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Subj: SUPPLY ADMINISTRATION AND OPERATIONS TRAINING AND READINESS MANUAL

Ref: (a) MCO P3500.72A
(b) MCO 1553.3A
(c) MCO 3400.3F
(d) MCO 3500.27B W/Erratum
(e) MCRP 3-0A
(f) MCRP 3-0B
(g) MCO 1553.2B

Encl: (1) Ground Supply T&R Manual

1. Purpose. Per reference (a), this Training and Readiness (T&R) Manual, contained in enclosure (1), establishes training standards, regulations, and policies regarding the training of Marines in the Supply Administration and Operations occupational field.

2. Cancellation. NAVMC 3500.64A

3. Scope

a. The Core Capability Mission Essential Task List in this manual is used in Defense Readiness Reporting System (DRRS) for assessment and reporting of unit readiness. Units achieve training readiness for reporting in DRRS by gaining and sustaining proficiency in the training events in this manual at both collective (unit) and individual levels.

b. Per reference (b), commanders will conduct an internal assessment of the unit's ability to execute its mission and develop long-, mid-, and short-range training plans to sustain proficiency and correct deficiencies. Training plans will incorporate these events to standardize training and provide objective assessment of progress toward attaining combat readiness. Commanders will keep records at the unit and individual levels to record training achievements, identify training gaps and document objective assessments of readiness associated with training. Commanders will use reference (c) to incorporate Nuclear, Biological, and Chemical Defense training into training plans and reference (d) to integrate Operational Risk Management. References (e) and (f) provide amplifying information for effective planning and management of training within the unit.

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c. Formal school and training detachment commanders will use references (a) and (g) to ensure programs of instruction meet skill training requirements established in this manual and provides career-progression training in the events designated for initial training in the formal school environment.

4. Information. Commanding General (CG), Training and Education Command (TECOM) will update this T&R Manual as necessary to provide current and relevant training standards to commanders. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: CG, TECOM, Marine Air Ground Task Force Training and Education Standards Division (C 465), 1019 Elliot Road, Quantico, Virginia 22134.

5. Command. This manual is applicable to the Marine Corps Total Force.

6. Certification. Reviewed and approved this date.


T. M. MURRAY
By direction

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GROUND SUPPLY T&R MANUAL

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GROUND SUPPLY T&R MANUAL

CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The T&R Program is the Corps' primary tool for planning, conducting and evaluating training and assessing training readiness. Subject matter experts (SMEs) from the operating forces developed core capability Mission Essential Task List(s) (METLs) for ground communities derived from the Marine Corps Task List (MCTL). This T&R Manual is built around these METLs and other related Marine Corps Tasks (MCT). All events contained in the Manual relate directly to these METLs and MCTs. This comprehensive T&R Program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

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

3. The T&R Manual is designed for use by unit commanders to determine pre-deployment training requirements in preparation for training and for Formal Learning Centers (FLCs) and Training Detachments to create courses of instruction. This directive focuses on individual and collective tasks performed by operating forces (OPFOR) units and supervised by personnel in the performance of unit Mission Essential Tasks (METs).

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential. However, it is not necessary to have all individuals within a unit fully trained in order for that organization to accomplish its assigned tasks. Manpower shortfalls, temporary assignments, leave, or other factors outside the commander's control, often affect the ability to conduct individual training. During these periods, unit readiness is enhanced if emphasis is placed on the individual training of Marines on-hand. Subsequently, these Marines will be mission ready and capable of executing as part of a team when the full complement of personnel is available.

2. Commanders will ensure that all tactical training is focused on their combat mission. The T&R Manual is a tool to help develop the unit's training plan. In most cases, unit training should focus on achieving unit proficiency in the core METL. However, commanders will adjust their training focus to support METLs associated with a major Operational Plan (OPLAN)/Contingency Plan (CONPLAN) or named operation as designated by their higher commander and reported accordingly in the DRRS. Tactical training will support the METL in use by the commander and be tailored to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of training in a professional manner consistent with Marine Corps standards cannot be over emphasized.

3. Commanders will provide personnel the opportunity to attend formal and operational level courses of instruction as required by this Manual. Attendance at all formal courses must enhance the warfighting capabilities of the unit as determined by the unit commander.

1002. UNIT TRAINING MANAGEMENT

1. Unit Training Management (UTM) is the application of the Systems Approach to Training (SAT) and the Marine Corps Training Principles. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its wartime mission.

2. UTM techniques, described in references (b) and (e), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. The Marine Corps Training Principles, explained in reference (b), provide sound and proven direction and are flexible enough to accommodate the demands of local conditions. These principles are not inclusive, nor do they guarantee success. They are guides that commanders can use to manage unit-training programs. The Marine Corps training principles are:

- Train as you fight
- Make commanders responsible for training
- Use standards-based training
- Use performance-oriented training
- Use mission-oriented training
- Train the MAGTF to fight as a combined arms team
- Train to sustain proficiency
- Train to challenge

3. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM. Guidance for UTM and the process for establishing effective programs are contained in references (b), (e) and (f).

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members

of the unit (internal evaluation) or from an external command (external evaluation).

2. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. Whether it involves individual or collective training events, they must ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval. Performance of the training event, however, is not sufficient to ensure combat readiness. Leaders at all levels must evaluate the performance of their Marines and the unit as they complete training events, and only record successful accomplishment of training based upon the evaluation. The goal of evaluation is to ensure that correct methods are employed to achieve the desired standard, or the Marines understand how they need to improve in order to attain the standard. Leaders must determine whether credit for completing a training event is recorded if the standard was not achieved. While successful accomplishment is desired, debriefing of errors can result in successful learning that will allow ethical recording of training event completion. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

3. The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events. References (a) and (f) provide further guidance on the conduct of informal and formal evaluations using the Marine Corps Ground T&R Program.

1004. ORGANIZATION. The Intelligence T&R Manual is comprised of 20 chapters and 6 appendices. Chapter 1 is an overview of the Ground T&R Program. Chapter 2 lists the Intelligence Battalion Core METs, which are used as part of the DRRS. Chapter 3 contains collective events. Chapter 4 begins the chapters that capture individual events specific to a particular MOS and/or billet, as noted. Chapters 5 - 20 contain additional individual events. Appendix A contains acronyms and Appendix B contains terms and definitions. Additional appendices are noted in the table of contents.

1005. T&R EVENT CODING. An event contained within a T&R Manual is an individual or collective training standard. This section explains each of the components of a T&R event. These items will be included in all of the events in each T&R Manual. Community-based T&R Manuals may have several additional components not found in unit-based T&R Manuals. The event condition, event title (behavior) and event standard should be read together as a grammatical sentence.

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

a. First up to 4 characters indicate MOS or Community (e.g., 3002, 3010 or CONT)

b. Second up to 4 characters indicate functional or duty area (e.g. ADMN, C2, CSS, etc.)

c. Third 4 characters indicate the unit size and supported unit, if applicable (1000 through 8000), and sequence. Figure 1-1 shows the relationship of unit size to event code. NOTE: The titles for the various echelons are for example only, and are not exclusive. For example: 4000-level events are appropriate for Section-level events as noted, but also for Squad-level events.

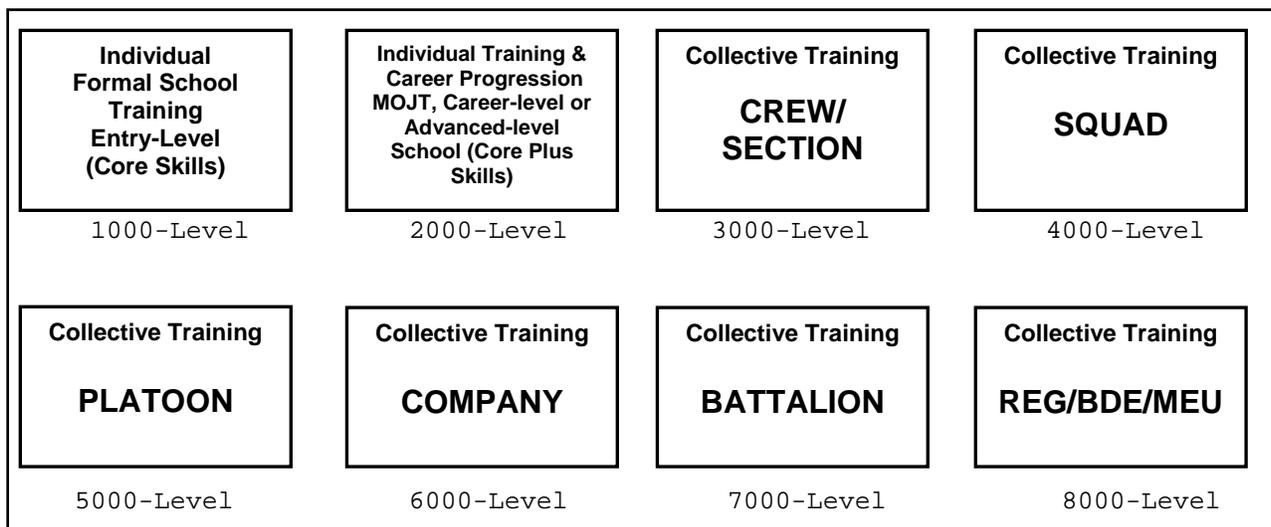


Figure. 1-1 T&R Event Levels

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

(2) Sequencing. A numerical code is assigned to each individual (1000-2000-level) or collective (3000-9000-level) training event. The first number identifies the size of the unit performing the event, as depicted in figure 1-1. The second number is available for T&R Manuals with collective events that support those in other manuals to identify the echelon of unit being supported by a particular collective event. If a collective event is supported by other events or is performed in general support without regard to echelon, then a zero "0" will be utilized as the second number. For

example: SUP-CSS-3801 would refer to an event conducted by four Marines supporting a Regiment or Group, SUP-CSS-3001 would represent an event the four Marines does in support of any sized unit. The event would not be labeled SUP-CSS-8001 because that would imply that a regiment sized unit was performing some task. This is not possible, since no Ground Supply unit organizes in a unit larger than a Battalion. EXCEPTION: Events that relate to staff planning, to the conduct of a command operations center or to staff level decision making processes will be numbered according to the level of the unit to which the staff belongs. For example: an infantry battalion staff conducting planning for an offensive attack would be labeled as INF-PLAN-7001 even though the entire battalion is not actively involved in the planning of the operation. T&R event sequence numbers that begin with "9" are reserved for Marine Air Ground Task Forces (MAGTF) Command Element (CE) events. Marine Expeditionary Units (MEU) CE events will be numbered 90XX - 93XX. Marine Expeditionary Brigade (MEB) CE events will be numbered 94XX - 96XX. Marine Expeditionary Force (MEF) CE events will be numbered 97XX - 99XX.

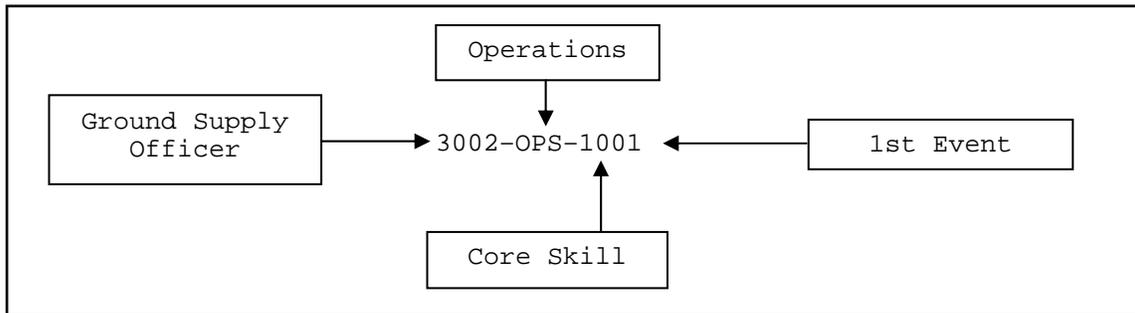


Figure 1-2: T&R Event Coding

1006. COMBAT READINESS PERCENTAGE (CRP)

1. The Marine Corps Ground T&R Program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of the Marines in the unit. Even units that never trained together are capable of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but uses a "Combat Readiness Percentage", as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

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

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

4. Individual combat readiness is assessed as the percentage of required individual events in which a Marine is current. This translates as the percentage of training events for his/her MOS and grade that the Marine successfully completes within the directed sustainment interval. Individual skills are developed through a combination of 1000-level training (entry-level formal school courses), individual on-the-job training in 2000-level events, and follow-on formal school training. Skill proficiency is maintained by retraining in each event per the specified sustainment interval.

1007. CRP CALCULATION

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

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

For Example:

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

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

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

Unit CRP: $325 \text{ (total MET CRP)} / 5 \text{ (total number of METS)} = 65\%$

1008. T&R EVENT COMPOSITION

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

2. Title. The name of the event. The event title contains one action verb and ideally, one object.
3. Evaluation Coded. Collective events categorize the capabilities that a given unit may be expected to perform. There are some collective events that the Marine Corps has determined that a unit MUST be able to perform, if that unit is to be considered fully ready for operations. These E-Coded events represent the irreducible minimum or the floor of readiness for a unit. E-Coded events are derived from the training measures of effectiveness for the METs for units that must report readiness in the DRRS. It would seem intuitive that most E-Coded events would be for Battalion sized units and higher since those are the units that report in DRRS. However, if the Marine Corps has determined that the readiness of a subordinate, supporting unit to accomplish a particular collective event is vital to the accomplishment of the supported unit's MET, then that lower echelon collective event is E-Coded.
4. Supported MET(s). List all METs that are supported by the training event in the judgment of the occupation field drafting the T&R Manual, even if those events are not listed as Measure of Effectiveness (MOEs) in a MET.
5. Sustainment Interval. This is the period, expressed in number of months, between evaluation or retraining requirements. Competencies and capabilities acquired through the accomplishment of training events are to be refreshed at pre-determined intervals. It is essential that these intervals be adhered to in order to ensure Marines maintain proficiency.
6. Billet/MOS. Each individual training event will contain a billet code and/or MOS that designates who is responsible for performing that event and any corresponding formal course required for that billet. Each commander has the flexibility to shift responsibilities based on the organization of his command. These codes are based on recommendations from the collective subject matter expertise that developed this manual and are listed for each event.
7. Grade. The Grade field indicates the rank at which Marines are required to complete the event.
8. Description. This field allows T&R developers to include an explanation of event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge, i.e., engage fixed target with crew-served weapons. This is an optional field for individual events but its use is strongly encouraged for collective events. This field can be of great value guiding a FLC or OPFOR unit trying to discern the intent behind an event that might not be readily apparent.
9. Condition. Condition refers to the constraints that may affect event performance in a real-world environment. It indicates what is provided (equipment, tools, materials, manuals, aids, etc.), environmental constraints or conditions under which the task is to be performed, and any specific cues or indicators to which the performer must respond. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.). When resources or safety requirements limit the conditions, this

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

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

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

a. The event components and performance steps will be consciously written so that they may be employed as performance evaluation check lists by the operating forces.

b. Event components may be events one individual in the unit performs, events that small groups in the unit perform, or events involving the entire unit. After the publication of this order, all component events will identify the behaviors required in plain English but also by citing the precise event number the component event refers to, unless that component event only occurs as part of the collective event where it is listed. This provision will allow for specific events to be chained together in order to provide greater granularity for units and Marines executing the events, and clarity for those charged with evaluating unit performance.

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

13. Chained Events. Collective T&R events are supported by lower-level collective and individual T&R events. This enables unit leaders to effectively identify subordinate T&R events that ultimately support specific mission essential tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate and related

events, the events are "chained." The completion of chained events will update sustainment interval credit (and CRP for E-Coded events) for the related subordinate level events.

14. Related ITes. A list of all of the Individual Training Events (1000-2000-level events) that support the event.

15. Initial Training Setting. All individual events will designate the setting at which the skill is first taught, either at the FLC, in the OPFOR as MOJT, or via a distance learning product (DL).

16. References. The training references shall be utilized to determine task performance steps. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. T&R Manuals are designed to be a training outline, not to replicate or replace doctrinal publications, reference publications or technical manuals. References are key to developing detailed lesson plans, determining grading criteria, and ensuring standardization of training.

17. Distance Learning Products. Distance learning products include: Individual Multimedia Instruction (IMI), Computer-Based Training (CBT), Marine Corps Institute (MCI), etc. This notation is included when, in the opinion of the TRMG in consultation with the MTSD representative, the event can be taught via one of these media vice attending a formal course of instruction or receiving MOJT.

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

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

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

19. Suitability of Simulation/Simulators/DL products. If the TRMG determines that an event can be trained to standard by use of simulation, simulator or a DL product, this will be noted in the event title in a parenthetical remark. Figure 1-3 contains all acceptable codes. The specific simulation, simulator or DL product that is acceptable for training will be noted in the description block and in Supporting Requirements block.

Code	Requirement
L	Event able to be performed to standard only live environment
S	Event performed with simulation and/or simulator, particularly when it is unsafe to conduct the training in a live environment and when supporting live training used as a capstone event to a training continuum that includes academics, simulation-based, and live training
S/L	Event performed with simulation and/or simulator preferred/live optional. If the resources available do not allow for live training to occur, simulation-based training can assist in maintaining proficiency and provide a means to temporarily fill those identified training gaps.
DL	Event shall be performed by self-paced, technology-enabled training (i.e. MarineNet)
DL/L	Event may be performed by self-paced, technology enabled training or in a live environment

Figure 1-3

20. Miscellaneous

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

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

b. An example of a T&R event is provided in figure 1-4.

<p><u>SUPP-FMGT-4701:</u> Conduct unit financial management</p> <p><u>SUPPORTED MET(S):</u> MCT 1.1.2 MCT 1.1.2.2.1 MCT 4.1.1.6 MCT 4.1.2.2 MCT 4.1.2.3</p> <p><u>EVALUATION-CODED:</u> NO <u>SUSTAINMENT INTERVAL:</u> 12 months</p> <p><u>CONDITION:</u> Provided a budget, spending plan, associated fiscal files/records, requisition management reports, financial management reports and local guidance from comptroller, AIS, and the references.</p> <p><u>STANDARD:</u> Ensuring financial transactions are initiated by proper requisition authority and committed, obligated, expensed and liquidated in the accounting system IAW MCO P4400.150_.</p> <p><u>EVENT COMPONENTS:</u></p> <ol style="list-style-type: none">1. Provide budget requirements.2. Execute spending plan.3. Monitor spending plan.4. Validate all pending requisitions/cancellations and receipts.5. Manage reimbursable funding.6. Validate source documents.7. Maintain source documents, as required.8. Reconcile financial management reports.
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Figure 1-4: Example of a T&R Event

1009. CHEMICAL BIOLOGICAL RADIOLOGICAL NUCLEAR (CBRN) TRAINING

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

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

1010. NIGHT TRAINING

1. While it is understood that all personnel and units of the operating force are capable of performing their assigned mission in "every climate and place," current doctrine emphasizes the requirement to perform assigned

missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited.

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

1011. OPERATIONAL RISK MANAGEMENT (ORM)

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

2. Commanders, leaders, maintainers, planners, and schedulers will integrate risk assessment in the decision-making process and implement hazard controls to reduce risk to acceptable levels. Applying the ORM process will reduce mishaps, lower costs, and provide for more efficient use of resources. ORM assists the commander in conserving lives and resources and avoiding unnecessary risk, making an informed decision to implement a Course Of Action (COA), identifying feasible and effective control measures where specific measures do not exist, and providing reasonable alternatives for mission accomplishment. Most importantly, ORM assists the commander in determining the balance between training realism and unnecessary risks in training, the impact of training operations on the environment, and the adjustment of training plans to fit the level of proficiency and experience of Sailors/Marines and leaders. Further guidance for ORM is found in references (b) and (d).

1012. MARINE CORPS GROUND T&R PROGRAM

1. The Marine Corps Ground T&R Program continues to evolve. The vision for Ground T&R Program is to publish a T&R Manual for every readiness-reporting unit so that core capability METs are clearly defined with supporting collective training standards, and to publish community-based T&R Manuals for all occupational fields whose personnel augment other units to increase their combat and/or logistic capabilities. The vision for this program includes plans to provide a Marine Corps training management information system that enables tracking of unit and individual training accomplishments by unit commanders and small unit leaders, automatically computing CRP for both units and individual Marines based upon MOS and rank (or billet). Linkage of T&R Events to the MCTL, through the core capability METs, has enabled objective assessment of training readiness in the DRRS.

2. DRRS measures and reports on the readiness of military forces and the supporting infrastructure to meet missions and goals assigned by the Secretary of Defense. With unit CRP based on the unit's training toward its

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METs, the CRP will provide a more accurate picture of a unit's readiness. This will give fidelity to future funding requests and factor into the allocation of resources. Additionally, the Ground T&R Program will help to ensure training remains focused on mission accomplishment and that training readiness reporting is tied to units' METLs.

GROUND SUPPLY T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

	<u>PARAGRAPH</u>	<u>PAGE</u>
SUPPLY ADMIN & OPS CORE MISSION ESSENTIAL TASK LIST (METL) .	2000	2-2
SUPPLY ADMIN & OPS MISSION ESSENTIAL TASKS (MET) MATRIX. . .	2001	2-2

GROUND SUPPLY T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

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

SUPPLY ADMINISTRATION AND OPERATIONS CORE MISSION ESSENTIAL TASKS

MARINE CORPS TASK LIST	(UNIT NAME #1) CORE METL
MCT 1.1.2	Provide Task-Organized Forces
MCT 1.1.2.2.1	Provide Headquarters for a Logistics Combat Element (LCE)
MCT 4.1.1.6	Conduct Supply Chain Material Management
MCT 4.1.2.2	Conduct Procurement
MCT 4.1.2.3	Provide Storage
MCT 4.1.2.4	Conduct Distribution Operations

2001. SUPPLY ADMINISTRATION AND OPERATIONS MISSION ESSENTIAL TASKS MATRIX. The Supply Administration and Operations Mission Essential Task Matrix contain the METs identified in the community's METL. The Supply Administration and Operations MET matrix includes the designated MET number and supporting collective events.

MET#/MISSION ESSENTIAL TASK

MET 1. PROVIDE TASK-ORGANIZED FORCES	
SUPP-CSS-5002	Prepare for deployment
SUPP-FMGT-4701	Conduct unit financial management
SUPP-PRAC-4701	Account for government property
MET 2. PROVIDE HEADQUARTERS FOR A LOGISTICS COMBAT ELEMENT (LCE)	
SUPP-CSS-5001	Plan ground supply operations
SUPP-CSS-5002	Prepare for deployment
SUPP-FMGT-4701	Conduct unit financial management
MET 3. CONDUCT SUPPLY CHAIN MATERIAL MANAGEMENT	
SUPP-CSS-7801	Conduct ground supply operations
SUPP-CSS-5001	Plan ground supply operations
SUPP-CSS-5002	Prepare for deployment
SUPP-STDR-5001	Establish a storage facility
SUPP-FMGT-4701	Conduct unit financial management

SUPP-PRAC-4701	Account for government property
MET 4. CONDUCT PROCUREMENT	
SUPP-CSS-7801	Conduct ground supply operations
SUPP-CSS-5002	Prepare for deployment
SUPP-STDR-5701	Conduct storage operations
SUPP-FMGT-4701	Conduct unit financial management
SUPP-PRAC-4701	Account for government property
MET 5. PROVIDE STORAGE	
SUPP-CSS-7801	Conduct ground supply operations
SUPP-CSS-5001	Plan ground supply operations
SUPP-CSS-5002	Prepare for deployment
SUPP-STDR-5001	Establish a storage facility
SUPP-STDR-5701	Conduct storage operations
SUPP-FMGT-4701	Conduct unit financial management
SUPP-PRAC-4701	Account for government property
MET 6. CONDUCT DISTRIBUTION OPERATIONS	
SUPP-CSS-7801	Conduct ground supply operations

GROUND SUPPLY T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE.	3000	3-2
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7000-LEVEL EVENTS.	3003	3-3
5000-LEVEL EVENTS.	3004	3-3
4000-LEVEL EVENTS.	3005	3-10

GROUND SUPPLY T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. Chapter 3 contains collective training events for the Supply Administration and Operations.

3001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

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

<u>Code</u>	<u>Description</u>
SUPP	Supply

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

<u>Code</u>	<u>Description</u>
ADMN	Administration
CSS	Combat Service Support
FMGT	Financial Management
PRAC	Property Accounting
STDR	Storage and Distribution

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

<u>Code</u>	<u>Description</u>
7000	Battalion Level
5000	Platoon Level
4000	Section Level

3002. INDEX OF COLLECTIVE EVENTS

EVENT CODE	E-CODED	EVENT	PAGE
7000-LEVEL			
SUPP-CSS-7801	Y	Conduct ground supply operations	3-3
5000-LEVEL			
SUPP-CSS-5001	Y	Plan ground supply operations	3-4
SUPP-CSS-5002	Y	Prepare for deployment	3-5
SUPP-STDR-5001	Y	Establish a storage facility	3-7

SUPP-STDR-5701	Y	Conduct storage operations	3-9
4000-LEVEL			
SUPP-FMGT-4701	Y	Conduct unit financial management	3-10
SUPP-PRAC-4701	Y	Account for government property	3-12

3003. 7000-LEVEL EVENTS

SUPP-CSS-7801: Conduct ground supply operations

SUPPORTED MET(S):

MCT 4.1.1.6 MCT 4.1.2.2 MCT 4.1.2.3
MCT 4.1.2.4

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 24 months

DESCRIPTION: This event is designed for any sized Ground Supply unit in any element of the MAGTF providing consumer and/or intermediate supply support for all applicable classes of supply.

CONDITION: Provided personnel, equipment, and a mission.

STANDARD: Supporting requirements IAW MCWP 4-11.7 MAGTF Supply Operations.

EVENT COMPONENTS:

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

CHAINED EVENTS:

SUPP-CSS-5001 SUPP-CSS-5002 SUPP-FMGT-4701
SUPP-PRAC-4701 SUPP-STDR-5001 SUPP-STDR-5701

REFERENCES:

1. MCWP 4-11 Tactical-Level Logistics
2. MCWP 4-11.7 MAGTF Supply Operations

3004. 5000-LEVEL EVENTS

SUPP-CSS-5001: Plan ground supply operations

SUPPORTED MET(S):

MCT 1.1.2.2.1 MCT 4.1.1.6 MCT 4.1.2.3

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

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

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

EVENT COMPONENTS:

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

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
2. FM 101-5 Staff Organization and Operations
3. JOINT PUB 5-03.1 Joint Operational and Execution System
4. JP 3-0 Joint Operations
5. JP 4-0 Joint Logistics
6. Local SOP Local Standard Operating Procedures
7. MCO 4400.16_ Uniform Material Movement and Issue Priority System (UMMIPS)
8. MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling
9. MCO P4030.21_ Packaging of Materiel - Packing
10. MCO P4030.31_ Packing of Material, Preservation
11. MCO P4200.15 Marine Corps Purchasing Procedures Manual - (obsolete MCO)
12. MCO P4400.150_ Consumer Level Supply Policy Manual
13. MCO P4400.39 War Reserve Material Policy Manual
14. MCO P4450.12 Storage and Handling of Hazardous Materials
15. MCO P4450.7_ Marine Corps Warehousing Manual
16. MCO P4790.6 MIMMS Depot Users Manual
17. MCRP 4-11.8A Marine Corps Field Feeding Program
18. MCRP 5-12A Operational Terms and Graphics
19. MCRP 5-12D Organization of Marine Corps Forces
20. MCWP 3-32 Maritime Prepositioning Force Operations
21. MCWP 4-1 Logistics Operations
22. MCWP 4-11 Tactical-Level Logistics
23. MCWP 4-11.1 Health Service Support Operations
24. MCWP 4-11.7 MAGTF Supply Operations
25. MCWP 4-12 Operational-Level Logistics
26. MIL-STD 2073.1_ Standard Practice for Military Packaging
27. MIL-STD-129_ Department of Defense Standard Practice - Military Marking for Shipment and Storage
28. OH 4-1 Combat Service Support Operations
29. UM 4400-123 FMF SASSY Management Unit Procedures
30. UM 4400-124 SASSY Using Unit Procedures

SUPP-CSS-5002: Prepare for deployment

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

STANDARD: Providing safekeeping of supplies and equipment in a ready-for-issue state IAW MCWP 4-11.7 MAGTF Supply Operations.

EVENT COMPONENTS:

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

REFERENCES:

1. ASTM D4727 ASTM D4727
2. ASTM D5118/D5118M Fabrication of Fiberboard Shipping Boxes
3. ASTM D5168 Fabrication and Closure of Triple-Wall Corrugated Fiberboard Containers
4. CFR 49 Parts 100-185 Code of Federal Regulations - Transportation
5. CFR Title 10 Title 10 Code of Federal Regulations
6. DoD 4145.19-R-1 Storage and Material Handling
7. DoDI 6055.1 DoD Safety and Occupational Health (SOH) Program
8. FM 101-5 Staff Organization and Operations
9. Local SOP Local Standard Operating Procedures
10. MCO 2410.2_ Electromagnetic Environmental Effects (E3) Control Program
11. MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling
12. MCO 5104.3_ Marine Corps Radiation Safety Program
13. MCO P4030.21_ Packaging of Materiel - Packing
14. MCO P4030.31_ Packing of Material, Preservation
15. MCO P4400.105E Radioactive Commodities in the Department of Defense Supply System (Mar 04)
16. MCO P4400.150_ Consumer Level Supply Policy Manual
17. MCO P4450.7_ Marine Corps Warehousing Manual
18. MCRP 4-11.3D The Naval Beach Group
19. MCRP 4-11.8A Marine Corps Field Feeding Program
20. MCRP 5-12A Operational Terms and Graphics
21. MCRP 5-12D Organization of Marine Corps Forces
22. MCWP 4-1 Logistics Operations
23. MCWP 4-11 Tactical-Level Logistics
24. MCWP 4-11.1 Health Service Support Operations
25. MCWP 4-11.7 MAGTF Supply Operations
26. MCWP 4-12 Operational-Level Logistics
27. NAVMC DIR 5100.8_ Marine Corps Occupational Safety and Health (OSH) Program Manual
28. OH 4-1 Combat Service Support Operations
29. PPP-B-601 Federal Specifications for Boxes, Wood, Cleated-Plywood
30. PPP-B-621 Federal Specifications for Box, Wood, Nailed and Lock-Corner
31. SECNAVINST 5216.5 Naval Correspondence Manual
32. TI 4400-15/1_ Packaging, Handling, Storage, and Transportation of Electrostatic Discharge Sensitive Items
33. TI-5104-15/2 Special Handling of Tritium Fire Control Instruments
34. TM 9406-15_ Grounding Procedures for Electromagnetic Interference Control and Safety
35. TM 9999-15/1_ Electro-Static Discharge (ESD) Awareness
36. TM 9999-15/2_ Electro-static Discharge (ESD) Management

17. MCO 10110.47_ Basic Allowance for Subsistence (BAS)
18. MCO 1553.3_ Unit Training Management (UTM) Program
19. MCO 1610.12 United States Marine Corps Counseling Program
20. MCO 2410.2_ Electromagnetic Environmental Effects (E3) Control Program
21. MCO 4050.38_ Personal Effects and Baggage Manual
22. MCO 4340.1_ Reporting of Missing, Lost, Stolen, or Recovered (MLSR)
Government Property (Aug 94)
23. MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling
(Apr 94)
24. MCO 5104.3_ Marine Corps Radiation Safety Program
25. MCO 8010.1E Class V(W) Planning Factors for Fleet Marine Force Combat
Operations
26. MCO 8011.4 USMC T/A CLASS V (W) MATERIAL (PEACETIME)
27. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
28. MCO P3040.4 Marine Corps Casualty Procedures Manual
29. MCO P4030.21_ Packaging of Materiel - Packing
30. MCO P4030.31_ Packing of Material, Preservation
31. MCO P4400.105E Radioactive Commodities in the Department of Defense Supply
System (Mar 04)
32. MCO P4400.150_ Consumer Level Supply Policy Manual
33. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
34. MCO P4400.39 War Reserve Material Policy Manual
35. MCO P4400.76 DSSC Manual
36. MCO P4400.79 Provisioning Manual
37. MCO P4450.7_ Marine Corps Warehousing Manual
38. MCO P5090.2A Environmental Compliance and Protection Manual (Jul 98)
39. MCO P7100.8_ Field Budget Guidance Manual
40. MCRP 4-11.3D The Naval Beach Group
41. MCRP 5-12A Operational Terms and Graphics
42. MCWP 4-1 Logistics Operations
43. MCWP 4-11 Tactical-Level Logistics
44. MCWP 4-11.7 MAGTF Supply Operations
45. MCWP 4-12 Operational-Level Logistics
46. MIL-STD-129_ Department of Defense Standard Practice - Military Marking
for Shipment and Storage
47. NAVMC 1553.1_ Systems Approach to Training (SAT) Users Guide
48. NAVMC DIR 5100.8_ Marine Corps Occupational Safety and Health (OSH)
Program Manual
49. OPNAV 5530.14 Physical Security and Loss Prevention
50. PPP-B-601 Federal Specifications for Boxes, Wood, Cleated-Plywood
51. PPP-B-621 Federal Specifications for Box, Wood, Nailed and Lock-Corner
52. SECNAVINST 5216.5 Naval Correspondence Manual
53. SECNAVINST M-5215.1 Secretary of the Navy Directives Policy
54. TI 4400-15/1_ Packaging, Handling, Storage, and Transportation of
Electrostatic Discharge Sensitive Items
55. TI-5104-15/2 Special Handling of Tritium Fire Control Instruments
56. TM 9406-15_ Grounding Procedures for Electromagnetic Interference Control
and Safety
57. TM 9999-15/1_ Electro-Static Discharge (ESD) Awareness
58. TM 9999-15/2_ Electro-static Discharge (ESD) Management
59. UM 4400-120 Asset Tracking for Logistics Supply System Manual
60. UM 4400-123 FMF SASSY Management Unit Procedures
61. UM 4400-124 SASSY Using Unit Procedures
62. UM 4400-60 Material Returns Program

7. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
 8. Local SOP Local Standard Operating Procedures
 9. MCBUL 10120 Clothing Allowance for Enlisted Personnel
 10. MCBUL 3000 Marine Corps Automated Readiness Evaluation System (MARES) Equipment
 11. MCO 10110.40B Policy for Requisition, Issue, and Control of PORs
 12. MCO 1553.3_ Unit Training Management (UTM) Program
 13. MCO 1610.12 United States Marine Corps Counseling Program
 14. MCO 3000.11_ Ground Equipment Condition and Supply Materiel Readiness Reporting (MRR) Policy
 15. MCO 4400.170 Control and Accounting for Petroleum and Related Products
 16. MCO 5311.1_ Total Force Structure Process (TFSP)
 17. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
 18. MCO 8373.2 Auth Alw Maint & Acct Rifle/Pistol
 19. MCO P10120.28G Individual Clothing Regulations
 20. MCO P4200.15 Marine Corps Purchasing Procedures Manual - (obsolete MCO)
 21. MCO P4400.150_ Consumer Level Supply Policy Manual
 22. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
 23. MCO P4400.79 Provisioning Manual
 24. MCO P4450.7_ Marine Corps Warehousing Manual
 25. MCO P5530.14 Marine Corps Physical Security Program Manual
 26. MCO P5750.1G W/CH 1 Manual for the Marine Corps Historical Program
 27. MCRP 4-11.8A Marine Corps Field Feeding Program
 28. MCRP 5-12A Operational Terms and Graphics
 29. MCWP 4-1 Logistics Operations
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GROUND SUPPLY T&R MANUAL

CHAPTER 4

MOS 3002 INDIVIDUAL EVENTS

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1000-LEVEL EVENTS	4003	4-3
2000-LEVEL EVENTS	4004	4-18

GROUND SUPPLY T&R MANUAL

CHAPTER 4

MOS 3002 INDIVIDUAL EVENTS

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

4001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

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

<u>Code</u>	<u>Description</u>
3002	Ground Supply Officer

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

<u>Code</u>	<u>Description</u>
C2	Command and Control
CSS	Combat Service Support
FMGT	Financial Management
INVG	Investigations
MISC	Miscellaneous Procedures
OPS	Operations
PRAC	Property Accounting
PROP	Property Control
PSEF	Personal Effects
REQM	Requisition Management
RMGT	Resource Management
TRNG	Training

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

<u>Code</u>	<u>Description</u>
1000	Core Skills
2000	Core Plus Skills

4002. INDEX OF INDIVIDUAL EVENTS

EVENT CODE	EVENT	PAGE
	1000-LEVEL	

3002-C2-1001	Develop a supply support plan	4-3
3002-CSS-1001	Monitor preparation of all classes of supply for deployment	4-4
3002-FMGT-1001	Provide budget requirements	4-5
3002-INVG-1001	Manage supply related investigations	4-6
3002-MISC-1001	Manage cash collection	4-7
3002-OPS-1001	Execute formal account turnover	4-7
3002-PRAC-1001	Manage non-expendable items	4-8
3002-PRAC-1002	Manage the disposal of supplies and equipment	4-9
3002-PRAC-1003	Manage the rollback of excess materiel	4-10
3002-PRAC-1004	Manage sub-custody records	4-10
3002-PRAC-1005	Manage an inventory	4-11
3002-PRAC-1006	Manage small arms/light weapons accountability	4-12
3002-PRAC-1007	Manage the control of individual equipment	4-12
3002-PROP-1001	Manage supply-related investigation follow-on actions	4-13
3002-PROP-1002	Manage the processing of a missing, lost, stolen, recovered (MLSR) report	4-14
3002-PROP-1003	Manage unit allowances	4-14
3002-PROP-1004	Manage redistributions	4-15
3002-PSEF-1001	Manage personal effects	4-16
3002-REQM-1001	Manage the unit's requisition process	4-16
3002-TRNG-1001	Manage ground supply MOS training	4-17
2000-LEVEL		
3002-OPS-2001	Direct Supply support operations	4-18
3002-RMGT-2001	Direct Supply Resources	4-19

4003. 1000-LEVEL EVENTS

3002-C2-1001: Develop a supply support plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

MOS PERFORMING: 3002

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, AIS, and the references.

STANDARD: Integrating supply support with the other functions of logistics and IAW the principles of logistics, and supporting the supply requirements IAW MCWP 4-11.7.

PERFORMANCE STEPS:

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

REFERENCES:

1. FM 101-5 Staff Organization and Operations
2. FMFM 4-1 Combat Service Support Operations
3. Local SOP Local Standard Operating Procedures
4. MCRP 4-11.8A Marine Corps Field Feeding Program
5. MCRP 5-12A Operational Terms and Graphics
6. MCRP 5-12D Organization of Marine Corps Forces
7. MCWP 4-11.1 Health Service Support Operations
8. MCWP 4-11.7 MAGTF Supply Operations
9. MCWP 4-12 Operational-Level Logistics

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3002-CSS-1001: Monitor preparation of all classes of supply for deployment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, AIS, and the references.

STANDARD: Ensuring that all required equipment is prepared IAW the Unit Embarkation Handbook.

PERFORMANCE STEPS:

1. Review requirement.
2. Conduct appropriate Staff liaison (i.e., with the S-3, S-4 and unit Embarkation Officer).

3. Coordinate embarkation container (i.e., quadcons and palcons, etc.) support with the unit embarkation officer.
4. Validate embarkation records.
5. Verify that the processing of supplies and equipment for a deploying unit meets the requirements specified in the embarkation order.
6. Verify that all supplies and equipment are inspected for condition, quantity, and are appropriately prepared for shipment.
7. Ensure that all supply embarkation boxes/containers have correct tactical and location markings.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
2. FMFM 4-1 Combat Service Support Operations
3. Local SOP Local Standard Operating Procedures
4. MCO P4450.12 Storage and Handling of Hazardous Materials
5. MCO P4450.7_ Marine Corps Warehousing Manual
6. MCRP 5-12A Operational Terms and Graphics
7. MCWP 4-11.7 MAGTF Supply Operations
8. MCWP 4-12 Operational-Level Logistics

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3002-FMGT-1001: Provide budget requirements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given local budget guidance from the comptroller, commander's intent guidance, commodity manager's resource requirements, budget execution activity (BEA) management reports, past spending history, previous year's annual and midyear budget, budget documentation, AIS, and the references.

STANDARD: Ensuring all known annual budget requirements are identified and submitted IAW commander's guidance.

PERFORMANCE STEPS:

1. Review local budget guidance.
2. Collect/review all historical and current information affecting the budget to include annual training and operations.
3. Hold an internal budget review with commodity managers.
4. Identify funding deficiencies by comparing total resource requirements with annual authorizations.
5. Consolidate all costs associated with maintenance, T/E, inventory, training, administrative, replenishment/replacement, and other

- deficiencies.
6. Identify requirements for funding.
 7. Construct draft budget/deficiency report.
 8. Prioritize and justify funding deficiencies.
 9. Obtain commanding officer's approval.
 10. Submit final budget/deficiency report.

REFERENCES:

1. SABRS User Manual
2. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
3. Local SOP Local Standard Operating Procedures
4. MCO P7100.8_ Field Budget Guidance Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and Automated Information System.

3002-INVG-1001: Manage supply related investigations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a completed supply related investigation and the references.

STANDARD: Ensuring the investigation is vouchered and property control documents are adjusted.

PERFORMANCE STEPS:

1. Verify investigation is vouchered.
2. Verify transactions are processed and vouchered, as required.
3. Verify property accounting document is updated.
4. Redline investigations as required.
5. Comply with applicable recommendations of the investigating officer that are approved by the Commanding Officer.
6. Certify the investigation once the approved actions have been complied with.
7. Verify investigations are maintained on file.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3002-MISC-1001: Manage cash collection

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Retained records refer to what is colloquially known as the 5-year file.

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a cash collection requirement, retained records, AIS, and the references.

STANDARD: Ensuring the audit and verification report discrepancies are corrected and the report is maintained on file.

PERFORMANCE STEPS:

1. Ensure roles/responsibilities are assigned/revoked, as required.
2. Ensure cash collection internal controls are executed.
3. Identify any discrepancies in the Audit and Verification report.
4. Verify the corrective action is completed.
5. Retain records, as required.
6. Conduct periodic internal reviews.

REFERENCES:

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. SECNAVINST M-5210.1 Department of the Navy Records Management Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3002-OPS-1001: Execute formal account turnover

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a change of command or supply officer, and the references.

STANDARD: Ensuring all required elements are included and addressed in the certificate of relief/endorsement IAW MCO 4400.150_.

PERFORMANCE STEPS:

1. Compile the necessary information required.
2. Inspect the condition of the records, inventory results, supplies, personnel, and all other supply related matters.
3. Prepare the Certificate of Relief and/or Endorsement
4. Verify the accuracy of the outgoing Supply Officer's or Commanding Officers Certificate of Relief.
5. Prepare an endorsement addressing the outgoing Supply Officer's Certificate of Relief.
6. Provide the endorsement with the Certificate of Relief to the Commanding Officer.
7. Ensure disposition of files.

REFERENCES:

1. 5216.5 Naval Correspondence Manual
2. MCO 5311.1_ Total Force Structure Process (TFSP)
3. MCO P4400.150_ Consumer Level Supply Policy Manual
4. SECNAVINST M-5210.1 Department of the Navy Records Management Manual

3002-PRAC-1001: Manage non-expendable items

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, property control documents and the references.

STANDARD: Ensure 100% accountability IAW MCO 4400.150_.

PERFORMANCE STEPS:

1. Identify non-expendable items.
2. Identify controlled items.
3. Record property on hand.
4. Validate excesses/deficiencies, as required.
5. Report excesses/deficiencies, as required.
6. Validate Money Value Gain/Loss (MVGL) reports.
7. Manage the subsidiary records/systems.
8. Validate the accountability of reportable equipment.
9. Analyze property accounting reports.
10. Submit requests for disposition instruction for controlled items, as required.
11. Order deficiencies, as required.

REFERENCES:

1. DOD 4140.26-M Defense Integrated Material Management Manual for Consumable

- Items (DIMMMCI)
2. DoD 4145.19-R-1 Storage and Material Handling
 3. DoDI 4140.01 Supply Chain Materiel Management Policy
 4. DoDI 5000.64 Accountability and Management of DoD Equipment and other Accountable Property
 5. MCO P4400.150_ Consumer Level Supply Policy Manual
 6. MCO P4400.82_ Regulated/Controlled Item Management Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3002-PRAC-1002: Manage the disposal of supplies and equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given unserviceable equipment, source documents, AIS, and the references.

STANDARD: Executing chain of custody transfer IAW MCO 4400.150_.

PERFORMANCE STEPS:

1. Validate condition of the equipment.
2. Validate demilitarization of equipment, as required.
3. Validate special instructions, as required.
4. Verify transactions are processed.
5. Manage the turn-in to the disposal facility.
6. Validate property accounting document has been updated.
7. Maintain source documents.

REFERENCES:

1. DOD 4140.26-M Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)
2. DoD 4145.19-R-1 Storage and Material Handling
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3002-PRAC-1003: Manage the rollback of excess materiel

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

MOS PERFORMING: 3002

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, on hand assets, allowance documents, property control documents, AIS, and the references.

STANDARD: IAW UM 4400.124_.

PERFORMANCE STEPS:

1. Identify excess materiel to rollback.
2. Verify transactions are processed.
3. Verify rollback of excess materiel is completed.
4. Maintain source documents.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3002-PRAC-1004: Manage sub-custody records

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

MOS PERFORMING: 3002

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, supporting documentation, AIS, and the references.

STANDARD: Ensuring accurate custody records are maintained for all equipment listed on the Property Control Documents IAW MCO 4400.150_.

PERFORMANCE STEPS:

1. Verify that ROs are appointed in writing.
2. Maintain source documentation.
3. Validate Money Value Gain/Loss (MVGL) reports.
4. Conduct reconciliations with ROs as directed in the reference.
5. Ensure follow-on actions are performed.
6. Ensure adjustments are made, as required.
7. Validate required records/reports.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with Automated Information System.

3002-PRAC-1005: Manage an inventory

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a supply account, property control documents, AIS, and the references.

STANDARD: Ensuring 100% accountability of on-hand property IAW MCO P4400.150_.

PERFORMANCE STEPS:

1. Determine type of inventory.
2. Assign workflow.
3. Validate variances.
4. Validate causative research , as required.
5. Initiate Requests for Investigation as required.
6. Report results of inventory.
7. Obtain authorization to make adjustments.
8. Verify transactions are processed.
9. Verify property accounting document.
10. Validate Money Value Gain/Loss (MVGL) reports.
11. Maintain source documentation.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with Internet capability and Automated Information System.

3002-PRAC-1006: Manage small arms/light weapons accountability

5. Conduct inventories.
6. Verify monthly reconciliation with the unit alpha roster.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. MCO P4450.7_ Marine Corps Warehousing Manual
4. OPNAV 5530.14 Physical Security and Loss Prevention
5. UM 4400-124 SASSY Using Unit Procedures

3002-PROP-1001: Manage supply-related investigation follow-on actions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a completed supply related investigation and the references.

STANDARD: Ensuring the investigation is vouchered and property control documents are adjusted.

PERFORMANCE STEPS:

1. Verify investigation is vouchered.
2. Verify transactions are processed and vouchered, as required.
3. Verify property accounting document is updated.
4. Comply with applicable recommendations of the investigating officer that are approved by the Commanding Officer.
5. Certify the investigation once the approved actions have been complied with.
6. Validate Money Value Gain/Loss (MVGL) reports.
7. Verify investigations are maintained on file.
8. Redline investigations as required.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3002-PROP-1002: Manage the processing of a missing, lost, stolen, recovered (MLSR) report

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

MOS PERFORMING: 3002

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, AIS, and the references.

STANDARD: Ensuring identification of all assets.

PERFORMANCE STEPS:

1. Direct the preparation of MLSR reports.
2. Submit MLSR reports as required.
3. Coordinate with other organizations/agencies, as required.
4. Initiate and voucher appropriate adjustment transactions as required.
5. Validate Money Value Gain/Loss (MVGL) reports.
6. File MLSR reports.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. SECNAVINST 5500.4 MLSR Reporting

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3002-PROP-1003: Manage unit allowances

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

MOS PERFORMING: 3002

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Table of Organization and Equipment (T/O/E), Special Allowance/Command Adjustment/training allowance authorization documentation, Type 2 authorization letters, MCBUL 3000, property accounting document, AIS, and the references.

STANDARD: Ensuring equipment allowances are accurate.

PERFORMANCE STEPS:

1. Reconcile accountable record.
2. Compute weapons and individual equipment allowances per the T/O&E.
3. Load all special allowances, training allowances, and command adjustments to the property control document.
4. Validate the property control documents with the T/E.

5. Direct corrective action is taken, as required.
6. Submit TOECR as required.
7. Monitor change requests until approved or denied.

REFERENCES:

1. MCO 5311.1_ Total Force Structure Process (TFSP)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3002-PROP-1004: Manage redistributions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, on hand assets, allowance documents, property control documents, AIS, and the references.

STANDARD: Executing chain of custody transfer IAW MCO 4400.150_.

PERFORMANCE STEPS:

1. Report excess/deficient equipment.
2. Execute disposition instructions, as required.
3. Verify transactions are processed.
4. Verify property accounting document is updated.
5. Maintain source documents.

REFERENCES:

1. DLM 4000.25-2 Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP)
2. DoD 4140.1-R Supply Chain Materiel Management Regulation
3. DoDI 4140.01 Supply Chain Materiel Management Policy
4. DoDI 5000.64 Accountability and Management of DoD Equipment and other Accountable Property
5. Local SOP Local Standard Operating Procedures
6. MCO P4400.150_ Consumer Level Supply Policy Manual
7. MCO P4400.82_ Regulated/Controlled Item Management Manual
8. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information system.

3002-PSEF-1001: Manage personal effects

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given current requirement, morning reports, and the references.

STANDARD: Ensuring timely inventory, proper chain of custody, storage and disposition of personal effects.

PERFORMANCE STEPS:

1. Ensure daily morning reports published by the unit admin section are reviewed.
2. Ensure inventory boards are appointed in writing.
3. Ensure inventory boards are current.
4. Ensure inventory board members are trained as required.
5. Ensure that personal effects inventories are conducted when required within the timeframes established by the references.
6. Ensure that the storage and disposition of personal effects are conducted per current orders and directives.
7. Conduct periodic internal reviews per current orders and directives.

REFERENCES:

1. MCO 4050.38_ Personal Effects and Baggage Manual
2. MCO P4400.150_ Consumer Level Supply Policy Manual

SUPPORT REQUIREMENTS:

EQUIPMENT:

Computer with internet capability and Automated Information System.
Secure storage facility.

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

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The requisition process includes the GCPC program, supply system purchases, contracting, garrison support activities, TAD, reimbursable funding activities (e.g., MIPR/WR), miscellaneous payments, individual clothing find right terminology, subsistence in kind, etc. Additional training may be required per applicable directives. The GCPC program is the example used in the FLC for training 3002s in the requisition process.

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, AIS, and the references.

STANDARD: In accordance with DODFMR.

PERFORMANCE STEPS:

1. Identify requisition roles and responsibilities.
2. Recommend delegations of authority, as required.
3. Ensure the appropriate training has been accomplished for applicable roles/responsibilities.
4. Maintain all appointment letters, revocation letters, and regulations on file.
5. Manage Uniform Material Movement and Issue Priority System (UMMIPS).
6. Establish request processes, as required.
7. Approve requests, as required.
8. Supervise requisition tracking, as required.
9. Supervise reconciliation.
10. Supervise receipt/acceptance, as required.
11. Manage the Supply Discrepancy Report (SDR).
12. Supervise issue management, as required.
13. Supervise requisition closeout.

REFERENCES:

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. NAVMC 2664 Financial Guidebook for Commanders
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3002-TRNG-1001: Manage ground supply MOS training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a METL, personnel training records, training schedules, AIS, and the references.

STANDARD: Ensuring personnel sustain appropriate skill levels through occupational training and the training is recorded.

PERFORMANCE STEPS:

1. Review training requirements.
2. Assess unit capabilities/deficiencies.
3. Assess individual skills/deficiencies.
4. Develop and submit a training plan.
5. Develop required training materials (lesson handouts, practical application exercises, computer based training, etc).
6. Conduct training (i.e., unit, MOJT, sustainment), as required.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCRP 3-0A Unit Training Management Guide
3. MCRP 3-0B How to Conduct Training
4. NAVMC 1553.1_ Systems Approach to Training (SAT) Users Guide
5. NAVMC 3500.64_ Ground Supply Training and Readiness (T&R) Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

4004. 2000-LEVEL EVENTS

3002-OPS-2001: Direct Supply support operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The individual is responsible for directing the following: Embarkation, In-Transit Visibility, retail supply operations, Retrograde, Environmental Programs, Safety Programs, Joint and Combined Operations, and MOS training.

MOS PERFORMING: 3002

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To ensure supportability of supply operations.

PERFORMANCE STEPS:

1. Determine supply objectives.
2. Determine resources.
3. Establish a supply point, as required.
4. Manage War Reserve material.
5. Manage Initial Issue Provisioning (IIP) program.
6. Manage unserviceable assets.
7. Manage General Account.
8. Manage customer service support.
9. Conduct requisition management.

10. Manage buy review.
11. Manage AA&E.
12. Manage supply physical security program.
13. Manage RIP, when applicable.
14. Manage packaged operational rations.
15. Manage maintenance of stored assets, as required.
16. Monitor Electro-static discharge sensitive devices.
17. Manage radiological program, as required.
18. Apply resources.
19. Maintain equipment.
20. Manage Quality Assurance.
21. Coordinate supply support , as required
22. Prepare routine correspondence, when applicable.
23. Apply continuous process improvement methods.

REFERENCES:

1. FMFM 4-1 Combat Service Support Operations

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with Internet capability and Automated Information System.

3002-RMGT-2001: Direct Supply Resources

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The individual is responsible for but not limited to: Managing MAGTF War Reserve materiel, Reimbursable funding, Government-wide Commercial Purchase Card (GCPC), purchasing and contracting request, procurement of supplies from Consolidated Material Support Center (CMSC), and commercial item procurement.

MOS PERFORMING: 3002

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To ensure resources are sufficient to support assigned missions.

PERFORMANCE STEPS:

1. Determine materials.
2. Determine facilities requirement, if required.
3. Manage facilities, as required.
4. Analyze spend plan/budget.
5. Manage tactical logistics.
6. Conduct site surveys, when applicable.
7. Validate mobilization plan.
8. Review material availability.

9. Employ personnel.
10. Advise commander.

REFERENCES:

1. FMFM 4-1 Combat Service Support Operations

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with Internet capability and Automated Information System.

GROUND SUPPLY T&R MANUAL

CHAPTER 5

MOS 3010 INDIVIDUAL EVENTS

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GROUND SUPPLY T&R MANUAL

CHAPTER 5

MOS 3010 INDIVIDUAL EVENTS

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

5001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

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

<u>Code</u>	<u>Description</u>
3010	Ground Supply Operations Officer

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

<u>Code</u>	<u>Description</u>
AMMO	Ammunition
CSS	Combat Service Support
FMGT	Financial Management
ISS	Intermediate Supply Support
ISSO	Intermediate Supply Support Operations
ISSU	Issue Property and Material
ISTC	Intermediate Stock Control
ISTR	Intermediate Storage
MISC	Miscellaneous Procedures
PRAC	Property Accounting
PROP	Property Control
PSEF	Personal Effects
RATS	Rations
RFID	Radio Frequency Identification
RIPT	Repairable Issue Point
STDR	Storage and Distribution

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

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills

4002. INDEX OF INDIVIDUAL EVENTS

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5003. 2000-LEVEL EVENTS

3010-CSS-2001: Develop a supply support plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

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

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, AIS, and the references.

STANDARD: Integrating supply support with the other functions of logistics

and IAW the principles of logistics, and supporting the supply requirements IAW MCWP 4-11.7.

PERFORMANCE STEPS:

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

REFERENCES:

1. FM 101-5 Staff Organization and Operations
2. FMFM 4-1 Combat Service Support Operations
3. Local SOP Local Standard Operating Procedures
4. MCRP 4-11.8A Marine Corps Field Feeding Program
5. MCRP 5-12A Operational Terms and Graphics
6. MCRP 5-12D Organization of Marine Corps Forces
7. MCWP 4-11.1 Health Service Support Operations
8. MCWP 4-11.7 MAGTF Supply Operations
9. MCWP 4-12 Operational-Level Logistics

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-CSS-2004: Supervise supply support operations within a LCE

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a unit deploying with a Marine Air Ground Task Force (MAGTF), operation order, AIS, and the references.

STANDARD: Supporting the MAGTF mission.

PERFORMANCE STEPS:

1. Review the six functional areas of CSS.
2. Review the different levels of logistics support.
3. Review the different supply distribution methods.
4. Review the two supply replenishment systems known as push and pull.

5. Review the ten classes of supply.
6. Review the supported unit's LOI and support requirements, when applicable.
7. Review the assigned support missions.
8. Review Transportation Adjustment Codes (TAC).
9. Verify that the support unit's Equipment Density Lists (EDL) have been obtained and reviewed.
10. Verify that resupply procedures and support have been established.

REFERENCES:

1. FM 101-5 Staff Organization and Operations
 2. FMFM 4-1 Combat Service Support Operations
 3. Local SOP Local Standard Operating Procedures
 4. MCO P4400.150_ Consumer Level Supply Policy Manual
 5. MCRP 4-11.8A Marine Corps Field Feeding Program
 6. MCWP 4-11.1 Health Service Support Operations
 7. MCWP 4-11.7 MAGTF Supply Operations
 8. UM 4400-124 SASSY Using Unit Procedures
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3010-CSS-2005: Manage MAGTF War Reserve materiel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a MAGTF operation contingency, the requirement for War Reserve Materials, an operation order/warning order, AIS, and the references.

STANDARD: Supporting the MAGTF operation and providing replacement assets as required.

PERFORMANCE STEPS:

1. Review Initiating Directive to determine mission statement.
2. Review and validate requirements for all classes of supply, excluding Class X.
3. Review Operation Plan (OPLAN) for additional Type III and clothing requirements.
4. Coordinate with other staff officers as necessary (i.e., Health Services Support (HSS) for determining Class VIII requirements).
5. Determine War Reserve Material requirements for all classes of supply (less Class X), including Type III requirements.
6. Register additional requirements for deployments with the LOGCOM.
7. Ensure that embarkation data is current for the unit.
8. Develop plans to identify and store Remain Behind Equipment (RBE) that will not be embarked with the deploying unit.
9. Identify equipment that will be registered as Remain Behind Equipment (RBE) to LOGCOM as required by the references.
10. Develop plans to distribute required prepositioned equipment.
11. Exercise management control over storage, maintenance, and Care of

Supplies in Storage (COSIS).

REFERENCES:

1. FM 101-5 Staff Organization and Operations
2. FMFM 4-1 Combat Service Support Operations
3. MCRP 5-12A Operational Terms and Graphics
4. MCWP 4-11.7 MAGTF Supply Operations
5. MCWP 4-12 Operational-Level Logistics

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and Automated Information System.

3010-CSS-2006: Monitor preparation of all classes of supply for deployment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a deployment, mobilization and/or embarkation order, access to an automated system with applicable software, and the references.

STANDARD: Ensuring that all required equipment is prepared IAW the Unit Embarkation Handbook.

PERFORMANCE STEPS:

1. Review mobilization and/or embarkation order as applicable.
2. Conduct appropriate Staff liaison (i.e., with the S-3, S-4 and unit Embarkation Officer)
3. Coordinate embarkation container (i.e., quadcons and palcons, etc.) support with the unit embarkation officer.
4. Validate automated embarkation records.
5. Verify that the processing of supplies and equipment for a deploying unit meets the requirements specified in the embarkation order.
6. Verify that all supplies and equipment are inspected for condition, quantity, and are appropriately prepared for shipment.
7. Ensure that all supply embarkation boxes/containers have correct tactical and location markings.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
2. FMFM 4-1 Combat Service Support Operations
3. Local SOP Local Standard Operating Procedures
4. MCO P4450.12 Storage and Handling of Hazardous Materials
5. MCO P4450.7_ Marine Corps Warehousing Manual
6. MCRP 5-12A Operational Terms and Graphics
7. MCWP 4-11.7 MAGTF Supply Operations

8. MCWP 4-12 Operational-Level Logistics

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-CSS-2008: Manage the establishment of a field warehouse

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given mission objectives, sufficient buildings/tents and area to establish the field warehouse, an operation plan, appropriate MHE, AIS, and the references.

STANDARD: Properly locating and constructing a field warehouse, to provide adequate storage and security, in support of the unit's mission objectives.

PERFORMANCE STEPS:

1. Determine requirements.
2. Determine the warehouse site.
3. Coordinate the layout of the field warehouse.
4. Monitor the construction/establishment of the field warehouse.
5. Initiate corrective action, when required.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
2. FM 101-5 Staff Organization and Operations
3. Local SOP Local Standard Operating Procedures
4. MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling (Apr 94)
5. MCO P4450.7_ Marine Corps Warehousing Manual
6. MCRP 5-12A Operational Terms and Graphics
7. MCWP 4-11.7 MAGTF Supply Operations
8. MCWP 4-12 Operational-Level Logistics
9. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-FMGT-2001: Manage spend plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: IAW applicable financial management references, laws, and regulations; and commander's guidance.

PERFORMANCE STEPS:

1. Review documents.
2. Manage source documents.
3. Manage apportionment of spending plan within commodities, as required.
4. Verify that obligations do not exceed authorizations.
5. Direct fiscal reconciliation between the pending, obligated, expensed, and liquidated files.
6. Validate unliquidated obligations (ULO), to include travel orders.
7. Manage the available balances.
8. Meet quarterly obligation goals.
9. Ensure applicable roles are assigned/revoked.
10. Brief the commanding officer on the status of funds, as required.

REFERENCES:

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. Local SOP Local Standard Operating Procedures
3. MCO 4400.150 Consumer Policy Supply Manual
4. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
5. MCO P7100.8_ Field Budget Guidance Manual
6. NAVMC 2664 Financial Guidebook for Commanders
7. OMB Circular A-11 Preparation, Submission and Execution of the Budget

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-FMGT-2003: Manage unit requisition process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The requisition process includes the GCPC program, supply system purchases, contracting, garrison support activities, TAD, reimbursable funding activities (e.g., MIPR/WR), miscellaneous payments, individual clothing <<find right terminology>>, subsistence in kind, etc. Additional training may be required per applicable directives. The GCPC program is the example used in the FLC for training 3002s in the requisition process.

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, AIS, and the references.

STANDARD: In accordance with DODFMR.

PERFORMANCE STEPS:

1. Identify requisition roles and responsibilities.
2. Recommend delegations of authority, as required.
3. Ensure the appropriate training has been accomplished for applicable roles/responsibilities.
4. Maintain all appointment letters, revocation letters, and regulations on file.
5. Manage Uniform Material Movement and Issue Priority System (UMMIPS).
6. Establish request processes, as required.
7. Approve requests, as required.
8. Supervise requisition tracking, as required.
9. Supervise reconciliation.
10. Supervise receipt/acceptance, as required.
11. Manage the Supply Discrepancy Report (SDR).
12. Supervise issue management, as required.
13. Supervise requisition closeout.

REFERENCES:

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. Local SOP Local Standard Operating Procedures
3. MCO 4400.150 Consumer Policy Supply Manual
4. MCO 5200.24_ Marine Corps Manger's Internal Control (MCMIC) Program
5. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
6. NAVMC 2664 Financial Guidebook for Commanders
7. OMB Circular A-11 Preparation, Submission and Execution of the Budget
8. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-FMGT-2006: Manage cash collection

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Retained records IAW SECNAVINST M-5210.1.

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a cash collection requirement, retained records, AIS, and the references.

STANDARD: Ensuring government funds are collected and turned in properly.

PERFORMANCE STEPS:

1. Ensure roles/responsibilities are assigned/revoked, as required.
2. Ensure cash collection internal controls are executed.
3. Identify any discrepancies in the Audit and Verification report.
4. Initiate corrective action.
5. Verify the corrective action is completed.
6. Retain records, as required.
7. Conduct periodic internal reviews.

REFERENCES:

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
 2. MCO P4400.150_ Consumer Level Supply Policy Manual
 3. SECNAVINST M-5210.1 Department of the Navy Records Management Manual
 4. UM 4400-124 SASSY Using Unit Procedures
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3010-FMGT-2007: Provide budget requirements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given local budget guidance from the comptroller, commander's guidance, commodity manager's resource requirements, budget execution activity (BEA) management reports, past spending history, previous year's annual and midyear budget, budget documentation, AIS, and the references.

STANDARD: Ensuring all known annual budget requirements are identified and submitted IAW commanders guidance.

PERFORMANCE STEPS:

1. Review local budget guidance.
2. Collect and review all historical and current information affecting the budget to include annual training and operations.
3. Identify requirements for funding.
4. Hold an internal budget review with commodity managers.
5. Identify funding deficiencies by comparing total resource requirements with annual authorizations.
6. Construct draft budget and deficiency report.
7. Prioritize and justify funding deficiencies.
8. Obtain Commanding Officer's approval.
9. Submit final budget and efficiency report.

REFERENCES:

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. Local SOP Local Standard Operating Procedures
3. MCO 4400.150 Consumer Policy Supply Manual
4. MCO 5200.24_ Marine Corps Manger's Internal Control (MCMIC) Program
5. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
6. MCO P7100.8_ Field Budget Guidance Manual
7. NAVMC 2664 Financial Guidebook for Commanders
8. OMB Circular A-11 Preparation, Submission and Execution of the Budget

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and Automated information System.

3010-FMGT-2009: Conduct midyear review

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The midyear review is formally conducted to identify deficiencies in order to request additional funds as part of the budget/spending plan. A similar process may be followed at other times for other reviews, in preparation for or as augments to the midyear review.

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given budget guidance, a current budget, usage data, projected requirements, current year deficiencies, AIS, and the references.

STANDARD: Ensuring adequate funds are available to support mission requirements through the end of the fiscal year.

PERFORMANCE STEPS:

1. Review current fiscal year budget, usage data, projected requirements, and previous year's budget to determine unfunded requirements.
2. Consolidate and prioritize all maintenance, T/E, inventory, training, administrative, replenishment/replacement, and other deficiencies.
3. Prepare midyear review submission.
4. Brief the Commanding Officer on the state of the midyear review.
5. Submit the midyear review.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. MCO P7100.8_ Field Budget Guidance Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information

System.

3010-ISS-2002: Manage Initial Issue Provisioning (IIP) program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Supporting anticipated equipment fielding timeframes and distributing IIP assets as directed by higher HQ.

PERFORMANCE STEPS:

1. Review all relevant program support data, POM, PPD, and MFPs.
2. Provide concurrence/recommendations on draft planning documents.
3. Develop and coordinate draft transition plans.
4. Monitor revised provisioning schedule established by Marine Corps Systems Command (MARCORSYSCOM).
5. Execute IIP issues.
6. Validate incoming IIP data coming from Logistics Command (LOGCOM) is loaded.
7. Establish procedures to track the attainment of IIP project.
8. Report the attainment of IIP project to higher headquarters.
9. Coordinate with Stock Control of the General Account to ensure minimum/maximum quantities and protected stock requirement codes are correctly loaded to the General Account Balance File (GABF).

REFERENCES:

1. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISS-2003: Manage the disposal of supplies and equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given unserviceable equipment, source documents, AIS, and the references.

STANDARD: Executing chain of custody transfer IAW MCO 4400.150_.

PERFORMANCE STEPS:

1. Validate condition of the equipment.
2. Validate demilitarization of equipment, as required.
3. Validate special instructions, as required.
4. Verify transactions are processed.
5. Manage the turn-in to the disposal facility.
6. Validate property accounting document has been updated.
7. Maintain source documents.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISSO-2001: Manage Class II programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an assignment to an intermediate level supply activity, access to a mainframe computer, programming application, and the references.

STANDARD: To meet data processing requirements for the customer.

PERFORMANCE STEPS:

1. Analyze user requirements and expectations.
2. Review applicable references and files.
3. Write NATURAL or SQL programs to extract required data.
4. Write or modify Job Control Language as required.
5. Review output with user to ensure customer requirement has been met.

REFERENCES:

1. MCO P4400.151_ Intermediate-Level Supply Management Policy Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISSO-2002: Manage system execution

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given system printouts, previous cycle balance analysis, current cycle balance analysis, exception output, edit error listings, system transaction error listing, recycle listing (or system access to the SASSY database, VSAM files, InfoPac, access to an automated system with mainframe connectivity, local procedures, and the references.

STANDARD: To ensure SASSY inventory cycle and/or the associated subsystems are validated.

PERFORMANCE STEPS:

1. Monitor system input.
2. Analyze system output data for proper processing and interfacing.
3. Ensure dissemination of information to supported units.
4. Perform corrective actions as required (i.e., coordinate with Defense Database Management Activities, restarts, backouts, hold output).
5. Validate Automated Digital Network (AUTODIN) functions.
6. Manage output operations.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISSO-2005: Manage Class III programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to an automated system with mainframe connectivity, system access, local procedures, and the references.

STANDARD: To assist Supply Support Operations develop, catalog, and publish associated programs.

PERFORMANCE STEPS:

1. Develop basic program specifications.
2. Validate NATURAL language code and associate Job Control Language (JCL).
3. Monitor publication of a local program catalog.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. UM 4400-123 FMF SASSY Management Unit Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Basic NATURAL software training is provided by civilian trained personnel at local Defense Database Management Activities.

3010-ISSO-2006: Monitor functional security of systems

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given delegated authority as Functional Manager of the Operations Section, system access, access to an automated system with mainframe connectivity, and the references.

STANDARD: To ensure security and integrity of user access to databases.

PERFORMANCE STEPS:

1. Develop policies for database access, programming libraries, NATURAL, and VSAM files access authority.
2. Reconcile security files with current personnel population.
3. Monitor execution of established security policies/procedures.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISSO-2007: Coordinate ATLASS functions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to an automated system with mainframe connectivity, mainframe access, system access, Terminal Security Officer (TSO) file transfer authority, local procedures, and the references.

STANDARD: To ensure ATLASS files are accurate and that the SASSY/ATLASS file match.

PERFORMANCE STEPS:

1. Validate Activity Information Table (AIT) updates for ATLASS units.
2. Monitor distribution of SASSY files for unit ATLASS processing.
3. Monitor distribution of daily supply status.
4. Provide files for SASSY/ATLASS reconciliations

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISSO-2008: Manage customer service functions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given AIS, and the references.

STANDARD: Providing supply sections customer support on a daily basis.

PERFORMANCE STEPS:

1. Monitor proof of delivery (POD) requests.
2. Monitor technical research section.
3. Schedule using unit reconciliations with the intermediate supply support activity.

4. Troubleshoot system problems associated with unit requests.
5. Produce and distribute procedural/information notices.
6. Monitor the MOV/BOV process.
7. Initiate cataloging actions.

REFERENCES:

1. UM 4400-123 FMF SASSY Management Unit Procedures
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISSU-2001: Manage the Deployment Support Unit(DSU)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given assignment to the Deployed Support Unit of the Intermediate Supply Support Activity, the requirement to provide deployed unit support of Class IX (repair parts) and secondary reparable blocks, AIS, and the references.

STANDARD: Ensuring accurate and timely supply support to deployed units.

PERFORMANCE STEPS:

1. Conduct inventory management procedures.
2. Verify Equipment Density Listing Class IX and secondary reparable requirements.
3. Reconcile requirements list.
4. Verify issuance of stock.
5. Verify resupply.
6. Expedite resupply to deployed units as required.
7. Verify operating stock and secondary reparable blocks issued to RO are turned in.
8. Make appropriate file adjustments.

REFERENCES:

1. UM 4400-123 FMF SASSY Management Unit Procedures
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTC-2001: Direct intermediate Stock Control operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an assignment as a stock control manager, files and records, AIS, automated warehousing system, and the references.

STANDARD: Meeting customer requirements in a timely manner.

PERFORMANCE STEPS:

1. Monitor customer demand requirements.
2. Review management files and records.
3. Establish pertinent stock list.
4. Direct the appropriate stock control functions.
5. Verify customer requirements are satisfied.
6. Monitor stock control functions.
7. Periodically review stock list.
8. Maintain Issue Control Section.
9. Periodically execute the Item Review Process.
10. Execute Materials Return Program (MRP) as required.

REFERENCES:

1. MCO P4400.76 DSSC Manual
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated information System.

3010-ISTC-2002: Direct the buy review

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to replenish operating stocks, stock management files/records, fiscal guidance, AIS, and the references.

STANDARD: Meeting authorized stockage parameters.

PERFORMANCE STEPS:

1. Identify operating stock replenishment requirements.
2. Review stock management files and records.
3. Review fiscal records to determine if funds are available.
4. Direct appropriate action.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTC-2004: Manage requirements determination

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, local procedures, and the references.

STANDARD: To maintain integrity of the Buy Review process.

PERFORMANCE STEPS:

1. Review the references.
2. Review the stocking management policies and processes.
3. Manage buy requirements to maintain stockage levels.
4. Determine stockage levels and maintenance.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTC-2005: Manage Materials Return Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and the references.

STANDARD: Ensuring identified on-hand materials are processed via the MRP.

PERFORMANCE STEPS:

1. Identify materials that would be subject to the MRP.
2. Manage excess determination processes.
3. Manage transaction input.
4. Monitor status/exception process sequence.
5. Review existing requirements prior to rollback of excess materiel.

REFERENCES:

1. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTC-2006: Manage an intermediate level Initial Issue Provisioning (IIP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to manage Initial Issue Provisioning Stocks (IIP) at the intermediate level, pertinent draft planning data Material Fielding Plans (MFP), information from item project officer, appropriate program support data, Program Objective Memorandum (POM), Provision Program Documentation (PPD), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Processing all due-in quantities, receipts, and releases of IIP stock.

PERFORMANCE STEPS:

1. Direct the establishment of reparable and/or consumable IIP accounts for each active project code.
2. Ensure assets are protected from excess redistribution and/or property disposal action for two years after IIP projects are released.
3. Process IIP data information when notification is received in a timely manner.
4. Monitor the transmission of Document Identified Code (BP3) reporting on all provisioning projects not yet released to LOGCOM (P831).
5. Direct IIP release procedures.

REFERENCES:

1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTC-2007: Monitor General Account inventory balance

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

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and the references.

STANDARD: To maintain effective supply support to supported activities.

PERFORMANCE STEPS:

1. Manage requisitioning walk-thru management policies and procedures.
2. Direct submission of balance adjustments.
3. Validate Money Value Gain/Loss (MVGL) Notices.
4. Monitor exception, recycle, and edit error processing.
5. Review Requirement Code/Operations Code Assignment.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTC-2008: Monitor replenishment stock requisitions

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

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requisition management reports, Unit Performance Report,

Exception Reports and the references.

STANDARD: Ensuring current status and expeditious fill of requisitions.

PERFORMANCE STEPS:

1. Supervise the execution of procedures for processing a daily cycle output: Exceptions, edit errors, recycle transaction list, AO/A3 listings, daily history.
2. Monitor transaction status for validity.
3. Direct Backorder Validation (BOV) with source of supply.
4. Manage out-sourcing of material requirements.
5. Monitor reject file management.
6. Verify Supply Discrepancy Report (SDR) submission.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTC-2009: Manage Marine Corps War Reserve Material

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and the references.

STANDARD: Supporting Marine Corps contingency plans.

PERFORMANCE STEPS:

1. Compute War Reserve requirements for required classes of supply.
2. Direct management control over storage, maintenance, and care-of-supplies-in-storage (COSIS).

REFERENCES:

1. NAVMC/MCO 3000.18 Marine Corps Planner's Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTR-2001: Direct intermediate storage operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an intermediate storage facility, relevant files/records, storage aids, material handling equipment (MHE), divergent classes of supply, warehouse automated support system, administration of material management programs, and the references.

STANDARD: Ensuring materiel is maintained in a serviceable and ready for issue condition.

PERFORMANCE STEPS:

1. Validate location surveys.
2. Maintain a physical security program.
3. Manage warehouse automated support systems.
4. Manage preparation for embarkation of supplies.
5. Manage preparation of War Reserve stocks for embarkation, as required.
6. Maintain effective space utilization within storage facilities.
7. Manage the physical inventory process.
8. Take corrective action on stock denials.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
2. MCO P4450.7_ Marine Corps Warehousing Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTR-2002: Monitor quality control

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an intermediate storage facility, relevant files/records, automated warehouse support system, divergent classes of supply, quality control functions, and the references.

STANDARD: Ensuring proper management of intermediate storage operations.

PERFORMANCE STEPS:

1. Direct location management.
2. Direct location surveys.
3. Direct location statistical sampling.
4. Manage location pending deck management.
5. Direct transaction management.
6. Manage technical research.
7. Analyze stock denials.
8. Direct Freeze Listing management.
9. Direct Preservation, Packaging, and Packing.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
2. Local SOP Local Standard Operating Procedures
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with Internet capability and Automated Information System.

3010-ISTR-2003: Monitor intermediate storage material management programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an intermediate storage facility, relevant files/records, automated warehouse support system, divergent classes of supply, and the references.

STANDARD: Ensuring the materiel management programs for the intermediate storage operations are properly managed.

PERFORMANCE STEPS:

1. Manage the care-of-supplies-in-storage (COSIS) program.
2. Direct the shelf-life program
3. Direct the electronic static discharge program.
4. Direct the storage of security cage items.
5. Direct the remark program.
6. Manage the packaging, processing, and preservation of assets.
7. Monitor the physical security program.
8. Direct the radiological control program.
9. Direct the warehouse safety program.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
2. MCO P4400.105E Radioactive Commodities in the Department of Defense Supply System (Mar 04)
3. MCO P4450.7_ Marine Corps Warehousing Manual
4. TI-5104-15/2 Special Handling of Tritium Fire Control Instruments
5. UM 4400-123 FMF SASSY Management Unit Procedures
6. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTR-2004: Monitor intermediate storage stockage document control

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an intermediate storage facility, relevant files/records, automated warehouse support system, divergent classes of supply, various types of Material Handling Equipment (MHE), document control functions, and the references.

STANDARD: Ensuring the proper handling of documentation.

PERFORMANCE STEPS:

1. Direct Material Release Order (MRO) management.
2. Manage transactions.

REFERENCES:

1. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTR-2005: Monitor intermediate storage shipping and receiving

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an intermediate storage facility, relevant files/records, automated warehouse support system, divergent classes of supply, various types of material Handling Equipment (MHE), document control functions, and the references.

STANDARD: Managing the shipping and receiving of assets.

PERFORMANCE STEPS:

1. Direct Reported Unit Code (RUC) line management.
2. Direct turn-ins to the appropriate disposal program.
3. Direct shipment of assets in support of the Material Returns Program
4. Direct the shipment of assets.
5. Direct Hazardous Material control certification.
6. Manage the research of short shipments and frustrated shipments.
7. Monitor the direct delivery distribution system to the support unit.
8. Manage Proof of Delivery (POD) control.
9. Direct location determination.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. MCO P4450.7_ Marine Corps Warehousing Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-ISTR-2006: Monitor intermediate storage inventory control

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring accountability of assets IAW MCO P4400.151.

PERFORMANCE STEPS:

1. Monitor inventory determination.
2. Monitor inventory scheduling.
3. Monitor inventory preparation.
4. Monitor Class I/III inventory report/master requirement.

5. Direct inventory control point management.
6. Monitor suspected high dollar controlled item adjustments.
7. Manage spot inventory management.
8. Monitor post inventory statistical sampling.

REFERENCES:

1. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-MISC-2001: Manage issue of personal retention items

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given authorized on hand stocks, eligible members, local issue/receipt forms, and the references.

STANDARD: Ensuring proper accountability of all equipment authorized as permanent issue for individual end use.

PERFORMANCE STEPS:

1. Prior to issue have the unit Administrative Officer review the individual's Officer Qualification Record (OQR) or enlisted Service Record Book (SRB).
2. Obtain a certification from the unit Administrative Officer verifying that no previous issues of equipment had been conducted for the subject personnel.
3. Obtain eligible member's acknowledgement signature upon receipt for specified equipment on the certification form.
4. Provide a copy of the receipt to the unit Administration Officer requesting that the issue be recorded in the recipient's OQR/SRB.
5. Obtain Administrative Officer's certification that required entries have been made in the OQR/SRB.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. MCO 5000.14_ Marine Corps Administrative Procedures (MCAP)
3. MCO P4400.150_ Consumer Level Supply Policy Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-MISC-2003: Manage the Publication Library (PL) for the unit supply section

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given Publication Library, PLMS, access to an automated system with applicable software/hardware and internet connectivity, and the references.

STANDARD: Ensuring required publications are on hand or on order.

PERFORMANCE STEPS:

1. Direct a review of the Publication Library as required.
2. Verify results of the Publication Library review.
3. Reconcile publications.
4. Review pending requisitions.
5. Initiate corrective action with unit publication Distribution Control Point (DCP).
6. Resubmit requisition denials to resolve discrepancies.
7. Verify corrective action is accomplished.
8. Conduct periodic reviews per current directives.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. MCO 5000.14_ Marine Corps Administrative Procedures (MCAP)
3. MCO 5600.31_ Marine Corps Printing and Publishing Regulations

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-MISC-2004: Establish supply MOS sustainment training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a METL, personnel training records, training schedules, AIS, and the references.

STANDARD: Ensuring personnel sustain appropriate skill levels through

occupational training and the training is recorded.

PERFORMANCE STEPS:

1. Review training requirements.
2. Assess unit capabilities/deficiencies.
3. Assess individual skills/deficiencies.
4. Develop and submit a training plan.
5. Develop required training materials (lesson handouts, practical application exercises, computer based training, etc).
6. Conduct training (i.e., unit, MOJT, sustainment), as required.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCRP 3-0A Unit Training Management Guide
3. MCRP 3-0B How to Conduct Training
4. NAVMC 1553.1_ Systems Approach to Training (SAT) Users Guide
5. NAVMC 3500.64_ Ground Supply Training and Readiness (T&R) Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-MISC-2005: Execute formal account turnover

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a change of command or supply officer, and the references.

STANDARD: Ensuring all required elements are included and addressed in the Certificate of Relief/Endorsement.

PERFORMANCE STEPS:

1. Compile the necessary information required.
2. Inspect the condition of the records, inventory results, supplies, personnel, and all other supply related matters.
3. Prepare the Certificate of Relief and/or Endorsement.
4. Verify the accuracy of the outgoing Supply Officer's or Commanding Officers Certificate of Relief.
5. Prepare an endorsement addressing the outgoing Supply Officer's Certificate of Relief.
6. Provide the endorsement with the Certificate of Relief to the Commanding Officer.
7. Maintain source documents.

REFERENCES:

1. MCO 5311.1_ Total Force Structure Process (TFSP)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. SECNAVINST M-5210.1 Department of the Navy Records Management Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-MISC-2007: Manage cash collection

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Retained records refer to what is colloquially known as the 5-year file.

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a cash collection requirement, retained records AIS, and the references.

STANDARD: Ensuring the audit and verification report discrepancies are corrected and the report is maintained on file.

PERFORMANCE STEPS:

1. Ensure roles/responsibilities are assigned/revoked, as required.
2. Ensure cash collection internal controls are executed.
3. Identify any discrepancies in the Audit and Verification report.
4. Initiate corrective action.
5. Verify the corrective action is completed.
6. Retain records, as required.
7. Conduct periodic internal reviews.

REFERENCES:

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. SECNAVINST M-5210.1 Department of the Navy Records Management Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-MISC-2008: Manage processing of missing/lost/stolen/recovered (MLSR)

reports

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

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, AIS, and the references.

STANDARD: Ensuring 100% identification of all assets IAW MCO 5530.

PERFORMANCE STEPS:

1. Direct the preparation of MLSR reports.
2. Submit MLSR reports as required.
3. Coordinate with other organizations/agencies, as required.
4. Initiate and voucher appropriate gain/loss transactions as required.
5. Validate Money Value Gain/Loss (MVGL) reports.
6. File MLSR reports.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCO P5530.14_ Marine Corps Physical Security Program Manual
3. SECNAVINST 5500.4 MLSR Reporting

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-PRAC-2002: Manage redistributions

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

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, on hand assets, allowance documents, property control documents, AIS, and the references.

STANDARD: Executing chain of custody transfer IAW MCO 4400.150_.

PERFORMANCE STEPS:

1. Report excess/deficient equipment.
2. Execute disposition instructions, as required.
3. Verify transactions are processed.
4. Verify property accounting document is updated.

5. Maintain source documents.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCO P4400.82_ Regulated/Controlled Item Management Manual
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information system.

3010-PRAC-2004: Manage non-expendable items

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, property control documents and the references.

STANDARD: Ensuring 100% accountability IAW MCO 4400.150_.

PERFORMANCE STEPS:

1. Identify non-expendable items.
2. Identify controlled items.
3. Record property on hand.
4. Validate excesses/deficiencies, as required.
5. Report excesses/deficiencies, as required.
6. Validate Money Value Gain/Loss (MVGL) reports.
7. Manage the subsidiary records/systems.
8. Validate the accountability of reportable equipment.
9. Analyze property accounting reports.
10. Submit requests for disposition instruction, as required.
11. Order deficiencies, as required.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCO P4400.82_ Regulated/Controlled Item Management Manual
3. OPNAV 5530.14 Physical Security and Loss Prevention
4. UM 4400-123 FMF SASSY Management Unit Procedures
5. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-PRAC-2005: Manage the rollback of excess materiel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, on hand assets, allowance documents, property control documents, AIS, and the references.

STANDARD: IAW UM 4400.124_.

PERFORMANCE STEPS:

1. Identify excess materiel to rollback.
2. Verify rollback of excess materiel is completed.
3. Verify transactions are processed.
4. Maintain source documents.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-PRAC-2006: Manage sub-custody records

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, supporting documentation, AIS, and the references.

STANDARD: Ensuring accurate custody records are maintained for all equipment listed on the Property Control Documents IAW MCO 4400.150_.

PERFORMANCE STEPS:

1. Verify that ROs are appointed in writing.
2. Maintain source documentation.
3. Validate Money Value Gain/Loss (MVGL) reports.
4. Conduct reconciliations.
5. Ensure follow-on actions are performed.

6. Ensure adjustments are made, as required.
7. Validate required records/reports.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with Automated Information System.

3010-PRAC-2007: Conduct an inventory

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a supply account, property control documents, AIS, and the references.

STANDARD: Ensuring 100% accountability of on-hand property IAW MCO P4400.150_.

PERFORMANCE STEPS:

1. Determine type of inventory.
2. Assign workflow.
3. Validate causative research, as required.
4. Initiate Requests for Investigation, as required.
5. Report results of inventory.
6. Obtain authorization to make adjustments.
7. Verify transactions are processed.
8. Verify property accounting document.
9. Validate Money Value Gain/Loss (MVGL) reports.
10. Maintain source documentation.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-120 Asset Tracking for Logistics Supply System Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with Internet capability and Automated Information System.

3010-PRAC-2011: Maintain small arms accountability

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, property control document, source documents, AIS, and the references.

STANDARD: Ensuring 100% reporting accuracy of all small arms IAW MCO 8300.1_.

PERFORMANCE STEPS:

1. Manage validation of Crane Report.
2. Manage monthly serialized inventory.
3. Ensure reconciliation of variances.
4. Manage corrective action, as required.
5. Manage transfers of weapons.
6. Maintain source documents.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-PROP-2001: Manage supply related investigation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a completed supply related investigation and the references.

STANDARD: Ensuring the investigation is vouchered and property control documents are adjusted.

PERFORMANCE STEPS:

1. Verify investigation is vouchered.
2. Verify transactions are processed and vouchered, as required.
3. Verify property accounting document is updated.
4. Comply with applicable recommendations of the investigating officer that

- are approved by the Commanding Officer.
5. Certify the investigation once the approved actions have been complied with.
 6. Validate Money Value Gain/Loss (MVGL) reports.
 7. Verify investigations are maintained on file.
 8. Redline investigations in accordance with the reference.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-PSEF-2001: Manage personal effects

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given current requirement, morning reports, and the references.

STANDARD: Ensuring timely inventory, proper chain of custody, storage and disposition of personal effects.

PERFORMANCE STEPS:

1. Validate review of morning reports.
2. Validate appointment of inventory boards.
3. Validate that inventory boards are current.
4. Ensure inventory board members are trained, as required.
5. Ensure that personal effects inventories are conducted, when required.
6. Ensure storage and disposition of personal effects.
7. Conduct periodic internal reviews per current orders and directives.

REFERENCES:

1. MCO 4050.38_ Personal Effects and Baggage Manual
2. MCO P4400.150_ Consumer Level Supply Policy Manual

SUPPORT REQUIREMENTS:

EQUIPMENT:
Computer with internet capability and Automated Information System.
Secure storage facility.

3010-RATS-2001: Manage Packaged Operational Rations (POR)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a using unit supply section, NAVMC 708 cards, NAVMC 713 cards, Cash Meal Payment Sheet, Meal Record Signature Sheet, AIS, and the references.

STANDARD: Ensuring proper accountability and storage of PORs.

PERFORMANCE STEPS:

1. Manage POR accountability utilizing NAVMC 708.
2. Manage PORs by date of pack and lot number utilizing NAVMC 713.
3. Maintain source documentation.
4. Direct PORs be sold per MCBul 10110.
5. Coordinate stored POR veterinary inspections as required.
6. Conduct periodic internal reviews.

REFERENCES:

1. MCBUL 10110 Annual Meal Rates Bulletin
2. MCO 10110.40B Policy for Requisition, Issue, and Control of PORs
3. MCO 10110.47_ Basic Allowance for Subsistence (BAS)
4. MCO P4400.150_ Consumer Level Supply Policy Manual
5. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-RFID-2001: Manage In-Transit Visibility (ITV) asset tracking

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to the ITV system and information related to the asset (ex. RFID tag #, NSN, Doc #, TCN, RUC, etc.).

STANDARD: Validating the nodal history of asset in distribution pipeline.

PERFORMANCE STEPS:

1. Validate creation of tag(s).
2. Validate data input.
3. Verify the summary of the nodal history of asset in distribution pipeline.

REFERENCES:

1. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
2. DOD 4500.9-R (PART II) Defense Transportation Regulation Part II (Cargo Movement)
3. MCO 4000.51_ Automatic Identification Technology (AIT)
4. RFID ITV ITV Server Guide
5. RFID OPS RFID Operations Guide

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity.

3010-RIPT-2001: Manage secondary reparable

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given balance file, adequate funding, usage data, unit requirements, AIS, and the references.

STANDARD: Ensuring accountability, availability and distribution of secondary reparable.

PERFORMANCE STEPS:

1. Review required documentation and requirements.
2. Determine adequate stockage levels.
3. Validate availability of funding.
4. Verify requisitions and receipts.
5. Monitor repair cycle.
6. Direct excess reporting under Recoverable Items Program (WIR).

REFERENCES:

1. MCO P4400.82_ Regulated/Controlled Item Management Manual
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-RIPT-2002: Direct maintenance of the Reparable Issue Point (RIP) assets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given assignment to a maintenance float activity, maintenance float supporting documentation, AIS, and the references.

STANDARD: To ensure proper accounting, storage, repair, and distribution of secondary reparableables.

PERFORMANCE STEPS:

1. Validate maintenance float requisition management report, Consolidated Asset Listing (CAL), and recomputation reports.
2. Report serviceable excess depot level reparableables to LOGCOM.
3. Manage return of non-depot reparableables to supporting RIP or Contracted Logistics Support (CLS) activity.
4. Ensure compliance with disposition instructions.
5. Ensure property records are adjusted properly.
6. Monitor requisitions for secondary reparableables.

REFERENCES:

1. MCO P4400.82_Regulated/Controlled Item Management Manual
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and Automated Information System.

3010-RIPT-2003: Maintain the Reparable Issue Point (RIP) Consolidated Asset Listing (CAL)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Consolidated Asset Listing (CAL), AIS, and the references.

STANDARD: Ensuring all reparable assets are properly loaded to the CAL.

PERFORMANCE STEPS:

1. Direct reconciliation between the CAL allowances and authorized allowance listing.
2. Monitor allowance corrections as required.

3. Direct corrective actions relating to excesses and deficiencies.

REFERENCES:

1. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-RIPT-2004: Process customer backorders

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Properly managing customer backorders IAW MCO P4400.151.

PERFORMANCE STEPS:

1. Reconcile customer backorders.
2. Direct the release of assets by priority.
3. Direct corrective action as required.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-RIPT-2005: Reconcile maintenance demands list

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Repairable Issue Point (RIP) maintenance demands listing,

Demands Shopping List, AIS, and the references.

STANDARD: Ensuring maintenance demands lists are maintained, current, and reflect the asset in the maintenance cycle.

PERFORMANCE STEPS:

1. Direct reconciliation between shopping lists and maintenance demands listing.
2. Guide corrective actions.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-RIPT-2006: Monitor commercially repaired assets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given disposition instructions, AIS, and the references.

STANDARD: Accounting for Secondary Repairable Assets repaired by a commercial source.

PERFORMANCE STEPS:

1. Direct the preparation of assets for disposition.
2. Monitor the due from vendor document control file from build-to-receipt.

REFERENCES:

1. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-RIPT-2007: Process unserviceable assets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given unserviceable Secondary Reparable Assets, automated data processing equipment, maintenance order inspection tag, and the references.

STANDARD: Ensuring unserviceable assets are properly managed IAW UM 4400.123.

PERFORMANCE STEPS:

1. Review the reference.
2. Monitor the turn-in of unserviceable reparable.
3. Review transaction processing.
4. Direct the movement of the reparable asset to the maintenance facility.
5. Review asset status while in the repair cycle.

REFERENCES:

1. UM 4400-123 FMF SASSY Management Unit Procedures
2. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-RIPT-2008: Conduct item review/stockage computation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given Reparable Issue Point (RIP) Item Review output reports, budget guidance, AIS, and the references.

STANDARD: Ensuring Requisition Objective/Reorder Point (RO/ROP) are computed and loaded to the RIP consolidated assets list.

PERFORMANCE STEPS:

1. Analyze the output reports.
2. Direct transaction changes as required.
3. Obtain allowance authorization.
4. Monitor processing of transactions.
5. Verify receipt of transactions by LOGCOM, Albany Ga.
6. Maintain RIP Item Review supporting documentation.

REFERENCES:

1. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-RIPT-2009: Manage redistribution of assets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the Repairable Issue Point (RIP) annual recomputation documentation, RIP's document control file, Consolidated Assets Listing (CAL), supported changes of on hand and allowance quantities, AIS, and the references.

STANDARD: Ensuring identified on hand assets are submitted to LOGCOM for disposition/Recoverable Items Report (WIR).

PERFORMANCE STEPS:

1. Analyze the Recomp Reports and the CAL.
2. Direct the review of the pending requisition management report.
3. Monitor the WIR of excess assets with D and L Recoverability Codes.
4. Monitor the submission of excess equipment rollbacks with Recoverability Codes F, H, O, Z to the Materials Return Program (MRP).
5. Direct the redistribution/disposal of excesses as directed LOGCOM.
6. Manage adjustment of records.

REFERENCES:

1. MCO P4400.82_ Regulated/Controlled Item Management Manual
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-RIPT-2010: Monitor redistribution of Repairable Issue Point (RIP) assets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: CWO-2, CWO-3, CWO-4

INITIAL TRAINING SETTING: MOJT

CONDITION: Given assignment to a maintenance float activity, maintenance float supporting documentation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring the assets reach the requested destination, in a serviceable condition, and within prescribed timeframes as directed by higher headquarters.

PERFORMANCE STEPS:

1. Validate maintenance float document control file, Consolidated Asset Listing (CAL), and recomputation reports.
2. Report serviceable excess depot level reparable to LOGCOM.
3. Manage the return of non-depot reparable to the supporting RIP or Contracted Logistics Support (CLS) activity.
4. Ensure compliance with disposition instructions.
5. Ensure property records are adjusted properly.

REFERENCES:

1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. MCO P4400.82_ Regulated/Controlled Item Management Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3010-STDR-2001: Monitor maintenance of stored assets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: CWO-2, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given accountable assets, locator files, pending maintenance orders, and the references.

STANDARD: Ensuring non-issued supply system stock is maintained in a serviceable and ready-to-issue condition.

PERFORMANCE STEPS:

1. Verify all items received are serviceable.
2. Safeguard material from deterioration and expired shelf life.
3. Ensure security of stored assets from theft and pilferage.
4. Inspect facility for infestation.
5. Direct care of supplies in storage (COSIS) for stored assets.
6. Direct reconciliation of pending work requests with supporting maintenance

activity.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
2. Local SOP Local Standard Operating Procedures
3. MCO P4400.150_ Consumer Level Supply Policy Manual
4. UM 4400-124 SASSY Using Unit Procedures

3010-STDR-2002: Manage warehouse safety procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to a warehouse, a list of supplies stored in the warehouse, and the references.

STANDARD: Ensuring a safe and manageable warehouse.

PERFORMANCE STEPS:

1. Validate warehouse setup.
2. Verify supplies stored within warehouse meet applicable safety requirements.
3. Maintain adequate Material Handling Equipment (MHE) availability.
4. Validate MHE operators are properly licensed.
5. Conduct Preventive Maintenance (PM).
6. Monitor use of safety devices and equipment.
7. Validate materiel compatibility.
8. Identify hazardous material content.
9. Manage the receipt, store, issue, and disposal of hazardous materials.
10. Verify stored hazardous material contains required Material Safety Data Sheet (MSDS).
11. Ensure empty hazardous material containers are returned to Satellite Accumulation Area (SAA) or disposal activity.
12. Establish Hazardous Material and spill containment procedures.
13. Assign personnel to fire stations.
14. Train warehouse personnel on safety procedures.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
2. DoDI 6055.1 DoD Safety and Occupational Health (SOH) Program
3. MCO P4450.7_ Marine Corps Warehousing Manual
4. NAVMC DIR 5100.8_ Marine Corps Occupational Safety and Health (OSH) Program Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information

System.

3010-STDR-2004: Manage the Radiological Control Program (RCP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to receipt, store, and issue devices containing radioactive materials (other than liquids) in a non dispersible form (unless gaseous) and the references.

STANDARD: Ensuring compliance IAW MCO 5104.3_.

PERFORMANCE STEPS:

1. Verify all devices containing radioactive material are identified.
2. Identify radioactive storage areas.
3. Maintain secure and controlled storage areas.
4. Provide material for proper handling of radioactive material.
5. Provide radiation instruction/training.
6. Publish/maintain local standing operating procedures (SOP).
7. Coordinate storage of radioactive material containing devices with emergency personnel.
8. Coordinate disposal of devices with low-level radioactive waste.
9. Coordinate the inventory and reporting of materials containing radioactive substances.

REFERENCES:

1. CFR 49 Parts 100-185 Code of Federal Regulations - Transportation
2. CFR Title 10 Title 10 Code of Federal Regulations
3. MCO 5104.3_ Marine Corps Radiation Safety Program
4. MCO P4400.105E Radioactive Commodities in the Department of Defense Supply System (Mar 04)
5. TI-5104-15/2 Special Handling of Tritium Fire Control Instruments

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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CHAPTER 6

CONTRACTING INDIVIDUAL EVENTS

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GROUND SUPPLY T&R MANUAL

CHAPTER 6

CONTRACTING INDIVIDUAL EVENTS

6000. PURPOSE. This chapter details the individual events that pertain to Contracting Officer (MOS 3006) and Basic Contingency Contract Specialist (MOS 3044). Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

6001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

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

<u>Code</u>	<u>Description</u>
CONT	Contracting

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

<u>Code</u>	<u>Description</u>
COS	Contracting Specialist
ADV	Advanced Contracting Specialist
ICOS	Intermediate Contracting Specialist
EXPD	Expeditionary
MNMT	Management

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

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills

6002. INDEX OF INDIVIDUAL EVENTS

EVENT CODE	EVENT	PAGE
2000-LEVEL		
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6003. 2000-LEVEL EVENTS

CONT-ADV-2001: Supervise Contingency Contract Specialist

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

MOS PERFORMING: 3006, 3044

GRADES: SSGT, GYSGT, MSGT, MGYSGT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given table of organization, mission requirement, and automated system.

STANDARD: To ensure contract procedures are adhered IAW laws and regulations.

PERFORMANCE STEPS:

1. Assign task(s).
2. Review final documents.
3. Enforce plans, policies and procedures.

REFERENCES:

1. DFARS Defense Federal Acquisition Regulation Supplement
2. FAR Federal Acquisition Regulation
3. MAPS Marine Corps Acquisition Procedures Supplement
4. NMCARS Navy Marine Corps Acquisition Regulation Supplement

CONT-ADV-2002: Supervise contract operations

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

MOS PERFORMING: 3006, 3044

GRADES: SSGT, GYSGT, MSGT, MGYSGT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given mission requirements and references.

STANDARD: To ensure acquisition procedures are adhered to IAW laws and

regulations.

PERFORMANCE STEPS:

1. Determine Acquisition requirements.
2. Review pre/post solicitation actions.
3. Review pre/post award actions.
4. Oversee Government Purchase Card (GPC) Program
5. Coordinate with internal/external agencies.

REFERENCES:

1. DFARS Defense Federal Acquisition Regulation Supplement
 2. FAR Federal Acquisition Regulation
 3. MAPS Marine Corps Acquisition Procedures Supplement
 4. NMCARS Navy Marine Corps Acquisition Regulation Supplement
-

CONT-ADV-2003: Conduct contracting operations integration

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

MOS PERFORMING: 3006, 3044

GRADES: SSGT, GYSGT, MSGT, MGYSGT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To facilitate contracting functions and capabilities across the range of military operations.

PERFORMANCE STEPS:

1. Determine contract requirements.
2. Conduct liaison.
3. Confirm resource availability.
4. Task organize.
5. Provide contracting support, assessments and planning considerations.
6. Advise commander(s).

REFERENCES:

1. DFARS Defense Federal Acquisition Regulation Supplement
 2. FAR Federal Acquisition Regulation
 3. MAPS Marine Corps Acquisition Procedures Supplement
 4. NMCARS Navy Marine Corps Acquisition Regulation Supplement
-

CONT-ADV-2004: Administer Field Ordering Officer (FOO) Program

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

MOS PERFORMING: 3006, 3044

GRADES: SSGT, GYSGT, MSGT, MGYSGT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: In order to provide micro purchase support to internal/external agencies.

PERFORMANCE STEPS:

1. Establish Program.
2. Implement operating procedures.
3. Train personnel.
4. Appoint personnel.
5. Manage program.
6. Terminate FOO, when applicable.

REFERENCES:

1. DFARS Defense Federal Acquisition Regulation Supplement
 2. FAR Federal Acquisition Regulation
 3. MAPS Marine Corps Acquisition Procedures Supplement
 4. NMCARS Navy Marine Corps Acquisition Regulation Supplement
-

CONT-ADV-2005: Perform Acquisition procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3006, 3044

GRADES: SSGT, GYSGT, MSGT, MGYSGT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an above simplified acquisition threshold requirement, automated system, purchase request, appropriate warrant and regulations.

STANDARD: To ensure methodologies comply with laws, regulations, policies, and authorized threshold.

PERFORMANCE STEPS:

1. Conduct pre/post solicitation reviews.
2. Review pre/post award actions.
3. Prepare pre-negotiation business clearance memorandums.
4. Conduct source selection procedures, when applicable.
5. Conduct negotiations, when applicable.
6. Issue awards.
7. Conduct debriefs.
8. Issue notices.
9. Facilitate post award conferences.
10. Execute stop work order, when applicable.
11. Execute change request orders, when applicable.
12. Request equitable adjustments.

13. Execute claim.
14. Forward for legal review, when necessary.
15. Forward to higher headquarters, when necessary.
16. Perform contract close out.

REFERENCES:

1. DFARS Defense Federal Acquisition Regulation Supplement
 2. FAR Federal Acquisition Regulation
 3. MAPS Marine Corps Acquisition Procedures Supplement
 4. NMCARS Navy Marine Corps Acquisition Regulation Supplement
-

CONT-ADV-2006: Prepare Unauthorized Commitment Packages

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

MOS PERFORMING: 3006, 3044

GRADES: GYSGT, MSGT, MGYSGT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an unauthorized requirement, automated system, and authorized threshold.

STANDARD: To determine ratification eligibility IAW FAR.

PERFORMANCE STEPS:

1. Review requirements.
2. Identify ratification, if applicable.
3. Forward ratification to legal.
4. Finalize ratification.
5. Reject ratification, when applicable.
6. Issue contract.
7. Return rejected documents to legal/customer, when applicable.
8. Perform post award actions, when applicable.
9. Forward to higher headquarters, when applicable.

REFERENCES:

1. DFARS Defense Federal Acquisition Regulation Supplement
 2. FAR Federal Acquisition Regulation
 3. MAPS Marine Corps Acquisition Procedures Supplement
 4. NMCARS Navy Marine Corps Acquisition Regulation Supplement
-

CONT-COS-2001: Conduct pre-solicitation actions

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

MOS PERFORMING: 3006, 3044

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a below simplified acquisition threshold requirement, an automated system, purchase request, appropriate warrant and regulations.

STANDARD: To ensure purchase request complies with laws, regulations, policies, and authorized threshold IAW FAR.

PERFORMANCE STEPS:

1. Review purchase request.
2. Validate purchase request.
3. Conduct market research.
4. Perform Acquisition planning.
5. Determine method of procurement.
6. Prepare justification and approval, when applicable.
7. Prepare determination and findings, when applicable.
8. Conduct legal reviews, when applicable.
9. Generate a solicitation.

REFERENCES:

1. DFARS Defense Federal Acquisition Regulation Supplement
2. FAR Federal Acquisition Regulation
3. MAPS Marine Corps Acquisition Procedures Supplement
4. NMCARS Navy Marine Corps Acquisition Regulation Supplement

CONT-COS-2002: Conduct post solicitation actions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3006, 3044

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a below simplified acquisition threshold requirement, an automated system, purchase request, appropriate warrant and regulations.

STANDARD: To ensure purchase request complies with laws, regulations, policies, and authorized threshold IAW FAR.

PERFORMANCE STEPS:

1. Determine social economic requirements.
2. Determine contract type.
3. Post contract requirements.
4. Review contract offers.
5. Establish competitive range.
6. Revise final offers.
7. Prepare abstract.
8. Prepare pre-award notices.
9. Prepare determination and findings, when applicable.
10. Prepare justification and approval, when applicable.

automated system, purchase request, appropriate warrant and regulations.

STANDARD: To ensure contract complies with laws, regulations, policies, and authorized threshold IAW FAR.

PERFORMANCE STEPS:

1. Distribute contract.
2. Prepare contract actions report.
3. Issue contract actions report.
4. Conduct contract administration requirements.
5. Verify receipt of supplies/services.
6. Verify payment.
7. Conduct contract modifications, when applicable.
8. Conduct legal review, when applicable.
9. Issue delivery/task orders, when applicable.
10. Exercise options, when applicable.
11. Conduct Contracting Officer Representative (COR) audits, when applicable.
12. Conduct post award debrief, when applicable.
13. Conduct protest proceedings, when applicable.
14. Terminate/Cancel contract(s), when applicable.
15. Close contract.
16. Maintain contract file.

REFERENCES:

1. DFARS Defense Federal Acquisition Regulation Supplement
2. FAR Federal Acquisition Regulation
3. MAPS Marine Corps Acquisition Procedures Supplement
4. NMCARS Navy Marine Corps Acquisition Regulation Supplement

CONT-EXPD-2001: Perform expeditionary contracting duties

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This task supports but not limited to the following agencies: MAGTF, MARSOC, and Joint Task Force (JTF).

MOS PERFORMING: 3006, 3044

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To provide operational contract support.

PERFORMANCE STEPS:

1. Review mission requirements.
2. Determine contracting support requirements.
3. Analyze internal/external contracting support sources.
4. Brief Commander.
5. Execute assigned mission.

REFERENCES:

1. DFARS Defense Federal Acquisition Regulation Supplement
 2. FAR Federal Acquisition Regulation
-

CONT-ICOS-2001: Perform Acquisition procedures

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

MOS PERFORMING: 3006, 3046, 3048

GRADES: SSGT, GYSGT, MSGT, MGYSGT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a purchase request, appropriate warrant and regulations.

STANDARD: To ensure methodologies comply with laws, regulations, policies, and authorized threshold.

PERFORMANCE STEPS:

1. Conduct pre/post solicitation reviews.
2. Review pre/post award actions.
3. Prepare pre-negotiation business clearance memorandums.
4. Conduct source selection procedures, when applicable.
5. Conduct negotiations, when applicable.
6. Issue awards.
7. Conduct debriefs.
8. Issue notices.
9. Facilitate post award conferences.
10. Execute stop work order, when applicable.
11. Execute change request orders, when applicable.
12. Request equitable adjustments.
13. Execute claim.

REFERENCES:

1. DFARS Defense Federal Acquisition Regulation Supplement
 2. FAR Federal Acquisition Regulation
 3. MAPS Marine Corps Acquisition Procedures Supplement
 4. NMCARS Navy Marine Corps Acquisition Regulation Supplement
-

CONT-ICOS-2002: Prepare Unauthorized Commitment Packages

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

MOS PERFORMING: 3006, 3046, 3048

GRADES: GYSGT, MSGT, MGYSGT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an unauthorized requirement, references, and authorized threshold.

STANDARD: In order to establish ratification requirements.

PERFORMANCE STEPS:

1. Review requirements.
2. Forward ratification to legal.
3. Identify ratification, if applicable.
4. Finalize ratification.
5. Reject ratification, when applicable.
6. Issue contract.
7. Return rejected documents to legal/customer, when applicable.
8. Perform post award actions, when applicable.

REFERENCES:

1. DFARS Defense Federal Acquisition Regulation Supplement
 2. FAR Federal Acquisition Regulation
 3. MAPS Marine Corps Acquisition Procedures Supplement
 4. NMCARS Navy Marine Corps Acquisition Regulation Supplement
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CONT-MNMT-2001: Manage contracting operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3006

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given requirement.

STANDARD: To ensure contract procedures are adhered to IAW laws and regulations.

PERFORMANCE STEPS:

1. Determine Acquisition requirements.
2. Validate pre/post solicitation actions.
3. Validate pre/post award actions.
4. Enforce plans, policies and procedures.
5. Conduct performance evaluation(s).
6. Review civilian selection process, when applicable.
7. Coordinate with higher headquarters, when required.
8. Coordinate with Human Resources, when applicable.
9. Supervise Government Purchase Card (GPC) Program.
10. Advise higher/adjacent headquarters.
11. Conduct internal audits.

REFERENCES:

1. DFARS Defense Federal Acquisition Regulation Supplement
2. FAR Federal Acquisition Regulation

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3. MAPS Marine Corps Acquisition Procedures Supplement
 4. NMCARS Navy Marine Corps Acquisition Regulation Supplement
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CHAPTER 7

MOS 3043 INDIVIDUAL EVENTS

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GROUND SUPPLY MANUAL

CHAPTER 7

MOS 3043 INDIVIDUAL EVENTS

7000. PURPOSE. This chapter details the individual events that pertain to Supply Administration and Operations Specialist. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

7001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

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

<u>Code</u>	<u>Description</u>
3043	Supply Administration and Operations Specialist

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

<u>Code</u>	<u>Description</u>
AMMO	Ammunition
C2	Command and Control
CSS	Combat Service Support
FMGT	Financial Management
ISS	Intermediate Supply Support
ISSO	Intermediate Supply Support Operations
ISSU	Issue Property and Material
ISTC	Intermediate Stock Control
ISTR	Intermediate Storage
MISC	Miscellaneous Procedures
PRAC	Property Accounting
PROP	Property Control
PSEF	Personal Effects
RATS	Rations
RFID	Radio Frequency Identification
RIPT	Reparable Issue Point
STDR	Storage and Distribution

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

<u>Code</u>	<u>Description</u>
1000	Core Skills
2000	Core Plus Skills

7002. INDEX OF INDIVIDUAL EVENTS

EVENT CODE	EVENT	PAGE
1000-LEVEL		
3043-PRAC-1001	Reconcile unit allowances	7-4
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3043-PRAC-1006	Process disposal of assets	7-7
3043-PRAC-1007	Process miscellaneous transactions	7-8
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3043-PRAC-1009	Maintain sub-custody records	7-9
3043-PRAC-1011	Maintain the Consolidated Memorandum Receipt (CMR)	7-10
3043-REQS-1001	Process requisitions	7-10
3043-REQS-1002	Reconcile requisition management report	7-11
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7003. 1000-LEVEL EVENTS

3043-PRAC-1001: Reconcile unit allowances

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the unit's Table of Organization and Equipment (T/O&E), special allowance authorization, Type 2 authorized allowances, command adjustment authorizations, the accountable record, AIS, and the references.

STANDARD: To verify unit allowances are accurate per MCO P4400.150_.

PERFORMANCE STEPS:

1. Reconcile allowances.
2. Identify discrepancies.
3. Submit Allowance Change Requests, as required.
4. Conduct quality control analysis.
5. Report discrepancies.

REFERENCES:

1. MCO 5311.1_ Total Force Structure Process (TFSP)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software

3043-PRAC-1003: Maintain Mechanized Allowance List (MAL)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the unit's Table of Organization and Equipment (T/O&E), special allowance authorization, Type 2 authorized allowances, command adjustment authorizations, the accountable record, documentation supporting changes, AIS, and the references.

STANDARD: To verify all information for accuracy per MCO P4400.150_.

PERFORMANCE STEPS:

1. Reconcile current Mechanized Allowance List with the previous Mechanized Allowance List.
2. Conduct technical research as required.
3. Identify the discrepancies.
4. Obtain approval for changes.
5. Correct discrepancies.
6. File reconciled Mechanized Allowance List.

REFERENCES:

1. MCO 5311.1_ Total Force Structure Process (TFSP)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-120 Asset Tracking for Logistics Supply System Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-1004: Process unit T/E transfers of equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, on-hand assets, AIS, and the references.

STANDARD: To redistribute assets as directed by the Major Subordinate Command (MSC).

PERFORMANCE STEPS:

1. Validate on-hand.
2. Create/validate transfer documentation.
3. Induct appropriate transactions.
4. Annotate property accounting records.
5. File documentation.

REFERENCES:

1. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. MCO P4400.82_ Regulated/Controlled Item Management Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: computer with internet connectivity and appropriate software.

3043-PRAC-1005: Process Rollbacks

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given AIS and the references.

STANDARD: Adjusting accountable records to 100% accuracy IAW MCO P4400.150_.

PERFORMANCE STEPS:

1. Identify materials.

2. Ensure quantities are loaded to the appropriate records.
3. Request disposition instructions.
4. Induct transactions as required.
5. Ensure transfer documents are completed.
6. Annotate/update manual property records as required.
7. Retain supporting documentation.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCO P4400.82_ Regulated/Controlled Item Management Manual
3. UM 4400-120 Asset Tracking for Logistics Supply System Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-1006: Process disposal of assets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given serviceable and unserviceable assets, Letters of Unserviceable Property (LUP) where applicable, AIS, and the references.

STANDARD: Ensuring input transactions have processed IAW MCO P4400.82_.

PERFORMANCE STEPS:

1. Identify assets requiring disposal.
2. Obtain authorization, as required.
3. Transfer property to the appropriate records, as required.
4. Induct appropriate disposal transactions.
5. Retain supporting documentation.

REFERENCES:

1. DOD 4000.25-1-M Military Standard Requisitioning Issue Procedures (MILSTRIP)
2. DOD 4140.26-M Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)
3. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
4. MCO P4400.150_ Consumer Level Supply Policy Manual
5. MCO P4400.82_ Regulated/Controlled Item Management Manual
6. UM 4400-120 Asset Tracking for Logistics Supply System Manual
7. UM 4400-124 SASSY Using Unit Procedures
8. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-1007: Process miscellaneous transactions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given supporting documentation, AIS, and the references.

STANDARD: Ensuring transactions are completed and documentation is maintained IAW MCO P4400.150_.

PERFORMANCE STEPS:

1. Prepare adjustment documentations.
2. Obtain appropriate signature, if required.
3. Induct appropriate adjustment transactions.
4. Process money value gain/loss notice, as required.
5. Retain supporting documentation.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-1008: Maintain voucher file

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given completed adjustment documents, supporting documentation, and the references.

STANDARD: Ensuring all voucherable source documentation is retained IAW MCO P4400.150_.

PERFORMANCE STEPS:

1. File in applicable sequence.
2. File all completed vouchers, money value gain/loss notice and supporting documentation.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-1009: Maintain sub-custody records

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to maintain sub custody records, property control documents, interim receipts, and the references.

STANDARD: Ensuring 100% accountability of assets IAW MCO P4400.150_.

PERFORMANCE STEPS:

1. Determine appropriate custody record.
2. Prepare interim receipts for all issues and turn-ins.
3. Process adjustment transactions as required.
4. Reconcile records.
5. Correct discrepancies.
6. Maintain records.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-124 SASSY Using Unit Procedures
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-1011: Maintain the Consolidated Memorandum Receipt (CMR)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to maintain automated custody records, CMRs, Interim Custody Receipts, AIS, and the references.

STANDARD: To ensure the proper accountability of all equipment.

PERFORMANCE STEPS:

1. Prepare interim receipts for all issues and turn-in's.
2. Perform quarterly reconciliation as required.
3. Input CMR adjustment transactions.
4. Correct disparities.
5. File the signed CMR's.
6. Maintain CMRs with supporting documentation.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
3. UM 4400-124 SASSY Using Unit Procedures
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with appropriate software.

3043-REQS-1001: Process requisitions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for supplies or equipment, AIS, and the references.

STANDARD: Ensuring all requisitions successfully post to the requisitioning management report.

PERFORMANCE STEPS:

1. Validate requirement(s).
2. Conduct technical research as required.
3. Determine procurement method.
4. Validate assigned priority.
5. Validate funding availability.
6. Process customer requirement.

7. Reconcile all pending requisitions.
8. Take corrective action as required.

REFERENCES:

1. MCO 4400.16_ Uniform Material Movement and Issue Priority System (UMMIPS)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
4. UM 4400-121 ATLASS
5. UM 4400-123 FMF SASSY Management Unit Procedures
6. UM 4400-124 SASSY Using Unit Procedures
7. UM 4400-15 Marine Corps User Manual (Organic Property Control)
8. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-1002: Reconcile requisition management report

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given AIS, and the references.

STANDARD: Ensuring all transactions have processed against the requisition management report without error.

PERFORMANCE STEPS:

1. Review previous/current management report.
2. Validate transactions.
3. Take appropriate corrective actions, as required.
4. Maintain report.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4400-124 SASSY Using Unit Procedures
4. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-1003: Process receipts

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, requisition management report(s), AIS, and the references.

STANDARD: Ensuring receipt process is conducted, documented and maintained within prescribed timeframe.

PERFORMANCE STEPS:

1. Determine and take required acceptance actions.
2. Annotate appropriate records.
3. Induct appropriate receipt transactions.
4. File Proof of Delivery (POD).
5. Retain documents.

REFERENCES:

1. UM 4400-123 FMF SASSY Management Unit Procedures
2. UM 4400-124 SASSY Using Unit Procedures
3. UM 4400-15 Marine Corps User Manual (Organic Property Control)
4. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with appropriate software.

3043-REQS-1005: Reconcile customer demands

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requisition management report and a maintenance management report, AIS, and the references.

STANDARD: To validate requirements and provide current status of requisitions.

PERFORMANCE STEPS:

1. Schedule reconciliations.
2. Review all requisitions.
3. Take appropriate actions.
4. Document reconciliations.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

7004. 2000-LEVEL EVENTS

3043-AMMO-2001: Account for Class V (W) ammunition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given authorization to maintain ammunition on hand, accounting records and required documentation.

STANDARD: Ensuring 100% accountability IAW MCO P4400.150_.

PERFORMANCE STEPS:

1. Establish proper accountability for ammunition by individual DOD identification code (DODIC) and lot number.
2. Ensure ammunition is issued and maintained on Ammunition NSN/Lot Number Records as required.
3. Review and maintain notification of ammunition reclassification (NARS) messages, taking appropriate action as required.
4. Maintain current authorization file of personnel authorized to receipt/turn-in materiel.

REFERENCES:

1. MCO 8010.1E Class V(W) Planning Factors for Fleet Marine Force Combat Operations
2. MCO 8011.4 USMC T/A CLASS V (W) MATERIAL (PEACETIME)
3. MCO P4400.150_ Consumer Level Supply Policy Manual
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-C2-2001: Develop a supply support plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, AIS, and the references.

STANDARD: Integrating supply support with the other functions of logistics and IAW the principles of logistics, and supporting the supply requirements IAW MCWP 4-11.7.

PERFORMANCE STEPS:

1. Review higher commander's intent and concept of operations.
2. Review Annex D of higher's operations order.
3. Identify supply-related CSS requirements.
4. Identify organic capabilities.
5. Identify shortfalls.
6. Coordinate with Higher, Adjacent, Supporting, Security, as required.
7. Provide input to establish the Tactical Logistics Group.
8. Identify support requirements for materiel that will not be embarked with the deploying unit (e.g., RBE), as required.
9. Develop supply support concept.
10. Develop supply support order/annex/appendix.

REFERENCES:

1. FM 101-5 Staff Organization and Operations
2. FMFM 4-1 Combat Service Support Operations
3. Local SOP Local Standard Operating Procedures
4. MCRP 4-11.8A Marine Corps Field Feeding Program
5. MCRP 5-12A Operational Terms and Graphics
6. MCRP 5-12D Organization of Marine Corps Forces
7. MCWP 4-11.1 Health Service Support Operations
8. MCWP 4-11.7 MAGTF Supply Operations
9. MCWP 4-12 Operational-Level Logistics

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

3043-CSS-2005: Provide sustainment for forces

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a list of sustainment requirements, an Equipment Density

List (EDL), Standing Operating Procedures, AIS, and the references.

STANDARD: Ensuring all supply requirements are met.

PERFORMANCE STEPS:

1. Determine requirements.
2. Determine higher/adjacent support capabilities.
3. Conduct sustainment operations.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
2. JP 3-0 Joint Operations
3. MCWP 3-32 Maritime Prepositioning Force Operations
4. NAVMC/MCO 3000.18 Marine Corps Planner's Manual
5. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-FMGT-2001: Prepare budget requirements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given local budget guidance from the comptroller, Commander's intent, commodity manager's resource requirements, budget execution activity (BEA) management reports, past spending history, previous year's annual and midyear budget, budget documentation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring all annual budget requirements are identified.

PERFORMANCE STEPS:

1. Review local budget guidance.
2. Collect/review all historical and current information affecting the budget to include annual training and operations.
3. Consolidate all costs associated with maintenance, T/E, inventory, training, administrative, replenishment/replacement, and other deficiencies.
4. Identify requirements for funding.
5. Hold an internal budget review with commodity managers.
6. Identify funding deficiencies by comparing total resource requirements with annual authorizations.
7. Construct draft budget/deficiency report.
8. Prioritize and justify funding deficiencies.
9. Obtain Commanding Officer's approval.

10. Submit final budget/deficiency report.

REFERENCES:

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. MCO 4400.150 Consumer Policy Supply Manual
3. MCO 5200.24_ Marine Corps Manger's Internal Control (MCMIC) Program
4. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
5. MCO P7100.8_ Field Budget Guidance Manual
6. NAVMC 2664 Financial Guidebook for Commanders
7. OMB Circular A-11 Preparation, Submission and Execution of the Budget

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-FMGT-2002: Conduct the midyear review

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The midyear review is formally conducted to identify deficiencies in order to request additional funds as part of the budget/spending plan. A similar process may be followed at other times for other reviews, in preparation for or as augments to the midyear review.

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given budget guidance, a current budget, usage data, projected requirements, AIS, and the references.

STANDARD: Ensuring adequate funds are available to support mission requirements through the end of the fiscal year.

PERFORMANCE STEPS:

1. Review execution rates.
2. Compare execution rate to spending plan.
3. Determine unfunded deficiencies.
4. Provide written justification.
5. Prepare midyear review.
6. Submit to comptroller.

REFERENCES:

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. MCO 4400.150 Consumer Policy Supply Manual
3. MCO 7300.21_ Marine Corps Financial Management Standard Operating Procedure Manual
4. MCO P7100.8_ Field Budget Guidance Manual
5. NAVMC 2664 Financial Guidebook for Commanders
6. OMB Circular A-11 Preparation, Submission and Execution of the Budget

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-FMGT-2003: Supervise financial management procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given source documents, financial management reports, local guidance from the comptroller, AIS, and the references.

STANDARD: Ensuring proper financial management per MCO 7300.21_.

PERFORMANCE STEPS:

1. Validate source reports/documents.
2. Reconcile financial management reports.
3. Monitor adjustments.
4. Correct/report discrepancies.
5. Maintain fiscal accountability.
6. Monitor funding documents.
7. Conduct follow ups.
8. Maintain Interservice Support Agreements (ISSA), if required.
9. Maintain current authorization file of personnel authorized to receipt/turn-in materiel

REFERENCES:

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. MCO 4400.150 Consumer Policy Supply Manual
3. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
4. MCO P7100.11_ Budget Manual for HQMC and Special Activities
5. NAVMC 2664 Financial Guidebook for Commanders
6. OMB Circular A-11 Preparation, Submission and Execution of the Budget

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-FMGT-2004: Perform financial management procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given source documents, financial management reports, local guidance from the comptroller, AIS, and the references.

STANDARD: To ensure proper management of all SABRS transactions.

PERFORMANCE STEPS:

1. Create source reports/documents.
2. Reconcile financial management reports.
3. Verify information appearing on reconciliation report.
4. Perform required adjustments.
5. Correct/report discrepancies.
6. Maintain current authorization file of personnel authorized to receipt/turn-in materiel.
7. Submit for approval.

REFERENCES:

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. MCO 4400.150 Consumer Policy Supply Manual
3. MCO 5200.24_ Marine Corps Manger's Internal Control (MCMIC) Program
4. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
5. MCO P7100.8_ Field Budget Guidance Manual
6. NAVMC 2664 Financial Guidebook for Commanders
7. OMB Circular A-11 Preparation, Submission and Execution of the Budget

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-ISSO-2001: Manage redistribution for Reparable Issue Point (RIP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and AIS.

STANDARD: Ensuring assets are redistributed as directed.

PERFORMANCE STEPS:

1. Identify excess.
2. Obtain approval of allowance changes from COMARCORLOGBASES, Albany, GA.
3. Dispose of redistribution assets as directed by disposition instructions.
4. Report excess.

5. Validate re-computation reports.
6. Review pending requisition management report.
7. Maintain current authorization file of personnel authorized to receipt/turn-in materiel.

REFERENCES:

1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. MCO P4400.82_ Regulated/Controlled Item Management Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-ISSO-2003: Conduct item review and storage computation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to the appropriate reports, available spending budget, AIS, and the references.

STANDARD: To determine Requisition Objective and Re-Order Points (RO/ROP) for secondary repairable IAW MCO P4400.151.

PERFORMANCE STEPS:

1. Set the criteria required by the AIS program (E.G.parameter SUE1, ASA, PDF, CDF, test or final mode, confidence levels, program change factors, cost to hold, cost order, stock criteria, exception criteria, seasonally, option, and range criteria).
2. Review output reports and on-screen helps for reasonable value.
3. Review process with new Program Change Factors (PCF)CF and confidence as required to tweak the results.
4. Release the stock run when the process has met expectations.
5. Prepare separate stock and or after forecast control data for specific range of MECs, CECs, WSC, or NSNs.
6. Maintain supporting documentation to justify the resulting stockage levels.

REFERENCES:

1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-ISTC-2001: Supervise Initial Issue Provisioning (IIP) project item distribution

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring all necessary initial support items will be positioned in the appropriate segments of the supply system IAW MCO P4400.151.

PERFORMANCE STEPS:

1. Receipt for Class IX and SECREPS.
2. Review Source Maintenance Recoverability Code (SMRC) for items with tailored listings and separate Class IX (repair parts) and Secondary Repairables (SECREPS) for distribution.
3. Segregate IIP items by project, pending release by the MEF commander.
4. Report provision status report to MEF commander or Force commanders as applicable.
5. Review release projects from protection by provisioning and project code from tailored listings.
6. Maintain current file of personnel authorized to receipt/turn-in materiel.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-ISTC-2003: Manage operating stock listing

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, AIS, and the references.

STANDARD: Ensuring the asset posture reflects actual on-hand quantities.

PERFORMANCE STEPS:

1. Determine requirements.
2. Review all discrepancies.
3. Perform buy, as required.
4. Reconcile on-hand quantities.
5. Dispose of excess, if required.
6. Take corrective action as needed.
7. Manage reports.

REFERENCES:

1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-MISC-2002: Process Individual Clothing Requisition

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a clothing issue funded by the Marine Corps, NAVMC 604, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: To validate the requirement and ensure submission to the appropriate source.

PERFORMANCE STEPS:

1. Determine the validity of the requirement.
2. Prepare NAVMC 604/NAVMC 604B.
3. Submit requisition to appropriate source.
4. File the requirement.

REFERENCES:

1. MCBUL 10120 Clothing Allowance for Enlisted Personnel
2. MCO P10120.28G Individual Clothing Regulations

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with appropriate software.

3043-MISC-2003: Prepare Individual Clothing Record

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a completed NAVMC 604/604B, AIS, and the references.

STANDARD: Ensuring proper documentation of issued individual clothing.

PERFORMANCE STEPS:

1. Validate the requirement.
2. Verify applicable forms.
3. Prepare NAVMC 604/604B as required.
4. Supervise all uniform issues as applicable.
5. Recover clothing when applicable.
6. Ensure the annual clothing inventory is conducted and annotated as required.

REFERENCES:

1. MCBUL 10120 Clothing Allowance for Enlisted Personnel
2. MCO 10120.34 Clothing and Textiles Requirements Data
3. MCO 4400.150 Consumer Policy Supply Manual
4. MCO 5200.24_ Marine Corps Manger's Internal Control (MCMIC) Program
5. MCO P10120.28G Individual Clothing Regulations

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with appropriate software.

3043-MISC-2005: Process collection vouchers

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given instances of collections of public funds and all supporting documentation, AIS, and the references.

STANDARD: Ensuring all public funds are turned in to the appropriate disbursing officer.

PERFORMANCE STEPS:

1. Prepare required forms.
2. Process collected funds.
3. Obtain required signatures.

4. File completed forms.
5. Maintain a completed copy of all required forms in the voucher file.
6. Supervise collections and turn-in of funds.

REFERENCES:

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-124 SASSY Using Unit Procedures
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-MISC-2006: Maintain control of serialized blank forms

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, and references.

STANDARD: Ensuring accurate balances of serialized, controlled blank forms are maintained IAW MCO P4400.150_.

PERFORMANCE STEPS:

1. Inventory serialized controlled blank forms.
2. Register all serialized controlled blank forms in the appropriate logbook.
3. Post receipts and issues in the logbook.
4. Conduct and document results of monthly inventory.
5. Safeguard serialized controlled blank forms.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with appropriate software.

3043-MISC-2008: Maintain retention of records program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a correspondence file, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all files are 100% accounted for IAW MCO P4400.150_.

PERFORMANCE STEPS:

1. Obtain correspondence.
2. Create certificates if applicable.
3. File correspondence.
4. Archive files electronically as required.
5. Purge files and destroy records as required.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. SECNAVINST 5216.5 Naval Correspondence Manual
3. SECNAVINST M-5210.1 Department of the Navy Records Management Manual
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2002: Review Table of Organization and Equipment Change Request (TOECR)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement for a change of allowance, AIS, and the references.

STANDARD: Ensuring requests are submitted IAW MCO 5311.1.

PERFORMANCE STEPS:

1. Review request.
2. Challenge inaccurate allowance data, as required.
3. Forward request.

REFERENCES:

1. MCO 5311.1_ Total Force Structure Process (TFSP)
2. MCO P4400.150_ Consumer Level Supply Policy Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software

3043-PRAC-2004: Supervise property control records

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the organic property listing, documentation supporting changes of on-hand (O/H) and allowance quantities, AIS, and the references.

STANDARD: Ensuring O/H and allowance quantities are correct IAW MCO P4400.150_.

PERFORMANCE STEPS:

1. Reconcile allowances.
2. Reconcile Property Control Documents.
3. Note all discrepancies.
4. Supervise corrective action.
5. Facilitate monthly reconciliation with maintenance.

REFERENCES:

1. MCBUL 3000 Marine Corps Automated Readiness Evaluation System (MARES) Equipment
2. MCO 3000.11_ Ground Equipment Condition and Supply Materiel Readiness Reporting (MRR) Policy
3. MCO 3000.13_ Marine Corps Readiness Reporting Standard Operating Procedures (SOP)
4. MCO 5311.1_ Total Force Structure Process (TFSP)
5. MCO P4400.150_ Consumer Level Supply Policy Manual
6. MCO P4790.6 MIMMS Depot Users Manual
7. MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"
8. UM 4400-120 Asset Tracking for Logistics Supply System Manual
9. UM 4400-124 SASSY Using Unit Procedures
10. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2005: Monitor adjustment transactions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given AIS, property control documents supporting documentation, and the references.

STANDARD: Ensuring 100% accuracy.

PERFORMANCE STEPS:

1. Review automated supply system history files.
2. Conduct causative research.
3. Provide narrative justification.
4. Conduct corrective actions.
5. Validate Money Value Gain/Loss notices and supporting documentation.
6. Maintain audit trail.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2007: Audit sub-custody reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, supporting documentation, AIS, and the references.

STANDARD: Ensuring 100% accuracy IAW MCO P4400.150_.

PERFORMANCE STEPS:

1. Review required correspondence.
2. Review issue and turn-in documentation.
3. Validate adjustments.
4. Verify initials/signatures/dates.
5. Retain source documentation, as required.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2008: Maintain Marine Corps Small Arms Report

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Crane report, record of changes in weapons custody, AIS, and the references.

STANDARD: Ensuring 100% accountability of all reportable assets.

PERFORMANCE STEPS:

1. Validate all CRANE reportable items.
2. Report discrepancies.
3. Obtain appropriate signatures.
4. Report all changes in weapons custody to NAVSURFWARCENDIV as they occur.

REFERENCES:

1. MCO 5530.14 Marine Corps Physical Security Program Manual
2. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
3. MCO P5750.1G W/CH 1 Manual for the Marine Corps Historical Program
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2009: Process Missing, Lost, Stolen, Recovered (MLSR) property report

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the appropriate situation of missing, lost, stolen or recovered government property, AIS, and the references.

STANDARD: Ensuring 100% identification of all assets IAW MCO 5530.14_.

PERFORMANCE STEPS:

1. Determine if an MLSR is required.
2. Draft the appropriate MLSR and forward for submission.
3. Maintain MLSRs in the correspondence files/voucher file, as appropriate.
4. Ensure a copy of the MLSR is provided to the Local PMO.

5. Follow up on all pending MLSRs.

REFERENCES:

1. MCO P5530.14 Marine Corps Physical Security Program Manual
2. SECNAVINST 5500.4 MLSR Reporting

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2011: Validate requests for Table of Organization and equipment (TO&E) Changes

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement for a change of allowance, AIS, and the references.

STANDARD: Ensuring requests are submitted IAW MCO 5311.1.

PERFORMANCE STEPS:

1. Verify the current allowance quantity.
2. Verify justification for change of allowance.
3. Direct corrective action, as required.
4. Forward request for TO&E change via chain of command.

REFERENCES:

1. MCO 5311.1_ Total Force Structure Process (TFSP)
2. MCO P4400.150_ Consumer Level Supply Policy Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software

3043-PRAC-2012: Review allowance data

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, the unit's Table of Organization and Equipment (T/O&E), property control document, special allowances, command adjustments authorization, type II authorization, AIS, and the references.

STANDARD: Ensuring allowance data is 100% accurate.

PERFORMANCE STEPS:

1. Review documents.
2. Validate supporting documentation.
3. Verify pending allowance changes, as required.
4. Take appropriate follow-up action.

REFERENCES:

1. MCO 5311.1_ Total Force Structure Process (TFSP)
2. MCO P4400.150_ Consumer Level Supply Policy Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2013: Manage property control document

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the property listing, Table of Organization and Equipment (T/O&E), documentation supporting changes of on-hand and allowance quantities, AIS, and the references.

STANDARD: Ensuring on hand and allowance quantities are 100% accurate.

PERFORMANCE STEPS:

1. Monitor allowances.
2. Supervise reconciliation of documents.
3. Validate all changes.
4. Verify approval actions for all changes is complete.
5. Ensure reconciliation.

REFERENCES:

1. MCBUL 3000 Marine Corps Automated Readiness Evaluation System (MARES) Equipment
2. MCO 3000.11_ Ground Equipment Condition and Supply Materiel Readiness Reporting (MRR) Policy
3. MCO 3000.13_ Marine Corps Readiness Reporting Standard Operating Procedures (SOP)
4. MCO P4400.150_ Consumer Level Supply Policy Manual
5. MCO P4790.6 MIMMS Depot Users Manual
6. MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"
7. UM 4400-123 FMF SASSY Management Unit Procedures
8. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2014: Coordinate transfer of equipment

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

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, AIS, and the references.

STANDARD: Ensuring assets are transferred IAW MCO P4400.150_.

PERFORMANCE STEPS:

1. Validate on-hand assets.
2. Ensure excess equipment is reported to higher headquarters.
3. Request disposition instructions.
4. Coordinate transfer.
5. Supervise Adjustment of records.
6. Ensure audit trail vouchers are maintained.

REFERENCES:

1. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. MCO P4400.82_ Regulated/Controlled Item Management Manual
4. UM 4400-124 SASSY Using Unit Procedures
5. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2015: Supervise rollback/disposal transactions

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

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, supporting documentation, AIS, and the references.

STANDARD: Ensuring proper disposal of all serviceable and unserviceable items.

PERFORMANCE STEPS:

1. Validate material.
2. Direct induction of disposal transactions.

3. Verify items are disposed or rolled back as appropriate.
4. Ensure appropriate transactions are inducted.
5. Maintain disposal/rollback documentation.

REFERENCES:

1. DOD 4000.25-1-M Military Standard Requisitioning Issue Procedures (MILSTRIP)
2. DOD 4140.26-M Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)
3. MCO P4400.150_ Consumer Level Supply Policy Manual
4. MCO P4400.82_ Regulated/Controlled Item Management Manual
5. UM 4400-123 FMF SASSY Management Unit Procedures
6. UM 4400-124 SASSY Using Unit Procedures
7. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2017: Manage the annual physical inventory

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given property control documents, unit operating stock list, , access to an automated system with applicable software ,internet connectivity, and the references.

STANDARD: Ensuring all accountable records and adjustments are properly justified, documented and retained IAW MCO P4400.150_.

PERFORMANCE STEPS:

1. Generate report.
2. Perform location verification.
3. Monitor the inventory.
4. Compare all inventory counts to balance records.
5. Identify discrepancies.
6. Conduct causative research.
7. Ensure adjustment transactions are inducted.
8. Submit the results to the commanding officer.
9. Maintain in the voucher files.

REFERENCES:

1. MCO 4400.170 Control and Accounting for Petroleum and Related Products
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2018: Audit the voucher file

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given completed adjustment documents, supporting documentations, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring adjustment documents and supporting documentation are filed in the proper sequence.

PERFORMANCE STEPS:

1. Review a history file.
2. Supervise reconciliation.
3. Identify discrepancies.
4. Ensure corrective action is taken.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2019: Supervise the maintenance of the sub-custody record

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to maintain automated custody records, the property control document, CMRs, interim custody receipts, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring accurate custody records are maintained for all equipment listed on the Property Control Documents.

PERFORMANCE STEPS:

1. Ensure quarterly reconciliations are conducted.
2. Submit requests for investigation as needed.
3. Verify corrective actions taken.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software

3043-PRAC-2020: Review reports of investigation files

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given completed reports of investigation, the voucher file, the appropriate property records, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring required supply actions identified in the investigation are completed.

PERFORMANCE STEPS:

1. Review investigation results.
2. Take all actions as directed.
3. Draft the required supply officer's certification endorsement.
4. File all completed investigations.

REFERENCES:

1. JAGINST 5800.7_ Manual of the Judge Advocate General (JAGMAN)
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2021: Supervise Marine Corps Small Arms Report submission

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Crane report, record of changes in weapons custody, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all weapon serial numbers and all changes in the report are accurate.

PERFORMANCE STEPS:

1. Supervise validation of Crane Report.
2. Verify the accountable officer's signature.
3. Supervise the submittal of crane report.

REFERENCES:

1. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. MCO P5750.1G W/CH 1 Manual for the Marine Corps Historical Program
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2022: Supervise Missing, Lost, Stolen, Recovered (MLSR) property reporting

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring that MLSRs are initiated, updated and finalized.

PERFORMANCE STEPS:

1. Validate if a MLSR is required.
2. Supervise the submission of MLSRs.
3. Supervise follow-ups of all pending MLSRs.
4. Ensure filing of all MLSRs.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCO P5530.14 Marine Corps Physical Security Program Manual
3. SECNAVINST 5500.4 MLSR Reporting

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PRAC-2023: Prepare equipment custody record (ECR) card

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to establish a temporary custody record, ECR cards, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring temporary loans are properly documented and maintained.

PERFORMANCE STEPS:

1. Prepare the ECR cards.
2. Monitor ECR cards to ensure item is returned on schedule.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures
3. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with appropriate software.

3043-PRAC-2024: Request conversion of planned allowances to actual allowances

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given planned allowances on the Table of Organization and Equipment (T/O&E), the receipt of corresponding force-fed equipment, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring allowances are converted.

PERFORMANCE STEPS:

1. Validate planned allowances.
2. Submit planned to actual allowance.
3. Conduct appropriate follow-up actions.

REFERENCES:

1. MCO 5311.1_ Total Force Structure Process (TFSP)
2. MCO P4400.150_ Consumer Level Supply Policy Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-PSEF-2001: Maintain personal effects control

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a morning report, inventory forms, a secured area, access to an automated system with applicable software, internet connectivity and the references.

STANDARD: Ensuring proper disposition and accountability IAW MCO P4050.38_.

PERFORMANCE STEPS:

1. Identify personnel separated from their personal effects.
2. Establish case files.
3. Store personal effects in secure areas.
4. Dispose of personal effects as required.
5. Return personal effects to individuals no longer separated as required.
6. Update case files/logbook entries.

REFERENCES:

1. MCO 4050.38_ Personal Effects and Baggage Manual
2. MCO P3040.4 Marine Corps Casualty Procedures Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with appropriate software.

3043-PSEF-2002: Supervise personal effects control procedures

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given access to a morning report, inventory forms, a secured area, access to an automated system with applicable software, internet connectivity and the references.

STANDARD: Ensuring proper disposition and accountability of personal effects.

PERFORMANCE STEPS:

1. Ensure proper procedures are established.
2. Ensure case files are established for individuals separated from their personal effects as required.
3. Verify personal effects are stored and secured.
4. Ensure final disposition is accomplished.

REFERENCES:

1. MCO 4050.38_ Personal Effects and Baggage Manual
2. MCO P3040.4 Marine Corps Casualty Procedures Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-RATS-2001: Manage Packaged Operational Rations (POR)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to account for POR's and appropriate forms, miscellaneous adjustment transactions, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring proper storage and 100% accountability IAW MCO 10110.40_.

PERFORMANCE STEPS:

1. Account for PORs.
2. Maintain appropriate documentation.
3. Coordinate stored POR veterinary inspections as required.

REFERENCES:

1. MCO 10110.40B Policy for Requisition, Issue, and Control of PORs
2. UM 4400-124 SASSY Using Unit Procedures
3. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQM-2004: Supervise the unit's requisition process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The requisition process includes the GCPC program, supply system

purchases, contracting, garrison support activities, TAD, reimbursable funding activities (e.g., MIPR/WR), miscellaneous payments, individual clothing, subsistence in kind, etc. Additional training may be required per applicable directives. The GCPC program is the example used in the FLC for training 3002s in the requisition process.

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, AIS, and the references.

STANDARD: In accordance with DODFMR.

PERFORMANCE STEPS:

1. Identify requisition roles and responsibilities.
2. Recommend delegations of authority, as required.
3. Ensure the appropriate training has been accomplished for applicable roles/responsibilities.
4. Maintain all appointment letters, revocation letters, and regulations on file.
5. Establish request processes, as required.
6. Approve requests, as required.
7. Supervise requisition tracking, canceling, expediting, follow-up, as required.
8. Supervise reconciliations.
9. Supervise receipt/acceptance, as required.
10. Supervise issue management, as required.
11. Supervise requisition closeout.
12. Supervise maintaining audit trail.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
2. MCO P4200.15 Marine Corps Purchasing Procedures Manual - (obsolete MCO)
3. MCO P4400.150_ Consumer Level Supply Policy Manual
4. MCO P7000.14 Marine Corps Cost Factor Manual
5. UM 4400-124 SASSY Using Unit Procedures
6. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-2001: Validate requisitions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for supplies and equipment, requisition management reports, item master list, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring transactions are processed IAW UM 4400-124.

PERFORMANCE STEPS:

1. Validate all required information.
2. Validate tech data/load change requests as required.
3. Ensure corrective action is initiated as required.
4. Ensure requisition is submitted.
5. Review requisition management reports.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. UM 4400-123 FMF SASSY Management Unit Procedures
4. UM 4400-124 SASSY Using Unit Procedures
5. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-2002: Manage reconciliation of customer demands

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requisition management report, maintenance reports, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all customer demands are active in the supply system and that follow-ups are submitted IAW UM 4400-124.

PERFORMANCE STEPS:

1. Publish schedule reconciliations.
2. Ensure appropriate action has been completed.
3. Report results to supervisor.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

3. Ensure corrective action is initiated as required.
4. Ensure requisition is submitted.
5. Review requisition management reports.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. UM 4400-123 FMF SASSY Management Unit Procedures
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-2005: Supervise customer reconciliations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requisition management report, maintenance reports, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: To ensure all discrepancies are identified and corrective action is taken.

PERFORMANCE STEPS:

1. Ensure reconciliations with sections are conducted.
2. Review the discrepancies identified from the reconciliation.
3. Ensure corrective action has been completed.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-2006: Supervise the Material Obligation Validation (MOV)/Backorder Validation (BOV)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the MOV/BOV listing, a requisition management report, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all pending requisitions are valid IAW MCO P4400.150_.

PERFORMANCE STEPS:

1. Ensure reconciliation is conducted.
2. Ensure results are submitted.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-2007: Process a Supply Discrepancy Report (SDR)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to submit a Supply Discrepancy Report (SDR), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: To ensure appropriate action is taken.

PERFORMANCE STEPS:

1. Determine the type of discrepancy.
2. Determine distribution of SDR.
3. Prepare the SDR
4. Submit the SDR.
5. Retain SDR.
6. Take appropriate actions.

REFERENCES:

1. DLA Customer Assistance Handbook
2. SECNAVINST 4355.18_ Reporting of Supply Discrepancies

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-2008: Process Using Unit Material Obligation Validation (MOV)/Backorder Validation (BOV)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the MOV/BOV listing, a requisition management report, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring all pending requisitions are valid IAW MCO P4400.150_.

PERFORMANCE STEPS:

1. Reconcile the requisition management report with MOV/BOV listing.
2. Identify all requisitions requiring MOV/BOV cycle.
3. Forward all inductions to the intermediate level supply for action.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
2. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-2009: Process maintenance part request for supply held items

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to repair/replace components of end items stored in the supply warehouse, a maintenance order, maintenance part request, SL-3/4, Field Manuals (FM) (as applicable), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: To ensure correct item is ordered and received.

PERFORMANCE STEPS:

1. Identify required parts/components.
2. Ensure maintenance order is established.
3. Supervise preparation of maintenance part request.
4. Supervise induction maintenance part request into update.
5. Monitor status until completed.

REFERENCES:

1. TM 4700-15/1_ Ground Equipment Record Procedures
2. UM 4400-124 SASSY Using Unit Procedures
3. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-REQS-2010: Process open purchase requests

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a GCPC card, access to PR Builder, approved open purchase request document, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring purchases are made in compliance IAW MCO 7300-21.

PERFORMANCE STEPS:

1. Obtain authority to use GCPC card with set limitations by unit or activity or submit via PR Builder.
2. Validate and research as required.
3. Ensure GCPC/PR Builder purchase request documents are approved by appropriate authority.
4. Purchase the approved item.
5. Receipt for supplies.
6. Distribute as required.
7. Obtain signature from recipient verifying that they received the requested items.
8. Load nonexpendable items on property records as required or usage transactions.
9. Validate and reconcile monthly statement.

REFERENCES:

1. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
2. MCO P7100.8_ Field Budget Guidance Manual
3. NAVMC 2664 Financial Guidebook for Commanders

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-RFID-2001: Manage In-Transit Visibility (ITV) asset tracking

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to an automated system, internet connectivity, and the references.

STANDARD: To determine nodal history of assets in the distribution pipeline.

PERFORMANCE STEPS:

1. Log into ITV system.
2. Use given information to locate asset within the ITV system.
3. Verify the summary of the nodal history of asset in distribution pipeline.

REFERENCES:

1. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
2. DOD 4500.9-R (PART II) Defense Transportation Regulation Part II (Cargo Movement)
3. MCO 4000.51_ Automatic Identification Technology (AIT)
4. RFID ITV ITV Server Guide
5. RFID OPS RFID Operations Guide

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity.

3043-RIPT-2001: Process commercial vendor reparable

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given disposition instructions from the source of supply, access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring secondary reparable repaired by a commercial vendor are monitored IAW UM 4400-123.

PERFORMANCE STEPS:

1. Validate new recommended I/R reorder change printout.
2. Validate excesses and actual on-hand.

3. Review pending Due and Status File.
4. Process MRP assets (FTE).
5. Redistribute or dispose of and process as directed.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with appropriate software.

3043-RIPT-2002: Maintain the Repairable Issue Point (RIP) Consolidated Asset Listing (CAL)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to an automated system with applicable software, internet connectivity and the references.

STANDARD: Ensuring all repairable assets are loaded to the CAL.

PERFORMANCE STEPS:

1. Conduct annual allowance recomputation.
2. Reconcile CAL and allowance with authorize allowance listing.
3. Correct allowance disparities.
4. Reconcile on-hand/due assets with authorized allowance.
5. Initiate action to correct excesses/deficiencies.

REFERENCES:

1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-RIPT-2003: Maintain Repairable Issue Point (RIP) maintenance demands list

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring maintenance part requests are maintained current and reflect assets in the maintenance cycle.

PERFORMANCE STEPS:

1. Verify maintenance part requirements.
2. Correct discrepancies.
3. Conduct reconciliation with the Intermediate Maintenance Activity (IMA) representatives.
4. Correct IMA discrepancies.
5. Update maintenance reports as required.

REFERENCES:

1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. UM 4400-123 FMF SASSY Management Unit Procedures
3. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

3043-RIPT-2004: Conduct customer backorder reconciliations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3043

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a customer with maintenance records status files, the Customer Backorder Listing (CBL), access to an automated system with applicable software, internet connectivity, and the references.

STANDARD: Ensuring customer requirements are validated.

PERFORMANCE STEPS:

1. Reconcile pending backorder on the Daily Process Report (DPR) with CBL.
2. Identify disparities.
3. Initiate corrective action.

REFERENCES:

1. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with appropriate software.

PERFORMANCE STEPS:

1. Validate all low density items as required.
2. Take action to correct noted discrepancies.
3. Assign appropriate requirement codes and maintain associated logbook.

REFERENCES:

1. MCBUL 3000 Marine Corps Automated Readiness Evaluation System (MARES)
Equipment
2. MCO P4400.150_ Consumer Level Supply Policy Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and appropriate software.

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CHAPTER 8

MOS 3051 INDIVIDUAL EVENTS

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GROUND SUPPLY T&R MANUAL

CHAPTER 8

MOS 3051 INDIVIDUAL EVENTS

8000. PURPOSE. This chapter details the individual events that pertain to Warehouse Clerk. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

8001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

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

<u>Code</u>	<u>Description</u>
3051	Warehouse Clerk

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

<u>Code</u>	<u>Description</u>
FAEQ	Facilities and Equipment
IMAT	Issuing Material
INVT	Inventory
LOCS	Location System
OPFN	Operations Function
QCNT	Quality Control
PSEF	Personal Effects
RECM	Receiving Materials
RFID	Radio Frequency Identification

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

<u>Code</u>	<u>Description</u>
1000	Core Skills
2000	Core Plus Skills

8002. INDEX OF INDIVIDUAL EVENTS

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8003. 1000-LEVEL EVENTS

3051-FAEQ-1001: Operate Material Handling Equipment (MHE)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, PPE, and the references

STANDARD: Without injury or damage to property, equipment or personnel.

PERFORMANCE STEPS:

1. Perform PMCS.
2. Maneuver MHE within area of operation.
3. Utilize ground guides, when required.
4. Embark supplies.
5. Disembark supplies, when required.

REFERENCES:

1. Manufacturer's Technical Instructions and Publications
 2. MCO 4450.14_ Joint Service Manual for Storage and Material Handling
-

3051-IMAT-1001: Prepare Sub-Custody Receipt

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a manual or automated system.

STANDARD: To ensure accountability of equipment.

PERFORMANCE STEPS:

1. Verify authorization.
2. Input required information.
3. Prepare documentation.
4. Print sub-custody receipt, when required.
5. Obtain responsible individuals signature.
6. Provide a copy of receipt to responsible individual.
7. File original receipt(s).

REFERENCES:

1. MCO 4450.14_ Joint Service Manual for Storage and Material Handling
 2. UM 4400-124 SASSY Using Unit Procedures
 3. UM 4400-15 Organic Property Control
-

3051-IMAT-1002: Perform check in/out procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given TO&E, issue request form, sub custody file, and a manual or automated system.

STANDARD: Ensuring accountability of all organizational property.

PERFORMANCE STEPS:

1. Verify identification card.
2. Verify check in/out sheet.
3. Check sub custody receipt.
4. Inspect equipment.
5. Process of equipment.
6. Adjust automated records, when required.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
 2. MCO 4400.150 Consumer Policy Supply Manual
 3. UM 4400-124 SASSY Using Unit Procedures
-

3051-IMAT-1003: Prepare individual issue form

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a manual or automated system.

STANDARD: Ensuring accountability of all organizational property.

PERFORMANCE STEPS:

1. Verify form.
2. Verify customer receipt.
3. Update automated system, when required.
4. File form.

REFERENCES:

1. MCO 4400.150 Consumer Policy Supply Manual
 2. UM 4400-124 SASSY Using Unit Procedures
 3. UM 4400-15 Organic Property Control
-

3051-IMAT-1004: Conduct supplies and equipment issue/receipt procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given requirement, equipment, materials, and location print out.

STANDARD: To ensure accountability of all material(s).

PERFORMANCE STEPS:

1. Care in storage of materials.
2. Perform location verification.
3. Create location, when applicable.
4. Consolidate location(s), when applicable.
5. Conduct site counts.
6. Maintain SL-3, when applicable.
7. Maintain record.
8. Report results.

REFERENCES:

1. MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling
 2. UM 4400-123 FMF SASSY Management Unit Procedures
 3. UM 4400-124 SASSY Using Unit Procedures
-

3051-LOCS-1001: Maintain documents

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The following forms will be maintained but not limited to: personal effects forms, NAVMC 1348-_, NAVMC 1149, warehouse control card (NAVMC 10849), Individual Issue form, and sub-custody cards.

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and a manual or automated system.

STANDARD: To ensure accountability.

PERFORMANCE STEPS:

1. Determine required form(s).
2. Process form(s).
3. File form(s).
4. Reconcile documents, when required.

REFERENCES:

1. MCO 4050.38_ Personal Effects and Baggage Manual
2. MCO 4400.150 Consumer Policy Supply Manual
3. MCO P4450.7_ Marine Corps Warehousing Manual
4. UM 4400-120 Asset Tracking for Logistics Supply System Manual
5. UM 4400-123 FMF SASSY Management Unit Procedures

3051-OPFN-1001: Process equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This task applies to unit serviceable, unserviceable, rollback equipment, and secondary repairable.

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given reference requirement.

STANDARD: Ensuring proper receipt, storage, and transfer of equipment.

PERFORMANCE STEPS:

1. Process items.
2. Validate equipment, when applicable.
3. Obtain approval, when applicable.
4. Segregate items.
5. Verify status, when applicable.
6. File documentation.

REFERENCES:

1. DLM 4000.25 Volume Two Chapter 17 Defense Logistics Management System (DLMS), Supply Discrepancy Reporting
2. MCO 4400.150 Consumer Policy Supply Manual
3. MCO P3040.4 Marine Corps Casualty Procedures Manual
4. MCO P4790.2_ MIMMS Field Procedures Manual
5. UM 4400-124 SASSY Using Unit Procedures

3051-PSEF-1001: Safeguard personal effects

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Documentation required for this task would include at a minimum a morning report, inventory board letter, and required forms.

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a personnel status change, a manual or automated system, and the references.

STANDARD: To ensure all policies and procedures are adhered to.

PERFORMANCE STEPS:

1. Identify status of personnel.
2. Obtain required documentation.
3. Process personal property.
4. Update status, as required.
5. Execute disposition.
6. Maintain files.

REFERENCES:

1. MCO 4050.38_ Personal Effects and Baggage Manual
 2. MCO P3040.4 Marine Corps Casualty Procedures Manual
-

3051-QCNT-1001: Maintain hazardous material

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a plano-graph, storage facility, safety regulations, PPE, MHE, and the references.

STANDARD: Ensuring proper storage to minimize mishaps.

PERFORMANCE STEPS:

1. Process materials.
2. Segregate materials.
3. Store segregated materials.
4. Maintain hazardous material certification.

REFERENCES:

1. DoDI 6055.1 DoD Safety and Occupational Health (SOH) Program
 2. MCO 4450.14_ Joint Service Manual for Storage and Material Handling
 3. MCO P4450.12 Storage and Handling of Hazardous Materials
-

3051-QCNT-1002: Perform in/outdoor storage procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an area, materials, MSDS, MHE, and the references.

STANDARD: Maintain operational readiness of supplies and equipment.

PERFORMANCE STEPS:

1. Identify items.
2. Identify pest control requirements.
3. Preserve equipment, when applicable.
4. Execute secure, segregate, and safeguard procedures.

REFERENCES:

1. MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling
 2. MCO P4450.12 Storage and Handling of Hazardous Materials
-

8004. 2000-LEVEL EVENTS

3051-FAEQ-2001: Supervise storage facility

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Ensuring facility is maintained IAW MCO P4450.14_.

PERFORMANCE STEPS:

1. Supervise security.
2. Inspect operational readiness.
3. Validate operational readiness of equipment.
4. Enforce safety regulations.
5. Report discrepancies.
6. Establish movement of materials and equipment.
7. Maintain publications.

REFERENCES:

1. MCO 4450.14_ Joint Service Manual for Storage and Material Handling
-

3051-FAEQ-2002: Supervise Material Handling Equipment (MHE)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and the references.

STANDARD: To ensure safe operations without damage to personnel and government property.

PERFORMANCE STEPS:

1. Develop Preventative Maintenance Checks and Services schedule.
2. Enforce safety regulations.
3. Analyze deficiencies.
4. Initiate corrective action, as required.

REFERENCES:

1. Manufacturer's Technical Instructions and Publications
 2. MCO 4450.14_ Joint Service Manual for Storage and Material Handling
-

3051-FAEQ-2003: Create warehouse planograph

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given building measurements, fire regulations, graph paper, and the references.

STANDARD: To show the utilization of all space.

PERFORMANCE STEPS:

1. Determine measurements.
2. Create layout.
3. Post the plan.

REFERENCES:

1. MCO 4450.14_ Joint Service Manual for Storage and Material Handling
 2. MCO P4450.7_ Marine Corps Warehousing Manual
-

3051-IMAT-2001: Supervise equipment issue

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, an automated system, and the references.

STANDARD: Ensuring accountability of issued equipment.

PERFORMANCE STEPS:

1. Monitor equipment issue.
2. Verify completeness of required forms.

REFERENCES:

1. MCO 4400.150 Consumer Policy Supply Manual
 2. UM 4400-123 FMF SASSY Management Unit Procedures
 3. UM 4400-124 SASSY Using Unit Procedures
-

3051-IMAT-2002: Conduct reconciliation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event encompasses all unit reconciliation(s).

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given documents and the references.

STANDARD: Ensuring accountability.

PERFORMANCE STEPS:

1. Review documentations.
2. Report discrepancy.

REFERENCES:

1. MCO P4400.150_ Consumer Level Supply Policy Manual
 2. UM 4400-124 SASSY Using Unit Procedures
-

3051-INVT-2001: Manage inventory

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and the references.

STANDARD: Ensuring accountability of assets and all procedures are adhered to.

PERFORMANCE STEPS:

1. Plan workflow.
2. Monitor inventory assets.
3. Report results.
4. Maintain records.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
 2. MCO 4400.150 Consumer Policy Supply Manual
-

3051-INVT-2002: Supervise issue of individual equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and the references.

STANDARD: Ensuring accountability of equipment.

PERFORMANCE STEPS:

1. Oversee equipment issue.
2. Substantiate completeness of required forms

REFERENCES:

1. MCO 4400.150 Consumer Policy Supply Manual
 2. MCO 4450.14_ Joint Service Manual for Storage and Material Handling
 3. UM 4400-120 Asset Tracking for Logistics Supply System Manual
 4. UM 4400-123 FMF SASSY Management Unit Procedures
-

3051-INVT-2003: Maintain personal effects

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an automated system and the references.

STANDARD: To ensure all policies and procedures are adhered to.

PERFORMANCE STEPS:

1. Review status of personnel.
2. Coordinate disposition.
3. Review documentation.

REFERENCES:

1. MCO 4050.38_ Personal Effects and Baggage Manual
 2. MCO P3040.4 Marine Corps Casualty Procedures Manual
-

3051-INVT-2004: Supervise personal effects control procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given area requirement, AIS and the references.

STANDARD: Ensuring 100% safekeeping and disposition of personal effects IAW MCO 4050.38_.

PERFORMANCE STEPS:

1. Verify status of personnel.
2. Review required documentation.
3. Validate status of personal property as required.
4. Verify maintenance of files.
5. Ensure final disposition is accomplished when required.

REFERENCES:

1. MCO 4050.38_ Personal Effects and Baggage Manual
 2. MCO P3040.4 Marine Corps Casualty Procedures Manual
-

3051-LOCS-2001: Monitor inventory

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and the references.

STANDARD: Ensuring accountability of assets.

PERFORMANCE STEPS:

1. Monitor care in storage.
2. Validate location verification.
3. Validate location creation, when applicable.
4. Consolidate location(s), when applicable.
5. Monitor site counts.
6. Maintain SL-3, when applicable.
7. Report results.

REFERENCES:

1. MCO 4450.14_ Joint Service Manual for Storage and Material Handling
 2. UM 4400-123 FMF SASSY Management Unit Procedures
 3. UM 4400-124 SASSY Using Unit Procedures
-

3051-LOCS-2002: Supervise deployment procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement, required materials, material handling equipment (MHE), and the references.

STANDARD: Ensuring equipment and materials are prepared for deployment.

PERFORMANCE STEPS:

1. Identify equipment and materials.
2. Supervise marking, when applicable.

REFERENCES:

1. MCO P4450.7_ Marine Corps Warehousing Manual
 2. MCRP 4-11.3D The Naval Beach Group
-

3051-LOCS-2003: Establish field warehouse

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, materials, equipment, personnel, and the references.

STANDARD: To maintain materials and equipment required by the mission.

PERFORMANCE STEPS:

1. Determine requirements.
2. Recommend locations.
3. Review Access routes.

REFERENCES:

1. MCO 4450.14_ Joint Service Manual for Storage and Material Handling
 2. MCO P4450.7_ Marine Corps Warehousing Manual
 3. MCWP 4-11 Tactical-Level Logistics
-

3051-OPFN-2001: Supervise document preparation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The following forms will be maintained but not limited to: personal effects forms, NAVMC 1348--, NAVMC 1149, warehouse control card (NAVMC 10849), Individual Issue form, and sub-custody cards.

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, an automated system, and the references.

STANDARD: To ensure accountability.

PERFORMANCE STEPS:

1. Review form(s).
2. Reconcile documents, as needed.

REFERENCES:

1. DLM 4000.25 Volume Two Chapter 17 Defense Logistics Management System (DLMS), Supply Discrepancy Reporting
 2. MCO 4400.150 Consumer Policy Supply Manual
 3. UM 4400-123 FMF SASSY Management Unit Procedures
 4. UM 4400-124 SASSY Using Unit Procedures
-

3051-OPFN-2002: Supervise warehouse safety program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement, facilities, and the references.

STANDARD: In order to reduce mishaps and damage to government property and personnel.

PERFORMANCE STEPS:

1. Establish programs.
2. Conduct continuous training.
3. Ensure use of PPE.
4. Report mishaps.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
-

3051-OPFN-2003: Supervise warehouse security procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, storage facility, and the references.

STANDARD: Preventing theft or loss of material.

PERFORMANCE STEPS:

1. Review security requirements.
2. Update procedures, as required.
3. Enforce security procedures.
4. Report deficiencies or violations.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
-

3051-OPFN-2005: Verify stock denials

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

DESCRIPTION: This event applies to intermediate level supply.

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement and the references.

STANDARD: Reducing erroneous losses.

PERFORMANCE STEPS:

1. Identify denial.
2. Conduct causative research.
3. Report results.

REFERENCES:

1. UM 4400-123 FMF SASSY Management Unit Procedures
 2. UM 4400-124 SASSY Using Unit Procedures
-

3051-OPFN-2006: Supervise warehouse modernization procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to a warehouse, storage areas, modernization plans, modernization procedures, equipment requirements, and the references.

STANDARD: To completely eliminate outdated standards of business.

PERFORMANCE STEPS:

1. Review warehouse modernization plan.
2. Observe warehouse modernization procedures.
3. Coordinate changes as required.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
 2. MCO 4450.10_ Storage and Warehousing Equipment Modernization Planning and Programming
 3. MCO 4450.7_ Warehousing Manual
-

3051-OPFN-2007: Manage deployment/redeployment block

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement, supplies, containers, and the references.

STANDARD: Supporting unit requirements.

PERFORMANCE STEPS:

1. Receive requirement(s).
2. Manage process.
3. Build block.
4. Execute rollback.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
 2. FMFM 4-1 Combat Service Support Operations
 3. MCO P4450.7_ Marine Corps Warehousing Manual
-

3051-OPFN-2008: Prepare sustainment block for issue

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement, supplies, containers, and the references.

STANDARD: Supporting mission requirements.

PERFORMANCE STEPS:

1. Receive requirement(s).
2. Build sustainment block.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
 2. FMFM 4-1 Combat Service Support Operations
 3. MCO P4450.7_ Marine Corps Warehousing Manual
-

3051-OPFN-2009: Manage warehouse security areas

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and the references.

STANDARD: Providing controlled environment to prevent pilferage.

PERFORMANCE STEPS:

1. Determine requirements.

2. Enforce physical security measures.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling

3051-OPFN-2010: Supervise warehouse security areas

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This task would include any administrative documents and letters.

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and the references.

STANDARD: Providing controlled environment to prevent pilferage.

PERFORMANCE STEPS:

1. Supervise procedures.
2. Enforce regulations.
3. Report discrepancies.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling

3051-OPFN-2011: Supervise training of supply personnel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given supply personnel with varying degrees of technical proficiency, a unit training plan, personnel training records, training schedule, and the references.

STANDARD: To ensure all personnel are provided continuous training at designated intervals.

PERFORMANCE STEPS:

1. Review the references.
2. Determine technical knowledge deficiencies of unit supply personnel.

3. Determine on-the-job and sustainment training requirements by grade and mos.
4. Identify method of training.
5. Develop training aids as required.
6. Establish a training schedule by topic.
7. Supervise the preparation of lesson plans.
8. Assign personnel to conduct training, by topic.
9. Maintain lesson plans.
10. Conduct sustainment training using published training standards.
11. Encourage use of self-directed study and assist in providing resources.
12. Monitor correction of technical knowledge deficiencies through observation and required counseling.
13. Conduct periodic reviews of training records to ensure proper training sustainment.

REFERENCES:

1. MCO 1510.73 Individual Training Standards for OccField 30XX
2. MCO 1553.3B Unit Training Management (UTM)
3. MCO 1610.12 United States Marine Corps Counseling Program
4. MCO P4400.150_ Consumer Level Supply Policy Manual
5. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
6. NAVMC 1553.1_ Systems Approach to Training (SAT) Users Guide
7. SECNAV M-5216.5_ Naval Correspondence Manual
8. SECNAVINST M-5210.1 Department of the Navy Records Management Manual
9. UM 4400-123 FMF SASSY Management Unit Procedures
10. UM 4400-124 SASSY Using Unit Procedures
11. UM 4400-15 Marine Corps User Manual (Organic Property Control)
12. UM 4400-60 Materiel Returns Program

3051-OPFN-2012: Develop supply support plans for combat service support

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement, priorities, and the references.

STANDARD: Providing logistical assistance.

PERFORMANCE STEPS:

1. Review the references.
2. Review the operation plan.
3. Evaluate the supportability of the operation plan and make recommendations as required.
4. Review support priorities as established by higher echelons.
5. Coordinate supply plan with available resources and higher echelons.
6. Establish guidelines in support of supply plan for issue, storage and transportation of all classes of supplies, as required.

7. Ensure compliance with the references, mission objective, and concept of operations.

REFERENCES:

1. FMFM 4-1 Combat Service Support Operations
 2. Local SOP Local Standard Operating Procedures
 3. MCO 4400.16_ Uniform Material Movement and Issue Priority System (UMMIPS)
-

3051-OPFN-2013: Perform quality control inspection

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an automated system, table of organization/equipment, and materials.

STANDARD: To ensure operational readiness.

PERFORMANCE STEPS:

1. Identify applicable reference.
2. Annotate inspection data.
3. Recommend corrective action, as required.
4. Maintain inspection data.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
 2. FMFM 4-1 Combat Service Support Operations
 3. MCO P4450.7_ Marine Corps Warehousing Manual
-

3051-QCNT-2001: Supervise maintenance part request for supply held items

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This task applies to the repairable issue point (RIP).

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and the references.

STANDARD: Ensuring all assets requiring repair are inducted into the maintenance cycle.

PERFORMANCE STEPS:

1. Identify required parts/components.
2. Ensure a maintenance order is established.
3. Submit maintenance part request.
4. Monitor status.

REFERENCES:

1. TM 4700-15/1_ Ground Equipment Record Procedures
 2. UM 4400-120 Asset Tracking for Logistics Supply System Manual
 3. UM 4400-124 SASSY Using Unit Procedures
 4. UM 4790-5 MIMMS-AIS Field Maintenance Procedures
-

3051-RECM-2001: Supervise shipping/receiving operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and the references.

STANDARD: Accounting for all inbound parts and equipment.

PERFORMANCE STEPS:

1. Review receipt procedures.
2. Review accuracy of receipts.
3. Take corrective action, as required.
4. Perform quality assurance.

REFERENCES:

1. UM 4400-123 FMF SASSY Management Unit Procedures
 2. UM 4400-124 SASSY Using Unit Procedures
-

3051-RECM-2003: Manage shipping/receiving operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement and the references.

STANDARD: Ensuring accountability for all inbound parts and equipment.

PERFORMANCE STEPS:

1. Assign workflow.
2. Enforce safety regulations.
3. Enforce shipping/receiving regulations.
4. Validate quality assurance.
5. Develop sustainment training.

REFERENCES:

1. UM 4400-123 FMF SASSY Management Unit Procedures
2. UM 4400-124 SASSY Using Unit Procedures

3051-RFID-2005: Perform In-Transit Visibility (ITV) asset tracking

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to the ITV system and information related to the asset (ex. RFID tag #, NSN, Doc #, TCN, RUC, etc.).

STANDARD: To determine all nodal history of asset in the distribution pipeline.

PERFORMANCE STEPS:

1. Log into ITV system.
2. Locate asset within the ITV system.
3. Summarize nodal history of asset in distribution pipeline.

REFERENCES:

1. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
2. DOD 4500.9-R (PART II) Defense Transportation Regulation Part II (Cargo Movement)
3. MCO 4000.51_ Automatic Identification Technology (AIT)
4. RFID ITV ITV Server Guide

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity.

3051-RFID-2006: Operate Radio Frequency Identification (RFID) System

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given necessary components, shipping documentation, required manuals, an established RFID Automated Information System and in an environment where employment of RFID is required.

STANDARD: To ensure the RFID tags are written and 100% accurate.

PERFORMANCE STEPS:

1. Set up system.
2. Perform Deployable Radio Frequency Identification (RFID) Read System setup, when required.
3. Assign RFID tag to cargo being prepared for shipment.
4. Write content level data to individual RFID tag.
5. Verify data on RFID tag using the ITV system.
6. Place tag on cargo.

REFERENCES:

1. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
2. DOD 4500.9-R (PART II) Defense Transportation Regulation Part II (Cargo Movement)
3. MCO 4000.51_ Automatic Identification Technology (AIT)
4. RFID ITV ITV Server Guide
5. RFID OPS RFID Operations Guide
6. RFID USER'S GUIDE RFID Radio Frequency In-Transit Visibility (RF-ITV) User's Guide

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity. Write station with components. Automated Information System. RFID tag with active battery. Shipping documentation.

3051-RFID-2007: Manage Radio Frequency Identification (RFID) System

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To establish complete connectivity and validate registration.

PERFORMANCE STEPS:

1. Validate operational status of system.
2. Verify assignment of RFID tags to cargo.
3. Validate content level data on RFID tags is on the ITV system.
4. Ensure the proper placement of RFID tags on cargo/equipment.

5. Verify the write station is properly registered on the ITV system.

REFERENCES:

1. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
2. DOD 4500.9-R (PART II) Defense Transportation Regulation Part II (Cargo Movement)
3. MCO 4000.51_ Automatic Identification Technology (AIT)
4. RFID ITV ITV Server Guide
5. RFID OPS RFID Operations Guide
6. RFID USER'S GUIDE RFID Radio Frequency In-Transit Visibility (RF-ITV) User's Guide

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity. Write station with components. Automated Information System.

3051-RFID-2008: Manage In-Transit Visibility (ITV) asset tracking

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3051

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to the ITV system and information related to the asset (ex. RFID tag #, NSN, Doc #, TCN, RUC, etc.).

STANDARD: To be able to determine nodal history of asset in the distribution pipeline as outlined in the ITV Server Guide.

PERFORMANCE STEPS:

1. Log into ITV system.
2. Use given information to locate asset within the ITV system.
3. Verify the summary of the nodal history of asset in distribution pipeline.

REFERENCES:

1. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
2. DOD 4500.9-R (PART II) Defense Transportation Regulation Part II (Cargo Movement)
3. MCO 4000.51_ Automatic Identification Technology (AIT)
4. RFID ITV ITV Server Guide
5. RFID OPS RFID Operations Guide

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity.

GROUND SUPPLY T&R MANUAL

CHAPTER 9

MOS 3052 INDIVIDUAL EVENTS

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GROUND SUPPLY T&R MANUAL

CHAPTER 9

MOS 3052 INDIVIDUAL EVENTS

9000. PURPOSE. This chapter details the individual events that pertain to Packaging Specialist. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

9001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

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

<u>Code</u>	<u>Description</u>
3052	Packaging Specialist

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

<u>Code</u>	<u>Description</u>
ADMN	Administration
CNTM	Container Manufacturing
FAEQ	Facilities and Equipment
MPCK	Material Packaging
MTPP	Material Preservation and Packing
OPFN	Operations Function
RECM	Receiving Material

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

<u>Code</u>	<u>Description</u>
1000	Core Skills
2000	Core Plus Skills

9002. INDEX OF INDIVIDUAL EVENTS

EVENT CODE	EVENT	PAGE
1000-LEVEL		
3052-ADMN-1001	Maintain Wood Packaging Material (WPM) program	9-3
3052-FAEQ-1001	Operate automated Material Handling Equipment (MHE)	9-3
3052-MTPP-1002	Perform preservation procedures	9-4
3052-MTPP-1005	Perform levels of packaging	9-5
3052-MTPP-1006	Perform electrostatic discharge packaging	9-5

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given supplies, equipment requiring movement, and the manufacturer's operating instructions.

STANDARD: To ensure the successful transfer of material from one location to another with no damage to government property.

PERFORMANCE STEPS:

1. Perform preventative maintenance checks and services.
2. Embark supplies.
3. Negotiate warehouse area.
4. Disembark supplies.
5. Record mileage.

REFERENCES:

1. Manufacturer's Technical Instructions and Publications
2. DoD 4145.19-R-1 Storage and Material Handling
3. MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling (Apr 94)
4. MCO P4450.12 Storage and Handling of Hazardous Materials
5. MCO P4450.7_ Marine Corps Warehousing Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-MTPP-1002: Perform preservation procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references and items requiring preservation or packaging.

STANDARD: To meet all cleaning requirements of table G-1.

PERFORMANCE STEPS:

1. Inspect cleanliness of item.
2. Don appropriate safety equipment.
3. Disassemble item, if required.
4. Conduct cleaning process, if required.

5. Conduct drying process, if required.
6. Assemble item, if required.

REFERENCES:

1. MCO P4030.31_ Packing of Material, Preservation
2. MIL-STD 2073.1_ Standard Practice for Military Packaging

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation and Packaging and Packing Facility

3052-MTPP-1005: Perform levels of packaging

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, items requiring packaging, required tools and materials.

STANDARD: To protect items against physical damage and deterioration.

PERFORMANCE STEPS:

1. Determine level of packing.
2. Determine the materials needed.
3. Conduct packaging procedure(s).
4. Install cushioning, as required.
5. Inspect for compliance.

REFERENCES:

1. MCO P4030.21_ Packaging of Materiel - Packing
2. MCO P4030.31_ Packing of Material, Preservation
3. MIL-STD 2073.1_ Standard Practice for Military Packaging

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-MTPP-1006: Perform electrostatic discharge packaging

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, items to be packed, working area and materials.

STANDARD: To prevent the buildup of static charge.

PERFORMANCE STEPS:

1. Wear appropriate safety equipment.
2. Pack gear.
3. Inspect final product.

REFERENCES:

1. MIL STD 1686C Electrostatic Discharge Control Program
2. TI 4400-15/1_ Packaging, Handling, Storage, and Transportation of Electrostatic Discharge Sensitive Items

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-MTPP-1007: Fabricate case liner

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 18 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, and barrier materials for packaging.

STANDARD: To ensure items are properly packed IAW MCO P4030.21_.

PERFORMANCE STEPS:

1. Wear appropriate safety equipment.
2. Inspect case liner to ensure compliance.

REFERENCES:

1. MCO P4030.21_ Packaging of Materiel - Packing

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-MTPP-1008: Prepare protective barriers

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the item that is ready to be placed into a container.

STANDARD: To counteract exposure to elements of the environment IAW MCO P4030.21_.

PERFORMANCE STEPS:

1. Wear appropriate safety equipment.
2. Select barrier to be used.
3. Seal barrier material.

REFERENCES:

1. MCO P4030.21_ Packaging of Materiel - Packing
2. MIL STD 2073.1C Standard Practice for Military Packing

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-MTPP-1010: Fabricate an interior shroud

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, an item and material.

STANDARD: To prevent damage and deterioration during storage or shipment.

PERFORMANCE STEPS:

1. Cushion or pad item.
2. Select the material.
3. Inspect shroud.

REFERENCES:

1. MCO P4030.21_ Packaging of Materiel - Packing
2. MIL STD 2073.1C Standard Practice for Military Packing

REFERENCES:

1. MCO P4030.21_ Packaging of Materiel - Packing
2. MIL STD 2073.1C Standard Practice for Military Packing

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-MTPP-1013: Seal fiberboard shipping containers

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, containers and sealant.

STANDARD: To prevent moisture and pilferage.

PERFORMANCE STEPS:

1. Select material.
2. Apply adhesive tape.
3. Staple as required.

REFERENCES:

1. MCO P4030.21_ Packaging of Materiel - Packing
2. MIL STD 2073.1C Standard Practice for Military Packing

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-MTPP-1014: Mark container

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, equipment, and container.

STANDARD: To accurately identify contents ensuring it reaches a destination.

PERFORMANCE STEPS:

1. Obtain documentation.
2. Apply information.
3. Perform quality assurance.

REFERENCES:

1. MIL STD 2073.1C Standard Practice for Military Packing
2. MIL-STD-129_ Department of Defense Standard Practice - Military Marking for Shipment and Storage

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

9004. 2000-LEVEL EVENTS

3052-CNTM-2001: Design wood container

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

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference and a description of equipment.

STANDARD: To provide maximum protection at minimum cost.

PERFORMANCE STEPS:

1. Inspect equipment.
2. Determine packing requirements.

REFERENCES:

1. MCO P4030.21_ Packaging of Materiel - Packing
2. MIL STD 2073.1C Standard Practice for Military Packing
3. PPP-B-601 Federal Specifications for Boxes, Wood, Cleated-Plywood
4. PPP-B-621 Federal Specifications for Box, Wood, Nailed and Lock-Corner

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-CNTM-2002: Construct wooden base

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

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, required materials, tools, and equipment.

STANDARD: To transport large items without injury to personnel or damage to equipment.

PERFORMANCE STEPS:

1. Determine pallet dimensions.
2. Select materials.
3. Inspect pallet.

REFERENCES:

1. MCO P4030.21_ Packaging of Materiel - Packing
2. MIL STD 2073.1C Standard Practice for Military Packing

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-CNTM-2003: Supervise container manufacturing operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references, access to container manufacturing area, and personnel constructing containers.

STANDARD: To ensure the container is properly fabricated and all required documentation is complete.

PERFORMANCE STEPS:

1. Observe container manufacturing operation.
2. Ensure all personnel wear appropriate safety equipment.
3. Verify constructed containers meet customer specification.
4. Initiate corrective action as required.
5. Complete and file all required documentation.
6. File all required documentation.

REFERENCES:

1. MCO P4030.21_ Packaging of Materiel - Packing
2. MIL STD 2073.1C Standard Practice for Military Packing

1. Verify how item will be packed.
2. Verify packaging material required.
3. Verify item for packing.
4. Inspect packed item.

REFERENCES:

1. MCO P4030.21_ Packaging of Materiel - Packing
2. MCO P4030.31_ Packing of Material, Preservation
3. MIL STD 2073.1C Standard Practice for Military Packing

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-MTPP-2001: Preserve motor vehicles

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To prepare vehicle for preservation and transportation in accordance with MIL STD 3003.

PERFORMANCE STEPS:

1. Inspect motor vehicle.
2. Determine level of protection.
3. Apply level of protection.
4. Conduct inspection.

REFERENCES:

1. MIL-STD 3003 ATPD 2241 Vehicle Preservation

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-MTPP-2002: Preserve/package motor vehicle collateral equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To ensure equipment is preserved and packed IAW MIL STD 3003.

PERFORMANCE STEPS:

1. Inspect collateral equipment.
2. Preserve and package.
3. Inspect completed work.

REFERENCES:

1. MIL-STD 2073.1_ Standard Practice for Military Packaging
2. MIL-STD 3003 ATPD 2241 Vehicle Preservation

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing Facility.

3052-OPFN-2001: Supervise operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3052

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the local SOP, personnel, equipment and materials.

STANDARD: To ensure procedures and processes are performed to meet packaging requirements.

PERFORMANCE STEPS:

1. Determine mission requirements.
2. Assign workflow.
3. Apply appropriate section support.
4. Coordinate with supporting establishments.

REFERENCES:

1. MCO P4030.21_ Packaging of Materiel - Packing
2. MCO P4030.31_ Packing of Material, Preservation
3. MCRP 4-11.3G Unit Embarkation Handbook
4. MIL-STD 2073.1_ Standard Practice for Military Packaging

SUPPORT REQUIREMENTS:

EQUIPMENT: Supported by local Preservation, Packaging and Packing

Facility.

3052-RECM-2001: Prepare hazardous materials for shipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3052

GRADES: LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the references and certifier.

STANDARD: To ensure all hazardous materials are prepared for shipment according to applicable Department of Transportation (DOT) Regulations.

PERFORMANCE STEPS:

1. Identify hazardous material.
2. Package hazardous materials.
3. Certify hazardous materials.

REFERENCES:

1. CFR 49 Parts 100-185 Code of Federal Regulations - Transportation
 2. IATA International Air Transportation Association
 3. IMDG International Maritime Dangerous Goods Code
 4. MCO P4030.19_ Preparing Hazardous Materials for Military Air Shipments
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GROUND SUPPLY T&R MANUAL

APPENDIX A

ACRONYMS AND ABBREVIATIONS

AA	administrative action
ACC	administrative clerk course
ADC	area distribution center
ADCON	administrative control
ADJ	Adjutant
ADP	automatic data processing
ADOS	Active Duty Operational Support
ADSW	active duty special work
ADT	active duty training
AFADBD	armed forces active duty base date
AIC	accounting identification code
AIS	automated information systems
AMCITS	American Citizens
AO	area of operations
AO	Approving Official
AOR	area of responsibility
APAC	advance personnel administrative chief course
APACS	Aircraft and Personnel Area Clearance System
APDS	all purpose date stamp
APES	Automated Performance Evaluation System
APO	Army Post Office
APS	Awards Processing System
AR	Active Reserve
ARCR	Annual Retirement Credit Report
ASR	Authorized Strength Report
AT	Annual Training
BAS	Basic Allowance for Subsistence
BAH	Basic Allowance for Housing
BIC	Billet Information Code
BIR	basic individual record
BTR	basic training record
BMOS	Billet Military Occupational Specialty
BCNR	Bureau of Corrections for Naval Records
CA	Convening Authority
CACO	Casualty Assistance Call Officer
CAC	common access card
CDPA	Central Design and Programming Activity
CertCom	Certificate of Commendation
CHART	Civilian Hiring and Recruitment Tool
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff instruction
CJCSM	Chairman of the Joint Chiefs of Staff manual
CMC	Commandant of the Marine Corps
CMCC	Classified Material Control Center
CMF	central master file
CMR	Consolidated Memorandum Receipt

CMRRB Civilian Resource Management Review Board
CMS COMSEC materials system
CO commanding officer
COCOM Combatant Commander
COD collect on delivery
COLA Cost of Living Allowance
COMMARFOR Commander, Marine Corps Forces
COMMARFORLANT Commander, Marine Corps Forces, Atlantic
COMMARFORPAC Commander, Marine Corps Forces, Pacific
COMSEC communications security
CON conduct
CONGINT Congressional/Special Interest
CONUS Continental United States
COPE Custodian of Postal Effects
CRB Competency Review Board
CRCR Career Retirement Credit Report
CSP Career Sea Pay
CSR Consolidated Strength Report
CSR Command Staffing Report
CTZE Combat Tax Zone Exclusion
DFN Designated Foreign National
DISA Defense Information Systems Agency
DCIPS Defense Civilian Intelligence Personnel System
DCIPS Defense Casualty Information Processing System
DCP Directives Control Point
DCTB Date Current Tour Began
DEOCS Defense Equal Opportunity Climate Survey
DEERS Defense Enrollment Eligibility Reporting System
DES Disability Evaluation System
DIMHRS Defense Integrated Manpower Human Resource System
DISTLEARN distance learning
DFAS Defense Finance Accounting Service
DFR Diary Feedback Report
DLA dislocation allowance
DMM Domestic Mail Manual
DMS Defense Message System
DoD Department of Defense
DoDD Department of Defense directive
DoDI Department of Defense instruction
DoDFMR Department of Defense financial management regulations
DON Department of the Navy
DONCAF Department of the Navy Central Adjudication Facility
DOR Date of Rank
DR dental record
DRRS Defense Readiness Reporting System
DSR Deployment Status Report
DTAS Deployed Theatre Accountability System
DTMS Document Tracking Management System
DTOD Defense Table of Official Distances
DTP DoD Drug Testing Program
DTS Defense Travel System
EA Executive Agent
EAS End of Active Service
ECC End of Current Contract

EAD Extended Active Duty
EDA Estimated Date of Arrival
EDD Estimated Date of Departure
EDFR Electronic Diary Feedback Report
ELSIG electronic signature
EO Equal Opportunity
EOA Equal Opportunity Advisor
EPW Enemy Prisoner of War
ESGM Enlisted Staffing Goal Model
ETD Estimated Time of Delivery
EUCU End User Computer Equipment
FAP Fleet Assistance Program
FCG Foreign Clearance Guide
FMC Fleet Mail Center
FMF Fleet Marine Force
FMFM Fleet Marine Force manual
FHTNR Fleet Home Town News Release
FMCC future monitor command code
FMR financial management regulations
FPO Fleet Post Office
FSA Family Separation Allowance
FSGLI Family Service Member's Group Life Insurance
FY fiscal year
G-1 manpower or personnel staff officer
G-2 intelligence staff officer
G-3 operations staff officer
G-4 logistics staff officer
G-6 communications and information systems officer
GCM Good Conduct Medal
GEMS Global Enterprise Mail System
GPO Government Printing Office
GSA General Services Administration
GTCC Government Travel Charge Card
GTCCP Government Travel Charge Card Program
GTN Global Transportation Network
GTR Government Transportation Request
HDP Hardship Duty Pay
HFP Hostile Fire Pay
HQMC Headquarters, Marine Corps
HR health record
HRO Human Resources Office
HSAP Health Services Augmentation Program
IA individual augment
IAW in accordance with
IADT Incremental Active Duty Training
IDL International Date Line
IDT Inactive Duty Training
IHCA In Hands of Civilian Authorities
IHFA In Hands of Foreign Authorities
ID identification
IDL Internal Distribution List
IDP Imminent Danger Pay
IDT Inactive Duty Training
IFDTL Internet Forensics Drug Testing Laboratory

IIADT Incremental Initial Active Duty
IMA Individual Mobilization Augmentee
IMM International Mail Manual
IO Investigating Officer
IPAC Installation Personnel Administrative Center
IPP irregular parcels and pieces
IPP In Progress Payments
IRO Initial Review Officer
IRR Individual Ready Reserve
IRT Integrated Retail Terminal
JCS Joint Chiefs of Staff
JFTR Joint Federal Travel regulations
JMPA Joint Military Postal Activity (Atlantic or Pacific)
JP Joint Publication
JPERSTAT Joint Personnel Status
JPRA Joint Personnel Recovery Agency
JRC Joint Reception Center
JTF Joint Task Force
KVN Key Volunteer Network
IA Individual Augments
LCM Leave and Earnings Statement
LES letter class mail
LOA letter of appreciation
LOD Line of Duty
LOI Letter of Instruction
LSSS Legal Services Support Section
LWAS Leave While Awaiting Separation
MACOM major command
MAGTF Marine Air-Ground Task Force
MAMAS Military Automated Mail Accounting System
MAO mail address only
MARDIV Marine Division
MARFOR Marine Corps Forces
MCB Marine Corps Base
MCC Monitor Command Code
MCCS Marine Corps Community Services
MCCSSS Marine Corps Combat Service Support Schools
MCM Manual for Courts-Martial
MCO Marine Corps Order
MCMEDS Marine Corps Medical Evaluation Disability System
MCMPS Marine Corps Mobilization Processing System
MCPD Marine Corps Planning Process
MCPDS Marine Corps Publication Distribution System
MCPDEL Marine Corps Publications Electronic Listing
MCWP Marine Corps Warfighting Publication
MCTFS Marine Corps Total Force System
MEF Marine Expeditionary Force
MEU Marine Expeditionary Unit
MEU(SOC) Marine Expeditionary Unit (special operations capable)
MIDAS Military and International Dispatch and Accountability System
MILSTAMP military standard transportation and movement procedure
MIS Manpower Information Systems
MISSA Manpower Information System Support Agency
MISSO Manpower Information System Support Office

MLG Marine Logistics Group
MMSB Manpower Management Support Branch
MO money order
MOB money order business
MOC Manpower Officer Course
MODIS Military Origin Destination Information System
MOID money order identification number
MOJT Managed On the Job Training
MOL Marine Online
MOM military ordinary mail
MOS Military Occupational Specialty
MPC military postal clerk
MPO Military Post Office
MPS Military Postal System
MPSA Military Postal Service Agency
MRI mail routing instruction
MRO Marine Reported On
MRO Medical Review Officer
MROWS Marine Reserve Order Writing System
MRTM manpower requirements tracking module
MSC Major Subordinate Command
MSE Major Subordinate Element
MSPF Maritime Special Purpose Force
MWR Morale, Welfare and Recreation
NAMALA Navy and Marine Corps Appellate Leave Activity
NATO North Atlantic Treaty Organization
NAVMC Navy and Marine Corps
NCIS Naval Criminal Investigative Service
NDEA Non-DTS Entry Agent
NEO Noncombatant Evacuation Operations
NIPRNET nonsecure internet protocol router network
NJP non-judicial punishment
NOK Next of Kin
NSPS National Security Personnel System
NOE Notice of Eligibility
NOK Next of Kin
OccFld occupational field
OCONUS Outside the Continental United States
ODSE Operational Data Storage Enterprise
ODTA Organizational Defense Travel Administrator
OHA Overseas Housing Allowance
OMM Official Mail Manager
OMPF Official Military Personnel File
OPCON operational control
OPFOR Operating Forces
OPLAN operations plan
OPNAV Office of the Chief of Naval Operations
OPORD operations order
OPT Operational Planning Team
OSP outside piece
OPREP Operations Report
OPSEC operations security
OQR Officer Qualification Record
PAC Personnel Administration Center

PAOPublic Affairs Officer
PARpersonnel action request
PASPersonnel Administration School
PBUSPS Postal bulletin
PCpostal clerk
PCAPermanent Change of Assignment
PCR.Personnel Casualty Report
PCSPermanent Change of Station
PDRLPermanent Disability Retired List
PDSpermanent duty station
PEBPhysical Evaluations Board
PEBDPay Entry Base Date
PERSTEMPOpersonnel tempo
PFOPostal Finance Officer
PIIPersonally Identifiable Information
PLEADPlace Entered Active Duty
PLMSPublications Library Management System
POCPersonnel Officer Course
POMPostal Operations Manual
POPPostal Operations Plan
PNApostal net alert
PNOKPrimary Next of Kin
PDMRAPost Deployment Mobilization Respite Absence
PROproficiency
PSPostal Service
PSCPostal Service Center
PSDPersonnel Support Detachment
PSPPersonnel Security Program
PTADPermissive Temporary Additional Duty
PVIpostage validation imprinter
RBERemain Behind Element
RCReserve Component
RCTReserve Counterpart Training
REDRecord of Emergency Data
RFFRequest for Forces
RIDTRescheduled Inactive Duty Training
RLOReserve Liaison Officer
RPArequest for personnel action
RUCReporting Unit Code
RUreporting unit
S-1manpower or personnel staff officer
S-2intelligence staff officer
S-3operations staff officer
S-4logistics staff officer
S-6communications and information systems staff officer
SACOSubstance Abuse Control
SDASpecial Duty Assignment
SESupporting Establishment
SECNAVINSTSecretary of the Navy Instruction
SGstaffing goal
SGLIService Member's Group Life Insurance
SIPRNETsecret internet protocol router network
SITREPSSituation Reports
SJAStaff Judge Advocate

SLDCADA Standard Labor Data Collection and Distribution Application
SMCR Select Marine Corps Reserve
SNCO Staff Noncommissioned Officer
SNM Subject Named Marine
SOP standing operating procedure
SORTS Status of Resources and Training System
SPA Secure Personnel Accountability
SPMAGTF Special-Purpose Marine Air-Ground Task Force
SRB service record book
SR service record
SSBI single-scope background investigation
SSIC Standard Subject Identification Code
SSM Single Service Manager
TACON tactical control
TAD Temporary Additional Duty
TDRL Temporary Disability Retired List
TFSMS Total Force Structured Management System
TLA temporary lodging allowance
TMR Timeliness Management Report
TMS Training Management System
TNPQ Temporarily Not Physically Qualified
T/O Table of Organization
TO&E Table of Organization and Equipment
TOECR Table of Organization and Equipment Change Request
TPFDD Time Phased Force Deployment Database
TTC Type of Transaction Code
TTISMM Transit Time Information System Military Mail
UA unauthorized absence
UCMJ Uniform Code of Military Justice
UDMIPS Unit Diary Manpower Integrated Personnel System
UIC Unit Identification Code
ULN Unit Line Number
UMC unit mail clerk
UMR unit mail room
UPB Unit Punishment Book
USMCR United States Marine Corps Reserve
USPS US Postal Service
WMD weapons of mass destruction
WWR Wounded Warrior Regiment
ZIP Zone Improvement Code

GROUND SUPPLY T&R MANUAL

APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and directives are revised. Terms established by Marine Corps orders or directives take precedence after definitions found in Joint Publication 1-02, DOD Dictionary of Military and Associated Terms.

A

After Action Review. A professional discussion of training events conducted after all training to promote learning among training participants. The formality and scope increase with the command level and size of the training evolution. For longer exercises, they should be planned for at predetermined times during an exercise. The results of the AAR shall be recorded on an after action report and forwarded to higher headquarters. The commander and higher headquarters use the results of an AAR to reallocate resources, reprioritize their training plan, and plan for future training.

Assessment. An informal judgment of the unit's proficiency and resources made by a commander or trainer to gain insight into the unit's overall condition. It serves as the basis for the midrange plan. Commanders make frequent use of these determinations during the course of the combat readiness cycle in order to adjust, prioritize or modify training events and plans.

C

Chaining. A process that enables unit leaders to effectively identify subordinate collective events and individual events that support a specific collective event. For example, collective training events at the 4000-Level are directly supported by collective events at the 3000-level. When a higher-level event by its nature requires the completion of lower-level events, they are "chained"; Sustainment credit is given for all lower level events chained to a higher event.

Collective Event. A clearly defined, discrete, and measurable activity, action, or event (i.e., task) that requires organized team or unit performance and leads to accomplishment of a mission or function. A collective task is derived from unit missions or higher-level collective tasks. Task accomplishment requires performance of procedures composed of supporting collective or individual tasks. A collective task describes the exact performance a group must perform in the field under actual operational conditions. The term "collective" does not necessarily infer that a unit accomplishes the event. A unit, such as a squad or platoon conducting an attack; may accomplish a collective event or, it may be accomplished by an individual to accomplish a unit mission, such as a battalion supply officer completing a reconciliation of the battalion's CMR. Thus, many collective events will have titles that are the same as individual events; however, the

standard and condition will be different because the scope of the collective event is broader.

Collective Training Standards (CTS). Criteria that specify mission and functional area unit proficiency standards for combat, combat support, and combat service support units. They include tasks, conditions, standards, evaluator instruction, and key indicators. CTS are found within collective training events in T&R Manuals.

Combat Readiness Cycle. The combat readiness cycle depicts the relationships within the building block approach to training. The combat readiness cycle progresses from T&R Manual individual core skills training, to the accomplishment of collective training events, and finally, to a unit's participation in a contingency or actual combat. The combat readiness cycle demonstrates the relationship of core capabilities to unit combat readiness. Individual core skills training and the training of collective events lead to unit proficiency and the ability to accomplish the unit's stated mission.

Combat Readiness Percentage (CRP). The CRP is a quantitative numerical value used in calculating collective training readiness based on the E-Coded events that support the unit METL. CRP is a concise measure of unit training accomplishments. This numerical value is only a snapshot of training readiness at a specific time. As training is conducted, unit CRP will continuously change.

Condition. The condition describes the training situation or environment under which the training event or task will take place. Expands on the information in the title by identifying when, where and why the event or task will occur and what materials, personnel, equipment, environmental provisions, and safety constraints must be present to perform the event or task in a real-world environment. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.).

Core Competency. Core competency is the comprehensive measure of a unit's ability to accomplish its assigned MET. It serves as the foundation of the T&R Program. Core competencies are those unit core capabilities and individual core skills that support the commander's METL and T/O mission statement. Individual competency is exhibited through demonstration of proficiency in specified core tasks and core plus tasks. Unit proficiency is measured through collective tasks.

Core Capabilities. Core capabilities are the essential functions a unit must be capable of performing during extended contingency/combat operations. Core unit capabilities are based upon mission essential tasks derived from operational plans; doctrine and established tactics; techniques and procedures.

Core Plus Capabilities. Core plus capabilities are advanced capabilities that are environment, mission, or theater specific. Core plus capabilities may entail high-risk, high-cost training for missions that are less likely to be assigned in combat.

Core Plus Skills. Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-Level training is designed to make Marines proficient in core skills in a specific billet or at a specified rank at the Combat Ready level. 3000-8000-Level training produces combat leaders and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the commanding officer feels are capable of accomplishing unit-level missions and of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

D

Defense Readiness Reporting System (DRRS). A comprehensive readiness reporting system that evaluates readiness on the basis of the actual missions and capabilities assigned to the forces. It is a capabilities-based, adaptive, near real-time reporting system for the entire Department of Defense.

Deferred Event. A T&R event that a commanding officer may postpone when in his or her judgment, a lack of logistic support, ammo, ranges, or other training assets requires a temporary exemption. CRP cannot be accrued for deferred "E-Coded" events.

Delinquent Event. An event becomes delinquent when a unit exceeds the sustainment interval for that particular event. The individual or unit must update the delinquent event by first performing all prerequisite events. When the unit commander deems that performing all prerequisite is unattainable, then the delinquent event will be re-demonstrated under the supervision of the appropriate evaluation authority.

E

E-Coded Event. An "E-Coded" event is a collective T&R event that is a noted indicator of capability or, a noted Collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value and used to calculate a unit's CRP.

Evaluation. Evaluation is a continuous process that occurs at all echelons, during every phase of training and can be both formal and informal. Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

Event (Training). 1) An event is a significant training occurrence that is identified, expanded and used as a building block and potential milestone for a unit's training. An event may include formal evaluations. 2) An event within the T&R Program can be an individual training evolution, a collective training evolution or both. Through T&R events, the unit commander ensures that individual Marines and the unit progress from a combat capable status to a Fully Combat Qualified (FCQ) status.

Event Component. The major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

Exercise Commander (EC). The Commanding General, Marine Expeditionary Force or his appointee will fill this role, unless authority is delegated to the respective commander of the Division, Wing, or FSSG. Responsibilities and functions of the EC include: 1) designate unit(s) to be evaluated, 2) may designate an exercise director, 3) prescribe exercise objectives and T&R events to be evaluated, 4) coordinate with commands or agencies external to the Marine Corps and adjacent Marine Corps commands, when required.

Exercise Director (ED). Designated by the EC to prepare, conduct, and report all evaluation results. Responsibilities and functions of the ED include: 1) Publish a letter of instruction (LOI) that: delineates the T&R events to be evaluated, establishes timeframe of the exercise, lists responsibilities of various elements participating in the exercise, establishes safety requirements/guidelines, and lists coordinating instructions. 2) Designate the TEC and TECG to operate as the central control agency for the exercise. 3) Assign evaluators, to include the senior evaluator, and ensure that those evaluators are properly trained. 4) Develop the general exercise scenario taking into account any objectives/events prescribed by the EC. 5) Arrange for all resources to include: training areas, airspace, aggressor forces, and other required support.

M

Marine Corps Ground Training and Readiness (T&R) Program. The T&R Program is the Marine Corps' primary tool for planning and conducting training, for planning and conducting training evaluation, and for assessing training readiness. The program will provide the commander with standardized programs of instruction for units within the ground combat, combat support, and combat service support communities. It consolidates the ITS, CTS, METL and other individual and unit training management tools. T&R is a program of standards that systematizes commonly accepted skills, is open to innovative change, and above all, tailors the training effort to the unit's mission. Further, T&R serves as a training guide and provides commanders an immediate assessment of unit combat readiness by assigning a CRP to key training events. In short, the T&R Program is a building block approach to training that maximizes flexibility and produces the best-trained Marines possible.

Mission Essential Task(s) MET(s). A MET is a collective task in which an organization must be proficient in order to accomplish an appropriate portion of its wartime mission(s). MET listings are the foundation for the T&R manual; all events in the T&R manual support a MET.

Mission Essential Task List (METL). Descriptive training document that provides units a clear, war fighting focused description of collective actions necessary to achieve wartime mission proficiency. The service-level METL, that which is used as the foundation of the T&R Manual, is developed using Marine Corps doctrine, operational plans, T/Os, UJTTL, UNTL, and MCTL. For community based T&R Manuals, an occupational field METL is developed to focus the community's collective training standards. Commanders develop their unit METL from the service-level METL, operational plans, contingency plans, and SOPs.

O

Operational Readiness (DOD, NATO). OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

P

Prerequisite Event. Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

R

Readiness (DOD). Readiness is the ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. b) Joint readiness--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

S

Section Skill Tasks. Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

Simulation Training. Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-Coded simulator events based on assessment of relative training event performance.

Standard. A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

Sustainment Training. Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or

capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

Systems Approach to Training (SAT). An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

T

Training Task. This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

Technical Exercise Controller (TEC). The TEC is appointed by the ED, and usually comes from his staff or a subordinate command. The TEC is the senior evaluator within the TECG and should be of equal or higher grade than the commander(s) of the unit(s) being evaluated. The TEC is responsible for ensuring that the evaluation is conducted following the instructions contained in this order and MCO 1553.3A. Specific T&R manuals are used as the source for evaluation criteria.

Tactical Exercise Control Group (TECG). A TECG is formed to provide subject matter experts in the functional areas being evaluated. The benefit of establishing a permanent TECG is to have resident, dedicated evaluation authority experience, and knowledgeable in evaluation technique. The responsibilities and functions of the TECG include: 1) developing a detailed exercise scenario to include the objectives and events prescribed by the EC/ED in the exercise LOI; 2) conducting detailed evaluator training prior to the exercise; 3) coordinating and controlling role players and aggressors; 4) compiling the evaluation data submitted by the evaluators and submitting required results to the ED; 5) preparing and conducting a detailed exercise debrief for the evaluated unit(s).

Training Plan. Training document that outlines the general plan for the conduct of individual and collective training in an organization for specified periods of time.

U

Unit CRP. Unit CRP is a percentage of the E-Coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

Unit Evaluation. All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events. The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All

combat units and units' task organized for combat require formal evaluations prior to operational deployments.

Unit Training Management (UTM). Unit training management is the use of the SAT and Marine Corps training principles in a manner that maximizes training results and focuses the training priorities of the unit on its wartime mission. UTM governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

W

Waived Event. An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.