foreign governments will be furnished by HQMC. MCO 4920.1 provides appropriate guidance.

9006. MANAGEMENT OF PART-NUMBERED ITEMS

1. Background

a. Requirements for items without NSN's should be limited and then only to solve unusual maintenance problems. Procedures implemented in the management of part-numbered items should emphasize the use of local and system sources of supply to improve supply responsiveness while at the same time ensuring that historical demand data is captured for equipment/supply management purposes.

b. Because of low demand, tool-up costs, and excessive administrative costs, acquisition costs are high for non-NSN items when procured in typically small quantities of one or two each. It is recommended for recurring demand non-NSN items that consideration be given to requisitioning a quantity sufficient to allow for NSN assignment in order to secure a more economical unit price. Consideration should also be given to the fact that the lead time of non-NSN items tends to be directly proportional to the age of the equipment requiring the part.

2. Source of Supply

a. JZ Program

(1) The JZ Program is a unique approach for obtaining part-numbered items for selected end items. Under the supervision of the Defense Construction Supply Center (DCSC) contract administration office, the goal is to quickly acquire hard-to-get items and reduce lead times.

(2) In general, the end items supported under the JZ Program are commercial vehicles or "militarized" commercial vehicles. The JZ Program is divided into three broad categories and assigned project codes as follows:

(a) JZC. Commercial construction equipment; e.g., back hoes sold by International Harvester, J.I. Case, and Ford.

(b) JZM. Commercial materiel handling equipment. This category includes tow tractors, mechanized elevators, and other equipment.

(c) JZO. Commercial administrative vehicles; e.g., sedans manufactured by Chevrolet, Chrysler, Dodge, Ford, etc. This category includes pickups, nontactical firetrucks, and other vehicles.

(3) Requisitions for part-numbered repair parts for commercial construction equipment (JZC), commercial vehicles (JZO), and materiel handling equipment (JZM) will be submitted to the DCSC, Columbus, Ohio. To receive JZ support, the appropriate JZ project code must be entered on the requisition. See the supporting system user manuals for more detailed information on the DLA-sponsored JZ Program.

b. Part-Numbered Requests Other Than JZ Program Items

(1) Requisitions for critical nonsystem items (i.e., combat deadlining, mission impairing, and safety hazard) for combat-essential equipment will be forwarded to the COMMARCORLOGBASES (Code 820) for procurement and evaluation for NSN assignment based upon system-wide usage. Local purchase is authorized if the exact part number or authorized military specification substitute is available and/or the requirement cannot be satisfied through normal channels to meet operational needs. If local purchase is utilized, a request for NSN assignment/adoption should be forwarded to the COMMARCORLOGBASES (Code 850) per paragraph 9006.6 of this Manual and MCO 4410.9.

(2) Requisitions for noncombat-essential equipment or noncritical part-numbered items for combat-essential equipment (i.e., not mission essential or safety related) should be satisfied through local purchase using local purchasing capabilities, in compliance with the Federal Acquisition Regulations and other pertinent orders.

(3) When local purchase of an item cannot be effected due to nonavailablility or is beyond the local contracting capability, the requisition will be submitted to the COMMARCORLOGBASES (Code 820).

3. Assignment of Local Stock Numbers (LSN)

a. The cost of processing part-numbered requisitions (e.g., researching technical data, finding a supplier, awarding a contract, assigning an LSN, etc.), in terms of both man-hours and funding, is high. Extreme care must be taken by the intermediate-level activity assigning LSN's to avoid the following common errors:

(1) Incorrect manufacturer's code and/or part number.

(2) Incomplete or incorrect information; e.g., publication, publication date, page number, model number, serial number, etc.

(3) Failure to thoroughly research a part number for an NSN already assigned.

(4) Failure to verify that a part-numbered item qualifies for JZ processing based on the end item application.

b. When a locally-managed or -procured item is requisitioned from any source outside of the Marine Corps, an NSN cannot be determined by screening the master cross-reference list, and the item meets the NSN assignment criteria contained in MCO 4410.9, the intermediate-level activity will assign a 13-digit LSN.

c. The assigning activity will ensure the following is accomplished during the assignment of the LSN:

(1) The first four digits will be the appropriate FSC.

(2) The next two digits will be the appropriate national codification bureau code (NCBC). For LSN's assigned after 31 March 1975, the NCBC will be "01."

(3) The next digit will be an alphabetic character denoting the assigning activity. MCO 4410.9 contains information on the assignment of the alphabetic character.

(4) The remaining six digits will be serially assigned; e.g., 00-0001, 00-0002, etc. This serial assignment, combined with the appropriate alphabetic code, will ensure that each item assigned an LSN has its own unique nine-digit number without regard to FSC. If the wrong FSC is assigned, the national item identification numbers (NIIN) would still identify the unique item. This method of stock number assignment parallels the assignment of NSN's and their associated NIIN's.

d. See MCO 4410.9 for specific guidance in the assignment of LSN's.

4. Retirement of LSN's. An item which has an LSN assigned will be retired from the inventory when no assets are on hand or on back order and no usage data has been experienced for 12 months. All documentation and records should be annotated as "This LSN no longer in use."

5. LSN Catalog. The assigning activity shall publish a catalog of manufacturers' part numbers cross-referenced to LSN's for use by customers. The catalog should be in two parts so that part numbers can be referenced to LSN's and LSN's referenced to part numbers. These catalogs should include nomenclature and descriptions of the items of supply.

6. Request for NSN Assignment/Adoption

a. Each intermediate-level activity which assigns LSN's will forward a request for assignment/adoption of NSN's, per instructions contained in MCO 4410.9, to the COMMARCORLOGBASES (Code 850) for action.

b. The request will be completed by the COMMARCORLOGBASES and returned to the originator within 75 days of receipt. Assigning activities will ensure that appropriate followup action is undertaken on all outstanding NSN assignment requests.

(1) The COMMARCORLOGBASES will screen requests from each intermediate-level activity to ensure, to the maximum extent possible, that requests for NSN assignment from different activities for the same item are consolidated.

(2) If NSN assignment must be requested from the Defense Logistics Services Center (DLSC), or if registration of Marine Corps interest is required by a military service or DLSC, the response from the COMMARCORLOGBASES should indicate the anticipated date that action will be completed. Appropriate followup action will commence 15 days after that date.

c. The COMMARCORLOGBASES will compile and distribute a consolidated quarterly nonsystem item (NSI) file which will include all Marine Corps-level NSI's.

d. When a locally-managed or -procured item is received from another service or agency with an assigned NSN, or the COMMARCORLOGBASES identifies a system NSN, the item will be identified by that NSN. Intermediate-level activities will ensure that future requests for a part-numbered item assigned/ cross-referenced to a system NSN contains the correct system NSN.

7. Reporting Usage Data. Quarterly, intermediate-level supply activities with the responsibility of assigning LSN's will provide usage data on LSN's to the COMMARCORLOGBASES. This data will be collected and consolidated by the COMMARCORLOGBASES for use in possible NSN assignments.

9007. HERALDIC ITEMS. The source of supply for heraldic items is the RCO (RIC MAU), MCLB, Albany, GA. For additional information concerning the requisitioning, funding, sale, and storage of heraldic items, see MCO P10520.3.

9008. MEDICAL AND DENTAL (CLASS VIII) SUPPLIES. Policies and procedures relative to medical and dental materiel for support of the FMF are contained in MCO 6700.2. Policy for the supply management of class VIII supplies will be consolidated, in a future change, in chapter 10 of this Manual.

CHAPTER 10

MEDICAL/DENTAL SUPPLIES

To be published at a later date.

APPENDIX A

DEFINITIONS

The following definitions of terms used in this Manual are included to enhance the understanding of its contents:

Accountability. The obligation imposed by law or lawful order or regulation of an officer or other individual for keeping accurate records of property, documents, or funds. The individual having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping. See also "Responsibility" and UM 4400-71.

Accuracy or Accuracy of the Sample. See "Sampling Precision."

Asset Control. Pertaining to wholesale-level of inventory, the authority and the means to perform the full range of inventory management functions. This includes repair and rebuild requirement scheduling, to include authority and capability to determine and effect the time of repair and rebuild.

Asset Knowledge. Item visibility of assets on a quantitative basis within a level of inventory or a supply distribution system, to include stock on hand, due in and due out, geographic location, condition, and purpose.

Average Customer Wait Time. The average time, in days, required to satisfy customer demands, whether or not the demand was for a stocked or nonstocked item or the demand was satisfied from stock on hand at the supply activity.

Combat Essentiality/Criticality Code 5. Critical repair part to a combat essential item. Those items whose failure in the end item will render it inoperative or reduce its effectiveness below the optimum level of efficiency. See UM 4400-71.

Commitment. A firm administrative reservation of funds, based upon firm procurement directives, orders, requisitions, or requests, which authorizes the creation of an obligation without further recourse to the official responsible for certifying the availability of funds.

Confidence Level. Indicates the risk the activity is willing to accept in the sampling. If, for instance, the activity chooses a 95 percent confidence level, there are 95 chances out of 100 that the estimate of the errors in the universe will not exceed the sampling precision desired. Stated another way, the

activity has used a method of estimation that is successful about 95 percent of the time. This is often called "reliability."

Consumable. An unrepairable secondary item.

Consumer-Level of Inventory. An inventory, regardless of funding source, usually of limited range and depth, held only by the final element in an established supply distribution system for the sole purpose of internal consumption.

Contingency Retention Stock. That portion of the quantity of an item excess to the approved force retention stock (AFRS) for which there is no predictable demand or quantifiable requirement, and which normally would be allocated as potential DoD excess stock, except for a determination that the quantity will be retained for possible contingencies.

Contractor Support Activity. A contractor activity providing supply support according to a component contractual arrangement:

a. For base, post, camp, station, or activity type supply support.

b. Through a materiel management contract or maintenance contract (without regard to contract fund citation).

c. Through any other type contract, except for research and production support (without regard to contract fund citation).

Controlled Item. Any item over which proper authority exercises close supervision of distribution to individual units or commands because the item is scarce, costly, or of a highly technical or hazardous nature. In the Marine Corps, "controlled item" is a term frequently used to describe regulated items. See MCO P4400.82.

Daily Summary Transaction Reporting. Daily reporting to the ICP of supply transactions affecting the demand base or stock status of individual item(s).

Demand. An indication of a requirement (such as requisition, request, issue, and reparable generation) for issue of serviceable materiel. Demands are categorized as either recurring or nonrecurring.

Demand-Supported Item. Applied to a specific location or retail inventory (either intermediate or consumer), a demand-supported item is one on which the decision to stock, not to stock, or continue stockage is based upon actual demands previously recorded at or transferred to that particular activity or location. The transfer of actual demand data is applicable when operating units are transferred from one location to another or equipment is

location. The transfer of actual demand data is applicable when operating units are transferred from one location to another or equipment is actually transferred. Averaging or calculation of demands for similar equipment or organizations to establish stockage criteria does not qualify for identification as a demand-supported item. However, in forecasting, experienced demand may be factored by program data.

Deployed Support Generator Package. A computer model used to formulate stock levels in support of a MAGTF.

Depot-Level Reparables. DLR's are items whose disposition, recoverability, and disposal rest with the fifth echelon maintenance facility. DLR's can be principal items, end items, components, assemblies, and/or subassemblies. Those items with SMR Code D or L are DLR items.

Disposal. The act of ridding a supply activity of excess, surplus, scrap, or salvage property under proper authority. Disposal may be accomplished by, but not limited to, transfer, donation, sale, declaration, abandonment, or destruction.

Economic Retention Stock. That portion of the quantity of an item excess to the AFRS which has been determined to be more economical to retain for future peacetime issues in lieu of replacement of future issues by procurement. To warrant economic retention, items must have a reasonably predictable demand rate.

End Item. A final combination of end products, component parts, or materials that is ready for its intended use; e.g., ship, tank, mobile machine shop, and aircraft.

Excess Stock. The quantity of an item in a military service which exceeds the service retention limit for the item and is subject to utilization screening, reclamation, demilitarization, or any other appropriate disposal action.

Fault or Negligence. An act or omission which a reasonable person would not commit under similar circumstances and which is the proximate cause of the loss of, damage to, or destruction of Government property.

Field-Level Reparables. Items whose disposition, recoverability, and disposal rest with echelons of maintenance below fifth echelon. FLR's can be end items, components, assemblies, and/or subassemblies. SMR Codes O, F, and H designate items as FLR.

Financial Liability. The statutory obligation of an individual to reimburse the Government for loss, damage, or destruction of Government property arising from that individual's negligence.

Fixed Level. A designation of items by assignment of certain types of requirement codes prohibiting recalculation of RO/ROP during item review.

General Account. The stock control section for the intermediate-level of inventory at the SMU primarily responsible for the management of consumable assets.

Gross Availability. The percent of total demands received (includes both stocked and nonstocked items) that are satisfied from stock on hand at the supply activity.

Initial Issue Provisioning. A subset of initial provisioning that includes the range and quantity of secondary items required for initial operating stock and PWRMR held out of stores. See MCO P4400.39 and MCO P4400.79.

Initial Provisioning. The process that establishes the range and quantity of initial support items required to support an end item for that period of time which extends from placing the end item in service until full responsibility for support can be assumed by the supply system through routine replenishment.

Insurance Items. Those items which have no computed demand and are stocked on the basis of predetermined specific quantities. Insurance items may be required only intermittently or occasionally and are stocked because of the essentiality or PLT of the item. The term includes those items for which no failure is predicted through normal usage but, if failure is experienced or loss occurs through accident, lack of a replacement item would seriously hamper the operational capability of a weapon, weapons system, principal item, or CLD item.

Intermediate-Level of Inventory. An inventory, regardless of funding source, that is required between the consumer- and wholesale-levels of inventory for support of a defined geographic area or for tailored support of specific consumer organizations or activities.

Intermediate Maintenance Activity. That activity which performs maintenance in direct support of using units. Its functions normally include calibration, repair, or replacement of damaged or unserviceable parts, components, or assemblies and providing technical assistance to using organizations.

Investigation. Means of determining the facts related to loss, damage, or destruction of Government property; determining the present condition of such property; receiving recommendations as to disposition, retention, and further accountability for such

property; and/or determining the responsibility for loss, damage, or destruction of Government property.

Location Audit Program. Consists of both the location survey and the location audit reconciliation.

Location Audit Reconciliation. The process of matching valid storage site locator records and the item inventory record in order to identify and to correct situations where items are in physical storage but not on record, on record but not in storage, and where common elements of data (may include quantity) do not match.

Location Survey. A comparison of assets by lots/segments found in locations with locator records. The proper sequence requires comparing assets found in locations with locator records in order to detect assets in unrecorded locations.

Logistics Management Information System (LMIS). An HQMC-sponsored system which contains logistical data, management codes, acquisition and life-cycle information, and replacement factors for determining requirements and allowance data, both actual and projected, 5 years in the future.

Maintenance Float. See "reparable issue point."

Materiel Issue Point. Materiel issue points (MIP) are optional consumer-level inventories primarily limited to Purpose Code A consumable item stocks under the operational control of the appropriate CSSE (normally the SMU).

Materiel Obligation Validation. A DoD-mandated program which requires reconciliation/validation of supply source materiel obligation records with the due-in records of requisitioning activities. The MOV assists in highlighting overage requisitions eligible for cancellation.

Materiel Returns Program. A standard automated system which facilitates the reporting of materiel excesses, processes excess responses from item managers, and provides output to parent inventory subsystems causing the generation of issue transactions and financial data.

Mobile Inventory. An inventory in direct support of mobile operating forces and an integral part of and under the physical control of a military unit or activity whose primary mission requires the continuing geographical relocation of that inventory. To qualify, this inventory shall accompany the unit on a continuing basis; and the unit shall have the carrying capability to achieve the mobility as a matter of routine.

Nondemand-Supported Items. Applied to a specific location or retail inventory, a nondemand-supported item is one on which the decision to stock is not based upon previously recorded demands.

Operating Level. The quantities of materiel required to sustain operations during the interval between the initiation of replenishment action and the arrival of successive replenishment shipments into the supply system.

Order Ship Time (OST). The time elapsing between the initiation of stock replenishment action and receipt of the materiel resulting from such action. OST is applicable only to materiel obtained from an established DoD or GSA source of supply.

Population. Synonymous with "universe" and "field." It is the total number of the items under observation. Population usually represents the total number of records to be examined, such as machine record cards, travel vouchers, purchase orders, etc., for a given test. In statistical formulas, the items in a population are indicated by (N) and the items in a sample by (n).

Prepositioned War Reserve Materiel Requirements. That portion of war reserve materiel requirements (PWRMR) which approved Defense guidance dictates be reserved and positioned at or near the point of planned use or issue to the user prior to hostilities, to reduce reaction time and to assure timely support of a specific force/project until replenishment can be effected.

Prepositioned War Reserve Materiel Stock. The assets which are designated to satisfy the PWRMR.

Principal End Items. A Marine Corps-unique term synonymous with principal items.

Principal Items. End items and replacement assemblies of such importance that management techniques require centralized individual item management throughout the supply system to include depot-level, base-level, and items in the hands of using units. Specifically, these include items of which, in the judgment of the military services, there is a need for central inventory control, including centralized computation of requirements, central procurement, central direction of distribution, and central knowledge and control of all assets owned by the military services.

Priority Designators. A two-digit numerical value derived from combining the appropriate F/AD and the appropriate urgency of need as prescribed by MCO 4400.16. Each force/activity can choose normally from only three priority designators.

Reason for Stockage Category. The categorization of an item that indicates the reason or basis for stockage at the intermediate- or consumer-level of inventory. These categories reflect the applicable stockage computation or decision rule and in some cases are used for inventory stratification and supply management purposes.

a. Stocked Demand. A demand-supported item for which the established RO is based upon actual recurring demands at the activity (includes transferred demands as appropriate).

b. Stocked Insurance. A nondemand-supported, essential item for which replacement is not anticipated as a result of normal usage and for which an unacceptable lead time (procurement or OST) has been established. However, if failure is experienced or loss occurs through accident, abnormal equipment or system failure, or other unexpected occurrences, the abnormal lead time required to obtain a replacement would hamper seriously the operational capability of a critical facility or weapon system.

c. Stocked Numeric. A nondemand-supported item for which there is anticipated usage but the item does not meet the established stockage criteria, or an item for which the computed demand-based quantity is less than the assigned stockage level. The established RO is based upon anticipated usage or to support a special requirement.

d. Stocked Provisioning. A nondemand-supported item specifically stocked to support a newly introduced end item for that period of time until requirements are forecast entirely upon actual demands. This period may not exceed 2 years. The established RO is based upon the asset positioning policy and anticipated usage developed during the provisioning process.

e. Stocked PWR Materiel. An item that is designated to satisfy the PWRMR.

f. No Stockage Objective. An item for which there is no established RO. The item has been subjected to the stockage computation process and inventory or usage data may be present; however, the establishment of an RO is not warranted (e.g., it does not meet stockage criteria requirements).

g. Not Considered. An item that will not be stocked regardless of usage. The item is excluded from the stockage computation process, and no RO is established.

Reorder Point

a. That point in time in which a stock replenishment requisition would be submitted to maintain the predetermined or calculated stockage objective.

b. The sum of the SL of supply plus the level of OST equals the ROP (except when a PWR fixed-level RO is greater than the SL which causes the fixed level to supersede the SL).

Reparable. An item of supply subject to economical repair and for which the repair (at either depot or field level) of unserviceable assets is considered in satisfying computed requirements at any inventory level.

Reparable Issue Point. The stock control section for the intermediate-level of inventory at the SMU primarily responsible for the management of reparable assets. These assets include end items or components of equipment authorized for stockage at installations or activities for replacement of unserviceable items of equipment when immediate repair of unserviceable equipment cannot be accomplished at the organic level of maintenance.

Requisitioning Objective. The maximum quantities of materiel to be maintained on hand and/or order to sustain peacetime support objectives for current operations. It consists of the sum of stocks represented by the OL, SL, and the OST, as appropriate.

Responsibility. The obligation of an individual for proper management, custody, care, and safeguarding of property entrusted to an individual's possession or under their supervision.

Responsible Individual. An individual required to obtain and maintain public property for use in the performance of assigned duties.

Responsible Officer. An individual appointed by proper authority to exercise custody, care, and safekeeping of property entrusted to that individual's possession or under their supervision; may include financial liability for losses occurring because of failure to exercise this obligation.

Retail Inventory. Supplies/materiel held below the wholesale-level (the intermediate- and consumer-levels of inventory).

Safety Level of Supply. The quantity of materiel, in addition to the OL of supply, required to be on hand to permit continued operations during a minor interruption of normal replenishment or unpredictable fluctuations in issue demand.

Sampling Precision. A range of values (plus or minus) around the sample result within which the "true" value of the universe may be expected to be contained. Both the sampling precision and confidence level are established by current higher headquarters policy. The precision specified is the maximum the activity can allow the sample result to vary from the true universe value. Sampling precision is often referred to as "sampling error," "tolerance," "accuracy of the sample," "quality of the sample," or "confidence level."

Secondary Items. End items and consumable and reparable items other than principal items.

Sensitive Items. The following is a list of sensitive items which require a high degree of protection and physical inventory control. Marine Corps components are expected to include additional items which require a similar degree of control:

a. Any controlled substance.

b. Precious metals.

c. Hazardous items.

d. Arms.

(1) Handguns.

(2) Shoulder-fired weapons.

(3) Light automatic weapons up to and including .50 caliber machineguns.

(4) Recoilless rifles up to and including 106mm.

(5) Mortars up to and including 81mm.

(6) Man-portable rocket launchers (see paragraph d(8), following).

(7) Rifle-and shoulder-fired grenade launchers.

(8) Individually operated weapons which are portable and/or can be fired without special mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft.

e. Ammunition:

(1) Ammunition for weapons listed above.

(2) Bulk explosives.

(3) Antitank and antipersonnel land mines.

(4) Handgrenades.

(5) Demolition charges and related items; e.g., blasting caps, detonating cord, safety fuses, detonators, destructors, primers, firing devices, squibs, igniters, demolition kits, explosive kits, etc.

(6) Fuses.

(7) Boosters.

(8) Supplementary charges (not assembled to end items).

(9) Explosive bolts, explosive cartridges, and related items.

(10) Safety and arming devices.

(11) Incendiary destroyers.

(12) Fuel-thickening compound.

(13) Sixty-pound package or less of bulk riot control agent.

(14) Warheads and rocket motors (unpackaged weight of 60 pounds or less).

(15) Missiles and rockets (unpacked weight of 60 pounds or less).

(16) End items of conventional and guided missile ammunition (except artillery rounds, bombs, and torpedoes) which have an individual item (i.e., unit of issue) container or package weight of 60 pounds or less and which have potential use in civil disturbances and are vulnerable to theft.

Source, Maintenance, and Recoverability Codes. Codes used by all services to indicate maintenance and supply instructions to the various logistics support levels and using commands for the logistics support system, equipment, and end items. These uniform codes will promote interservice and integrated materiel

support within and among the military services. SMR codes are assigned to each support item based on the logistics support planned for the end item and its components. See UM 4400-71.

Stock Objective. The maximum quantity of materiel authorized to be on hand to sustain current operations at any level of supply. It consists of the sum of stocks represented by the OL and the SL.

Stratified Random Sampling. A method of reducing the variability of a population or universe for the purpose of improving sample reliability. Stratified sampling consists of dividing a universe into groups to obtain more homogeneity in each group than the homogeneity in the universe as a whole, and then sampling each group. By using this technique, large or sensitive items separated from the balance of the population may be examined in greater detail.

Supply, Level of. The quantity of materiel authorized or directed to be on hand at a distribution point in order to meet the replenishment issue demands of the units and activities based thereon for supply. The level of supply is made up of the OL and SL.

Tolerance. See "sampling precision."

Universe. Synonymous with "population."

Unrestricted Random Sampling. The method in which every sampling unit in the universe has an equal chance of being selected at every draw, and the drawing is made from the entire population without subgrouping. This equal chance is assured by the use of a table of random digits or other suitable method.

Variability. The spread of items around a sample average. The higher the variability, the greater the spread.

Weapon System. A SAC 3 PEI for which a type 1 table of authorized materiel control number has been established.

Wholesale-Level of Inventory. Inventories, regardless of funding source, over which an inventory manager at the ICP level has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities.

APPENDIX B

INFORMATION ON MARINE CORPS ORDERS AFFECTED BY THIS MANUAL

The policy contained in the following directives regarding "intermediate inventories" has been superseded by the policy in this Manual:

Directive	Title
MCO P4400.76A	Direct Support Stock Control Manual
MCO 4400.147A	Source of Supply for Part-Numbered Requests
MCO 4400.170	Control and Accountability of Petroleum and Related Products/Coal
MCO 4440.31E	Marine Corps Retention and Excess Returns Policies for Wholesale and Retail Materiel Assets
MCO 10340.19A	Determination of Fuel Allocation Priorities

APPENDIX C

ABBREVIATIONS

The following abbreviations and acronyms are included in this Manual and are provided to enhance the understanding of its contents:

AA&E	Arms, Ammunition, and Explosives
ADPE	Automated Data Processing Equipment
AFIS	Armed Forces Information Service
AFRS	Approved Force Retention Stock
AFRTS	Armed Forces Radio and Television Service
AMMOLOGS	Ammunition Logistics System
ASP	Ammunition Supply Point
AUTODIN	Automated Digital Network
BOV	Back-Order Validation
BSSG	Brigade Service Support Group
BUMEDINST	Bureau of Medicine Instruction
CCI	Controlled Cryptographic Item
CEC	Combat Essentiality Code
CG	Commanding General
CIM	Corporate Information Management
CIMM	Commodity Integrated Materiel Manager
CLD	Critical Low Density
CMC	Commandant of the Marine Corps
CMS 4	Navy Communications Security Materiel System Manual
CO	Commanding Officer

COMMARCORLOGBASES	Commander, Marine Corps Logistics Bases
COMMARCORSYSCOM	Commander, Marine Corps Systems Command
CONUS	Continental United States
CSS	Combat Service Support
CSSE	Combat Service Support Element
DAAS	Defense Automated Addressing System
DCSC	Defense Construction Supply Center
DEPRA	Defense Program for Redistribution of Assets
DFSC	Defense Fuel Supply Center
DIC	Document Identifier Code
DLA	Defense Logistics Agency
DLSC	Defense Logistics Services Center
DMA	Depot Maintenance Activity
DoD	Department of Defense
DoDAC	Department of Defense Ammunition Code
DoDIC	Department of Defense Identification Code
DOFC	Defense Orthopedic Footwear Clinic
DOT	Department of Transportation
DPSC	Defense Personnel Support Center
DRMO	Defense Reutilization and Marketing Office
DSSC	Direct Support Stock Control
ERC	Estimated Repair Cost
F/AD	Force/Activity Designator
FLR	Field Level Reparable
FMF	Fleet Marine Force

FSC	Federal Supply Class
FSG	Federal Supply Group
FSSG	Force Service Support Group
GA	General Account (SMU)
GSA	General Services Administration
HQMC	Headquarters Marine Corps
ICR	Inventory Control Point
ICR	Inventory Control Record
ID	Item Identification
IIP	Initial Issue Provisioning
IMA	Intermediate Maintenance Activity
IMM	Integrated Materiel Manager
IPG	Issue Priority Group
IRM	Informational Resources Manual
IRP	Inventory Reduction Plan
JAG	Judge Advocate General
LMIS	Logistics Management Information System
LSN	Local Stock Number
LTI	Limited Technical Inspection
LUP	Letter of Unserviceable Property
MAARS	Marine Corps Ammunition Accounting and Reporting System
MAGTF	Marine Air-Ground Task Force
MCB	Marine Corps Base
MCCDC	Marine Corps Combat Development Command
MCDN	Marine Corps Data Network

MCJROTC	Marine Corps Junior Reserve Officer Training Corps
MCLB	Marine Corps Logistics Base
MCO	Marine Corps Order
MCRD	Marine Corps Recruit Depot
MCSS	Military Clothing Sales Store
MEDEVAC	Medical Evacuee
MEF	Marine Expeditionary Force
MHE	Materiel Handling Equipment
MIL-HDBK	Military Handbook
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIP	Materiel Issue Point
MLSR	Missing, Lost, Stolen, or Recovered
MOV	Materiel Obligation Validation
MRP	Materiel Returns Program
MUMMS	Marine Corps Unified Materiel Management System
MVF	Management Value Factor
NAR	Notice of Ammunition Reclassification
NavCompt	Navy Comptroller
NAVMC	Navy/Marine Corps
NAVMEDCOMINST	Naval Medical Command Instruction
NC	Not Considered
NCBC	National Codification Bureau Code
NIIN	National Item Identification Number
NMCS	Not Mission Capable Supply

NS	Not Stocked/No Stockage Objective
NSI	Nonsystem Item
NSN	National Stock Number
O&MMC	Operation and Maintenance, Marine Corps
OIC	Officer in Charge
OL	Operating Level
OLT	Operating Level Time
OSR	Order and Shipping Requirement
OST	Order/Ship Time
PD	Priority Designator
PEI	Principal End Item
PLT	Procurement Lead Time
POL	Petroleum, Oil, and Lubricants
PP&P	Preservation, Packaging, and Packing
PQDR	Product Quality Deficiency Report
PSC	Physical Security Code
PWR	Prepositioned War Reserve
PWRMR	Prepositioned War Reserve Materiel Requirement
PWRMS	Prepositioned War Reserve Materiel Stock
RC	Recovered Clothing
RCO	Retail Clothing Outlet
RCR	Repair Cycle Requirement
RCT	Repair Cycle Time
RDT	Resupply Delay Time
RIC	Routing Identifier Code

RIP	Reparable Issue Point
RO	Requisitioning Objective or Responsible Officer
ROD	Report of Discrepancy
ROP	Reorder Point
RSC	Reason for Stockage Category
SAC	Stores Account Code
SASSY	Supported Activities Supply System
SCS	Support Cryptographic Site
SD	Stocked Demand
SDR	Secondary Depot Reparable
SE	Supporting Establishment
SECNAVINST	Secretary of the Navy Instruction
SI	Stocked Insurance or Supply Instruction
SL	Safety Level or Stocklist
SMR	Source, Maintenance, and Recoverability
SMU	SASSY Management Unit
SN	Stocked Numeric
SOP	Standing Operating Procedures
SP	Stocked Provisioning
SRB	Service Record Book
SSN	Social Security Number
SUP	Standard Unit Price
SW	Stocked PWR Materiel
TI	Technical Instruction
TM	Technical Manual

UM	User Manual
UMMIPS	Uniform Materiel Management and Issue Priority System
WMR	War Materiel Requirement