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Subj: MARINE CORPS GROUND SUPPLY (GND SUP) TRAINING AND READINESS  
(T&R) MANUAL

Ref: (a) MCO P3500.72A  
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(d) MCO 3500.27B w/Erratum  
(e) MCRP 3-0A  
(f) MCRP 3-0B  
(g) MCO 1553.2B

1. Purpose. Per reference (a), this T&R Manual establishes required training standards, regulations and practices within the Ground Supply (30XX) Occupational Field (OccFld). Additionally, it provides tasking for formal schools preparing personnel for service within the Ground Supply OccFld.

2. Cancellation. NAVMC 3500.64

3. Scope

a. The core capability Mission Essential Task List (METL) 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 each Mission Essential Task (MET) 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 Marines. 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.

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 provide career-progression training in the events designated for initial training in the formal school environment.

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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 and to ensure a current core capabilities METL is available for use in DRRS. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: CG, TECOM Ground Training Division (GTD) C 469, 1019 Elliot Road, Quantico, VA 22134.
5. Command. This Manual is applicable to the Marine Corps Total Force.
6. Certification. Reviewed and approved this date.



R. C. FOX  
By direction

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GROUND SUPPLY T&R MANUAL

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GROUND SUPPLY T&R MANUAL

CHAPTER 1

OVERVIEW

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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 (SME) from the operating forces developed core capability Mission Essential Task Lists (METL) for ground communities derived from the Marine Corps Task List (MCTL). T&R Manuals are built around these METLs and all events contained in T&R Manuals relate directly to this METL. 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 curriculum developers to create courses of instruction and unit commanders to determine pre-deployment training requirements in preparation for training. This directive focuses on individual and collective tasks performed by OPFOR units and supervised by personnel in the performance of the 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 capabilities METL. However, commanders will adjust their training focus to support METLs associated with a major OPLAN/CONPLAN or named operation as designated by their higher commander and reported accordingly in the Defense Readiness Reporting System (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 and Education (SATE) 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 (a) through (g).

#### 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/billet assigned and at the appropriate grade. 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

1. T&R Manuals are organized in one of two methods: unit-based or community-based. Unit-based T&R Manuals are written to support a type of unit (Infantry, Artillery, Tanks, etc.) and contain both collective and individual training standards. Community-based are written to support an Occupational Field, a group of related Military Occupational Specialties (MOSs), or billets within an organization (EOD, NBC, Intel, etc.), and usually only contain individual training standards. T&R Manuals are comprised of chapters that contain unit METs, collective training standards (CTS), and individual training standards (ITS) for each MOS, billet, etc.

2. The Ground Supply T&R Manual is a community-based manual comprised of nine chapters. Chapter two lists the Core Capability METs, chapter three details collective events, and chapters four thru nine contain individual events for Supply Administration and Operations personnel.

**1005. T&R EVENT CODING**

1. T&R events are coded for ease of reference. Each event has up-to a 4-4-4-digit identifier. The first up-to four digits are referred to as a "community" and represent the unit type or occupation (3002, 3043, etc.). The second up-to four digits represent the functional or duty area (ADMN - Administrative, Combat Service Support - CSS, Fiscal - FISC, etc.). The last four digits represent the level and sequence of the event.

2. The T&R levels are illustrated in Figure 1. An example of the T&R coding used in this Manual is shown in Figure 2.

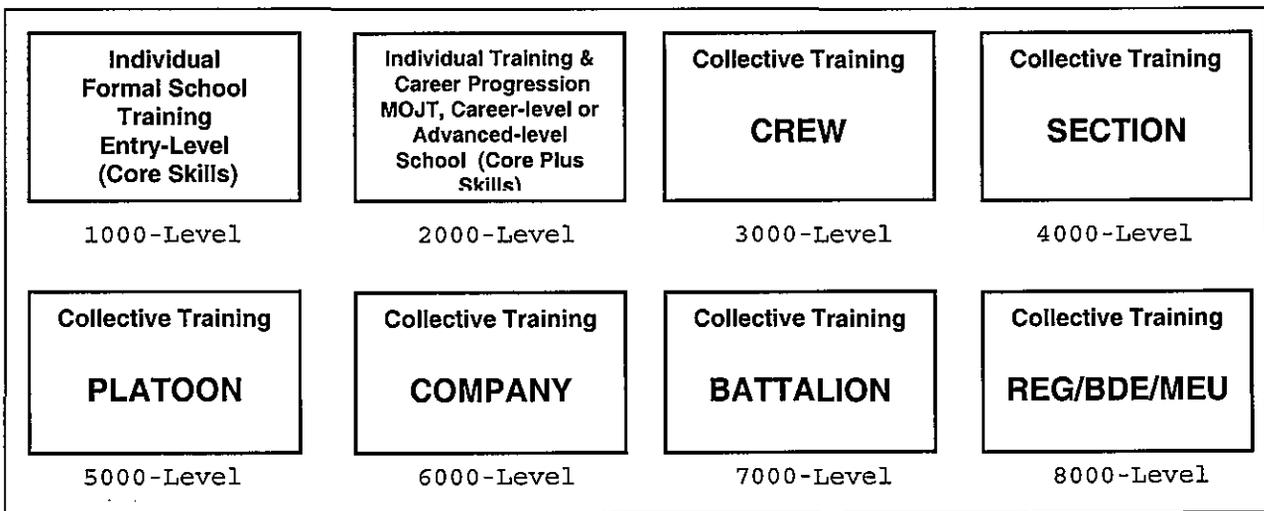


Figure 1: T&R Event Levels

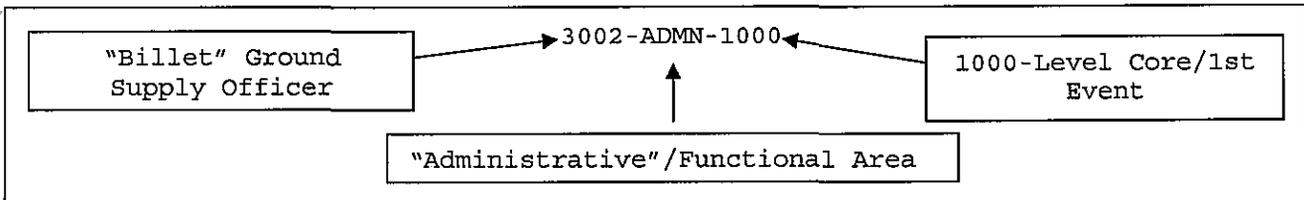


Figure 2: T&R Event Coding

**1006. COMBAT READINESS PERCENTAGE**

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

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

3. In unit-based T&R Manuals, 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, in both unit-based and community-based T&R Manuals, 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 (or billet) 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. EVALUATION-CODED (E-CODED) EVENTS

1. Unit-type T&R Manuals can contain numerous unit events, some for the whole unit and others for integral parts that serve as building blocks for training. To simplify training management and readiness assessment, only collective events that are critical components of a mission essential task (MET), or key indicators of a unit's readiness, are used to generate CRP for a MET. These critical or key events are designated in the T&R Manual as Evaluation-Coded (E-Coded) events. Formal evaluation of unit performance in these events is recommended because of their value in assessing combat readiness. Only E-Coded events are used to calculate CRP for each MET.

2. The use of a METL-based training program allows the commander discretion in training. This makes the T&R Manual a training tool rather than a prescriptive checklist.

#### 1008. CRP CALCULATION

1. Collective training begins at the 3000-level (team, crew or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. Using the battalion-based (unit) model, the battalion (7000-level) has collective events that directly support a MET on the METL. These collective events are E-Coded and 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 4 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:  $325 \text{ (total MET CRP)} / 5 \text{ (total number of METS)} = 65\%$

#### 1009. T&R EVENT COMPOSITION

1. This section explains each of the components of a T&R event. These items are included in all events in each T&R Manual.

a. Event Code (see Sect 1006). The event code is a 4-4-4 character set. For individual training events, the first four characters indicate the occupational function. The second four characters indicate functional area (TAC, CBTS, VOPS, etc.). The third four characters are simply a numerical designator for the event.

b. Event Title. The event title is the name of the event.

c. E-Coded. This is a "yes/no" category to indicate whether or not the event is E-Coded. If yes, the event contributes toward the CRP of the associated MET. The value of each E-Coded event is based on number of E-Coded events for that MET. Refer to paragraph 1008 for detailed explanation of E-Coded events.

d. Supported MET(s). List all METs that are supported by the training event.

e. Sustainment Interval. This is the period, expressed in number of months, between evaluation or retraining requirements. Skills and capabilities acquired through the accomplishment of training events are refreshed at pre-determined intervals. It is essential that these intervals are adhered to in order to ensure Marines maintain proficiency.

f. Billet. Individual training events may contain a list of billets within the community that are responsible for performing that event. This

ensures that the billet's expected tasks are clearly articulated and a Marine's readiness to perform in that billet is measured.

g. Grade. Each individual training event will list the rank(s) at which Marines are required to learn and sustain the training event.

h. Initial Training Setting. For Individual T&R Events only, this specifies the location for initial instruction of the training event in one of three categories (formal school, managed on-the-job training, distance learning). Regardless of the specified Initial Training Setting, any T&R event may be introduced and evaluated during managed on-the-job training.

(1) "FORMAL" - When the Initial Training Setting of an event is identified as "FORMAL" (formal school), the appropriate formal school or training detachment is required to provide initial training in the event. Conversely, formal schools and training detachments are not authorized to provide training in events designated as Initial Training Setting "MOJT" or "DL." Since the duration of formal school training must be constrained to optimize Operating Forces' manning, this element provides the mechanism for Operating Forces' prioritization of training requirements for both entry-level (1000-level) and career-level (2000-level) T&R Events. For formal schools and training detachments, this element defines the requirements for content of courses.

(2) "DL" - Identifies the training event as a candidate for initial training via a Distance Learning product (correspondence course or MarineNet course).

(3) "MOJT" - Events specified for Managed On-the-Job Training are to be introduced to Marines, and evaluated, as part of training within a unit by supervisory personnel.

i. Event Description. Provide a description of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (e.g. Camouflage the M1A1 Tank).

j. Condition. Describe the condition(s), under which tasks are performed. Conditions are based on a "real world" operational environment. They indicate what is provided (equipment, materials, manuals, aids, etc.), environmental constraints, conditions under which the task is performed, and any specific cues or indicators to which the performer must respond. When resources or safety requirements limit the conditions, this is stated.

k. Standard. The standard indicates the basis for judging 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 is strictly adhered to. The standard for collective events is general, describing the desired end-state or purpose of the event. While the standard for individual events specifically describe to what proficiency level in terms of accuracy, speed, sequencing, quality of performance, adherence to procedural guidelines, etc., the event is accomplished.

l. Event Components. Describe the actions composing the event and help the user determine what must be accomplished and to properly plan for the event.

m. 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.

n. 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.

o. Related Events. Provide a list of all Individual Training Standards that support the event.

p. References. The training references are utilized to determine task performance steps, grading criteria, and ensure standardization of training procedures. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. References are also important to the development of detailed training plans.

q. Distance Learning Products (IMI, CBT, MCI, etc.). Include this component when the event can be taught via one of these media methods vice attending a formal course of instruction or receiving MOJT.

r. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. The list includes, but is not limited to:

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

s. Miscellaneous. Provide any additional information that assists in the planning and execution of the event. Miscellaneous information may include, but is not limited to:

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

2. Community-based T&R manuals have several additional components not found in unit-based T&R manuals. These additions do not apply to this T&R Manual.

#### 1010. CBRNE TRAINING

1. All personnel assigned to the operating force must be trained in chemical, biological, radiological, nuclear, and explosive incident defense (CBRNE), 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 CBRNE attacks. Basic operating standards are those that the individual, and collectively the unit, must perform to continue operations in a CBRNE environment.

2. CBRN Officers and Specialists are instrumental in integrating realistic scenarios/situations that challenge units' ability to operate in a CBRN environment. Units should train under CBRNE conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

#### 1011. 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 individual, crew, and unit proficiency.

#### 1012. 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).

#### 1013. APPLICATION OF SIMULATION

1. Simulations/Simulators and other training devices shall be used when they are capable of effectively and economically supplementing training on the identified training task. Particular emphasis shall be placed on simulators that provide training that might be limited by safety considerations or constraints on training space, time, or other resources. When deciding on simulation issues, the primary consideration shall be improving the quality of training and consequently the state of readiness. Potential savings in operating and support costs normally shall be an important secondary consideration.

2. Each training event contains information relating to the applicability of simulation. If simulator training applies to the event, then the applicable simulator(s) is/are listed in the "Simulation" section and the CRP for simulation training is given. This simulation training can either be used in place of live training, at the reduced CRP indicated; or can be used as a precursor training for the live event, i.e., weapons simulators, convoy trainers, observed fire trainers, etc. It is recommended that tasks be performed by simulation prior to being performed in a live-fire environment. However, in the case where simulation is used as a precursor for the live event, then the unit will receive credit for the live event CRP only. If a tactical situation develops that precludes performing the live event, the unit would then receive credit for the simulation CRP.

#### 1014. 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 Marine Corps Task List (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 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' METs.

GROUND SUPPLY T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

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CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

2000. MISSION ESSENTIAL TASKS MATRIX. The Ground Supply Mission Essential Task List (METL) Table includes the designated MET number. The following event codes are the linked collective events that support the MET.

**MET#/MISSION ESSENTIAL TASK**

<b>MET 1. PROVIDE TASK-ORGANIZED FORCES.</b>	
SUPP-CSS-5002	Prepare for deployment
<b>MET 2. PROVIDE HEADQUARTERS FOR LOGISTICS UNITS.</b>	
SUPP-CSS-5001	Plan for combat supply support operations
SUPP-CSS-5002	Prepare for deployment
SUPP-FISC-4701	Conduct unit fiscal accounting
<b>MET 3. CONDUCT SUPPLY CHAIN MATERIEL MANAGEMENT.</b>	
SUPP-CSS-5001	Plan for combat supply support operations
SUPP-CSS-5002	Prepare for deployment
SUPP-FISC-4701	Conduct unit fiscal accounting
SUPP-PRAC-4701	Account for government property
SUPP-STDR-5001	Establish a field warehouse
<b>MET 4. CONDUCT REQUIREMENTS DETERMINATION.</b>	
SUPP-CSS-5001	Plan for combat supply support operations
SUPP-CSS-5002	Prepare for deployment
SUPP-FISC-4701	Conduct unit fiscal accounting
SUPP-PRAC-4701	Account for government property
SUPP-STDR-5001	Establish a field warehouse
SUPP-STDR-5701	Conduct storage operations
<b>MET 5. CONDUCT PROCUREMENT.</b>	
SUPP-CSS-5002	Prepare for deployment
SUPP-FISC-4701	Conduct unit fiscal accounting
SUPP-PRAC-4701	Account for government property
SUPP-STDR-5701	Conduct storage operations
<b>MET 6. PROVIDE STORAGE.</b>	
SUPP-CSS-5001	Plan for combat supply support operations
SUPP-CSS-5002	Prepare for deployment
SUPP-FISC-4701	Conduct unit fiscal accounting

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SUPP-PRAC-4701	Account for government property
SUPP-STDR-5001	Establish a field warehouse
SUPP-STDR-5701	Conduct storage operations
MET 7. CONDUCT MUNITIONS SUPPLY AND STORAGE OPERATIONS	
	No associated collective events
MET 8. CONDUCT DISTRIBUTION OPERATIONS.	
	No associated collective events

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CHAPTER 3

COLLECTIVE EVENTS

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GROUND SUPPLY T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. **PURPOSE.** Chapter 3 contains collective training events for the 30XX community.

3001. **EVENT CODING.** Events in the T&R Manual are depicted with a 12-digit, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. In some cases, all 12 digits may not be used. This chapter utilizes the following methodology:

a. **Field one.** Each event starts with SUPP, indicating that the event is for units in the Supply Administration and Operations field.

b. **Field two.** This field is alpha characters indicating a functional area. In this T&R Manual, the functional areas for collective training events are:

<u>Code</u>	<u>Description</u>	<u>Example</u>
CSS	Combat Service Support	SUPP-CSS-XXXX
FISC	Fiscal	SUPP-FISC-XXXX
MISC	Miscellaneous	SUPP-MISC-XXXX
PRAC	Property Accounting	SUPP-PRAC-XXXX
STDR	Storage	SUPP-STDR-XXXX

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

<u>Level</u>	<u>Number Series</u>	<u>Example</u>
Section	4000	SUPP-FISC-4701
Platoon	5000	SUPP-CSS-5001
Company	6000	SUPP-CSS-6701
Manage	7000	SUPP-MISC-7001

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Event Code	E-Coded	Event	Page
<b>4000-Level Events</b>			
SUPP-FISC-4701	X	Conduct unit fiscal accounting	3-4
SUPP-PRAC-4701	X	Account for government property	3-5
<b>5000-Level Events</b>			
SUPP-CSS-5001	X	Plan for combat supply support operations	3-7
SUPP-CSS-5002	X	Prepare for deployment	3-8
SUPP-CSS-5601		Conduct ground supply operations	3-9
SUPP-STDR-5001		Establish field warehouse	3-10
SUPP-STDR-5701		Conduct storage operations	3-11
<b>6000-Level Events</b>			
SUPP-CSS-6701		Conduct ground supply operations	3-15
<b>7000-Level Events</b>			
SUPP-CSS-7801	X	Conduct ground supply operations	3-16
SUPP-MISC-7801	X	Provide task-organized forces	3-16

3003. 4000-LEVEL EVENTS

SUPP-FISC-4701: Conduct unit fiscal accounting

SUPPORTED MET(S): 1, 2, 3, 4, 5, 6

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Provided Government funds, budget plan, associated fiscal files/records, requisition management reports, current budget, financial management reports and local guidance from comptroller, access to automated system with applicable software, internet connectivity and the references.

STANDARD: Ensuring financial transactions are initiated by proper requisition authority and committed, obligated, expensed and liquidated in the accounting system IAW MCO 7300.21\_.

EVENT COMPONENTS:

1. Execute budget plan.
2. Validate source documents.
3. Validate all pending requisitions/cancellations and receipts.
4. Reconcile financial management reports.
5. Prioritize, justify and report unfunded deficiencies.
6. Manage reimbursable.
7. Meet quarterly obligation goals.
8. Conduct Mid-Year Review.
9. Formulate the budget for the following fiscal year.
10. Conduct fiscal year closeout.

REFERENCES:

1. DLA Handbook DLA Handbook
2. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
3. FAR Federal Acquisition Regulation
4. Local SOP Local Standard Operating Procedures
5. MCBUL 3000 Marine Corps Automated Readiness Evaluation System (MARES) Equipment
6. MCBUL 4420 DODAAD Management
7. MCO 1553.3\_ Unit Training Management (UTM)
8. MCO 1610.12 United States Marine Corps Counseling Program
9. MCO 4340.1\_ Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property (Aug 94)
10. MCO 4400.16\_ Uniform Material Movement and Issue Priority System
11. MCO 5212.5\_ Records Disposition Manual
12. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
13. MCO P4200.15 Marine Corps Purchasing Procedures Manual - (obsolete MCO)
14. MCO P4400.150\_ Consumer Level Supply Policy Manual
15. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
16. MCO P7100.8K Field Budget Guidance Manual (Jul 87)
17. MCO P7301.104 Accounting Under the Appropriations "Military Personnel, Marine Corps" and "Reserve Personnel, Marine Corps"
18. NAVMC 2664 Financial Guidebook for Commanders
19. SABRS Users Manual SABRS Users Manual
20. SAT Manual U. S. Marine Corps Systems Approach to Training (SAT) Manual
21. SECNAVINST 4355.18A Reporting of Supply Discrepancies (Jan 99)

22. SECNAVINST 5215.1 Secretary of the Navy Directives Policy
  23. SECNAVINST 5216.5 Naval Correspondence Manual
  24. TM 4700-15/1\_ Ground Equipment Record Procedures
  25. UM 4400-120 Asset Tracking for Logistics Supply System Manual
  26. UM 4400-121 ATCLASS
  27. UM 4400-123 FMF SASSY Management Unit Procedures
  28. UM 4400-124 SASSY Using Unit Procedures
  29. UM 4400-15 Marine Corps User Manual (Organic Property Control)
  30. UM 4400-60 Material Returns Program
  31. UM 4790-5 MIMMS-AIS Field Maintenance Procedures
- 

**SUPP-PRAC-4701:** Account for government property

**SUPPORTED MET(S):** 1, 3, 4, 5, 6

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 12 months

**CONDITION:** Given property accounting documents, requisition management reports, command support, automated system with applicable software and internet connectivity, accountable assets and the references.

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

**EVENT COMPONENTS:**

1. Validate allowances of Type 1, 2, and 3 assets.
2. Validate property accounting/sub-custody records.
3. Verify inventory results.
4. Validate due-in status of accountable assets.
5. Execute adjustment transactions as required.

**REFERENCES:**

1. DOD 4000.25-1-M Military Standard Requisitioning Issue Procedures (MILSTRIP)
2. DOD 4140.26-M Defense Integrated Material Management Manual for Consumable Items (DIMMCI)
3. DoD 4145.19-R-1 Storage and Material Handling
4. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
5. DoD Inst 4000.19 Interservice and Intragovernmental Support
6. FM 101-5 Staff Organization and Operations
7. JAGINST 5800.7 Manual of the Judge Advocate General (JAGMAN)
8. Local SOP Local Standard Operating Procedures
9. MCBUL 10120 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)
13. MCO 1610.12 United States Marine Corps Counseling Program
14. MCO 3000.11\_ Marine Corps Automated Readiness Evaluation System (MARES)
15. MCO 4340.1\_ Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property (Aug 94)
16. MCO 4400.170 Control and Accounting for Petroleum and Related Products
17. MCO 4400.172A T/E Allowance Change Procedures

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18. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
  19. MCO 8373.2 Auth Alw Maint & Acct Rifle/Pistol
  20. MCO P10120.28G Individual Clothing Regulations
  21. MCO P4200.15 Marine Corps Purchasing Procedures Manual - (obsolete MCO)
  22. MCO P4400.150\_ Consumer Level Supply Policy Manual
  23. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
  24. MCO P4400.79 Provisioning Manual
  25. MCO P4450.7\_ Marine Corps Warehousing Manual
  26. MCO P5750.1G W/CH 1 Manual for the Marine Corps Historical Program
  27. MCRP 4-11.8 Food Service Reference
  28. MCRP 5-2A Operational Terms and Graphics
  29. MCWP 4-1 Logistics Operations
-

3004. 5000-LEVEL EVENTS

SUPP-CSS-5001: Plan for combat supply support operations

SUPPORTED MET(S): 2, 3, 4, 6

EVALUATION-CODED: YES SUSTAINMENT INTERVAL: 12 months

CONDITION: Given an initiating directive, Commander's guidance, operations order, and access to an automated system with applicable software with internet connectivity, and the references.

STANDARD: Ensuring the supply support plan complements the established priorities and supports the concept of operations and mission objectives.

EVENT COMPONENTS:

1. Develop combat supply support mission statement.
2. Review CSS planning documents required for supply to support the operation.
3. Use the principles of CSS in developing the supply related CSS objectives.
4. Verify the supply related CSS mission objectives coincide with the MAGTF mission objectives.
5. Review mobilization and/or embarkation order as applicable.

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 Doctrine for Joint Operations
5. JP 4-0 Doctrine for Logistic Support of Joint Operations
6. Local SOP Local Standard Operating Procedures
7. MCO 4400.16\_ Uniform Material Movement and Issue Priority System
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 4-11.8 Food Service Reference
18. MCRP 5-12 Organization of Marine Corps Forces
19. MCRP 5-2A Operational Terms and Graphics
20. MCWP 3-32 (FMFM 1-5 NWP 3-02.3) Maritime Prepositioned 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 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

SUPPORTED MET(S): 1, 2, 3, 4, 5, 6

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given an initiating directive, operations order, Commander's guidance, TPFDD, embarkation guidance, equipment density list (EDL), unit equipment report (UER), readiness report (s), access to automated system with applicable software, internet connectivity, and the references.

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

EVENT COMPONENTS:

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

REFERENCES:

1. BUMEDINST 6700.16 Controlled Medical and Dental Material
2. DLA Handbook DLA Handbook
3. DOD 4500.9-R (PART II) Defense Transportation Regulation Part II (Cargo Movement)
4. DoD 4145.19-R-1 Storage and Material Handling
5. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
6. JP 3-0 Joint Doctrine for Joint Operations
7. Local SOP Local Standard Operating Procedures
8. MCBUL 10120 Clothing Allowance for Enlisted Personnel
9. MCBUL 3000 Marine Corps Automated Readiness Evaluation System (MARES) Equipment
10. MCO 10110.40B Policy for Requisition, Issue, and Control of PORS
11. MCO 1553.3 Unit Training Management (UTM)
12. MCO 1610.12 United States Marine Corps Counseling Program

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13. MCO 3000.11\_ Marine Corps Automated Readiness Evaluation System (MARES)
14. MCO 4340.1\_ Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property (Aug 94)
15. MCO 4400.16\_ Uniform Material Movement and Issue Priority System
16. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
17. MCO P10120.28G Individual Clothing Regulations
18. MCO P3040.4 Marine Corps Casualty Procedures Manual
19. MCO P4030.21\_ Packaging of Materiel - Packing
20. MCO P4030.23F Guide for Basic Military Preservation and Packing (Dec 99)
21. MCO P4030.31\_ Packing of Material, Preservation
22. MCO P4200.15 Marine Corps Purchasing Procedures Manual - (obsolete MCO)
23. MCO P4400.150\_ Consumer Level Supply Policy Manual
24. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
25. MCO P4400.39 War Reserve Material Policy Manual
26. MCO P4450.12 Storage and Handling of Hazardous Materials
27. MCO P4450.7\_ Marine Corps Warehousing Manual
28. MCO P4790.6 MIMMS Depot Users Manual
29. MCO P5600.31\_ Marine Corps Publication and Printing Regulations
30. MCO P7100.8K Field Budget Guidance Manual (Jul 87)
31. MCRP 3-0A Unit Training Management Guide
32. MCRP 3-0B How to Conduct Training
33. MCRP 4-11.3D The Naval Beach Group
34. MCRP 4-11.8 Food Service Reference
35. MCRP 5-12 Organization of Marine Corps Forces
36. MCRP 5-2A Operational Terms and Graphics
37. MCWP 3-32 (FMFM 1-5 NWP 3-02.3) Maritime Prepositioned Force Operations
38. MCWP 4-1 Logistics Operations
39. MCWP 4-11 Tactical-Level Logistics
40. MCWP 4-11.1 Health Service Support Operations
41. MCWP 4-11.7 MAGTF Supply Operations
42. MCWP 4-12 Operational-Level Logistics
43. MIL-STD 2073.1\_ Standard Practice for Military Packaging
44. MIL-STD-129 Military Marking for Shipment and Storage
45. OPNAV 5530.14 Physical Security and Loss Prevention
46. SABRS Users Manual SABRS Users Manual
47. SAT Manual U. S. Marine Corps Systems Approach to Training (SAT) Manual
48. SECNAVINST 4355.18A Reporting of Supply Discrepancies (Jan 99)
49. SECNAVINST 5216.5 Naval Correspondence Manual
50. SECNAVINST 5500.4 MLSR Reporting
51. UM 4400-120 Asset Tracking for Logistics Supply System Manual
52. UM 4400-121 ATLASS
53. UM 4400-123 FMF SASSY Management Unit Procedures
54. UM 4400-124 SASSY Using Unit Procedures
55. UM 4400-15 Marine Corps User Manual (Organic Property Control)
56. UM 4400-60 Material Returns Program
57. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

**SUPP-CSS-5601:** Conduct ground supply operations

**SUPPORTED MET(S):** None

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 24 months

**DESCRIPTION:** This event is designed for a platoon-sized supply unit 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. Plan ground supply operations.
2. Prepare for deployment.
3. Provide command and control for supply operations.
4. Conduct determination of requirements.
5. Conduct procurement.
6. Conduct storage.
7. Conduct preservation, packaging, and packing (P3).
8. Conduct distribution.
9. Conduct salvage.
10. Conduct disposal.

**CHAINED EVENTS:**

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

**REFERENCES:**

1. MCWP 4-11 Tactical-Level Logistics
  2. MCWP 4-11.7 MAGTF Supply Operations
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**SUPP-STDR-5001:** Establish field warehouse

**SUPPORTED MET(S):** 3, 4, 6

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**CONDITION:** Given a requirement, location, required assets, personnel, access to automated system with applicable software and internet connectivity, access to required MHE, and the references.

**STANDARD:** Providing adequate storage and security, in support of the unit's mission objectives.

**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 to ensure that the warehouse provides adequate storage, security, drainage, pest control and ventilation.

**RELATED EVENTS:**

3002-STDR-2037	SUPP-STDR-5007	3010-CSS-2005
3010-CSS-2009	3010-STDR-2110	3010-STDR-2111
3051-FAEQ-1002	3051-FAEQ-2009	3051-LOCS-2028

3051-LOCS-2029	3051-FAEQ-2011	3051-FAEQ-2012
3051-FAEQ-2013	3051-FAEQ-2014	3052-CNTM-2006
3052-CNTM-2002	3052-CNTM-2003	3052-CNTM-2004
3052-CNTM-2007	3052-CNTM-2005	3051-LOCS-2033
3051-FAEQ-2004	3051-OPFN-2045	3002-CSS-2002

**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 Code of Federal Regulations Parts 100-185 - Transportation
5. CFR Title 10 Title 10 Code of Federal Regulations
6. DOD 6055.1 DOD Occupational Safety and Health (OSH) Program
7. DoD 4145.19-R-1 Storage and Material Handling
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 5104.3B Marine Corps Radiation Safety Program (Sep 10)
13. MCO P4030.21\_ Packaging of Materiel-Packaging
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. MCO P5100.8 Marine Corps Occupational Safety and Health Program Manual (Obsolete - replaced by NAVMC DIR 5100.8)
19. MCRP 4-11.3D The Naval Beach Group
20. MCRP 4-11.8 Food Service Reference
21. MCRP 5-12 Organization of Marine Corps Forces
22. MCRP 5-2A Operational Terms and Graphics
23. MCWP 4-1 Logistics Operations
24. MCWP 4-11 Tactical-Level Logistics
25. MCWP 4-11.1 Health Service Support Operations
26. MCWP 4-11.7 MAGTF Supply Operations
27. MCWP 4-12 Operational-Level Logistics
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 (Aug 91)
35. TM 9999-15/1 Electro-Static Discharge (ESD) Awareness
36. TM 9999-15/2 Electro-Static Discharge (ESD) Management
37. UM 4400-124 SASSY Using Unit Procedures

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**SUPP-STDR-5701:** Conduct storage operations

**SUPPORTED MET(S):** 4, 5, 6

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

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

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

**EVENT COMPONENTS:**

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

**RELATED EVENTS:**

3051-RECM-1026	3051-RECM-1028	3051-QCNT-2058
3051-FAEQ-2004	3051-OPFN-2043	3051-FAEQ-2005
3051-FAEQ-2006	3051-OPFN-2047	3051-FAEQ-2007
3051-OPFN-2038	3051-FAEQ-2008	3051-OPFN-2040
3002-INVG-1013	3002-FISC-1009	3002-MISC-1016
3002-ISS-2013	3002-STDR-2036	3002-ISS-2014
3002-STDR-2037	3002-ISS-2015	3002-STDR-2038
3002-CSS-2002	3002-STDR-2039	3002-STDR-2040
3002-ISTR-2021	3010-ISTC-2045	3010-STDR-2108
3010-ISTC-2046	3010-STDR-2109	3010-ISTC-2047
3010-STDR-2110	3010-STDR-2111	3010-ISTC-2039
3010-STDR-2107	3010-ISTC-2040	3043-PRAC-1005
3043-PRAC-1006	3043-REQS-1019	3043-PRAC-1010
3043-PRAC-1011	3043-PSEF-2073	3043-TRNG-2109
3043-PSEF-2074	3043-CSS-2007	3043-PRAC-2060
3043-PRAC-2072	3043-PRAC-2061	3043-PRAC-2062
3043-PRAC-2063	3043-MISC-2035	3043-CSS-2001
3043-RATS-2075	3043-ISSO-2021	3043-ISTC-2027
3043-TRNG-2110	3043-ISSO-2022	3043-ISSO-2023
3043-ISTC-2025	3043-ISTC-2030	3043-ISSO-2020
3043-ISSO-2024	3043-ISTC-2029	3043-TRNG-2111
3043-TRNG-2112	3043-ISTC-2031	3043-ISTC-2028
3051-LOCS-2032	3051-FAEQ-1002	3051-QCNT-1021
3051-LOCS-2033	3051-QCNT-1020	3051-LOCS-1013
3051-LOCS-1012	3051-LOCS-1014	3051-LOCS-1015
3051-FAEQ-2001	3051-LOCS-2025	3051-LOCS-2026
3051-LOCS-2028	3051-RECM-2071	3051-LOCS-2029
3051-RECM-2072	3051-FAEQ-2012	3052-CNTM-2006
3052-CNTM-2002	3052-CNTM-2003	3052-CNTM-2004
3052-CNTM-2007	3052-CNTM-2005	3002-PSEF-1037
3002-PRAC-1033	3002-PRAC-1026	3002-RATS-2026

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3010-PSEF-2083	3010-PRAC-2068	3010-PRAC-2069
3010-PRAC-2071	3010-PRAC-2078	3010-RATS-2084
3010-ISTR-2049	3010-ISS-2028	3010-ISTR-2050
3051-IMAT-1007	3051-OPFN-1017	3051-INVT-1009
3051-OPFN-2036	3051-INVT-1008	3051-IMAT-1003
3051-IMAT-1006	3051-OPFN-1016	3051-QCNT-1019
3051-RECM-1025	3051-OPFN-2042	3051-OPFN-2049
3051-OPFN-2051	3051-FAEQ-2013	3051-FAEQ-2014
3051-IMAT-2016	3051-QCNT-2055	3051-INVT-1010

**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. BUMEDINST 6700.16 Controlled Medical and Dental Material
5. CFR 49 Code of Federal Regulations Parts 100-185 - Transportation
6. CFR Title 10 Title 10 Code of Federal Regulations
7. CFR Title 29 Occupational Safety and Health Standards for General Industry (1910)
8. DOD 4140.26-M Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)
9. DoD 4145.19-R-1 Storage and Material Handling
10. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
11. FM 101-5 Staff Organization and Operations
12. Local SOP Local Standard Operating Procedures
13. MARADMIN 009/06 PERSONAL EFFECTS HANDLING POLICY CHANGES FOR DEPLOYED FORCES
14. MCBUL 10110 Annual Meal Rates Bulletin
15. MCBUL 3000 Marine Corps Automated Readiness Evaluation System (MARES) Equipment
16. MCO 10110.40B Policy for Requisition, Issue, and Control of PORs
17. MCO 10110.47 BAS and Meal Card Order
18. MCO 1553.3\_ Unit Training Management (UTM)
19. MCO 1610.12 United States Marine Corps Counseling Program
20. MCO 2410.2\_ Electromagnetic Environmental Effects (E3) Control Program
21. MCO 4340.1\_ Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property (Aug 94)
22. MCO 4450.14 Joint Service Manual (JSM) for Storage and Materials Handling (Apr 94)
23. MCO 5104.3B Marine Corps Radiation Safety Program (Sep 10)
24. MCO 8010.1E Class V(W) Planning Factors for Fleet Marine Force Combat Operations
25. MCO 8011.4 USMC T/A CLASS V (W) MATERIAL (PEACETIME)
26. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
27. MCO P3040.4 Marine Corps Casualty Procedures Manual
28. MCO P4030.21\_ Packaging of Materiel - Packing
29. MCO P4030.31\_ Packing of Material, Preservation
30. MCO P4050.38\_ Personal Effects and Baggage Manual
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

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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 P5100.8 Marine Corps Occupational Safety and Health Program Manual  
(Obsolete - replaced by NAVMC DIR 5100.8)
  40. MCO P7100.8K Field Budget Guidance Manual (Jul 87)
  41. MCRP 4-11.3D The Naval Beach Group
  42. MCRP 5-2A Operational Terms and Graphics
  43. MCWP 4-1 Logistics Operations
  44. MCWP 4-11 Tactical-Level Logistics
  45. MCWP 4-11.7 MAGTF Supply Operations
  46. MCWP 4-12 Operational-Level Logistics
  47. MIL-STD-129 Military Marking for Shipment and Storage
  48. OPNAV 5530.14 Physical Security and Loss Prevention
  49. PPP-B-601 Federal Specifications for Boxes, Wood, Cleated-Plywood
  50. PPP-B-621 Federal Specifications for Box, Wood, Nailed and Lock-Corner
  51. SAT Manual U. S. Marine Corps Systems Approach to Training (SAT) Manual
  52. SECNAVINST 5215.1 Secretary of the Navy Directives Policy
  53. SECNAVINST 5216.5 Naval Correspondence Manual
  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 (Aug 91)
  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
  63. UM 4790-5 MIMMS-AIS Field Maintenance Procedures
-

3005. 6000-LEVEL EVENTS

SUPP-CSS-6701: Conduct ground supply operations

SUPPORTED MET(S): None

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

DESCRIPTION: This event is designed for a company-sized supply unit 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. Plan ground supply operations.
2. Prepare for deployment.
3. Provide command and control for supply operations.
4. Conduct determination of requirements.
5. Conduct procurement.
6. Conduct storage.
7. Conduct preservation, packaging, and packing (P3).
8. Conduct distribution.
9. Conduct salvage.
10. Conduct disposal.

CHAINED EVENTS:

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

REFERENCES:

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

3006. 7000-LEVEL EVENTS

SUPP-CSS-7801: Conduct ground supply operations

SUPPORTED MET(S): None

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 24 months

DESCRIPTION: This event is designed for a battalion-sized supply unit 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. Plan ground supply operations.
2. Prepare for deployment.
3. Provide command and control for supply operations.
4. Conduct determination of requirements.
5. Conduct procurement.
6. Conduct storage.
7. Conduct preservation, packaging, and packing (P3).
8. Conduct distribution.
9. Conduct salvage.
10. Conduct disposal.

CHAINED EVENTS:

SUPP-PRAC-4701	SUPP-CSS-5001	SUPP-MISC-7803
SUPP-FISC-4701	SUPP-CSS-5002	SUPP-STDR-5001
SUPP-STDR-5701		

REFERENCES:

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

SUPP-MISC-7801: Provide task-organized forces

SUPPORTED MET(S): 1

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 6 months

CONDITION: Given a requirement for personnel and equipment.

STANDARD: Fulfilling 90% of a Supply detachment and 80% of required critical equipment from Supply, Ammunition, and Medical Logistics companies.

EVENT COMPONENTS:

1. Validate requirement.
2. Report deficiencies.

3. Provide personnel.
4. Provide equipment.

RELATED EVENTS:

3051-FAEQ-2003	SUPP-MISC-7801	3002-STDR-2002
3002-CSS-2001	3010-CSS-2008	3010-STDR-2110
3052-CNTM-2002	3051-FAEQ-1002	3051-FAEQ-2004
3051-LOCS-2003	3052-CNTM-2003	3052-CNTM-2001
3010-STDR-2111		

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GROUND SUPPLY T&R MANUAL

CHAPTER 4

MOS 3002 INDIVIDUAL EVENTS

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GROUND SUPPLY T&R MANUAL

CHAPTER 4

MOS 3002 INDIVIDUAL EVENTS

**4000. PURPOSE.** This chapter includes all individual training events for MOS 3002 Ground Supply Officer. An individual event is an event that a trained Ground Supply Officer would accomplish in the execution of Mission Essential Tasks (METs). These events are linked to a Service-Level Mission Essential Task. This linkage tailor's individual and collective training for the selected MET. Each event is composed of an individual event title, condition, standard, performance steps, support requirements, and references. Accomplishment and proficiency level required is determined by the event standard.

**4001. EVENT CODING**

Events in the T&R Manual are depicted with a 12-digit, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. In some cases, all 12 digits may not be used. This chapter utilizes the following methodology:

a. Field one. Each event starts with 3002, indicating that the event is for MOS 3002, Ground Supply Officer.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
AMMO	Ammunition	3002-AMMO-XXXX
CSS	Combat Service Support	3002-CSS-XXXX
CSSO	Combat Service Support Operations	3002-CSSO-XXXX
FISC	Fiscal	3002-FISC-XXXX
INVG	Investigations	3002-INVG-XXXX
ISS	Intermediate Supply Support	3002-ISS-XXXX
ISSO	Intermediate Supply Support Operations	3002-ISSO-XXXX
ISSU	Intermediate Supply Support Unit	3002-ISSU-XXXX
ISTC	Intermediate Stock Control	3002-ISTC-XXXX
ISTR	Intermediate Storage	3002-ISTR-XXXX
MISC	Miscellaneous	3002-MISC-XXXX
PRAC	Property Accounting	3002-PRAC-XXXX
PSEF	Personal Effects	3002-PSEF-XXXX
RATS	Rations	3002-RATS-XXXX
REQS	Requisitions	3002-REQS-XXXX
RFID	Radio Frequency Identification	3002-RFID-XXXX
RIPT	Reparable Issue Point	3002-RIPT-XXXX
STDR	Storage and Distribution	3002-STDR-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 1000 and 2000-level events.

4002. INDEX OF INDIVIDUAL EVENTS

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3002-CSS-1004	Advise Commander on supply support operations	4-10
3002-CSS-1005	Monitor preparation of all classes of supply for deployment	4-10
3002-CSS-1006	Manage accountability of unit Maritime Prepositioning Force (MPF) assets	4-11
3002-FISC-1001	Prepare annual budget	4-12
3002-FISC-1002	Execute the budget/spending plan	4-13
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3002-PRAC-1006	Manage the maintenance of Responsible Officer (RO) accounts	4-25
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3002-FISC-2001	Manage fiscal for unit funded exercises	4-41
3002-FISC-2002	Manage reimbursable funding	4-42
3002-FISC-2003	Manage purchases using the Government-wide Commercial Purchase Card (GCPC)	4-43
3002-FISC-2004	Manage purchasing and contracting requests	4-43
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3002-FISC-2006	Validate the collection and turn-in of government funds	4-45
3002-ISS-2001	Manage Initial Issue Provisioning (IIP) program	4-45
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3002-ISS-2004	Manage automated information system data	4-48
3002-ISSU-2001	Manage the Customer Service Deployment Support Unit (DSU)	4-48
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3002-MISC-2003	Manage the publication library for the unit supply section	4-53
3002-PRAC-2001	Manage non Table of Equipment (T/E) assets	4-54
3002-RATS-2001	Manage Packaged Operational Rations (POR)	4-54
3002-RFID-2001	Manage Radio Frequency Identification (RFID) systems setup	4-55

3002-RFID-2002	Manage the operation of the Radio Frequency Identification (RFID) system	4-56
3002-RFID-2003	Manage Deployable Radio Frequency Identification (RFID) Read System setup	4-57
3002-RFID-2004	Manage In-Transit Visibility (ITV) asset tracking	4-57
3002-RIPT-2001	Manage secondary reparables	4-58
3002-RIPT-2002	Monitor redistribution of Repairable Issue Point (RIP) assets	4-58
3002-RIPT-2003	Manage maintenance of Repairable Issue Point (RIP) assets and records	4-59
3002-STDR-2001	Monitor maintenance of stored assets	4-60
3002-STDR-2002	Manage warehouse safety procedures	4-61
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**4003. 1000-LEVEL EVENTS**

**3002-CSS-1001:** Develop a supply support plan to support MAGTF operations

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given the deployment of a Marine Air-Ground Task Force (MAGTF), mission objectives, access to an automated system with applicable software, and the references.

**STANDARD:** Supporting the supply requirements of the MAGTF.

**PERFORMANCE STEPS:**

1. Identify the Commander's intent and concept of operations.
2. Review ANNEX D of the operations order.
3. Identify supply related combat service support requirements to support the mission.
4. Provide guidance as to supply support available within the established Combat Service Support Element (CSSE) organization.
5. Provide input for required combat service support needed to support mission objectives.
6. Review CSS planning documents required for supply to support the operation.
7. Use the principles of combat service support in developing the supply related combat service support mission objectives.
8. Verify that the supply related combat service support mission objectives coincide with the MAGTF mission objectives.
9. Coordinate combat service support between the operating units and the main CSSE controlling agency.
10. Develop an overlay of CSS installations supporting the operation.
11. Review the types of permanent CSS organizations.
12. Review the types of task organized CSS organizations.
13. Define tactical CSS organizations.
14. Identify standard CSSEs.
15. Describe the functions of the Landing Force Shore Party.
16. Review the CSS estimate process.
17. Identify the Marine Aircraft Wing CSS organizations.
18. Identify the arrangement of the Combat Service Support Operation Center.
19. Process rapid requests.
20. Provide appropriate input to establish the Tactical Logistics Group.
21. Review the major sub-components of the Marine Corps War Reserve Program.
22. Identify the purposes of the War Reserve Stocks.
23. Identify Remain Behind Equipment (RBE).
24. Identify storage requirements for equipment that will not be embarked with the deploying unit.

**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 4-11.8 Food Service Reference
5. MCRP 5-12 Organization of Marine Corps Forces
6. MCRP 5-2A Operational Terms and Graphics
7. MCWP 4-1 Logistics Operations
8. MCWP 4-11 Tactical-Level Logistics
9. MCWP 4-11.1 Health Service Support Operations
10. MCWP 4-11.7 MAGTF Supply Operations
11. MCWP 4-12 Operational-Level Logistics

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

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**3002-CSS-1002:** Provide supply support concepts during combat service support operations

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given the deployment of a Marine Air-Ground Task Force (MAGTF), mission objectives, access to an automated system with applicable software, and the references.

**STANDARD:** Supporting the supply requirements of the MAGTF during deployment.

**PERFORMANCE STEPS:**

1. Identify supply-related CSS requirements to support the mission.
2. Provide guidance as to supply support available within the established Combat Service Support Element (CSSE) organization.
3. Provide Naval Logistics Integration (NLI) concepts, when applicable.
4. Provide input for required CSS needed to support mission objectives.
5. Use the principles of CSS in developing the supply related mission objectives.
6. Verify that the supply related CSS mission objectives coincide with the MAGTF mission objectives.
7. Develop CSS Mission Statement.
8. Coordinate CSS operations between the operating units and the main CSSE controlling agency.
9. Provide appropriate input to assist in the establishment of the Tactical Logistics Group.

**REFERENCES:**

1. FM 101-5 Staff Organization and Operations
2. FMFM 4-1 Combat Service Support Operations
3. JP 3-02.2 Amphibious Embarkation

4. Local SOP Local Standard Operating Procedures
5. MCRP 4-11.8 Food Service Reference
6. MCRP 5-12 Organization of Marine Corps Forces
7. MCRP 5-2A Operational Terms and Graphics
8. MCWP 4-1 Logistics Operations
9. MCWP 4-11 Tactical-Level Logistics
10. MCWP 4-11.1 Health Service Support Operations
11. MCWP 4-11.7 MAGTF Supply Operations
12. MCWP 4-12 Operational-Level Logistics
13. OH 4-1 Combat Service Support Operations
14. SECNAVINST 4000.37 Naval Logistics Integration (NLI)

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

---

**3002-CSS-1003:** Develop a supply support plan for a Maritime Prepositioning Force (MPF) operation

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an initiating directive, an MPF assigned unit, access to an automated system with applicable software, and the references.

**STANDARD:** Ensuring effective supply support to the assigned units.

**PERFORMANCE STEPS:**

1. Review the initiating directive.
2. Define the roles of MPF operations.
3. Define the characteristics of an MPF.
4. Identify supply related CSS requirements to support the mission.

**REFERENCES:**

1. FM 101-5 Staff Organization and Operations
2. FMFM 4-1 Combat Service Support Operations
3. JOINT PUB 5-03.1 Joint Operational and Execution System
4. Local SOP Local Standard Operating Procedures
5. MCRP 5-2A Operational Terms and Graphics
6. MCWP 4-1 Logistics Operations
7. MCWP 4-11 Tactical-Level Logistics
8. MCWP 4-11.7 MAGTF Supply Operations
9. MCWP 4-12 Operational-Level Logistics
10. OH 4-1 Combat Service Support Operations

**SUPPORT REQUIREMENTS:**

EQUIPMENT: Computer with internet capability and Automated Information System.

~~3002 CSS 1004: Advise Commander on supply support operations~~

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EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a unit deploying with a Marine Air Ground Task Force (MAGTF), operation order, access to an automated system with applicable software 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 4-11.8 Food Service Reference
6. MCWP 4-1 Logistics Operations
7. MCWP 4-11 Tactical-Level Logistics
8. MCWP 4-11.1 Health Service Support Operations
9. MCWP 4-11.7 MAGTF Supply Operations
10. MCWP 4-12 Operational-Level Logistics
11. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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3002-CSS-1005: Monitor preparation of all classes of supply for deployment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT  
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: Providing support to the unit.

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 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 5-2A Operational Terms and Graphics
7. MCWP 4-1 Logistics Operations
8. MCWP 4-11 Tactical-Level Logistics
9. MCWP 4-11.7 MAGTF Supply Operations
10. MCWP 4-12 Operational-Level Logistics

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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3002-CSS-1006: Manage accountability of unit Maritime Prepositioning Force (MPF) assets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

**CONDITION:** Given an MPF operation, warning order, assigned MPS/MPF composition, a designated port/beach and airfield, access to an automated system with applicable software and internet connectivity, and the references.

**STANDARD:** Ensuring proper receipt and tracking of MPF unit designated assets throughout all four phases of an MPF operation.

**PERFORMANCE STEPS:**

1. Review the warning order and the MPF operation situation.
2. Provide input to the planning and preparation of the movement of units to the Aerial Port of Embarkation (APOE).
3. Provide input to the planning and movement of forces, equipment, and supplies to the Arrival and Assembly Area (AAA).
4. Manage the receipt of off loaded assets and subsequent issue to supported units.
5. Verify that all equipment is properly recorded on unit records.
6. Assist in the planning and management of the MPF regeneration.

**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 3000.18 Marine Corps Force Deployment Planning and Execution Process Policy Order
5. MCRP 5-2A Operational Terms and Graphics
6. MCWP 3-32 (FMFM 1-5 NWP 3-02.3) Maritime Prepositioned Force Operations
7. MCWP 4-1 Logistics Operations
8. MCWP 4-11 Tactical-Level Logistics
9. MCWP 4-11.7 MAGTF Supply Operations
10. MCWP 4-12 Operational-Level Logistics
11. UM 4400-124 SASSY Using Unit Procedures

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

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**3002-FISC-1001:** Prepare annual budget

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**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 known 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. Local SOP Local Standard Operating Procedures
3. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
4. MCO P7100.8K Field Budget Guidance Manual (Jul 87)
5. SABRS Users Manual SABRS Users Manual

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet connectivity and Automated Information System.

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**3002-FISC-1002:** Execute the budget/spending plan

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given budget guidance, funding authorization, source documents, all financial management reports, access to an automated system with applicable software and internet connectivity, and the references.

**STANDARD:** Expending allocated funds prior to the end of the fiscal year and ensuring financial records are accurately maintained.

**PERFORMANCE STEPS:**

1. Review the budget.
2. Manage source documents.

3. Verify that obligations do not exceed authorizations.
4. Direct fiscal reconciliation between the pending, obligated, and completed files with the SABRS management reports.
5. Manage reconciliation of Requisition Authority (RA) and Planning Estimate (PE) obligations.
6. Validate all unliquidated obligations (ULO), to include travel orders.
7. Manage the available balances.
8. Meet quarterly obligation goals.
9. Ensure appointment and revocation letters are maintained on file for the supply officer and fiscal clerk.
10. Brief the Commanding Officer on the status of funds on a regular basis.

**REFERENCES:**

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. Local SOP Local Standard Operating Procedures
3. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
4. MCO P7100.8K Field Budget Guidance Manual (Jul 87)
5. SABRS Users Manual SABRS Users Manual

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

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**3002-FISC-1003:** Conduct the midyear review

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given budget guidance, Commander's intent, a current budget, usage data, projected requirements, previous year's budget, access to an automated system with applicable software and internet connectivity, 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 costs associated with 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 P7100.8K Field Budget Guidance Manual (Jul 87)

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

~~3002-FISC-1004: Conduct the annual fiscal closeout~~

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given local closeout guidance from the comptroller, (Purchasing and Contracting Office should be Replaced with Regional Contracting Office throughout), and the intermediate supply support activity; fiscal management reports, material and services reports, unfunded requirements, an approved budget, year-end spending plan, outstanding obligations, access to an automated system with applicable software and internet connectivity, and the references.

**STANDARD:** Ensuring all obligations are valid and do not exceed total authorization.

**PERFORMANCE STEPS:**

1. Review guidance from comptroller, intermediate supply support activity, and Regional Contracting Office (RCO).
2. Closeout all reimbursable funding documents.
3. Collect, review, and prioritize all known end-of-year spending requirements.
4. Create a spending plan for end-of-year funds.
5. Create a prioritized funding deficiency report for possible distribution of additional end-of-year funds.
6. Verify obligation percentages are met per the budget/spending plan and local closeout guidance.
7. Manage unliquidated orders, taking corrective action for all invalid obligations, expenditures, and liquidations.
8. Verify that results from annual closeout are submitted to higher headquarters.

**REFERENCES:**

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. Local SOP Local Standard Operating Procedures
3. MCO P7100.8K Field Budget Guidance Manual (Jul 87)

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

3002-FISC-1005: Manage the unit's Government Commercial Purchase Card (GCPC) program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Additional training is required for appointment to AO and cardholders by RCO.

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a government-wide commercial purchase card (GCPC), access to an automated system with applicable software internet connectivity, and the references.

STANDARD: In accordance with NAVSUPINST 4200.99.

PERFORMANCE STEPS:

1. Identify the approving official and card holders for the using unit.
2. Ensure the appropriate training has been accomplished by approving official and card holders.
3. Maintain all appointment letters, revocation letters, and regulations on file.
4. Manage the validation of each card purchase and the monthly statements by the approving official.

REFERENCES:

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
3. MCO P7100.8K Field Budget Guidance Manual (Jul 87)
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 capability and Automated Information System.

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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 4400-120 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.

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**3002-MISC-1001:** Prepare Certificate of Relief/Endorsement

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an existing 5-year file, personnel status, Table of Organization and Equipment (TO/E), financial status, project status, inspection results, notice of upcoming inspections, personal assessment regarding status of account, access to an automated system with applicable software, 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. Ensure a copy of the letter is filed in the 5-year file.

**REFERENCES:**

1. MCO 5311.1\_ Total Force Structure Process (TFSP)
2. MCO P4400.150\_ Consumer Level Supply Policy Manual
3. SECNAVINST 5216.5 Naval Correspondence Manual
4. SECNAVINST M-5210.1 Records Management 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 capability and Automated Information System.

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**3002-MISC-1002:** Manage letters of appointment and revocation

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given access to existing letters of appointment and revocation, 5-year file, access to an automated system with applicable software, and the references.

**STANDARD:** Ensuring all required letters are maintained.

**PERFORMANCE STEPS:**

1. Ensure letters of appointment and revocation are drafted as required.
2. Identify and file discrepancies.
3. Initiate corrective action to resolve the discrepancies.
4. Verify the corrective action is accomplished.
5. Conduct periodic internal reviews per current directives.
6. Maintain letter in the five-year file.

**REFERENCES:**

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. SECNAVINST M-5210.1 Records Management Manual
3. UM 4400-124 SASSY Using Unit Procedures

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

**3002-MISC-1003:** Maintain audit and verification report

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given audit and verification results documentation, 5 year file, and the references.

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

**PERFORMANCE STEPS:**

1. Identify any discrepancies in the Audit and Verification report.
2. Initiate corrective action to resolve and discrepancies.
3. Verify the corrective action is completed.
4. Maintain results in the 5 year file.
5. Conduct periodic internal reviews.

**REFERENCES:**

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. MCO P4200.15 Marine Corps Purchasing Procedures Manual - (obsolete MCO)
3. MCO P4400.150 Consumer Level Supply Policy Manual
4. SECNAVINST M-5210.1 Records Management 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 capability and Automated Information System.

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**3002-MISC-1004:** 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

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a situation involving missing, lost, stolen, or recovered government property, access to an automated system with applicable software, Naval Message distribution capability, and the references.

**STANDARD:** Ensuring accurate and timely submission of MLSR reports.

**PERFORMANCE STEPS:**

1. Direct the preparation and submission of "initial" MLSR reports.
2. Submit "supplemental" and "final" MLSR reports as required.
3. Initiate and voucher appropriate gain/loss transactions as required.
4. File MLSR reports.

**REFERENCES:**

1. MCO 4340.1\_ Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property (Aug 94)
2. MCO P4400.150\_ Consumer Level Supply Policy Manual
3. SECNAVINST 5500.4 MLSR Reporting

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

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**3002-MISC-1005:** Brief the Commanding Officer on the status of supply operations

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given all documentation, equipment deficiencies, status of funds, and Money Value Gain Loss (MVGL) Notices relating to the condition/status of the supply account.

**STANDARD:** Ensuring the commander's awareness of the current status of Materiel, Funds and Personnel.

**PERFORMANCE STEPS:**

1. Identify current T/E end item and other materiel deficiencies.
2. Identify current status of funds/obligation rates.
3. Identify status of personnel.
4. Brief the Commanding Officer 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
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

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3002-MISC-1006: Establish supply MOS sustainment training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given personnel training records, training schedules, access to an automated system with applicable software, and the references.

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

PERFORMANCE STEPS:

1. Review the references.
2. Ascertain technical knowledge deficiencies of unit supply personnel.
3. Determine on the job and sustainment training requirements by grade and MOS though reviewing the OccFld 30XX Ground Supply T&R Manual
4. Develop and submit a training plan.
5. Develop required training materials (lesson handouts, practical application exercises, computer based training, etc).
6. Ensure sustainment training is conducted and recorded using published training standards.
7. Encourage use of self-directed study and assist in providing tutorial resources.

REFERENCES:

1. MCO 1510.34 Individual Training Standards System
2. MCO 1510.73 Individual Training Standards for OccField 30XX
3. MCO 1553.3A Unit Training Management (UTM)
4. MCO P4400.150 Consumer Level Supply Policy Manual
5. MCRP 3-0A Unit Training Management Guide
6. MCRP 3-0B How to Conduct Training
7. NAVMC 1553.1 Systems Approach to Training Users Guide

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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3002-PAC-1001: Manage unit allowances

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

**CONDITION:** Given a Table of Organization and Equipment (TO/E), Special Allowance/Command Adjustment authorization letters, Type 2 authorization letters, Property Accounting Document, access to an automated system with applicable software, and the references.

**STANDARD:** Ensuring equipment allowances are 100% identified and managed on the unit's property records.

**PERFORMANCE STEPS:**

1. Reconcile the T/E, T/O, Type 2, and special allowances to the quantities listed on the allowance field of the accountable record.
2. Compute weapons and individual equipment allowances per the T/O.
3. Load all authorized allowances, special allowances, and command adjustments to the property control document.
4. Validate the property control documents with the T/E.
5. Validate the property control documents, T/E, and applicable embarkation system as required.
6. Direct corrective action is taken on the property control documents when required.
7. Identify allowance variances.
8. Submit TOECR as required.
9. 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.

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**3002-PRAC-1002:** Manage redistributions

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given on hand assets, allowance documents, property control documents, access to an automated system with applicable software, and the references.

**STANDARD:** Ensuring the proper redistribution of assets.

**PERFORMANCE STEPS:**

1. Validate excess/deficient equipment reflected on the property accounting document is accurate.

2. Report excess/deficient equipment.
3. Submit a request for disposition instructions for controlled items as required.
4. Verify transactions are processed.
5. Verify property accounting document is updated.

**REFERENCES:**

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

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information system.

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**3002-PRAC-1003:** Manage the disposal of supplies and equipment

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given unserviceable equipment and the references.

**STANDARD:** Ensuring the proper disposal of the materiel.

**PERFORMANCE STEPS:**

1. Validate condition of the equipment.
2. Verify transactions are processed.
3. Manage the turn-in to the appropriate disposal facility.
4. Validate property accounting document has been updated.

**REFERENCES:**

1. DOD 4140.26-M Defense Integrated Material Management Manual for Consumable Items (DIMMCI)
2. DoD 4145.19-R-1 Storage and Material Handling
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.



1. Identify excess materiel to rollback to the appropriate Source of Supply (SOS).
2. Verify rollback of excess materiel is completed.
3. Verify transactions are processed.

**REFERENCES:**

1. MCO P4400.150\_ Consumer Level Supply Policy Manual
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT 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.

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**3002-PRAC-1006:** Manage the maintenance of Responsible Officer (RO) accounts

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given Responsible Officer (RO) accounts, pending transactions, supporting documentation, access to an automated system with applicable software, and the references.

**STANDARD:** Ensuring the proper accountability of all equipment issued to the RO.

**PERFORMANCE STEPS:**

1. Verify that ROs are appointed in writing by the Commanding Officer.
2. Verify that all RO's acceptance letters are on file.
3. Conduct reconciliations with ROs as directed in the reference.
4. Resolve any discrepancies with RO accounts.
5. Endorse Request for Investigation submitted by the ROs.
6. Direct annual inventories of RO accounts.

**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.

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**3002-PRAC-1007:** Conduct an annual inventory

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a supply account, property control documents, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring assets are accounted for on property control documents.

PERFORMANCE STEPS:

1. Direct the inventory of on-hand assets.
2. Identify variances for all items on the property control document.
3. Identify all on-hand items that are not listed on the property control document.
4. Conduct causative research for variances as required.
5. Initiate Requests for Investigation as required.
6. Report results of inventory to the Commanding Officer.
7. Obtain authorization to make adjustments to the property control document.
8. Verify transactions are processed.
9. Verify property accounting document is updated.
10. Maintain record of inventory on file.

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.

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3002-PRAC-1008: Conduct a spot/cyclic inventory

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a supply account, the property control documents, access to an automated system with applicable software and internet connectivity, and the references.

**STANDARD:** Ensuring all assets are accounted for on property control documents.

**PERFORMANCE STEPS:**

1. Direct spot inventories of specific NSNs for immediate feedback of on-hand accuracy.
2. Direct a cyclic inventory schedule to continually monitor the accountability of assets.
3. Identify variances for selected items between the counts and the property control documents.
4. Conduct causative research for variances as required.
5. Initiate Requests for Investigation as required.
6. Report results of inventory to the Commanding Officer.
7. Obtain authorization to make adjustments to property control document.
8. Verify transactions are processed.
9. Verify property accounting document is updated.
10. Maintain record of inventory on file.

**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.

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**3002-PRAC-1009:** Manage Money Value Gain/Loss (MVGL) reports

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given Money Value Gain/Loss (MVGL) Notices, supporting documentation, access to an automated system with applicable software and internet connectivity, and the references.

**STANDARD:** Verifying that the MVGLs are approved and maintained.

**PERFORMANCE STEPS:**

1. Obtain authorization to make adjustments to property records from the Commanding Officer.
2. Verify transactions have been processed.
3. Review MVGLs and supporting documentation.
4. Supervise research of all computer-generated administrative gains/losses

- to ascertain cause.
5. Obtain required certification from the Commanding Officer.
  6. Maintain MVGL Notice reports on file.

**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 capability and Automated Information System.

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**3002-PRAC-1010:** Manage the subsidiary records/systems for non issued serialized gear

**EVALUATION-CODED:** NO  
**MOS PERFORMING:** 3002

**SUSTAINMENT INTERVAL:** 24 months

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given serialized highly pilferable items and the references.

**STANDARD:** Ensuring the proper accountability of non-issued serialized gear.

**PERFORMANCE STEPS:**

1. Identify serialized and highly pilferable items.
2. Inventory non-issued serialized and highly pilferable items.
3. Complete subsidiary records on all items inventoried.
4. Maintain Sub-Custody Records, 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
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

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**3002-PRAC-1011:** Maintain the small arms report

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to manage serialized small arms, property control document, Serialized Small Arms Report, supporting documentation, RO account, access to an automated system with applicable software, and the references.

STANDARD: In accordance with MCO 8300.1\_.

PERFORMANCE STEPS:

1. Verify the Commanding Officer has appointed an Inventory Officer to conduct the Small Arms Inventory (monthly and annual).
2. Ensure an inventory is conducted by the Inventory Officer.
3. Reconcile variances identified by the Inventory Officer between the counts and the property control documents.
4. Initiate Requests for Investigation/MLSR as required.
5. Report results of inventory to Commanding Officer.
6. Forward the Serialized Small Arms Report to the Commanding Officer for signature.
7. Obtain authorization to make adjustments to property control document in accordance with the references.
8. Verify transactions are processed.
9. Verify property accounting document is updated.
10. Verify that all changes to serialized Small Arms inventory are reported to NAVSURFWARCENDIV, Crane, Indiana as they occur.
11. Verify all crane updates process.
12. Verify that a copy is maintained on hand.

REFERENCES:

1. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
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.

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3002-PRAC-1012: Manage sub-custody records

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement for the sub-custody of assets, appropriate

documentation and the references.

**STANDARD:** Ensuring 100% of the sub-custody of assets are properly conducted and tracked.

**PERFORMANCE STEPS:**

1. Verify that proper authorization is provided prior to initiating sub-custody.
2. Verify that sub-custody equipment is issued using appropriate documentation.
3. Verify sub-custody equipment is returned within required time frames.

**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
  6. UM 4400-15 Marine Corps User Manual (Organic Property Control)
- 

**3002-PRAC-1013:** Manage the control of individual equipment

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given accountable assets, locator decks, individual equipment issue point, individual issue form (IIF), unit alpha roster, access to an automated system with applicable software, and the references.

**STANDARD:** Ensuring proper maintenance, issue, and accountability of all individual equipment.

**PERFORMANCE STEPS:**

1. Maintain issue point security.
2. Verify serviceability of issue point stocks.
3. Verify that all individual equipment is properly issued and sub-custodied on IIFs or appropriate automated system records.
4. Verify that all individual equipment is properly recovered.
5. Conduct inventories on a monthly basis.
6. Verify that IIFs are reconciled with the unit alpha roster on a monthly basis.

**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



**STANDARD:** To ensure the property accounting documents are accurate and current.

**PERFORMANCE STEPS:**

1. Review exception reports.
2. Review error reports.
3. Review voucher dumps as required.
4. Review history file reports as required.
5. Reconcile discrepancies between the mechanized system reports and the property control documents.
6. Take corrective action 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.

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**3002-PSEF-1001:** Manage personal effects

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given personnel appointed for personal effects inventories, current 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. MARADMIN 009/06 PERSONAL EFFECTS HANDLING POLICY CHANGES FOR DEPLOYED

FORCES

2. MCO 4050.38D Personal Effects and Baggage Manual (Nov 09)
3. MCO P4400.150\_ Consumer Level Supply Policy Manual

SUPPORT REQUIREMENTS:

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

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3002-REQS-1001: Manage Uniform Material Movement and Issue Priority System (UMMIPS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a document control file, Unit Performance Report, access to Force/Activity Designator (FAD), Urgency of Need Designator (UND), access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring the proper assignment of priorities.

PERFORMANCE STEPS:

1. Ensure priorities are assigned based on the actual UND and FAD.
2. Ensure written guidance is provided regarding appropriate utilization of the priority system.
3. Ensure the corrective action is accomplished.

REFERENCES:

1. MCO 4400.16\_ Uniform Material Movement and Issue Priority System
2. MCO P4400.150\_ Consumer Level Supply Policy Manual
3. UM 4400-121 ATLASS
4. UM 4400-124 SASSY Using Unit Procedures
5. UM 4400-15 Marine Corps User Manual (Organic Property Control)
6. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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3002-REQS-1002: Manage requisitions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a document control report, maintenance management reports, a pending requisition file, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring the proper maintenance of requisitions.

PERFORMANCE STEPS:

1. Verify that reconciliations are conducted every two weeks with supported customers.
2. Validate that all problems are resolved.
3. Verify that cancellations are inducted as required.
4. Verify that follow-ups are conducted as required.
5. Verify discrepancies in shipments are researched and required action taken.
6. Verify modifications are submitted 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
4. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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3002-REQS-1003: Manage the maintenance Daily Transactions List (DTL)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a daily maintenance transaction list, maintenance order, maintenance part request, and maintenance record status files, access to an automated system with applicable software and internet connectivity and the references.

STANDARD: To ensure maintenance transactions are processed properly.

PERFORMANCE STEPS:

1. Verify that pending maintenance orders on the maintenance DTL have been reconciled and processed on the maintenance records status files.
2. Ensure transactions to correct errors have been submitted.



EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

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: Verifying the proper submission of the SDR.

PERFORMANCE STEPS:

1. Determine the type of discrepancy.
2. Determine the distribution of SDR.
3. Review the prepared SDR.
4. Monitor use of on-line SDR submission to Defense Logistics Agency.

REFERENCES:

1. DLA Handbook DLA Handbook
2. SECNAVINST 4355.18A Reporting of Supply Discrepancies (Jan 99)
3. UM 4400-123 FMF SASSY Management Unit Procedures
4. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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3002-REQS-1006: Analyze requisition management reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

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

STANDARD: Ensuring all document numbers are current and accurate in accordance with MCO UM 4400-124.

PERFORMANCE STEPS:

1. Interpret information on the requisition management reports.
2. Identify reports that give status of supply account.
3. Identify problem areas.

4. Identify the appropriate document identifier code (DIC) for follow-ups.
5. Initiate corrective action as required.
6. Verify that corrective action is accomplished.
7. Review the maintenance Daily Transactions List (DTL).
8. Validate the units requirement for documents on the Material Obligation Validation/Backorder Validation (MOV/BOV).

**REFERENCES:**

1. UM 4400-120 Asset Tracking for Logistics Supply System Manual
2. UM 4400-124 SASSY Using Unit Procedures

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

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4004. 2000-LEVEL EVENTS

3002-AMMO-2001: Manage ammunition accountability

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given ammunition accounting records, proper audit trail documents, the unit's Table of Organization and Equipment (TO/E), and the references.

STANDARD: Maintaining 100% accountability of ammunition.

PERFORMANCE STEPS:

1. Validate requirements.
2. Verify that ammunition requisitions are properly prepared.
3. Establish proper accountability for ammunition by individual DOD Identification Code (DODIC) and lot number.
4. Review and maintain Notification of Ammunition Reclassifications (NARS).
5. Conduct periodic internal reviews per current directives.

REFERENCES:

1. MCO 8011.4 USMC T/A CLASS V (W) MATERIAL (PEACETIME)
2. MCO 8020.10 Marine Corps Ammunition and Explosives Safety Program
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 capability and Automated Information System.

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3002-CSS-2001: Manage the establishment of a field warehouse

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given mission objectives, sufficient buildings/tents and area to establish the field warehouse, an operation plan, appropriate MHE, access to an automated system with appropriate software, 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. Review operational plans and local SOP to determine requirements.
2. Determine the warehouse site.
3. Coordinate the layout of the field warehouse to meet the needs of the deployed unit.
4. Monitor the construction/establishment of the field warehouse to ensure that the warehouse provides adequate storage, security, drainage, and ventilation per the references.
5. Note deviations from procedures established by the references.
6. Initiate corrective action on noted deviations.

**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 5-2A Operational Terms and Graphics
7. MCWP 4-1 Logistics Operations
8. MCWP 4-11 Tactical-Level Logistics
9. MCWP 4-11.7 MAGTF Supply Operations
10. MCWP 4-12 Operational-Level Logistics
11. UM 4400-124 SASSY Using Unit Procedures

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

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**3002-CSS-2002:** Manage MAGTF War Reserve materiel

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** MAJ

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a MAGTF operation contingency, the requirement for War Reserve Materials, an operation order/warning order, access to an automated system with applicable software and internet connectivity, 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. MCO P4400.39 War Reserve Material Policy Manual
4. MCRP 5-2A Operational Terms and Graphics
5. MCWP 4-1 Logistics Operations
6. MCWP 4-11 Tactical-Level Logistics
7. MCWP 4-11.7 MAGTF Supply Operations
8. MCWP 4-12 Operational-Level Logistics

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet connectivity and Automated Information System.

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**3002-CSSO-2003:** Plan combat supply support operations for a joint/combined environment

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** CAPT, MAJ

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a concept of operations, various logistic and supply capabilities within the theater of operations, access to an automated system with applicable software, and the references.

**STANDARD:** Providing supply support for the Joint Task Force Commander's concept of operations.

**PERFORMANCE STEPS:**

1. Analyze the Commander's concept of operations.
2. Review the assigned support mission.
3. Analyze theater Combat Service Support Activity locations, infrastructure,

host nation support, mutual logistics support, and Interservice support agreements.

4. Balance theater deployment and sustainment requirements with logistics/supply capabilities.
5. Provide input to joint/combined logistics estimate/concept of operations.
6. Develop the Supply Support Plan.

**REFERENCES:**

1. FM 101-5 Staff Organization and Operations
2. FMFM 4-1 Combat Service Support Operations
3. JOINT PUB 5-03.1 Joint Operational and Execution System
4. JP 3-0 Joint Doctrine for Joint Operations
5. JP 4-0 Doctrine for Logistic Support of Joint Operations
6. Local SOP Local Standard Operating Procedures
7. MCRP 5-2A Operational Terms and Graphics
8. MCWP 4-1 Logistics Operations
9. MCWP 4-11 Tactical-Level Logistics
10. MCWP 4-11.7 MAGTF Supply Operations
11. MCWP 4-12 Operational-Level Logistics
12. NAVMC/MCO 3000.18 Marine Corps Planner's Manual

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

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**3002-CSSO-2004:** Plan combat service support operations

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Provided with the Commander's Planning Guidance, LOI/Op Order (Initiating Directive), list of available unit assets, Commander's Course of Action Decision, concept of operations, access to an automated system with applicable software, and the references.

**STANDARD:** Supporting operations and mission objectives.

**PERFORMANCE STEPS:**

1. Analyze the Commander's Planning Guidance.
2. Identify specific and implied tasks.
3. Analyze the courses of action.
4. Conduct appropriate staff liaison.
5. Provide input to the Log/Combat Service Support Estimate.
6. Analyze the Commander's decision and concept of operations.
7. Provide input to the Combat Service Support (CSS) Concept of Support and the Logistics Concept of Support.

8. Develop Annex D to support the Concept of Operations as stipulated within the OP Order.
9. Develop CSS overlay.
10. Manage the execution of all supply-related missions.

**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 5-2A Operational Terms and Graphics
6. MCWP 4-1 Logistics Operations
7. MCWP 4-11 Tactical-Level Logistics
8. MCWP 4-11.7 MAGTF Supply Operations
9. MCWP 4-12 Operational-Level Logistics
10. OH 4-1 Combat Service Support Operations
11. UM 4400-124 SASSY Using Unit Procedures

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

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**3002-FISC-2001:** Manage fiscal for unit funded exercises

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Prior to the operation, brief Commanding Officer on the fiscal estimate, feasibility of support, and support requirements. After completion of the operation, brief the commanding officer on the results of the after action report and impact on the budget.

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an operations order, task organization list, equipment density list (EDL), fiscal letter of instruction, unit/commodity exercise requirements historical fiscal after action reports, historical exercise requirements, and the references.

**STANDARD:** Determining the fiscal estimate, feasibility, and financial impact to the unit; and once that is complete, executing fiscal support for the exercise in accordance with guidance from the CO and/or higher headquarters.

**PERFORMANCE STEPS:**

1. Review documents.
2. Validate unit/commodity requirements.
3. Create a fiscal estimate for all support requirements.
4. Determine feasibility of support
5. Identify potential external funding sources.
6. Brief Commanding Officer.

7. Submit fiscal requirements to external agency. (when applicable).
8. Identify funding provided by external agency. (when applicable).
9. Identify funding deficiencies/impact on the exercise. (when applicable).
10. Request internal/external financial information pointer (FIP).
11. Utilize financial information pointer (FIP).
12. Manage funds and fiscal logbooks/files.
13. Identify exercise costs.
14. Maintain source documents.
15. Create fiscal after action report.
16. Submit after action report to external agency. (when applicable).
17. File all documentation.

**REFERENCES:**

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. Local SOP Local Standard Operating Procedures
3. MCO P7100.8K Field Budget Guidance Manual (Jul 87)

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

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**3002-FISC-2002:** Manage reimbursable funding

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a support agreement, a requirement for a reimbursable, access to an automated system, internet access, appropriate software, and the references.

**STANDARD:** Ensuring the funding is executed within the agreement.

**PERFORMANCE STEPS:**

1. Identify the requirements of the support (reimbursable) agreement, to include any required reports.
2. Coordinate the reimbursable agreement with the external agency and the comptroller.
3. Execute funds provided by the reimbursable document.
4. Coordinate with the comptroller to close the reimbursable once all requirements have been met.

**REFERENCES:**

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. Local SOP Local Standard Operating Procedures

**SUPPORT REQUIREMENTS:**

EQUIPMENT: Computer with internet capability and Automated Information System.

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3002-FISC-2003: Manage purchases using the Government-wide Commercial Purchase Card (GCPC)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Government-wide Commercial Purchase Card (GCPC) requirement, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring purchases are in accordance with current regulations.

PERFORMANCE STEPS:

1. Identify the purchase requirements.
2. Determine if the purchase is within regulations.
3. Verify sources of supply are authorized.
4. Direct a card holder to make the purchase.
5. Validate that the requirements of the purchase were met.
6. Manage the fiscal accounting system.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure 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 capability and Automated Information System.

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3002-FISC-2004: Manage purchasing and contracting requests

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

**CONDITION:** Given a purchase or contracting requirement, access to an automated system with applicable software and internet connectivity, and the references.

**STANDARD:** Ensuring that the contract requirements are met and monitoring the proper liquidation of the obligation.

**PERFORMANCE STEPS:**

1. Validate requirements.
2. Initiate a purchase/contract request utilizing local procedures.
3. Ensure Justification statements support requirement.
4. Manage the required data entry transaction to obligate funding for the purchase or contract when required.
5. Validate that the purchase or contract requirements were met.
6. Monitor the proper liquidation of the obligation.
7. Identify and correct all discrepancies with the purchase or contract support or liquidations to the local purchasing and contracting agency.

**REFERENCES:**

1. Local SOP Local Standard Operating Procedures
2. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure 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 capability and Automated Information System.

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**3002-FISC-2005:** Manage the procurement of supplies from Consolidated Materiel Support Center (CMSC)

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a CMSC card, shopping list, bulk fuel card/key, access to an automated system with applicable software and internet connectivity, and the references.

**STANDARD:** Maintaining accountability of CMSC purchases.

**PERFORMANCE STEPS:**

1. Review local DSSC procedures. Review local CMSC procedures.
2. Implement an internal control program for CMSC purchases and fuel purchases.
3. Verify that delegation of authority letters are signed, submitted, approved and maintained on file.

4. Approve CMSC and fuel requests, ensuring that sufficient funds are available.
5. Validate CMSC receipts against the CMSC shopping lists.
6. Validate fuel log against fuel consumption report, as required.
7. Manage the reconciliation of the financial accounting system summary transactions against the CMSC receipts.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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3002-FISC-2006: Validate the collection and turn-in of government funds

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to collect funds, an appointed authorized custodian, Cash Sales/Request for Checkage for Government Property (NAVMC 6), voucher for reimbursement and/or collection (DD Form 1131), cash meal payment sheet (NAVMC 10298), accounting records, completed missing gear statement, access to an automated system with appropriate software, and the references.

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

PERFORMANCE STEPS:

1. Verify that Authorized Custodians/Audit Verification Officers are properly appointed in writing, as required.
2. Verify that a separate safe has been assigned to each appointed Authorized Custodian for their exclusive use.
3. Verify that supporting documentation for source of funds collected are administratively correct.
4. Verify that funds are turned in to a disbursing officer within the time frames required by the references.
5. Verify that property record adjustments are made to accountable balances 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. UM 4400-124 SASSY Using Unit Procedures

4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

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3002-ISS-2001: Manage Initial Issue Provisioning (IIP) program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

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), access to an automated system with applicable software and internet connectivity, 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. Issue IIP assets as directed by higher HQ.
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 Requisitioning Objectives (RO), Reorder Points (ROP), and protected stock requirement codes are correctly loaded to the General Account Balance File (GABF).

REFERENCES:

1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. MCO P4400.39 War Reserve Material Policy Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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3002-ISS-2002: Manage unserviceable assets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given unserviceable assets and the references.

STANDARD: Ensuring proper disposal in accordance with UM 4400-123.

PERFORMANCE STEPS:

1. Request disposition instructions. (when applicable).
2. Manage disposal of unserviceable assets.
3. Verify property records are adjusted.

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.

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3002-ISS-2003: Direct the Material Obligation Validation/Back Order Validation (MOV/BOV)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a series of Integrated Material/Weapon System Managers (IMM), Sources of Supply (SOS) and General Account (GA) requests for requirement validation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Validating unit requirements IAW UM 4400-123.

PERFORMANCE STEPS:

1. Initiate the MOV process.
2. Conduct MOV/BOV reconciliation with unit supply section.
3. Review generated exceptions.
4. Take appropriate action on generated exceptions.
5. Respond to IMM/SOS request for validation within the required timeframe.
6. Review generated BOV performance report.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. MCO P4400.150\_ Consumer Level Supply Policy Manual

3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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3002-ISS-2004: Manage automated information system data

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given assignment as the operations officer with the Intermediate Supply Support Activity, mainframe computers with required software and connectivity, the requirement to schedule mainframe updates, and the reference.

STANDARD: Ensuring that system data is properly processing.

PERFORMANCE STEPS:

1. Monitor local mainframe input.
2. Manage the cycle update.
3. Resolve update problems.
4. Monitor local mainframe output.
5. Transfer data usage between Intermediate Supply Support Activities when required.
6. Conduct module changes as directed by higher headquarters.

REFERENCES:

1. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and Automated Information System.

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3002-ISSU-2001: Manage the Customer Service Deployment Support Unit (DSU)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 1STLT, CAPT

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

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

PERFORMANCE STEPS:

1. Supervise inventory management procedures.
2. Verify that generator packages meet deploying unit Equipment Density Listing Class IX and secondary reparable requirements.
3. Verify generator package listings with the supported unit.
4. Verify that operating stock and secondary reparable blocks are issued.
5. Verify resupply of operating stock and secondary reparable blocks.
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.

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3002-ISTC-2001: Direct General Account operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an assignment as General account manager, files and records, access to an automated system with applicable software and internet connectivity, automated warehousing system, and the references.

STANDARD: Meeting customer requirements in a timely manner.

PERFORMANCE STEPS:

1. Review management reports.
2. Supervise stock control.
3. Supervise storage.
4. Establish pertinent requisitioning objectives (RO) and reorder points (ROP).
5. Monitor Economic Retention Quantity (ERQ).



INITIAL TRAINING SETTING: MOJT

CONDITION: Given authority to conduct commercial procurement, fiscal guidance, commercial procurement files and records, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring commercial requirements are met.

PERFORMANCE STEPS:

1. Determine commercial support requirements.
2. Review appropriate fiscal guidance.
3. Direct procurement of commercial items.
4. Monitor the procurement process.
5. Maintain supporting documentation.

REFERENCES:

1. MCO P4200.15 Marine Corps Purchasing Procedures Manual - (obsolete MCO)
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.

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3002-ISTR-2004: Manage intermediate storage operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an intermediate storage facility, location file, files/records, storage containers, automated warehousing system, material handling equipment, various supply support materials, a contingent requirement for embarkation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring supply support materials are maintained in a serviceable and ready for issue condition.

PERFORMANCE STEPS:

1. Manage safety program.
2. Maintain effective space utilization.
3. Manage the physical inventory process.
4. Manage preparation for embarkation.
5. Manage location verification.
6. Maintain a physical security program.
7. Take corrective action on stock denials.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. MCO P4450.7 Marine Corps Warehousing Manual
4. OPNAV 5530.14 Physical Security and Loss Prevention
5. UM 4400-123 FMF SASSY Management Unit Procedures

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

---

**3002-MISC-2001:** Manage permanent issue of special allowance equipment

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**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 review the individual's Officer Qualification Record (OQR) or enlisted Service Record Book (SRB).
2. Obtain a certification 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 Admin Office requesting that the issue be recorded in the recipient's OQR/SRB.
5. Obtain 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.

---

**3002-MISC-2002:** Manage individual clothing records

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement to obtain and record a Marine Corps funded clothing issue, NAVMC 604/604B, NAVMC 631/631A, and the references.

STANDARD: Ensuring individual clothing is requisitioned, issued and recorded.

PERFORMANCE STEPS:

1. Validate the requirement.
2. Validate the allowance quantities.
3. Verify that NAVMC 604 and 604B requisitions are submitted to the appropriate sources.
4. Verify that NAVMC 631 or 631As are prepared to reflect all uniform clothing issues.
5. Verify eligible member's acknowledgement signature is obtained upon receipt.
6. Verify that a copy of the receipt is provided to the unit administration Office.
7. Manage all other special and supplemental uniform issues as applicable.
8. Conduct Reserve clothing issues as applicable.
9. Ensure inventory of Reserve clothing is conducted.
10. Certify completion of the NAVMC 631/631A as required.
11. Ensure recovery of clothing as required.
12. Conduct periodic reviews.

REFERENCES:

1. MCBUL 10120 Clothing Allowance for Enlisted Personnel
2. MCO 5000.14 Marine Corps Administrative Procedures (MCAP)
3. MCO P10120.28G Individual Clothing Regulations

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

---

3002-MISC-2003: Manage the publication library for the unit supply section

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

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. Direct the requisition of missing publications.
4. Review pending requisitions.
5. Initiate corrective action with unit publication Distribution Control Point (DCP) and resubmit requisition denials to resolve the discrepancies.
6. Verify corrective action is accomplished.
7. Conduct periodic reviews.

**REFERENCES:**

1. Local SOP Local Standard Operating Procedures
2. MCO 5000.14 Marine Corps Administrative Procedures (MCAP)
3. MCO P5600.31\_ Marine Corps Publication and Printing Regulations

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

---

**3002-PRAC-2001:** Manage non Table of Equipment (T/E) assets

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 24 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given the requirement to account for non T/E assets, access to an automated system with applicable software, and the references.

**STANDARD:** Ensuring accountability of non T/E assets.

**PERFORMANCE STEPS:**

1. Account for Garrison Property.
2. Account for Marine Corps Community Services equipment.
3. Account for consumable supplies.
4. Account for non T/E assets.

**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
5. UM 4400-15 Marine Corps User Manual (Organic Property Control)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with applicable software.

---

3002-RATS-2001: Manage Packaged Operational Rations (POR)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

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, access to an automated system with applicable software, 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 documentation on file.
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 BAS and Meal Card Order
4. MCO P4400.150 Consumer Level Supply Policy 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 capability and Automated Information System.

---

3002-RFID-2001: Manage Radio Frequency Identification (RFID) systems setup

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

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

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given necessary components and associated manuals, functioning as a supervisor in an environment where employment of RFID is required.

**STANDARD:** To ensure connectivity is established and validate registration as outlined in the RFID Operations Guide.

**PERFORMANCE STEPS:**

1. Review the references.
2. Gather associated materials.
3. Connect the write station to the associated Automated Information System (AIS).
4. Register the write station to the In-Transit Visibility (ITV) system.
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 4000.51B Automatic Identification Technology (AIT) (Aug 07)
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.

---

**3002-RFID-2002:** Manage the operation of the Radio Frequency Identification (RFID) system

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

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

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given necessary components, shipping documentation, required manuals, a written tag, access to the ITV system and in an environment where employment of RFID is required.

**STANDARD:** To ensure the RFID tag is written and placed correctly as outlined in the RFID Operations Guide.

**PERFORMANCE STEPS:**

1. Verify battery is correctly installed in the RFID tags.
2. Ensure the correct assignment of RFID 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.

**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 4000.51B Automatic Identification Technology (AIT) (Aug 07)
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.

---

**3002-RFID-2003:** Manage Deployable Radio Frequency Identification (RFID) Read System setup

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

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

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a support requirement in an austere environment, asset tracking equipment and the references.

**STANDARD:** To ensure the correct setup and operation of the system.

**PERFORMANCE STEPS:**

1. Review the references.
2. Ensure correct assembly of RFID asset tracking components.
3. Validate asset tracking system is operational.

**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 4000.51B Automatic Identification Technology (AIT) (Aug 07)
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:** Portable Deployment Kit (PDK). Early Entry Deployment Sustainment Kit (EEDSK).

---

3002-RFID-2004: Manage In-Transit Visibility (ITV) asset tracking

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

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

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: Validating the nodal history of asset in distribution pipeline.

PERFORMANCE STEPS:

1. Log into ITV system.
2. Determine asset location.
3. Verify summary of nodal history 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 4000.51B Automatic Identification Technology (AIT) (Aug 07)
4. RFID ITV Server Guide
5. RFID OPS RFID Operations Guide

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity.

---

3002-RIPT-2001: Manage secondary reparable

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given balance file, adequate funding, usage data, unit requirements, access to an automated system with applicable software and internet connectivity, 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 P4400.151 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.

---

**3002-RIPT-2002:** Monitor redistribution of Repairable Issue Point (RIP) assets

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3002

**GRADES:** CAPT, MAJ

**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 reparables to LOGCOM.
3. Manage the return of non-depot reparables 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.

---

3002-RIPT-2003: Manage maintenance of Reparable Issue Point (RIP) assets and records

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: MAJ

INITIAL TRAINING SETTING: MOJT

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

STANDARD: Ensuring proper accounting, storage, repair, and distribution of secondary reparable.

PERFORMANCE STEPS:

1. Manage budget allocations reparable.
2. Validate allowances on Consolidated Asset List (CAL).
3. Validate quantities due from maintenance subfloat activities.
4. Monitor carcass exchange credits.
5. Review Recommended Buy List.
6. Screen for float assets from all available sources.
7. Monitor requisitions for secondary reparable.
8. Monitor maintenance transactions for issue and repair of secondary reparable.
9. Monitor receipts of secondary reparable.
10. Review requisitioning management report.
11. Ensure discrepancies on the requisition management report are identified.
12. Verify corrective action has been processed.
13. Establish subfloats as required.
14. Direct annual recomputation of secondary reparable allowances.
15. Ensure maintenance management processing reports are reconciled with CAL and requisition management report to validate all dues from repair.
16. Review requests for disposition instructions for controlled secondary reparable.
17. Monitor packaging and handling of electro-static discharge sensitive repair parts.

REFERENCES:

1. MCO 2410.2\_ Electromagnetic Environmental Effects (E3) Control Program
2. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
3. TI 4400-15/1 Packaging, Handling, Storage and Transportation of Electrostatic Discharge Sensitive Items
4. TI-5104-15/2 Special Handling of Tritium Fire Control Instruments
5. UM 4400-123 FMF SASSY Management Unit Procedures
6. UM 4790-5 MIMMS-AIS Field Maintenance Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity and Automated Information System.

---

3002-STDR-2001: Monitor maintenance of stored assets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

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 that all items received for storage 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-in-storage for stored assets.
6. Direct reconciliation of pending facility maintenance work requests with supporting maintenance activity as required.

REFERENCES:

1. DoD 4145.19-R-1 Storage and Material Handling
2. Local SOP Local Standard Operating Procedures
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

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

---

3002-STDR-2002: Manage warehouse safety procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

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 6055.1 DOD Occupational Safety and Health (OSH) Program
2. DoD 4145.19-R-1 Storage and Material Handling
3. MCO P4450.7 Marine Corps Warehousing Manual
4. MCO P5100.8 Marine Corps Occupational Safety and Health Program Manual (Obsolete - replaced by NAVMC DIR 5100.8)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

---

3002-STDR-2003: Monitor Electrostatic Discharge (ESD) sensitive devices during handling, storage, and transportation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3002

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided ESD sensitive devices, ESD protection materials, ESD labels, applicable technical research devices, and the references.

STANDARD: Protecting ESD sensitive devices from damage IAW MCO 2410.2\_.

**PERFORMANCE STEPS:**

1. Review the references.
2. Identify materials requiring ESD protection.
3. Direct actions necessary to protect ESD sensitive devices.

**REFERENCES:**

1. MCO 2410.2 Electromagnetic Environmental Effects (E3) Control Program
2. TI 4400-15/1 Packaging, Handling, Storage and Transportation of Electrostatic Discharge Sensitive Items
3. TI-5104-15/2 Special Handling of Tritium Fire Control Instruments
4. TM 9406-15 Grounding Procedures for Electromagnetic Interference Control and Safety (Aug 91)
5. TM 9999-15/1 Electro-Static Discharge (ESD) Awareness
6. TM 9999-15/2 Electro-Static Discharge (ESD) Management

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

---

**3002-STDR-2004:** Manage the Radiological Control Program (RCP)

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 24 months

**MOS PERFORMING:** 3002

**GRADES:** 2NDLT, 1STLT, CAPT

**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 that all devices containing radioactive material are identified by stock number and serial number.
2. Identify radioactive storage areas.
3. Establish and maintain secure and controlled storage areas.
4. Provide appropriate material for the proper handling of radioactive material.
5. Provide appropriate radiation instruction/training.
6. Publish and maintain local standing operating procedures (SOP) for the command RCP.
7. Coordinate storage of radioactive material contain devices with emergency personnel in accordance with current directives as required.
8. Coordinate disposal of devices with low-level radioactive waste with the base Radiation Safety Officer or other agencies as required.
9. Coordinate the inventory and reporting of materials containing radioactive substances.

**REFERENCES:**

1. CFR 49 Code of Federal Regulations Parts 100-185 - Transportation
2. CFR Title 10 Title 10 Code of Federal Regulations
3. MCO 5104.3B Marine Corps Radiation Safety Program (Sep 10)
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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GROUND SUPPLY T&R MANUAL

CHAPTER 5

CONTRACTING INDIVIDUAL EVENTS

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GROUND SUPPLY T&R MANUAL

CHAPTER 5

CONTRACTING INDIVIDUAL EVENTS

**5000. PURPOSE.** This chapter includes all individual training events for MOS 3006, 3044, 3046, and 3048; Contracting Officer/Contracting Specialist. An individual event is an event that a trained Contracting Officer/Specialist would accomplish in the execution of Mission Essential Tasks (METs). These events are linked to a Service-Level Mission Essential Task. This linkage tailor's individual and collective training for the selected MET. Each event is composed of an individual event title, condition, standard, performance steps, support requirements, and references. Accomplishment and proficiency level required is determined by the event standard.

**5001. EVENT CODING**

Events in the T&R Manual are depicted with a 12-digit, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. In some cases, all 12 digits may not be used. This chapter utilizes the following methodology:

- a. Field one. Each event starts with CONT, indicating that the event is for MOS 3006, 3044, 3046, 3048; Contracting Officer/Contract Specialist.
- b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
BCOS	Basic Contracting Specialist	CONT-BCOS-XXXX
ADV	Advanced Contracting Specialist	CONT-ADV-XXXX
ICOS	Intermediate Contracting Specialist	CONT-ICOS-XXXX
EXPD	Expeditionary	CONT-EXPD-XXXX
MNMT	Management	CONT-MNMT-XXXX

- c. Field three. All individual events within T&R Manuals are 2000-level for events taught at MOS-producing formal schools or MOJT. This chapter contains 2000 level events.

5002. INDEX OF INDIVIDUAL EVENTS

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5003. 2000-LEVEL EVENTS

CONT-BCOS-2001: Conduct pre-solicitation actions

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3006, 3044, 3046, 3048

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a purchase request, appropriate warrant and regulations

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

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-BCOS-2002: Conduct post solicitation actions

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3006, 3044, 3046, 3048

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

INITIAL TRAINING SETTING: FORMAL

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

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

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.
11. Conduct legal review, 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-BCOS-2003:** Conduct pre-award actions

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

**MOS PERFORMING:** 3006, 3044, 3046, 3048

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

**INITIAL TRAINING SETTING:** FORMAL

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

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

**PERFORMANCE STEPS:**

1. Review contract requirement(s).
2. Determine Contracting Officer Representative (COR) requirements, when applicable.
3. Prepare contract forms.
4. Obtain appropriate approval.
5. Conduct legal review, when applicable.
6. Release contract.

**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-BCOS-2004:** Conduct post award actions

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

**MOS PERFORMING:** 3006, 3044, 3046, 3048

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

INITIAL TRAINING SETTING: FORMAL

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

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

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-ADV-2001: Supervise Contract Specialist

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3046, 3048

GRADES: SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given table of organization, mission requirement, and references.

STANDARD: To ensure contract procedures are adhered to.

PERFORMANCE STEPS:

1. Review final documents.
2. 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: 12 months

MOS PERFORMING: 3046, 3048

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given mission requirements and references.

STANDARD: To ensure acquisition procedures are adhered to.

PERFORMANCE STEPS:

1. Identify Acquisition requirements.
2. Review pre/post solicitation actions.
3. Review pre/post award actions.
4. Oversee Government Purchase Card (GPC) Program

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: Advise Combat Commanders & Commanding Officers

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3006, 3048

GRADES: MSGT, MGYSGT, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To ensure awareness of contract function and capabilities.

PERFORMANCE STEPS:

1. Analyze mission.
2. Prepare contracting brief tailored to mission requirements.
3. Submit reports.

REFERENCES:

1. DFARS Defense Federal Acquisition Regulation Supplement



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
-

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, 3046, 3048

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a mission to support MAGTF operations.

STANDARD: To provide contingency contract support.

PERFORMANCE STEPS:

1. Review mission requirements.
2. Determine contracting support requirements.
3. Analyze internal/external contracting support sources.
4. Brief Commander on contract capabilities, process, and procedures.
5. Execute assigned mission.

REFERENCES:

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

CONT-MNMT-2001: Manage Contract Specialist

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3006

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given table of organization, mission requirement, and references.

STANDARD: To ensure contract procedures are adhered to.

PERFORMANCE STEPS:

1. Validate final documents.
2. Enforce plans, policies and procedures.
3. Conduct performance evaluation(s).
4. Review civilian selection process, when applicable.
5. Coordinate with Human Resources, when applicable.
6. Supervise Government Purchase Card (GPC) Program.

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-MNMT-2002: Manage contract operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3006

GRADES: CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given table of organization, mission requirement, and references.

STANDARD: To ensure acquisition procedures are adhered to.

PERFORMANCE STEPS:

1. Determine Acquisition requirements.
2. Validate pre/post solicitation actions.
3. Validate pre/post award actions.

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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GROUND SUPPLY T&R MANUAL

CHAPTER 6

MOS 3010 INDIVIDUAL EVENTS

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GROUND SUPPLY T&R MANUAL

CHAPTER 6

MOS 3010 INDIVIDUAL EVENTS

**6000. PURPOSE.** This chapter includes all individual training events for a Ground Supply Operations Officer. An individual event is an event that a trained Ground Supply Operations Officer would accomplish in the execution of Mission Essential Tasks (METs). These events are linked to a Service-Level Mission Essential Task. This linkage tailor's individual and collective training for the selected MET. Each event is composed of an individual event title, condition, standard, performance steps, support requirements, and references. Accomplishment and proficiency level required is determined by the event standard.

**6001. EVENT CODING**

Events in the T&R Manual are depicted with a 12-digit, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. In some cases, all 12 digits may not be used. This chapter utilizes the following methodology:

- a. Field one. Each event starts with 3010, indicating that the event is for MOS 3010, Ground Supply Operations Officer.
- b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
AMMO	Ammunition	3010-AMMO-XXXX
CSS	Combat Service Support	3010-CSS-XXXX
CSSO	Combat Service Support Operations	3010-CSSO-XXXX
FISC	Fiscal	3010-FISC-XXXX
INVG	Investigations	3010-INVG-XXXX
ISS	Intermediate Supply Support	3010-ISS-XXXX
ISSO	Intermediate Supply Support Operations	3010-ISSO-XXXX
ISSU	Intermediate Supply Support Unit	3010-ISSU-XXXX
ISTC	Intermediate Stock Control	3010-ISTC-XXXX
ISTR	Intermediate Storage	3010-ISTR-XXXX
MISC	Miscellaneous	3010-MISC-XXXX
PRAC	Property Accounting	3010-PRAC-XXXX
PSEF	Personal Effects	3010-PSEF-XXXX
RATS	Rations	3010-RATS-XXXX
REQS	Requisitions	3010-REQS-XXXX
RIPT	Reparable Issue Point	3010-RIPT-XXXX
RFID	Radio Frequency Identification	3010-RFID-XXXX
STDR	Storage and Distribution	3010-STDR-XXXX

- c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 2000 level events.

6002. INDEX OF INDIVIDUAL EVENTS

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3010-PRAC-2008	Manage Money Value Gain/Loss (MVGL) reports	6-56
3010-PRAC-2009	Manage subsidiary records/systems for non-issued serialized gear	6-56

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6003. 2000-LEVEL EVENTS

3010-AMMO-2001: Manage ammunition accountability

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given ammunition accounting records, proper audit trail documents, the unit's Table of Organization and Equipment (TO/E), and the references.

STANDARD: Maintaining 100% accountability of ammunition.

PERFORMANCE STEPS:

1. Validate requirements.
2. Verify that ammunition requisitions are properly prepared.
3. Establish proper accountability for ammunition by individual DOD Identification Code (DODIC) and lot number.
4. Review and maintain Notification of Ammunition Reclassifications (NARS)
5. Conduct periodic internal reviews per current directives.

REFERENCES:

1. MCO 8011.4 USMC T/A CLASS V (W) MATERIAL (PEACETIME)
2. MCO 8020.10 Marine Corps Ammunition and Explosives Safety Program
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 capability and Automated Information System.

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3010-CSS-2001: Develop a supply support plan to support MAGTF operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the deployment of a Marine Air-Ground Task Force (MAGTF), mission objectives, access to an automated system with applicable software, and references.

STANDARD: Supporting the supply requirements of the MAGTF.

**PERFORMANCE STEPS:**

1. Identify the Commander's intent and concept of operations.
2. Review ANNEX D of the operations order.
3. Identify supply related combat service support requirements to support the mission.
4. Provide guidance as to supply support available within the established Combat Service Support Element (CSSE) organization.
5. Provide input for required combat service support needed to support mission objectives.
6. Review CSS planning documents required for supply to support the operation.
7. Use the principles of combat service support in developing the supply related combat service support mission objectives.
8. Verify that the supply related combat service support mission objectives coincide with the MAGTF mission objectives.
9. Coordinate combat service support between the operating units and the main CSSE controlling agency.
10. Develop an overlay of CSS installations supporting the operation.
11. Review the types of permanent CSS organizations.
12. Review the types of task organized CSS organizations.
13. Define tactical CSS organizations.
14. Identify standard CSSEs.
15. Describe the functions of the Landing Force Shore Party.
16. Review the CSS estimate process.
17. Identify the Marine Aircraft Wing CSS organizations.
18. Identify the arrangement of the Combat Service Support Operation Center.
19. Utilize Rapid Requests forms per local SOP.
20. Provide appropriate input to establish the Tactical Logistics Group.
21. Review the major sub-components of the Marine Corps War Reserve Program.
22. Identify the purposes of the War Reserve Stocks.
23. Identify equipment that will be registered as Remain Behind Equipment (RBE) to MATCOM as required by the reference.
24. Identify and store equipment that will not be embarked with the deploying unit.

**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 4-11.8 Food Service Reference
5. MCRP 5-12 Organization of Marine Corps Forces
6. MCRP 5-2A Operational Terms and Graphics
7. MCWP 4-1 Logistics Operations
8. MCWP 4-11 Tactical-Level Logistics
9. MCWP 4-11.1 Health Service Support Operations
10. MCWP 4-11.7 MAGTF Supply Operations
11. MCWP 4-12 Operational-Level Logistics

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

---

3010-CSS-2002: Provide supply support concepts during combat service support operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the deployment of a Marine Air-Ground Task Force (MAGTF), mission objectives, access to an automated system with applicable software, and the references.

STANDARD: Supporting the supply requirements of the MAGTF during deployment.

PERFORMANCE STEPS:

1. Identify supply-related CSS requirements to support the mission.
2. Provide guidance as to supply support available within the established Combat Service Support Element (CSSE) organization.
3. Provide input for required CSS needed to support mission objectives.
4. Use the principles of CSS in developing the supply related mission objected.
5. Verify that the supply related CSS mission objectives coincide with the MAGTF mission objectives.
6. Develop CSS Mission Statement.
7. Coordinate CSS operations between the operating units and the main CSSE controlling agency.
8. Provide appropriate input to establish the Tactical Logistics Group.

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 4-11.8 Food Service Reference
5. MCRP 5-12 Organization of Marine Corps Forces
6. MCRP 5-2A Operational Terms and Graphics
7. MCWP 4-1 Logistics Operations
8. MCWP 4-11 Tactical-Level Logistics
9. MCWP 4-11.1 Health Service Support Operations
10. MCWP 4-11.7 MAGTF Supply Operations
11. MCWP 4-12 Operational-Level Logistics
12. OH 4-1 Combat Service Support Operations

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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3010-CSS-2003: Develop a supply support plan for a Maritime Prepositioning Force (MPF) operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an initiating directive, an MPF assigned unit, access to an automated system with applicable software, and the references.

STANDARD: Ensuring effective supply support to the assigned units.

PERFORMANCE STEPS:

1. Review the initiating directive.
2. Define the roles of MPF operations.
3. Define the characteristics of an MPF.
4. Identify supply related CSS requirements to support the mission.

REFERENCES:

1. FM 101-5 Staff Organization and Operations
2. FMFM 4-1 Combat Service Support Operations
3. JOINT PUB 5-03.1 Joint Operational and Execution System
4. Local SOP Local Standard Operating Procedures
5. MCRP 5-2A Operational Terms and Graphics
6. MCWP 4-1 Logistics Operations
7. MCWP 4-11 Tactical-Level Logistics
8. MCWP 4-11.7 MAGTF Supply Operations
9. MCWP 4-12 Operational-Level Logistics
10. OH 4-1 Combat Service Support Operations

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a unit deploying with a Marine Air Ground Task Force (MAGTF), operation order, access to an automated system with applicable software 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 4-11.8 Food Service Reference
6. MCWP 4-1 Logistics Operations
7. MCWP 4-11 Tactical-Level Logistics
8. MCWP 4-11.1 Health Service Support Operations
9. MCWP 4-11.7 MAGTF Supply Operations
10. 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:** 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, access to an automated system with applicable software and internet connectivity, 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. MCO P4400.39 War Reserve Material Policy Manual
4. MCRP 5-2A Operational Terms and Graphics
5. MCWP 4-1 Logistics Operations
6. MCWP 4-11 Tactical-Level Logistics
7. MCWP 4-11.7 MAGTF Supply Operations
8. 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

**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:** Providing support to the unit.

**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 5-2A Operational Terms and Graphics
7. MCWP 4-1 Logistics Operations
8. MCWP 4-11 Tactical-Level Logistics
9. MCWP 4-11.7 MAGTF Supply Operations
10. MCWP 4-12 Operational-Level Logistics

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

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**3010-CSS-2007:** Manage accountability of unit Maritime Prepositioning Force (MPF) assets

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3010

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

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an MPF operation, warning order, assigned MPS/MPF composition, a designated port/beach and airfield, access to an automated system with applicable software and internet connectivity, and the references.

**STANDARD:** Ensuring proper receipt and tracking of MPF unit designated assets throughout all four phases of an MPF operation.

**PERFORMANCE STEPS:**

1. Review the warning order and the MPF operation situation.
2. Provide input to the planning and preparation of the movement of units to the Aerial Port of Embarkation (APOE).
3. Provide input to the planning and movement of forces, equipment, and supplies to the Arrival and Assembly Area (AAA).
4. Manage the receipt of off loaded assets and subsequent issue to supported units.
5. Verify that all equipment is properly recorded on unit records.
6. Assist in the planning and management of the MPF regeneration.

**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 P4200.15 Marine Corps Purchasing Procedures Manual - (obsolete MCO)
5. MCRP 5-2A Operational Terms and Graphics
6. MCWP 4-1 Logistics Operations

7. MCWP 4-11 Tactical-Level Logistics
8. MCWP 4-11.7 MAGTF Supply Operations
9. MCWP 4-12 Operational-Level Logistics
10. NAVMC/MCO 3000.18 Marine Corps Planner's Manual
11. UM 4400-124 SASSY Using Unit Procedures

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

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**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

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given mission objectives, sufficient buildings/tents and area to establish the field warehouse, an operation plan, appropriate MHE, access to an automated system with appropriate software, 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. Review operational plans and local SOP to determine requirements.
2. Determine the warehouse site.
3. Coordinate the layout of the field warehouse to meet the needs of the deployed unit.
4. Monitor the construction/establishment of the field warehouse to ensure that the warehouse provides adequate storage, security, drainage, and ventilation per the references.
5. Note deviations from procedures established by the references.
6. Initiate corrective action on noted deviations.

**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 5-2A Operational Terms and Graphics
7. MCWP 4-1 Logistics Operations
8. MCWP 4-11 Tactical-Level Logistics
9. MCWP 4-11.7 MAGTF Supply Operations
10. MCWP 4-12 Operational-Level Logistics
11. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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3010-CSSO-2001: Plan combat service support operations

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Provided with the Commander's Planning Guidance, LOI/Op Order (Initiating Directive), list of available unit assets, Commander's Course of Action Decision, concept of operations, access to an automated system with applicable software, and the references.

STANDARD: Supporting operations and mission objectives.

PERFORMANCE STEPS:

1. Analyze the Commander's Planning Guidance.
2. Identify specific and implied tasks.
3. Analyze the courses of action.
4. Conduct appropriate staff liaison.
5. Provide input to the Log/Combat Service Support Estimate.
6. Analyze the Commander's decision and concept of operations.
7. Provide input to the Combat Service Support (CSS) Concept of Support and the Logistics Concept of Support.
8. Develop Annex D to support the Concept of Operations as stipulated within the OP Order.
9. Develop CSS overlay.
10. Manage the execution of all supply-related missions.

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 5-2A Operational Terms and Graphics
6. MCWP 4-1 Logistics Operations
7. MCWP 4-11 Tactical-Level Logistics
8. MCWP 4-11.7 MAGTF Supply Operations
9. MCWP 4-12 Operational-Level Logistics
10. OH 4-1 Combat Service Support Operations
11. UM 4400-124 SASSY Using Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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3010-CSSO-2002: Plan combat supply support operations in a joint/combined environment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a concept of operations, various logistic and supply capabilities within the theater of operations, access to an automated system with applicable software, and the references.

STANDARD: Providing supply support for the Joint Task Force Commander's concept of operations.

PERFORMANCE STEPS:

1. Analyze the Commander's concept of operations.
2. Review the assigned support mission.
3. Analyze theater Combat Service Support Activity locations, infrastructure, host nation support, mutual logistics support, and interservice support agreements.
4. Balance theater deployment and sustainment requirements with logistics/supply capabilities.
5. Provide input to joint/combined logistics estimate/concept of operations.
6. Develop the Supply Support Plan.

REFERENCES:

1. FM 101-5 Staff Organization and Operations
2. FMFM 4-1 Combat Service Support Operations
3. JOINT PUB 5-03.1 Joint Operational and Execution System
4. JP 3-0 Joint Doctrine for Joint Operations
5. JP 4-0 Doctrine for Logistic Support of Joint Operations
6. Local SOP Local Standard Operating Procedures
7. MCRP 5-2A Operational Terms and Graphics
8. MCWP 4-1 Logistics Operations
9. MCWP 4-11 Tactical-Level Logistics
10. MCWP 4-11.7 MAGTF Supply Operations
11. MCWP 4-12 Operational-Level Logistics
12. NAVMC/MCO 3000.18 Marine Corps Planner's Manual

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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3010-FISC-2001: Manage funding for exercises

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

**DESCRIPTION:** Prior to the operation, brief Commanding Officer on the fiscal estimate, feasibility of support, and support requirements. After completion of the operation, brief the commanding officer on the results of the after action report and impact on the budget.

**MOS PERFORMING:** 3010

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

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given an operations order, task organization list, equipment density list (EDL), fiscal letter of instruction, unit/commodity exercise requirements historical fiscal after action reports, historical exercise requirements, and the references.

**STANDARD:** Determining the fiscal estimate, feasibility, and financial impact to the unit; and once that is complete, executing fiscal support for the exercise in accordance with guidance from the CO and/or higher headquarters.

**PERFORMANCE STEPS:**

1. Review documents.
2. Validate unit/commodity requirements.
3. Create a fiscal estimate for all support requirements.
4. Determine feasibility of support.
5. Identify potential external funding sources.
6. Brief Commanding Officer.
7. Submit fiscal requirements to external agency. (when applicable)
8. Identify funding provided by external agency. (when applicable)
9. Identify funding deficiencies/impact on the exercise. (when applicable)
10. Request internal/external financial information pointer (FIP).
11. Utilize financial information pointer (FIP).
12. Manage funds and fiscal logbooks/files.
13. Identify exercise costs.
14. Maintain source documents.
15. Create fiscal after action report.
16. Submit after action report to external agency. (when applicable)
17. File all documentation.

**REFERENCES:**

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. Local SOP Local Standard Operating Procedures
3. MCO P7100.8K Field Budget Guidance Manual (Jul 87)

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

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**3010-FISC-2002:** Manage reimbursable funding

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a support agreement, a requirement for a reimbursable, access to an automated system, internet access, appropriate software, and the references.

STANDARD: Ensuring the funding is executed within the agreement.

PERFORMANCE STEPS:

1. Identify the requirements of the support (reimbursable) agreement, to include any required reports.
2. Coordinate the reimbursable agreement with the external agency and the comptroller.
3. Execute funds provided by the reimbursable document.
4. Coordinate with the comptroller to close the reimbursable once all requirements have been met.

REFERENCES:

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. Local SOP Local Standard Operating Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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3010-FISC-2003: Manage purchases using the Government-wide Commercial Purchase Card (GCPC)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Government-wide Commercial Purchase Card (GCPC) requirement, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring purchases are in accordance with current regulations.

PERFORMANCE STEPS:

1. Identify the purchase requirements.
2. Determine if the purchase is within the Supply Officer's authority and adhere to the regulations.
3. Identify and select a source of supply.
4. Direct a card holder to make the purchase.

5. Validate that the requirements of the purchase were met.
6. Manage the fiscal accounting system.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure 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 capability and Automated Information System.

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3010-FISC-2004: Manage purchasing and contracting requests

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a purchase or contracting requirement, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring that the contract requirements are met and monitoring the proper liquidation of the obligation.

PERFORMANCE STEPS:

1. Validate requirements.
2. Initiate a purchase/contract request utilizing local procedures.
3. Ensure Justification statements support requirement.
4. Manage the required data entry transaction to obligate funding for the purchase or contract when required.
5. Validate that the purchase or contract requirements were met.
6. Monitor the proper liquidation of the obligation.
7. Identify and correct all discrepancies with the purchase or contract support or liquidations to the local purchasing and contracting agency.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure 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 capability and Automated Information System.

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**3010-FISC-2005:** Manage the procurement of supplies from Consolidated Materiel Support Center (CMSC)

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3010

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

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given a CMSC card, shopping list, bulk fuel card/key, access to an automated system with applicable software and internet connectivity, and the references.

**STANDARD:** Maintaining accountability of CMSC purchases.

**PERFORMANCE STEPS:**

1. Review local CMSC procedures.
2. Implement an internal control program for CMSC purchases and fuel purchases.
3. Verify that delegation of authority letters are signed, submitted, approved and maintained on file.
4. Approve CMSC and fuel requests, ensuring that sufficient funds are available.
5. Validate CMSC receipts against the CMSC shopping lists.
6. Validate fuel log against fuel consumption report, as required.
7. Manage the reconciliation of the financial accounting system summary transactions against the CMSC receipts.

**REFERENCES:**

1. Local SOP Local Standard Operating Procedures
2. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

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**3010-FISC-2006:** Validate the collection and turn in of government funds

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to collect funds, an appointed authorized custodian, Cash Sales/Request for Checkage for Government Property (NAVMC 6), voucher for reimbursement and/or collection (DD Form 1131), cash meal payment sheet (NAVMC 10298), accounting records, completed missing gear statement, access to an automated system with appropriate software, and the references.

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

PERFORMANCE STEPS:

1. Verify that Authorized Custodians/Audit Verification Officers are properly appointed in writing, as required.
2. Verify that a separate safe has been assigned to each appointed Authorized Custodian for their exclusive use.
3. Verify that supporting documentation for source of funds collected are administratively correct.
4. Verify that funds are turned in to a disbursing officer within the time frames required by the references.
5. Verify that property record adjustments are made to accountable balances 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. UM 4400-124 SASSY Using Unit Procedures
4. UM 4400-15 Marine Corps User Manual (Organic Property Control)

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3010-FISC-2007: Prepare annual budget

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

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 known annual budget requirements are identified.

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. Consolidate all 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 and deficiency report.
8. Prioritize and justify funding deficiencies.
9. Obtain Commanding Officer's approval.
10. 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 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
4. MCO P7100.8K Field Budget Guidance Manual (Jul 87)
5. SABRS Users Manual SABRS Users Manual

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet connectivity and Automated Information System.

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**3010-FISC-2008:** Execute budget/spending plan

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3010

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

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given budget guidance, funding authorization, source documents, all financial management reports, access to an automated system with applicable software and internet connectivity, and the references.

**STANDARD:** Expending allocated funds prior to the end of the fiscal year and ensuring financial records are accurately maintained.

**PERFORMANCE STEPS:**

1. Review the budget.
2. Manage source documents.
3. Verify that obligations do not exceed authorizations.
4. Direct fiscal reconciliation between the pending, obligated, and completed files with the SABRS management reports.
5. Validate unliquidated obligations (ULO) and unliquidated travel orders (UTO).
6. Resolve ULO/UTO discrepancies.
7. Manage the available balances.
8. Meet quarterly obligation goals.

9. Ensure appointment and revocation letters are maintained on file for the supply officer and fiscal clerk.
10. Brief the Commanding Officer on the status of funds on a regular basis.

**REFERENCES:**

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. Local SOP Local Standard Operating Procedures
3. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
4. MCO P7100.8K Field Budget Guidance Manual (Jul 87)
5. SABRS Users Manual SABRS Users Manual

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

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**3010-FISC-2009:** Conduct midyear review

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3010

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

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given budget guidance, Commander's intent, a current budget, usage data, projected requirements, previous year's budget, access to an automated system with applicable software and internet connectivity, 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 P7100.8K Field Budget Guidance Manual (Jul 87)

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet capability and Automated Information System.

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3010-FISC-2010: Conduct the annual fiscal closeout

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given local closeout guidance from the comptroller, (Purchasing and Contracting Office should be Replaced with Regional Contracting Office throughout), and the intermediate supply support activity; fiscal management reports, material and services reports, unfunded requirements, an approved budget, year-end spending plan, outstanding obligations, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Ensuring all obligations are valid and do not exceed total authorization.

PERFORMANCE STEPS:

1. Review guidance from comptroller, intermediate supply support activity, and Purchasing and Contracting.
2. Closeout all reimbursable funding documents.
3. Collect, review, and prioritize all known end-of-year spending requirements for both Requisition Authority (RA) funds and Planning Estimate (PE) funds.
4. Create a spending plan for end-of-year funds.
5. Create a prioritized funding deficiency report for possible distribution of additional end-of-year funds.
6. Verify obligation percentages are met per the budget/spending plan and local closeout guidance.
7. Manage unliquidated orders, taking corrective action for all invalid obligations, expenditures, and liquidations.
8. Verify that results from annual closeout are submitted to higher headquarters.

REFERENCES:

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. Local SOP Local Standard Operating Procedures
3. MCO P7100.8K Field Budget Guidance Manual (Jul 87)

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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3010-FISC-2011: Manage the unit's government commercial purchase card (GCPC) program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a government-wide commercial purchase card (GCPC), access to an automated system with applicable software internet connectivity, and the references.

STANDARD: In accordance with NAVSUPINST 4200.99.

PERFORMANCE STEPS:

1. Identify the approving official and card holders for the using unit.
2. Ensure the appropriate training has been accomplished by approving official and card holders.
3. Maintain all appointment letters, revocation letters, and regulations on file.
4. Manage the validation of each card purchase and the monthly statements by the approving official.

REFERENCES:

1. DoD 7000.14 DoD Financial Management Regulation (DODFMR)
2. MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
3. MCO P7100.8K Field Budget Guidance Manual (Jul 87)
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 capability and Automated Information System.

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3010-INVG-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. Redline investigations in accordance with the reference.
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 4400-120 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.

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**3010-ISS-2001:** Manage automated information systems data

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**MOS PERFORMING:** 3010

**GRADES:** CWO-3, CWO-4, CWO-5

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** Given assignment as the operations officer with the Intermediate Supply Support Activity, mainframe computers with required software and connectivity, the requirement to schedule mainframe updates, and the reference.

**STANDARD:** Ensuring that system data is properly processing.

**PERFORMANCE STEPS:**

1. Monitor local mainframe input.
2. Manage the cycle update.
3. Resolve update problems.
4. Monitor local mainframe output.
5. Transfer data usage between Intermediate Supply Support Activities when required.
6. Conduct module changes as directed by higher headquarters.

**REFERENCES:**

1. UM 4400-123 FMF SASSY Management Unit Procedures

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Computer with internet connectivity and Automated Information System.

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

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

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), access to an automated system with applicable software and internet connectivity, 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. Direct 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 Requisitioning Objectives (RO), Reorder Points (ROP), and protected stock requirement codes are correctly loaded to the General Account Balance File (GABF).

REFERENCES:

1. MCO P4400.151 INTERMEDIATE-LEVEL SUPPLY MANAGEMENT POLICY MANUAL
2. MCO P4400.39 War Reserve Material Policy Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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3010-ISS-2003: Manage unserviceable assets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given unserviceable assets and the references.

STANDARD: Ensuring proper disposal in accordance with UM 4400-123.

PERFORMANCE STEPS:

1. Request disposition instructions. (when applicable)
2. Manage disposal of unserviceable assets.
3. Verify property records are adjusted.

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.

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3010-ISS-2004: Direct the Material Obligation Validation/Back Order Validation (MOV/BOV)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3010

GRADES: WO-1, CWO-2

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a series of Integrated Material/Weapon System Managers (IMM), Sources of Supply (SOS) and General Account (GA) requests for requirement validation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD: Validating unit requirements IAW UM 4400-123.

PERFORMANCE STEPS:

1. Initiate the MOV process.
2. Conduct MOV/BOV reconciliation with unit supply section.
3. Review generated exceptions.
4. Take appropriate action on generated exceptions.
5. Respond to IMM/SOS request for validation within the required timeframe.
6. Review generated BOV performance report.

REFERENCES:

1. Local SOP Local Standard Operating Procedures
2. MCO P4400.150 Consumer Level Supply Policy Manual
3. UM 4400-123 FMF SASSY Management Unit Procedures

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet capability and Automated Information System.

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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.

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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.

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**3010-ISSO-2003:** Schedule local subsystem processing

**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 system access, "CA7" authority, local SOP, access to an automated system with applicable software and mainframe connectivity, and the references.

**STANDARD:** To ensure all required system and subsystem updates are scheduled.

**PERFORMANCE STEPS:**

1. Review the references.
2. Monitor CA7 process activity.
3. Verify Terminal Security Officer (TSO) capabilities and education.
4. Schedule the daily inventory updates.
5. Schedule the Monthly Field Change process.
6. Schedule the annual item reviews for all Reparable Issue Points (RIP).
7. Schedule SASSY subsystem processes as required, for items such as: Item Review, RIP Item Review, Medical Planning Program (MPP), Initial Issue Provisioning (IIP) releases, Controlled Item Code (CIC) extracts, Dollar Value of the Inventory.
8. Schedule automated supply system daily/monthly/quarterly/download requirements.
9. Schedule miscellaneous jobs as required by higher authority or as requested by customers.